



# TUSKEGEE UNIVERSITY

## OFFICE OF STUDENT FINANCIAL SERVICES

### Satisfactory Academic Progress Appeal Form

Dear TU Student:

The Higher Education Act of 1965, as amended and final regulations set by the United States Department of Education, requires that Tuskegee University establish reasonable standards of Satisfactory Academic Progress (SAP). Financial aid recipients are expected to make reasonable progress as a condition of receiving and continuing to receive student financial aid. Due to your failure of meeting the Tuskegee University's minimum standards governing Satisfactory Academic Progress, you must appeal the suspension of your financial aid by the specified deadline. In order to appeal you must submit this form, along with the required supporting documentation of the extenuating circumstances which have affected your academic progress. Only valid appeals will be review by the Financial Aid Appeals Committee. A valid appeal includes the Appeal Form, and the Appeal Statement. ***Incomplete appeals will not be reviewed and will automatically be DENIED and WILL NOT be reviewed again for the term submitted. Only appeals with documented extenuating circumstances will be considered. Appeals received after the deadline date will be considered for the next term.*** Decisions on completed appeals should be available within two weeks after grades are posted. **All decisions by the Committee are final and cannot be appealed further.** The status of your appeal request will be submitted to your TU e-mail address so be sure and monitor your e-mail account for the decision. **An approved appeal decision may impose limitations upon your financial aid eligibility and/or future minimum academic standards.** A copy of the Satisfactory Academic Progress Policy can be found on the Tuskegee University web site at [www.tuskegee.edu/financialaid](http://www.tuskegee.edu/financialaid).

NAME \_\_\_\_\_ TU ID# \_\_\_\_\_ MAJOR \_\_\_\_\_  
PLEASE PRINT

ADDRESS \_\_\_\_\_  
Street Address/Apt. No. City State Zip

CELL PHONE \_\_\_\_\_ TERM OF APPEAL:  Fall  Spring  Summer

Reason For Appeal: TU SCHOLARSHIP (NAME OF SCHOLARSHIP) \_\_\_\_\_ FINANCIAL AID \_\_\_\_\_

#### **DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION**

***Personal injury, illness, or physical disability***

REQUIRED DOCUMENTATION (Please attach):

- Statement of circumstances, detailing medical condition that impaired performance and why future academic performance will not be impaired by condition.
- Statement from doctor, Health Services, and/or the Office of Diagnostic Testing and Disability Services detailing the medical condition that impaired academic performance. The Statement should specifically address the following:
  - Student's limiting medical condition and date span for which conditions existed.
  - That the condition may have impaired your academic performance
  - You have been rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.

Student Name: \_\_\_\_\_ TU ID# \_\_\_\_\_

***Death/illness of immediate family member***

REQUIRED DOCUMENTATION (Please attach):

- Statement detailing circumstances impairing performance and why future academic performance will not be impaired by circumstances.
- If illness of immediate family member: Statement from doctor detailing medical condition incurred by family member. Statement should specifically address medical condition and date span for which the condition existed.
- If deceased: Death certificate or obituary.

***Completed requirements for degree at Tuskegee University***

REQUIRED DOCUMENTATION (Please attach):

- For second degree (i.e. second bachelor's degree; second master's degree; third master's degree, etc.), an itemized list of required courses to complete the second degree along with the advisor's signature.

***Exceeded the Maximum Number of Attempted Hours Allowed***

REQUIRED DOCUMENTATION (Please attach):

- Statement detailing circumstances impairing performance and why future academic performance will not be impaired.

***Un-satisfactory grades in course(s) attempted and/or completion rate does not meet the 75% minimum***

REQUIRED DOCUMENTATION:

- Statement detailing circumstances impairing performance and why future academic performance will not be impaired by circumstances.
- [CLICK HERE](#) to complete the Satisfactory Academic Progress Agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
TU E-MAIL ADDRESS (PLEASE PRINT)

\_\_\_\_\_  
Date

**Completed forms should be mailed, faxed or e-mailed to:**  
Tuskegee University  
Chairperson, Financial Aid Appeals Committee  
Tompkins Hall, Room 500  
1200 W. Montgomery Rd.  
Tuskegee, Alabama 36088

Fax number: 334-724-4949, Email address: [appeals@tuskegee.edu](mailto:appeals@tuskegee.edu)

**DEADLINE DATES:**  
Spring 2019 - **December 12, 2018**; Summer 2019 - **May 9, 2019**; Fall 2019 – **June 28, 2019**

## Student Financial Aid Appeal Letter

Please follow the format below when submitting your financial aid/scholarship appeal letter.

**Submit letter to:**

Tuskegee University  
Chairperson, Financial Aid Appeals Committee  
Tompkins Hall, Room 500  
1200 W. Montgomery Rd.  
Tuskegee, AL 36088

Paragraph 1 – List the circumstances that contributed to your academic problems.

Paragraph 2 – List the thing(s) that have changed in your circumstance that will permit you to focus on your academic performance.

Paragraph 3 – List the steps you will take to improve your academic performance.

**Please submit your appeal electronically to: [appeals@tuskegee.edu](mailto:appeals@tuskegee.edu).**