



Satisfactory Academic Progress (SAP) Appeal Form

Deadlines: **Fall—August 3rd**

Spring—January 4th

Summer—May 31st

Step 1 – Student Information

Last Name

First Name

Student ID (K or J#)

Please outline your intended enrollment for the next 4 semesters:

	Example	Semester 1	Semester 2	Semester 3	Semester 4
Semester	Fall 2023				
Enrolled Hours	12				

Step 2 – Application Requirements

Federal regulations allow students not meeting satisfactory academic progress to submit an appeal in order to present extenuating circumstances which negatively impacted your academic success. **Please do not discuss your need for financial aid or exemption/waiver as this is not grounds for approval. Failure to provide sufficient documentation will result in a denial of your appeal.**

You must provide:

- Academic plan or most updated degree plan provided by Degree Works or your academic advisor.
- A written statement outlining circumstances outside of your control, which occurred during your periods of poor performance.
- Explain in your statement why those circumstances prevented you from meeting SAP
- Describe what has changed about your current situation so that your academic success will no longer be affected
- Detail your plan of action to meet SAP in order to ensure academic success in the future. Be specific.
- ALL information conveyed in your appeal statement must be accompanied by supporting documentation, including the changes for improved academics.

Covid-19 and Distance Education

Allowable circumstances include, but are not limited to, illness of the student or family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via distance education, inability to access Wi-Fi due to closed facilities.

Common Examples of Special Circumstances	Common Examples of Supporting Documentation
Illness, injury, or accident involving student or immediate family member	Physician's statement, police report, or professional confirming incident or situation
Death of immediate family member	Copy of obituary or death certificate
Employment issues beyond student's control <i>(may be considered on case-by-case)</i>	Statement from employer confirming change in employment status
Previously undiagnosed medical condition	Medical professional's letter and treatment plans

Step 3 – Appeal Process

Please allow 10-14 business days for an appeal final decision, processing may take up to 14 business days during peak seasons. All decisions will be placed in JAGWIRE and an email will be sent to jaguar email accounts.

If incomplete, students will have until the deadline date to provide missing requirements for review. Incomplete applications will result into a denied appeal after the deadline date.

If approved:

1. For academic plans only, students will be required to meet any stipulations placed on the academic plan. Failure to meet stipulations will result in a denied appeal and new submission of an academic plan.
2. For degree plans only, students will be reviewed at the end of each semester.
3. **For all students**, failure to successfully meet GPA and/or completion rate requirements at the ending of each semester will result in a denied appeal.
 - a. GPA requirements for undergraduates is 2.0, graduate students is 3.0
 - b. Completion rate for all students is 67%

If denied, students will be responsible for paying their own educational costs until SAP requirements are met. Students who were denied due to maximum timeframe (over 180 attempted hours) are responsible for paying their educational costs for the remainder of their degree program.



Office of Student Financial Aid & Scholarships

One University Way
San Antonio, Texas 78224
Phone: (210)784-1300
Fax: (210)784-1490

Step 4 – Certification and Signatures

Your signature on this document confirms your acknowledgement of the following:

- I understand that the submission of this appeal does not constitute an approval and I must make payment arrangements by the tuition deadline should financial aid not be awarded or disbursed by the due date.
- I certify that the information contained in my typed appeal letter and supporting documentation is accurate and complete.
- I understand my appeal will not be reviewed if it is incomplete.
- I understand if approved, I must adhere to any stipulations set forth through an academic plan. If the terms of the academic plan are not met, all financial aid will be canceled the following semester and result in a new appeal application to be submitted.
- I understand any false information will be cause for the denial, reduction and/or repayment of financial aid.

Student Signature

Date