

Summer 2022 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.

2022 Summer Final Appeal Deadline: July 1, 2022

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

Indicate your expected enrollment for the 2022-2023 Academic Year. Enrollment will be used for appeal purposes.

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

STEP 2

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

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

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

STEP 4: PERSONAL STATEMENT

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.)

UTSA OFFICE USE ONLY:

myUTSA ID: _____ Student’s First Name: _____ Last: _____

STEP 4: CERTIFICATION AND SIGNATURES

Read the terms below and sign and date this form.

- 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 Summer 2022.
 - **Denied**, I will not receive financial aid and will make alternative payment arrangements. I cannot appeal this denial for this year. I understand that in order 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.

Phone Number: _____ Email: _____

Student Signature: _____ Date: _____

UTSA OFFICE USE ONLY:

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

Date: _____ Received By: _____ Processed By: _____

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