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UTSA ID

Student's Last Name

Student's First Name

2011-2012 Satisfactory Academic Progress Appeal for Fall 2011 & Spring 2012 Financial Aid

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 Fax (210) 458-4638 financialaid@utsa.edu www.utsa.edu/financialaid

Appeals submitted before the priority deadline will be reviewed prior to payment deadline to allow students to make payment arrangements if not approved.

Approvals will only reinstate Financial Aid for the Fall 2011 and Spring 2012 terms

2011-2012 Appeal Deadlines		
	Fall 2011	Spring 2012
Priority Deadline for Submission	7/1/2011	12/2/2011
Last Day to Submit Appeal	11/11/2011	4/6/2012

STEP 1: All students appealing termination (less than required GPA, exceeded maximum hours and/or have below the required completion rate) must attach a typed letter answering A and B below and provide related supporting documentation:

A. Please provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the evaluation periods of Summer 2010, Fall 2010 and/or Spring 2011. (Examples: extenuating medical/personal issues, change in field of study, dual major, transferred hours not counted, etc.)

B. How has your situation(s) changed that will allow you to demonstrate Satisfactory Academic Progress during the Fall 2011 and Spring 2012 evaluation period? (Examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.)

STEP 2: Exceeded Maximum Attempted Hours Requirement. Only students terminated due to exceeding Maximum Hours are required to complete step 2 and obtain academic advisor support.

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 student needs _____ remaining credit hours in order to complete his or her degree from UTSA.
3. Attach a current degree plan detailing classes needed for the student to complete the degree.

Is the student making reasonable progress towards completing his/her degree requirements? Why or why not?

_____ _____

UTSA Academic Advisor Signature Date

_____ _____

Print Name Advisor Phone Number and/or Email

RRAAREQ Code: **SAP, SAP2, SAP3**
Revised on 5/27/2011

OFFICE USE ONLY
Date Received in SFAES: _____
Entered on RRAAREQ by: _____
Processed by: _____

Webx Code: **FA_APPEAL_Form_LTR**

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STUDENT CERTIFICATION STATEMENT

- I have completed the questions required and attached a detailed letter of explanation that addresses the circumstances that prevented me from maintaining Satisfactory Academic Progress.
- My answers explain what will be different about the upcoming semester(s) and how I will be able to meet the standards of Satisfactory Academic Progress.
- If I was terminated because of excessive credits hours earned, my advisor has signed this form and I have attached a current degree plan.
- During peak seasons, there may be a 5-7 business day processing time for the request.
- Status of the request will be emailed to your preferred email account as you indicated on ASAP.

Student's Signature:_____ Date:_____

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.

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