Satisfactory Academic Progress Review Request for
Maximum Attempted Hours, Change of Majors, Mid-Year Review or Prior Appeal

Students may use this form to request a re-evaluation of their termination of financial aid. Submit your completed request along with supporting documentation to the Office of Student Financial Assistance for review. Please allow 1-2 weeks for processing.

Name

Student ID

Telephone Number

STUDENT SECTION:

Please check the appropriate reason for appeal:
- [ ] I am requesting a mid-year review due to completion of additional hours and/or increase in GPA.
- [ ] I received an appeal in prior academic years, but I am now progressing well towards my degree.
- [ ] I changed majors. I have attached a copy of my new degree plan.
- [ ] I am working on a minor. I have attached a copy of your degree plan including coursework towards my minor.
- [ ] I am working on additional degree (e.g. post-masters work; additional certificate). I have attached a copy of my new degree plan.

I certify that all the information is accurate and complete. I understand that I must submit required documentation or my request will automatically be denied. I understand that even if this waiver is granted, it may not be in time for financial aid to pay for my classes. Consequently, I must make other payment arrangements for my tuition and fees for the current semester.

Student Signature __________________________ Date ____________

FOR FINANCIAL AID OFFICE USE ONLY

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<thead>
<tr>
<th>CUMMULATIVE GPA</th>
<th>GPA FOR CURRENT ACADEMIC YEAR</th>
<th>HRS COMPLETED CURRENT ACADEMIC YEAR</th>
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Signature and date review completed: ________________________________

Recommendation:
- [ ] Student successfully completed courses during current academic year. Appeal approved.
- [ ] Student changed majors and currently successfully progress towards new degree. Appeal approved.
- [ ] Student is working on a minor or an additional degree or certificate. Appeal approved.
- [ ] Extenuating circumstances are likely to continue unless applicant gains insight to resolution strategies such as improved study skills and/or counseling. Recommend that applicant to seek academic or personal counseling and reapply next semester.
- [ ] Extenuating circumstances are unconvincing and do not warrant a waiver. Recommend that applicant work on academic goals and reapply next semester.
- [ ] Extenuating circumstances that contributed to unsatisfactory progress appear to be ongoing and applicant lacks the insight and/or resolve toward a realistic academic plan.
- [ ] Other: ________________________________

Notes: ________________________________
This form is to be used by a student who would like their progress re-evaluated for the purpose of reestablishing their financial aid (post-suspension).

**Additional documentation required**
- None

**How to complete this form**
When completing the form, please print clearly to allow for correct processing. Note that your Student ID is your University-assigned student ID that begins with the letter “A” and is followed by numerals. Please attach all necessary documentation to this form upon submission.

**Submission instructions**
Once completed, you can mail, fax, or drop off your form in person to:

**By postage mail:**
Texas A&M University-Corpus Christi
Office of Student Financial Assistance
6300 Ocean Drive, Unit 5772
Corpus Christi, Texas 78412-5772

**By fax:**
361.825.6095
Re: SAP Review Request for [Student’s full name]

**In person:**
Office of Student Financial Assistance
1st floor, Student Services Center (Round Building)

Due to stringent security issues, any information submitted via e-mail will not be processed.

**How your form is processed**
Once your form has been received by the Office of Student Financial Assistance, it takes 1-2 weeks to process. To check on the processing status of your form, please contact the Office of Student Financial Assistance by phone at 361.825.2338.