Return To:  
Financial Aid Office  
Tennessee State University  
Phone: (615) 963-5701  
Fax: (615) 963-7540  

Deadline to Submit Appeal:  
Summer- May 29th, Fall- July 6th, Spring- January 5th

**Appeal Instructions:**
If you have experienced extenuating circumstances 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 for reinstatement of financial aid. You must also provide the following: 

1. A clear explanation of why you failed to meet the standards;  
2. Documentation to support your appeal statement;  
3. Your plan of action that will ensure future academic success.

The appeal and all supporting documentation should be submitted to the Financial Aid Office by the deadline listed above for the semester that you are planning to attend. **Incomplete appeals will be denied.** **Falsifying appeal documentation is also a denial.** Appeals received after the deadline will be reviewed for the next semester. *No Exceptions*

Extenuating circumstances are situations that occur beyond your control. They are **UNAVOIDABLE** and **UNFORSEEABLE.** Your lack of compliance with the Satisfactory Academic Progress guidelines had to result from those direct extenuating circumstances. 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, all pages of 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.

**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 anonymous committee face to face. The committee **will not** review an appeal until all the requested information has been received. Your “myTSU” account will be updated accordingly. You will receive a written response after your completed appeal has been reviewed. Filing an appeal does **not** guarantee Financial Aid reinstatement. The appeal decision will be based on the strength of your appeal statement, documentation received, and your academic record. If your appeal is denied, you will be required to make payment arrangements in order to pay fees. A reason will not be given for denied appeals. You may turn in a second appeal with a new letter and if there is additional documentation to provide. This will be your last and final attempt to appeal for the term.

Revised 3/2/2015
Financial Aid Satisfactory Academic Progress Appeal Form
Tennessee State University
3500 John A Merritt Blvd. - Nashville, TN 37209-1561

TO BE COMPLETED BY STUDENT: Submitting Form Does Not Guarantee Reinstatement of Financial Aid

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(Please Print)

Explanation must be typed and submitted on a separate piece of paper.

Step 1: Attach a letter clearly explaining the extenuating circumstance(s) that caused you to fail the standard(s). Submit all supporting documentation with your letter.

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 if needed.

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 understand that the submission of an appeal does not guarantee approval; (3) my financial aid may not be reinstated for this semester and future semesters; (4) I agree that the courses I am taking during this enrollment period count toward my degree requirements; (5) my SAP status will be recalculated at the end of each term, including summer; and (6) I am responsible for any charges incurred during period/s of ineligibility.

Student’s Signature__________________________ Date_____________________

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[ ] APPEAL DENIED [ ] APPEAL PENDING [ ] APPEAL APPROVED

____APGPA _____APHRS _____APBTH

COMMENTS:___________________________________________________________

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Revised 3/2/2015
FOR “MAX TIME” APPEALS ONLY

Deadline to Submit Appeal:  Summer- June 5th, Fall- August 28th, Spring- January 19th

Appeal Instructions:

You have reached the maximum amount of attempted hours that financial aid is allowed by federal regulations to provide assistance for the completion of an Associates, Bachelors or Graduate level degree. Students are allowed up to 150% of the number of hours required to complete that degree and still receive financial aid assistance. The additional amount of hours varies by degree and program. Please submit the max time frame appeal form to the Financial Aid Office by the deadline listed above for the semester that you are planning to attend.

Example: 120 hours (Bachelors degree) X 150%= 180 attempted hours to receive aid
   60 hours (Associates degree) X 150%= 90 attempted hours to receive aid
   40 hours (Graduate degree) X 150%= 60 attempted hours to receive aid

Once students have reached these attempted hours, a max time frame appeal form must be completed to determine eligibility for federal student aid, if any. At this point your major should be determined. If it changes you must appeal again with no guarantee of approval.

Appeal Decision:

You will not be able to meet with the anonymous SAP committee face to face. The committee will not review an appeal unless the form is filled out completely. Your myTSU account will be updated accordingly. You will receive a written response after your appeal has been reviewed. Filing an appeal does not guarantee Financial Aid reinstatement. The appeal decision will be based on your remaining financial aid eligibility, your academic record and the timeframe remaining to complete your degree. If your appeal is approved, it does not guarantee that financial aid will be available for the remaining hours you have to complete the program. If your appeal is denied, you will be required to make payment arrangements in order to pay fees. A reason will not be given for denied appeals. Satisfactory academic progress guidelines are reviewed annually and updated based on institutional policy and/or federal regulatory changes.

Incomplete appeals will be denied. Falsifying appeal documentation is also a denial. Appeals received after the deadline will be reviewed for the next semester. *No Exceptions*

Revised 3/2/2015
Tennessee State University
Office of Financial Aid
3500 John A Merritt Blvd - Nashville, TN 37207-1561
FOR “MAX TIME” APPEALS ONLY

TERM:  ____ FALL  ____ SPRING  ____ SUMMER

Name: ___________________________________________  TSU ID#: ____________________

(Please Print)
Address: ___________________________________________

City/State: ___________________________________________  Zip Code: ______________

Phone #: (____) _____________________  Email: ________________________________

TO BE COMPLETED BY ACADEMIC ADVISOR
(An Incomplete Form Will Be Denied.)

**Academic Evaluation**
The student listed above is currently on financial aid suspension and is filing an appeal with the Financial Aid Office regarding his/her Satisfactory Academic Progress. An academic evaluation is needed below including the coursework to be attempted during the appeal semester to determine what counts toward the student’s program of study and what courses are required to complete the program.

Major __________________________  Expected Graduation Date ______________________

Total Hours Required for Degree ______________________

Total Hours Attempted (Including Transfer Hours) ______________________

Total Hours Earned Toward Degree (Including Transfer Hours) ______________________

Total Transfer Hours Not Counted Toward Degree ______________________

Total Hours Needed for the Completion of Current Degree (Including Current Semester) ______________________

**Recommended Courses for Appeal Semester:**

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<th>Course Title</th>
<th>Subject Code-course no. (ex: MATH-1010)</th>
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**Academic Advisor Certification and Signatures**
Your signature indicates that you have discussed the 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

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---OFFICE USE ONLY---

[ ] APPEAL DENIED  [ ] APPEAL PENDING  [ ] APPEAL APPROVED

COMMENTS: ___________________________________________

Revised 3/2/2015