

Texas State University

**Financial Aid Satisfactory Academic  
Progress (FASAP)  
Appeal Web Application**

Instructions for Advisors

---



*The rising STAR of Texas*

A Member of The Texas State University System

# Financial Aid Satisfactory Academic Progress (FASAP) Appeal Application

## Overview of Satisfactory Academic Progress

Federal regulations require that all students who receive the benefit of Federal Title IV assistance maintain Satisfactory Academic Progress (SAP).

There are three components to SAP:

- minimum GPA,
- minimum completion rate and a
- maximum hours limit

The student must be meeting **all three** requirements to maintain eligibility for financial aid. You can find more detailed information on the requirements at:

- <http://www.finaid.txstate.edu/undergraduate/maintain.html>
- <http://www.finaid.txstate.edu/graduate/maintain.html>

Students who do not meet the SAP requirements are placed on financial aid suspension and are no longer eligible to receive financial aid. Students on financial aid suspension have the opportunity to file an appeal. Appeals will only be approved in the case of special circumstances. Financial Aid and Scholarships will review the circumstances and if approved, will forward a request for information to the student's academic advisor through the FASAP appeal application.

## FASAP Appeal Application

After the circumstances are reviewed, we then have to determine if it's possible for the student to regain SAP or graduate within a reasonable timeframe. A reasonable timeframe at Texas State has been defined as four semesters. The FASAP Appeal application is the tool that advisors use indicate to Financial Aid and Scholarships (FAS) that a student is able to regain SAP or graduate within a reasonable timeframe (within 4 semesters) and to develop an academic plan for financial aid eligibility that sets milestones the student must achieve each semester.

## Accessing the Application

To access the FASAP Appeal application, start by clicking into *CATSWEB* from the Texas State homepage and then selecting the *Faculty/Staff* button.



From the Faculty & Staff page, select *Academic Plan for Financial Aid Eligibility* from the Advisor's Menu and login with your NetID and password.

## Faculty & Staff

Faculty Menu	Business Menu & Business Services	Faculty Help & Tutorials
<ul style="list-style-type: none"><li>• Certify / Inquire Class Rosters</li><li>• Detail Class List</li><li>• Student Academic Transcript</li><li>• Texas State Self-Service (Student Info)</li><li>• Summary Class List</li><li>• Submit Final Grades<ul style="list-style-type: none"><li>• via CSV file</li><li>• via Texas State Self-Service</li><li>• via TRACS</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Internet Native Banner (INB) Production</li><li>• Document Management (BDMS)</li><li>• Texas State Self-Service (SSB)</li><li>• Banner Workflow</li><li>• Logi Reports</li><li>• Departmental Receiving</li><li>• Finance &amp; Support Services (FSS)</li><li>• Payroll</li><li>• CourseLeaf CLSS</li></ul>	<ul style="list-style-type: none"><li>• <i>Answers@Texas State</i> for Faculty</li><li>• How to Certify Class Rosters</li><li>• Final Grade Submission Instructions</li><li>• Student Records Information Training</li><li>• Your NetID</li><li>• TRACS Training Documents</li><li>• TRACS Online Tutorials</li><li>• Instructional Technologies Support (ITS)</li><li>• IT Assistance Center (ITAC)</li></ul>
Online Services	Advisor's Menu	Directories
<ul style="list-style-type: none"><li>• Online Toolkit</li><li>• Activate My NetID</li><li>• I Forgot My NetID Password</li><li>• BobcatMail</li><li>• TRACS</li><li>• SAP Portal</li><li>• WP Personal Websites</li><li>• Texas State WebFiles (My UDrive/Dept Share Web Access)</li></ul>	<ul style="list-style-type: none"><li>• Class Schedule</li><li>• Course Catalog</li><li>• Degree Audit</li><li>• Degree Evaluation</li><li>• Graduate School Advisor Resources</li><li>• Student Academic Transcript</li><li>• <b>Academic Plan for Financial Aid Eligibility</b></li><li>• Texas State Self-Service (SSB)</li></ul>	<ul style="list-style-type: none"><li>• Campus Directory</li><li>• Faculty &amp; Staff Directory</li><li>• Student Directory</li><li>• Colleges, Schools, &amp; Departments</li><li>• Campus Maps (Bldgs &amp; Rooms)</li><li>• Academic Calendar</li><li>• Search Texas State</li><li>• 2015-2016 Kwifone (PDF)</li></ul>

Once logged in, select the *Appeal Request List* on the left hand side. You can search for students by their Texas State ID number specifically. You can also search for all appeals in your college by selecting the College and Level. To select appeals that need academic plans or revisions to academic plans, select the Appeal Status of Appeal Submitted or FA Revision Requested. Click *Display Requests* to get a list of students.

