

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 27<sup>th</sup>**

**SPRING January 4<sup>th</sup>**

### **PLEASE READ CAREFULLY PRIOR TO SUBMITTING AN APPEAL**

#### **NO DOCUMENTATION – AUTOMATIC DENIAL**

If you have experienced any extenuating circumstance that caused you not 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.



**MAX HOURS and FAIL GPA APPEALS ONLY**

<b>Check the term of your appeal</b>	
<b>Fall 2018</b>	<b>Spring 2019</b>
Name: _____ TNumber: T _____	
(Please Print)	
Address: _____	
City/State: _____	Zip Code: _____
Phone #: (____) _____	Email: _____

**(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: STUDENT** -attach a typed letter explaining the circumstance(s) that caused you to exceed max time allowed.

**Step 2: ACADEMIC ADVISOR** - Provide **ALL** information requested below

- (A) Total Hours Required for current Degree Program (A = C + D) \_\_\_\_\_
- (B) **Total Attempted Hours** on Transcript (including any Transfer Hours) \_\_\_\_\_
- (C) **Total Earned Hours** toward current Degree (including any Transfer Hours) \_\_\_\_\_
- (D) Total **Hours Needed to complete** Current Degree Program (A - C = 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 Advisor's Signature

\_\_\_\_\_  
 Academic Department

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Extension

\*\*\*\*\*

**“FAIL MAX TIME” APPEALS ONLY**

<b>Check the term of your appeal</b>	
<b>Fall 2018</b>	<b>Spring 2019</b>
Name: _____ TNumber: T_____	
(Please Print)	
Address: _____	
City/State: _____	Zip Code: _____
Phone #: (____) _____	Email: _____

**(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: STUDENT** -attach a typed letter explaining the circumstance(s) that caused you to exceed max time allowed.

**Step 2: ACADEMIC ADVISOR** - Provide **ALL** information requested below

- (A) Total Hours Required for current Degree Program (A = C + E) \_\_\_\_\_
- (B) **Total Attempted Hours** (including any Transfer Hours) \_\_\_\_\_
- (C) **Total Earned Hours** toward Degree (including any Transfer Hours) \_\_\_\_\_
- (D) Total Attempted Hours **Not** Counted toward Degree (including Transfer Hours) **(B – C = D)** \_\_\_\_\_
- (E) Total **Hours Needed to Complete** Current Degree (Including Current Semester) **(A – C = E)** \_\_\_\_\_

**Recommended Courses for Appeal Semester:**

Subject Code-course no. (ex: MATH-1010)	Course Title		Subject Code-course no. (ex: MATH-1010)	Course Title

**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

\_\_\_\_\_  
 Academic Advisor’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Extension