

# Spring 2023 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.

**2023 Spring Appeal Deadlines:** Appeal Priority: December 2, 2022 Appeal Final Deadline: March 31, 2023

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  
 Complete Steps 4, and 6                  Complete Steps 4 and 6                  Complete Steps 4, 5 and 6

### 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:



