



Student ID Number: \_\_\_\_\_

## Satisfactory Academic Progress Initial Appeal for Reinstatement of Aid

**The Satisfactory Academic Progress Appeal requires submission of the following items;**

- The SAP Appeal Form available on Texas College website [www.texascollege.edu](http://www.texascollege.edu)
- An Action Plan to Improve Performance - formulated and written by the student
- An Academic Plan signed by Academic Advisor and,
- Proof of Completion of at least one Financial Literacy Session

### Review of Satisfactory Academic Progress Policy

Cumulative Hours	Minimum GPA	Completion Rate
1-15 hours	1.5	67%
16-30 hours	1.7	67%
31-45 hours	1.9	67%
46 hours and above	2.0	67%

The various federal and state regulations governing student financial assistance programs require an institution to develop a standard measure of a student's reasonable progress towards a degree objective. This policy, known as satisfactory academic progress, sets the standard for the minimum allowable academic achievement required to retain eligibility for financial aid. The determinants in calculating satisfactory academic progress include (1) the number of credit hours attempted comparative to the number of hours earned in all coursework inclusive of transfer coursework, (2) the cumulative grade point average and (3) the length of time taken to complete your degree program. At the end of the Spring term, there is a review of satisfactory academic progress. Student's whose appeals are granted may be subject to more frequent monitoring after each term. Failure to maintain satisfactory academic progress will result in the student being placed on financial aid suspension. Students are ineligible to receive financial aid awards while on the financial aid suspension, but they may appeal for the reinstatement of their financial aid awards.

### The Academic Plan

The academic plan is a by-product of the degree plan. The degree plan provides a list of courses and requirements along with the requisite credit hours leading to a degree. The degree plan may serve as a foundational part of the academic plan. The academic plan should provide a guide for the student to use during the course selection process and ultimately lead to the fulfillment of the degree requirements.

Your college or department may choose to use this general form or develop a plan specifically for that department or college. Your department or college may desire to create an academic plan for their particular area. All academic plans must contain the signature of the student and an academic advisor (or the department's designee) within the student's major.

### The Appeal Decision

Notification of the Satisfactory Academic Progress Appeals Committee decision are mailed to students within ten days after the review of the submitted appeal.

Please send your documents to:  
Texas College  
Office of Financial Aid  
2404 North Grand Ave. ■ Tyler, Texas 75702



Student ID Number: \_\_\_\_\_

## Satisfactory Academic Progress Appeal Initial Appeal for Reinstatement

Please PRINT neatly in blue or black ink.

### A. Student Information

\_\_\_\_\_  
Student Name (last, first, middle initial)

\_\_\_\_\_  
Preferred Telephone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email Address

### B. Reason for appeal:

GPA                       Completion Rate                       Exceeding Maximum Hours (check all that apply)

### C. Action Plan to Improve Academic Performance

Provide a summary of your action plan to improve your academic performance during the next academic year if more space is required attached a typed statement to this appeal form.

### D. Academic Plan

The Academic Advisor or department designee must complete a copy of the student's individualized academic plan and attached to the appeal form. Students may use the Satisfactory Academic Progress - General Academic Plan or supply an academic plan generated by the department of their major.

### E. Student Signature

*I have read and understood all the criteria and requirements of the SAP appeals process. Further, I certify that to the best of my knowledge, all the information and supporting documentation with my Satisfactory Academic Progress Appeal is accurate and correct.*

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## Satisfactory Academic Progress - General Academic Plan

As a part of the federal requirements for satisfactory academic progress (SAP), students must receive academic advising to assist the student in developing an academic plan. The academic plan should provide a guide for the student to use during the course selection process and ultimately lead to the fulfillment of the academic requirements for graduation. As the student's performance increases the student's cumulative grade point average and ratio should also show a comparable improvement leading the student to meet the minimum academic requirements to remain eligible for financial assistance and graduate. Your college may choose to use this general form or develop a plan specific to their needs. **The academic plan must be submitted with the Satisfactory Academic Progress appeal.**

### A. Student Information

\_\_\_\_\_  
Student Name (Last, First, Middle Initial)

\_\_\_\_\_  
Preferred Telephone Number

\_\_\_\_\_  
Email Address

### B. Academic Profile

The information requested below should reflect the student's current major and classification at the time the satisfactory academic progress appeal is submitted for consideration. The anticipated graduation date should reflect the projected date the student may reasonably be expected to fulfill the graduation requirements under the current academic program.

\_\_\_\_\_  
Major

\_\_\_\_\_  
Classification

\_\_\_\_\_  
Anticipated Graduation Date

### C. Recommended Academic Course Selection

*Provide a list of recommended courses during the next academic term. Recommended Courses for completion and Minimum GPA Requirement.*

Course Title	Course	Minimum GPA Requirement
1.		
2.		
3.		
4.		
5.		
6.		

### D. Academic Progress

Each student must receive an initial review to determine the student's academic progress for financial aid purposes. Based on this review, the student listed above is currently not meeting the minimum satisfactory academic requirements to continue to remain an eligible recipient of financial assistance. Once an appeal is approved, the student must be reviewed the following term after the appeal is granted to ensure the student has met the requirements of the academic plan.

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1. Is the student's major the same as the previous term?  Yes  No
2. Is this student able to reasonably obtain a 2.0 cumulative Grade Point Average by the end of the academic term?  Yes  No
3. Is the student reasonably able to obtain the minimum cumulative grade point average based on the student's classification?  Yes  No
4. What is the projected minimum grade point average for this student if the student completes the course requirements with the minimum grade point average listed in section C. \_\_\_\_\_

*\*Note – students who are deficient in achieving the completion rate must show progress through the completion of registered hours.*

**E. Academic Advisor Signature**

\_\_\_\_\_  
**Academic Advisor's Name (Print)**

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

\_\_\_\_\_  
**Academic Advisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

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## Initial Appeal for Reinstatement of Aid

### Satisfactory Academic Progress Appeal Check List

Requirements for completing the Satisfactory Academic Progress Appeal are listed below. The contents of your SAP Appeal Application is reviewed for completeness upon submission. The SAP Appeal Committee reserves the right to request additional information after reviewing your documentation.

For the committee to review your appeal, you must take the following actions:

- Complete Sections A and B on the first page of the Appeal.
- Complete Section C, your statement for improving your academic performance (If more space is required attach a separate sheet)
- Attach any documentation that supports your explanation (examples may include, a doctor's statement, a death certificate, a letter of termination, or a letter from a professional counselor).
- Attach a current copy of an unofficial Texas College academic transcript accessible through your JICS portal. If you are a transfer student, include copies of all transfer work for full consideration of your prior academic performance.
- Attach a completed copy of the academic plan signed by your academic advisor or department designee and the student.
- Complete one Financial Literacy workshop per semester

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