**Appeal Request List**

College: Business Administration  
 Level: Undergraduate  
 Appeal Status: Appeal Submitted  
 Plan Status: --All--  
 Student ID: A  
 Campus: --Select--

**Display Requests**

Texas State ID	NetID	Name	Major	Program	Status	Last Modified By	Appeal Level	Plan Status	Date	Round Rock?	
A04	jj	Jc A	Management	Bachelor of Business Admin-BA	Appeal Submitted	cj03	2	None	2/5/2016 10:38:16 AM	<input type="checkbox"/>	Add/Edit Academic Plan
A0C	k	Ki A	Computer Information Systems	Bachelor of Business Admin-BA	Appeal Submitted	cff13	2	None	2/3/2016 1:49:04 PM	<input type="checkbox"/>	Add/Edit Academic Plan

To help in searching for appeals, it's important to understand the different statuses. The appeal status and plan status tell you where the appeal workflow is in the process.

### Appeal Status

Appeal Submitted – FAS has forwarded an appeal to academic advising; waiting on advising to determine if the student can regain SAP or graduate within a reasonable timeframe (4 semesters).

Academic Plan Submitted – Academic advising has entered information and forwarded back to FAS to complete the process.

FA Complete – FAS has updated Banner and the student has been notified.

FA Revision Requested – Academic advising entered information, but FAS routed it back to advising for revision.

Academic Plan Modified – Academic advising updated an academic plan and forwarded back to FAS to complete the process.

FA Cancelled – The appeal workflow has been cancelled. Example: The student fails the academic plan at the end of a semester.

### Plan Status

Canceled – Appeal has been cancelled/inactivated.

Approved – Based on information entered by advising, the student is able to regain SAP or graduate within a reasonable timeframe (4 semesters) and the appeal is approved.

Denied – Based on information entered by advising, the student is unable to regain SAP or graduate within a reasonable timeframe (4 semesters) and the appeal is denied.

To find appeals that need action, advisors will want to search for appeals with a status of Appeal Submitted or FA Revision Requested. You can also search for a specific student by entering the Texas State ID number.

### Completing an Appeal Request

To complete an appeal request for a student, select *Add/Edit Academic Plan*.

											Export to Excel
Texas State ID	NetID	Name	Major	Program	Status	Last Modified By	Appeal Level	Plan Status	Date	Round Rock?	
A006	jbl	Jc Pi	Athletic Training	Bachelor of Science-ED	Appeal Submitted	dg10	1	None	2/22/2016 8:42:35 AM	<input type="checkbox"/>	Add/Edit Academic Plan

When the student submits an appeal, they indicated their anticipated enrollment for the next four semesters. This information is visible under Appeal Submission Semester Information and can be helpful as your create an academic plan for the student.

TEXAS STATE UNIVERSITY

Welcome Gonzales, Dede L. | Logout

## FASAP Appeals

- Home
  - Appeal Request
  - Appeal Request List
  - Academic Plan History
- Administration
  - Manage Roles
  - Manage College List
  - College Level Roles
  - List Maintenance
  - Application Settings
  - Admin Instructions
  - Become User

### Financial Aid Satisfactory Academic Progress (SAP) Appeal Academic Plan Information

Name: Jos  
 ID: AD0  
 College: ED - Education  
 Level: UG

Created by:  
 last modified by: dg10  
 last modified date: 2/22/2016 8:42:35 AM

#### Appeal Submission Semester Information

Term	Planned Enrollment
Spring 2016	12.00
Summer 2016	6.00
Fall 2016	15.00
Spring 2017	12.00

This is the anticipated enrollment entered by the student on the appeal form

You will need to indicate whether the student can regain SAP or graduate within a reasonable timeframe (4 semesters).

Reminder: There are three components to SAP:

- minimum GPA,
- minimum completion rate and a
- maximum hours limit

You can find more detailed information on the requirements at:

- <http://www.finaid.txstate.edu/undergraduate/maintain.html>
- <http://www.finaid.txstate.edu/graduate/maintain.html>

Note: The student must be meeting **all three requirements** to maintain eligibility for financial aid

Indicate whether the student can regain SAP or graduate within a reasonable timeframe (no more than 4 semesters).

▪ The above student has filed an appeal to the Satisfactory Academic Progress (SAP) requirements for Financial Aid eligibility.

▪ After reviewing the student's letter and supporting documentation, the student appears to have sufficient documented extenuating circumstances to be considered for SAP exemption.

▪ Prior to approving an exemption, the institution must first demonstrate that the student can regain SAP or graduate within a reasonable timeframe.

▪ Please provide the below information to assist with this determination.

**For Academic Advisors to Complete:**

Can the above student regain SAP or graduate within a reasonable timeframe (no more than 4 semesters)?

