



Chattanooga State Community College  
Financial Aid Office  
4501 Amnicola Highway  
Chattanooga, TN 37406  
Phone: 423-697-4402  
Fax: 423-697-3126  
[www.chattanoogastate.edu/financialaid](http://www.chattanoogastate.edu/financialaid)

## Tennessee Technology Center Financial Aid Satisfactory Academic Progress (SAP) Appeal

Regulations require all financial aid recipients to maintain Satisfactory Academic Progress (SAP). Students are required to attend 91% of their clock hours each semester and receive a passing grade. Any clock hours offered, but not attended, are required to be completed before financial aid can be received in future semesters. You must attend the number of hours you failed to complete in the previous term to regain eligibility. You may refer to SAP regulations at <http://www.chattanoogastate.edu/financialaid/akeep2.html#satisfactory>.

Print clearly:

			A
Last Name	First Name	M.I.	Student User ID
			@my.chattanoogastate.edu
Address	City	State	Zip
Telephone Number			Chattanooga State E-Mail

Indicate the reason for the appeal:

- Withdrew from program in the previous term or previous academic year and failed to complete all clock hours.
- Received a failing grade in your program.
- Did not withdraw but failed to attend all clock hours offered in the previous term of enrollment.

Attach the following information:

1. Copy of signed (by instructor) timesheet which indicates number of hours completed.
2. Attach a detailed letter explaining why you have withdrawn, received a failing grade, or did not attend all clock hours.
3. Enclose supporting documentation from medical doctors, advisors, psychologists, etc., to verify the information on this appeal form.

▶ **Failure to provide sufficient information may result in your appeal being denied.** ◀



The appeal decision and/or request for additional information will be sent to your *TigerWeb*/Financial Aid/Financial Aid Status/Active Messages.

### Student Statement

My signature below certifies that the above information and attached documentation are correct to the best of my knowledge.

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

\_\_\_\_\_  
Date

For Office Use Only

Program of Study: \_\_\_\_\_

Deficit Clock Hours: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="radio"/> Appeal Approved                 | <input type="radio"/> Appeal Denied                 |
| <input type="radio"/> Appeal Approved With Conditions | <input type="radio"/> Appeal Denied with Conditions |

Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appeals Committee Signatures:

	Date _____
	Date _____
	Date _____