Satisfactory Academic Progress Appeal - Spring 2027

This form is used for Grants, Loans, Work Study, and Exemptions/Waivers. Federal and state regulations require the Office of Financial Aid and Scholarships to monitor the academic progress towards earning a degree for students receiving financial aid and certain state exemptions/waivers. For this reason, your satisfactory academic progress (SAP) for financial aid is evaluated to verify that you have met all SAP standards. If you fail to meet the SAP standards, you must complete this appeal form and provide supporting documentation in order to be reconsidered for financial aid or exemptions/waiver eligibility. Please be aware, this appeal is for financial aid assistance only and has no bearing on your academic standing.

Priority Appeal Deadline: December 1, 2026 **Final Appeal Deadline**: April 30, 2027

Student Information

myUTSA ID:_____ **First Name**:_____ **Last Name**:_____

SAP Appeal

Indicate your expected enrollment for the Spring 2027 term. Enrollment will be used for appeal purposes. (select one)

☐ **Full Time**

☐ **¾ Three-Quarter**

☐ **½ Half-Time**

Indicate the type of financial assistance you have previously received and are attempting to regain. (select one)

☐ **Financial Aid** (Grants, Loans, Work Study)

☐ **Exemptions/Waivers** (Hazlewood, Deaf or Blind, etc.)

Indicate the reason(s) as to why you are not meeting Satisfactory Academic Progress Standards. (select one)

☐ **Academic Standards** (Cumulative GPA)

☐ **Completion Rate**

☐ **Maximum Time Frames**

Personal Statement

You must attach a typed personal statement. It is assumed that you are dependent on financial aid or your exemption/waiver. Please **do not discuss your need for financial aid or exemption/waiver** as this is not grounds for approval. You must address the following sections listed below in your typed letter and provide related supporting documentation:

- Provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the last evaluation period. (Examples: extenuating medical/personal issues, major change, dual major, transferred hours not counted, etc.)
- How has your situation changed so that it will allow you to demonstrate Satisfactory Academic Progress during the next evaluation period? (Examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.)

In some circumstances, appeals may contain information related to sexual misconduct. According to Texas law and UT San Antonio policy, any incident of sexual harassment, sexual assault, dating violence, or stalking committed against students must be reported to the institution's Title IX Coordinator. Any documentation you provide may be submitted to their office.

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- I understand that appeal decisions are made on a case-by-case basis.
- I understand the submission of this form does not constitute an approval of my appeal and I must make payment arrangements by the tuition deadline should financial aid not be awarded and disbursed by that date.
- I understand if my appeal is:
  - **Approved**, I will be granted aid on a semester-by-semester status. I will be placed on an academic plan with requirements that must all be met at the end of each semester. I will be sent an email to fill out a SAP Academic Plan Agreement which will allow me to continue receiving aid for future semesters as long as all conditions of the academic plan are met. The Academic Plan may range from a minimum of 1 to a maximum of 4 terms and starts for the Spring 2027.
  - **Denied**, I will not receive financial aid and will make alternative payment arrangements. I cannot appeal this denial for this year. I understand that to regain my financial aid eligibility I must meet the Standard SAP requirements.
- I understand that it is the student's responsibility to make alternative arrangements with Fiscal Services to ensure courses will not be dropped for non-payment as financial aid is not guaranteed.
- I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge.
- I hereby certify that I have read the information listed above and that I understand there is no guarantee the SAP appeal will be approved.

Student Acknowledgement

Student Signature:_____ **Date**:_____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the Document Uploader for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department**: Select "Financial Aid & Scholarships"
- **Term**: Select applicable aid year
- **Category**: Select "Appeal Forms"
- **Category 2**: Select "SAP/Satisfactory Academic Progress"
- **Document**: Select "SAP Appeal for Spring"

Alternatively, documents can also be submitted in-person at our One Stop Enrollment Center on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer*: With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*