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Fall 2021 Satisfactory Academic Progress Appeal

Directions: 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 shown below, 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.

How to Submit Form: Submit completed form through the Document Uploader for processing.

2021 Fall Appeal Deadlines: Appeal Priority: <u>July 1, 2021</u> Appeal Final Deadline: <u>November 30, 2021</u>

Grade Level	Cumulative GPA	Cumulative Completion Rate	Maximum Time Frame
Undergraduate	2.0	67%	Attempted Hours < 150% of hours for degree program
Graduate/Doctoral	3.0	67%	Attempted Hours < 150% of hours for degree program

STEP 1 \text{\text{\text{Imminute}}}

Indicate your expected enrollment for the 2021-2022 Academic Year. Enrollment will be used for appeal purposes.

Full time 3/4 three-quarter 1/2 half-time

STEP 2 MINIMUM MINIMUM

Indicate the type of financial assistance you have previously received and are attempting to regain:

Financial Aid (Grants, Loans, Work Study) Exemptions/Waivers (Hazlewood, Deaf or Blind, etc.)

STEP 3 WINNINGHOUND WINNINGH WINNINGHOUND WI

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

Academic Standards (Cumulative GPA) Completion Rate Maximum Time Frames Complete Steps 4, and 6 Complete Steps 4 and 6 Complete Steps 4, 5 and 6

You must attach a typed personal statement. It is assumed that you are dependent on financial aid or your exemption/waiver. Please 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:

- 1. Provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the last evaluation period. (Examples: extenuating medical/personal issues, change in field of study, dual major, transferred hours not counted, Covid 19 related issues, etc.)
- 2. 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.)

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			RRAAREQ Code: SAP, SAP2, SAP3 •	WebX Code: : FFA_APPEAL_Form_LTR
Date:	Received By:	Processed By:		Form revised 8/5/21 • Page 1 of 3

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myl	UTSA ID:	Student's First Name:	Last: _		
	STEP 5: EXCEEDED MAXIMUM ATTEMPTED HOURS REQUIREMENT \\ NOTE: Only students terminated due to exceeding Maximum Hours are required to complete this step and obtain academic advisor support.				
	igned Academic Advisonse specify the number of	or Statement of credit hours required and the tota	l credit hours needed to co	mplete the degree.	
1.	The total required num	nber of hours for the above named stu	dent's field is:		
2.	The student needs the	following credit hours to complete his	or her degree at UTSA:		
3.	The total required num	nber of semesters needed to complete	their degree:		
4.		ester Plan for Evaluation worksheet of isted. Please ensure that the Semesto		I for the student to complete/pass for any a tes that it is LOCKED.	and all majors and minors the
	•	rses after submission will require a r eal has been submitted.	new degree planner submit	tted to the Financial Aid and Scholarships	Office, prior to the end of the
Prin	t Name:		Departm	ent Name:	
Ass	igned Academic Advisor	Signature:		Date:	
mm			UTSA OFFICE USE C	ONLY:	

Processed By: _

_ Received By: _

RRAAREQ Code: SAP, SAP2, SAP3 • WebX Code: : FFA_APPEAL_Form_LTR

Form revised 8/5/21 • Page 2 of 3

myUTSA ID:	Student's First Name:	Last:	
STEP 6: CERTIFICATI	ON AND SIGNATURES \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
Read the terms below	and sign and date this form.		
• I understand that a	ppeal decisions are made on a case-by-case	basis:	
	ubmission of this form does not constitute ar e awarded and disbursed by that date.	n approval of my appeal and I must make payment arrangements by the tuition deadline should	
 I understand if my 	appeal is:		
each semester	r. I will be sent an email to fill out a SAP Acad	status. I will be placed on an academic plan with requirements that must all be met at the end of demic Plan Agreement which will allow me to continue receiving aid for future semesters as long as Plan may range from a minimum of 1 to a maximum of 4 terms and starts for the Fall 2021.	
	not receive financial aid and will make altern Incial aid eligibility I must meet the Standard	native payment arrangements. I cannot appeal this denial for this year. I understand that in order to d SAP requirements.	
 I understand that it financial aid is not 	• •	rnative arrangements with Fiscal Services to ensure courses will not be dropped for non-payment as	
 I hereby certify that knowledge. 	all information contained in this appeal, in	cluding the personal statement and documentation, is true and complete to the best of my	
• I hereby certify that	I have read the information listed above an	d that I understand there is no guarantee the SAP appeal will be approved.	
Phone Number:		Email:	
Student Signature: _		Date:	