Please print clearly

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UTSA ID

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Student's Last Name

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Student's First Name

UTSA SATISFACTORY ACADEMIC PROGRESS APPEAL FOR FINANCIAL AID

University of Texas at San Antonio – One UTSA Circle - San Antonio- Texas- 78249-0687 - (210) 458-8000
FAX (210) 458-4638 FinancialAid@UTSA.edu http://www.utsa.edu/financialaid/sap.html

Student Name: _____ UTSA ID:_____

Your UTSA E-mail address: _____ Phone Number:_____

Students may use this form to request a re-evaluation of their termination of financial aid. Students must return this appeal form and other required documentation to the Office of Student Financial Aid and Enrollment Services (FAESC) by the Appeal Deadlines. The FAESC will notify you in writing regarding your appeal.

Appeal Deadlines

0809			
	Fall 2008	Spring 2009	Summer 2009
Priority Deadline for Submission	8/1/2008	12/5/2008	04/27/09
Last Day to Submit Appeal	11/14/2008	4/10/2009	07/17/2009

Appeals submitted before the priority deadline will be reviewed prior to payment deadline to allow students to make payment arrangements if not Approved. Appeals submitted after the last day to submit an Appeal will be reviewed for future terms.

GPA and Percentage Hours Earned Requirement:

Students may use this section to request a re-evaluation of their termination of financial aid based on any of the following:

☐ **Extenuating Medical Circumstances**

Extenuating medical circumstances that prevented the student's ability to meet the GPA or enrollment requirement of Satisfactory Academic Progress or prevented the student from attending classes to make up the deficiency.

- Attach a detailed letter of explanation.
- Attach a signed letter from a healthcare professional to support your letter.

☐ **Extenuating personal circumstances.**

Extenuating personal circumstances may include personal crisis issues, family crisis situations or the death of a relative or close friend.

- Attach a detailed letter of explanation and supporting documentation.

STUDENT CERTIFICATION STATEMENT – GPA AND PERCENTAGE HOURS EARNED

I have attached a letter of explanation that addresses the circumstances that prevented me from maintaining Satisfactory Academic Progress. My letter explains what will be different about the upcoming semester(s) and how I will be able to meet the standards of Satisfactory Academic Progress. I understand that I will be notified by mail of the final decision.

Student's Signature:_____ Date:_____

Please see back page for Maximum Attempted Hours Requirement Section

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. 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 U.T. 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

Revised on 7/3/2008

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UTSA ID

Student's Last Name

Student's First Name

Maximum Attempted Hours Requirement:
Students may use this section to request a re-evaluation of their termination of financial aid based on any of the following:

☐ **I am a graduate student in the _____ program and my course of study has been prolonged.**
- Attach a detailed letter of explanation.
- Academic Advisor Statement must be completed.

☐ **I am an undergraduate student and I have changed majors from _____to _____.**
- Attach a detailed letter of explanation.
- Academic Advisor Statement must be completed.

☐ **I am an undergraduate student and some of my transfer credit hours do not count toward my degree.**
- Attach a detailed letter of explanation.
- Academic Advisor Statement must be completed.

☐ **Other academic/personal situation(s).**
- Attach a letter of explanation.
- Academic Advisor Statement must be completed.

STUDENT CERTIFICATION STATEMENT – MAXIMUM ATTEMPTED HOURS

I have attached a letter of explanation that addresses the circumstances that prevented me from maintaining Satisfactory Academic Progress. My letter explains what will be different about the upcoming semester(s) and how I will be able to meet the standards of Satisfactory Academic Progress. I understand that I will be notified by mail of the final decision.

Student's Signature:_____ Date:_____

ACADEMIC ADVISOR STATEMENT

Please specify the number of credit hours required and the total credit hours needed to complete degree.

1. The required number of hours for the above named student's field of study is _____ .
2. The above named student needs _____ remaining credit hours in order to complete his or her degree from UTSA.

Please specify any additional comments regarding the student's academic progress.

_____

_____

_____

_____ _____
UTSA Academic Advisor Signature Date

_____ _____
Print Name Advisor Phone # and/or Email

Revised on 7/3/2008