Yes - if 'Yes', please click *Submit* and continue to the semester detail.

No - if 'no', please *Submit* this workflow. No other information is needed

**Academic Plan Semester Requirements**

Semester Number	Term	Expected Semester Completed Hours	Expected Semester GPA
No records to display.			

Select the 'Yes' or 'No' radio button and click *Submit*.

Click Submit to save the Academic Plan and go to the Semester Details screen

**Submit** **Print Academic Plan** **Cancel**

Once you click *Submit*, it will open up the Semester Details screen. This is where you create the academic plan for financial aid eligibility which sets specific minimum milestones the student will need to reach each semester in order to regain SAP or graduate by the end of the academic plan. You will need to enter the specific GPA and completed hours the student will need to achieve each semester of the academic plan. You also have the option of listing specific courses you would like the student to take and indicating if that course is a repeat as well as entering the students expected date of graduation.

**Academic Plan Semester Detail Information**

Please complete the below tables with the number of completed course hours and semester GPA that the student will need to achieve at the end of the relevant semesters in order to regain SAP or graduate within a reasonable timeframe. Please remember that at the end of the academic plan, the student must:

- Achieve the required minimum cumulative Texas State GPA (see SAP requirements for undergraduate or graduate).
- Complete at least 67% of all attempted coursework for his or her degree program (See SAP requirements for undergraduate or graduate).
- Not exceed the maximum attempted credit hours limit for his or her program of study (see SAP requirements for undergraduate or graduate).

Student's expected date of graduation:

Last Modified by: jk47 on 2/22/2016 1:04:51 PM

**Required Information**

**Semester 1:**  
new item added

\*Term:  \*Expected Semester Completed Hours:  \*Expected Semester GPA:

**Add Course:**

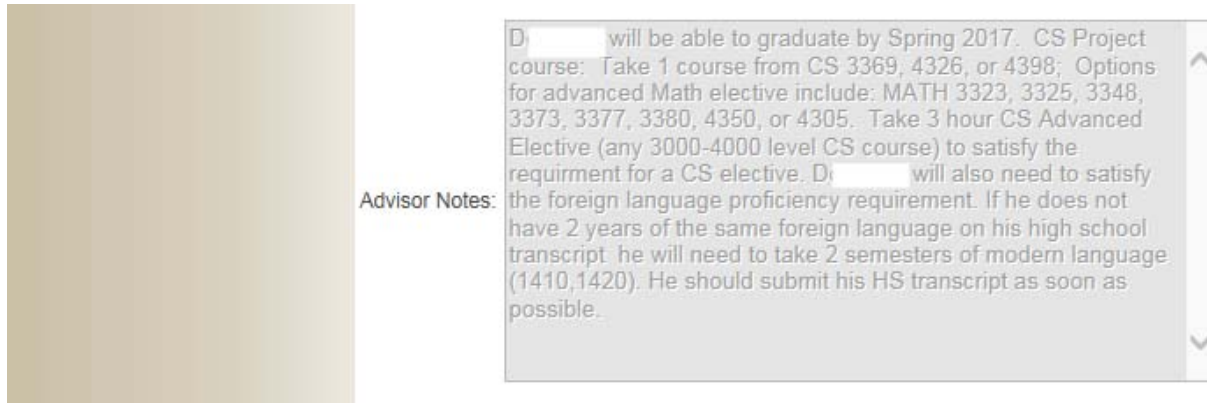
Subject Code:  Course Number:   Repeat Listing the specific courses is optional

	Subject Code	Course Number	Repeat?	
Edit	PHIL	1320	<input type="checkbox"/>	Remove
Edit	MATH	2321	<input type="checkbox"/>	Remove
Edit	PSY	1300	<input checked="" type="checkbox"/>	Remove

Click to add additional semesters



There is also a section for Advisor Notes. This is where you can put any additional information you want to communicate to the student. This information will be included with the student's academic plan.



Advisor Notes: D. [redacted] will be able to graduate by Spring 2017. CS Project course: Take 1 course from CS 3369, 4326, or 4398; Options for advanced Math elective include: MATH 3323, 3325, 3348, 3373, 3377, 3380, 4350, or 4305. Take 3 hour CS Advanced Elective (any 3000-4000 level CS course) to satisfy the requirement for a CS elective. D. [redacted] will also need to satisfy the foreign language proficiency requirement. If he does not have 2 years of the same foreign language on his high school transcript he will need to take 2 semesters of modern language (1410,1420). He should submit his HS transcript as soon as possible.

Once finished with the academic plan, click *Submit*. The details of the academic plan will be populated under Academic Plan Semester Requirements on the main page. Once Financial Aid and Scholarships finishes processing and updates the Appeal Status to FA Complete, the student will receive an email informing the student whether the appeal is approved or denied. The email will contain a .pdf of the academic plan; if approved. You can view a copy of the .pdf version of the plan by clicking on *Print Academic Plan*.

### For Academic Advisors to Complete:

Can the above student regain SAP or graduate within a reasonable timeframe (no more than 4 semesters)?

- Yes - if 'yes', please click *Submit* and continue to the semester detail.
- No - if 'no', please *Submit* this workflow. No other information is needed

Academic Plan Semester Requirements			
Semester Number	Term	Expected Semester Completed Hours	Expected Semester GPA
1	Fall 2015	8.00	2.00
2	Spring 2016	12.00	2.00
3	Fall 2016	12.00	2.00
4	Spring 2017	9.00	2.00

No records to display.

Current Status: FA Complete

Appeal Status:

Appeal Status Notes:

^

v

## Financial Aid Satisfactory Academic Progress (SAP) Appeal Academic Plan Information

Name: Don  
Texas State A04  
ID:

Semester Requirements			
Semester Number	Term	Expected Semester Completed Hours	Expected Semester GPA
1	Fall 2015	8.00	2.00
	Subject Code	Course Number	Repeat
	CHEM	1141	No
	MATH	2358	No
	MATH	3305	No
	PHYS	1125	No
Semester Number	Term	Expected Semester Completed Hours	Expected Semester GPA
2	Spring 2016	12.00	2.00
	Subject Code	Course Number	Repeat
	CS	3358	No
	MATH	3398	No
	CS	3339	No
	CS	3320	No
Semester Number	Term	Expected Semester Completed Hours	Expected Semester GPA
3	Fall 2016	12.00	2.00
	Subject Code	Course Number	Repeat
	CS	3398	No
	CS	ADVANCED ELECTIVE	No
	CS	ADVANCED ELECTIVE	No
	CS	ADVANCED ELECTIVE	No
Semester Number	Term	Expected Semester Completed Hours	Expected Semester GPA
4	Spring 2017	9.00	2.00
	Subject Code	Course Number	Repeat
	CS	4354	No
	CS	PROJECT COURSE	No
	MATH	ADVANCED ELECTIVE	No

**Appeal Status:** FA Complete

**Advisor Notes:** an will be able to graduate by Spring 2017. CS Project course: Take 1 course from CS 3369, 4326, or 4398; Options for advanced Math elective include: MATH 3323, 3325, 3348, 3373, 3377, 3380, 4350, or 4305. Take 3 hour CS Advanced Elective (any 3000-4000 level CS course) to satisfy the requirement for a CS elective. will also need to satisfy the foreign language proficiency requirement. If he does not have 2 years of the same foreign language on his high school transcript he will need to take 2 semesters of modern language (1410, 1420). He should submit his HS transcript as soon as possible.

## Editing the Academic Plan

You may determine that revisions to the academic plan are necessary. You are able to update any current or future semester in the academic plan when the Appeal Status is FA Complete. You would edit the plan by clicking *Add/Edit Academic Plan* and then *Semester Detail* at the bottom of the next page.

											Export to Excel
Texas State ID	NetID	Name	Major	Program	Status	Last Modified By	Appeal Level	Plan Status	Date	Round Rock?	
A04i	jnr	Je Cr	Physics	Bachelor of Arts-SC	FA Complete	ef18	1	Approved	2/18/2016 8:22:39 AM	<input type="checkbox"/>	Add/Edit Academic Plan

<input type="button" value="Submit"/>	<input type="button" value="Semester Detail"/>	<input type="button" value="Print Academic Plan"/>	<input type="button" value="Cancel"/>
---------------------------------------	--	--	---------------------------------------

Make your adjustments and click *Submit*.

## Viewing Previous Academic Plans

You have the ability to see previous academic plans by selecting *Academic Plan History* from the left hand menu and entering a student's Texas State ID.

**TEXAS STATE UNIVERSITY**

**FASAP Appeals**

**Academic Plan History**

- Home
- Appeal Request
- Appeal Request List
- Academic Plan History**

Student ID:

You could view the specific semester requirements by clicking into *View Academic Plan*. You cannot edit plans from this area.

## Academic Plan History

Student ID:

[Display Plans](#)

Texas State ID	NetID	Name	Major	Program	Status	Last Modified By	Appeal Level	Plan Status	Date	
A00:	kr	Kr Cc	Interdisciplinary Studies	Bachelor of Science-ED	FA Complete	ef18	4	Approved	10/6/2015 1:08:22 PM	<a href="#">View Academic Plan</a>
A00:	kr	Kr Cc	Interdisciplinary Studies	Bachelor of Science-ED	FA Complete	ef18	2	Approved	10/6/2014 8:47:41 AM	<a href="#">View Academic Plan</a>

FAS: 4/1/16