Return To: Office of Financial Aid Phone: (615) 963-5701 Fax: (615) 963-7540



Tennessee State University 3500 John A Merritt Blvd Nashville, TN 37209-1561

DEADLINE to Submit Appeal

FALL July 27th SPRING January 4th

PLEASE READ CAREFULLY PRIOR TO SUBMITTING AN APPEAL

NO DOCUMENTATION – AUTOMATIC DENIAL

If you have experienced any extenuating circumstance that caused you <u>not</u> to meet the Satisfactory Academic Progress (SAP) Standards, you may submit an appeal to have your circumstances reviewed by the SAP Committee. If your circumstance is due to, but not limited to, medical reasons, are mental, physical, or emotionally related, be sure to have documentation that verifies the issue is RESOLVED! No repeated circumstances will be considered!

It is your responsibility to ensure the completed appeal form and ALL supporting documentation is submitted all together at the same time to the Office of Financial Aid by the deadline listed above for the term. Please ensure documentation is in accordance with your unsatisfactory semesters. Appeals can be submitted via walk-in, email, fax, or postal mail (must be post marked by the due date). Incomplete appeals will be denied. Submitting fraudulent documentation will also result in a denial. Appeals received after the deadline will be reviewed for the next semester. *No Exceptions*

Advisement Sheet

It is your responsibility to have your academic advisor or department head complete the advisement sheet (page 3 or 4 of this appeal form). Select the page that is applicable to your SAP status. A decision will not be made without the advisement sheet. A program of study is NOT accepted in place of the advisement sheet.

Appeal Decision:

Please include ALL documentation you wish to be considered with this form. It is your only representation before the SAP Committee, as you will not be able to meet with the committee face to face. Filing an appeal does not guarantee Financial Aid reinstatement. The appeal decision will be based on your letter of circumstances, documentation received, and your academic record. Your "myTSU" account will be updated accordingly when a decision is made. You may check it under your Financial Aid Status and/or Student Messages. You will also receive a written response after your complete appeal has been reviewed.

If your appeal is denied, you will need to make payment arrangements in order to pay fees if you choose to attend. A reason may not be given for denied appeals. This will be your ONLY attempt to appeal for the term.

Extenuating circumstances

Extenuating circumstances are situations that occur beyond your control. Examples of extenuating circumstances and documentation are:

- (1) Medical Problems (physical or mental) Official statement on letterhead from your physician, hospital or professional counselor which indicates the duration of the illness, whether the medical or mental condition is under control and whether you are able to attend school;
- (2) Accident/Injury The Police Report, statement from physician or hospital to support the date of your accident and/or injury, any medical problem(s) that resulted and whether you are able to attend school;
- (3) **Death of Immediate Family Member** Loss of an immediate family member (parents, grandparents, siblings, spouse, and children) must be documented; examples of documentation may include, but not limited to, an obituary, death certificate and/or death announcement. If loss is extended family, please provide notarized statement of significance.
- (4) Other Extenuating Circumstances Clearly describe your extenuating circumstance, and the duration of the problem that you suffered. Documentation may include, but not limited to notarized statement(s) or letters from professional sources indicating circumstances have improved or been resolved.



Financial Aid Satisfactory Academic Progress Appeal Form

Email letter, completed form and documentation to: sap@tnstate.edu Tennessee State University 3500 John A Merritt Blvd. - Nashville, TN 37209-1561

TO BE COMPLETED BY ALL STUDENTS:

Submitting This Form Does Not Guarantee Reinstatement of Financial Aid.

	Check the term of your appeal	
	Fall 2018	Spring 2019
Name:	(Please Print)	TNumber: T
Address:		
		Zip Code:
Phone #: () Email:	
	Explanations Must Be Submit	ted on a Separate Piece of Paper:

Step 1: Attach a **typed letter** clearly explaining the extenuating circumstance(s) that caused you to fail the standard(s).

Step 2: Provide documentation to support your appeal statement.

Step 3: Explain what has changed and your plan of action that will ensure your future success academically. Use a separate sheet of paper.

Student Certification and Signatures

I certify that the information I have provided is true and complete to the best of my knowledge. By completing and submitting this form I certify that: (1) I have reviewed the SAP policy and understand I do not meet SAP standards required for financial aid; (2) I agree that the courses I am taking during this enrollment period count toward my degree requirements; (3) I am responsible for any charges incurred during period/s of ineligibility

Student S Signature	Stud	ent's	Signature_	
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Date

	OFFICE USE ONLY	
[] APPEAL DENIED	[] APPEAL APPROVED	
	APGPAAPHRSAPBTH	APMAX

COMMENTS:

Tennessee State University - Office of Financial Aid Email letter, completed form and documentation to: <u>sap@tnstate.edu</u> 3500 John A Merritt Blvd - Nashville, TN 37209-1561

MAX HOURS and FAIL GPA APPEALS ONLY

Check the term of your appeal	
Fall 2018	Spring 2019
Name:	TNumber: T
(Please Print)	
Address:	
	Zip Code:
Phone #: ()	Email:
(An Incom	unlata Form Will Ro Danied)

(An Incomplete Form Will Be Denied.)

Academic Evaluation (to be assessed by your academic advisor)
The student listed above is currently on financial aid suspension and is filing an appeal with Financial Aid
regarding his/her Satisfactory Academic Progress. An academic evaluation below is needed for the appeal
semester to make a decision on student's eligibility. A program of study will not be accepted as a substitute.

Step 1: <u>STUDENT</u> -attach a typed letter explaining the circumstance(s) that caused you to exceed max time allowed.

Step 2: <u>ACADEMIC ADVISOR</u> - Provide ALL information requested below

(A) Total Hours Required for current Degree Program	$(\mathbf{A} = \mathbf{C} + \mathbf{D})$	
(B) Total Attempted Hours on Transcript (including any Transfer Hour	s)	
(C) Total Earned Hours toward current Degree (including any Transfer	Hours)	
(D) Total Hours Needed to complete Current Degree Program	$(\mathbf{A} - \mathbf{C} = \mathbf{D})$	
(E) Expected Graduation Date (MM/YEAR)		

Academic Advisor Certification and Signatures

Your signature indicates that you have discussed expected graduation date, the remaining courses needed for graduation, and the recommended courses for the upcoming term with the student.

Academic Advisor's Name (Print)

Academic Department

Date

Extension

Academic Advisor's Signature

Tennessee State University - Office of Financial Aid Email letter, completed form and documentation to: sap@tnstate.edu 3500 John A Merritt Blvd - Nashville, TN 37209-1561

"FAIL MAX TIME" APPEALS ONLY

	Check the ter Fall 2018	rm of your appeal Spring 201	9	
Name:(Please Print)	TNumber: T		
Address:				
		Zip Code:		
Phone #: ()	Emai	l:		
	(An Incomplete I	Form Will Be Denied.)		
semester to make a d p 1: <u>STUDENT</u> -atta	ecision on student's eligibility.	An academic evaluation below is ne A program of study will not be acc circumstance(s) that caused you to	epted as a substitute.	
p 2: <u>ACADEMIC A</u>	DVISOR - Provide ALL inform	mation requested below		
(A) Total Hours I	Required for current Degree Pro	gram	$(\mathbf{A} = \mathbf{C} + \mathbf{E})$	
	pted Hours (including any Tran	·		
	d Hours toward Degree (includi	•	(D. C. D.)	
		Degree (including Transfer Hours)		
(E) Total Hours	_	begree (Including Current Semester urses for Appeal Semester:	(A - C = E)	
Subject Code- course no. (ex: MATH- 1010)	Course Title	Subject Code- course no. (ex: MATH- 1010)	Course Title	
	cates that you have discussed ex	Certification and Signatures pected graduation date, the remain he upcoming term with the student.	ing courses needed	
Academic Ad	lvisor's Name (Print)	Academic I	Department	

Academic Advisor's Signature

Date

Extension