

**Submit completed/signed Appeal Form & Supporting Documentation by  
1<sup>st</sup> Deadline (June 6, 2025) - OR - 2<sup>nd</sup> Deadline (August 15, 2025)**

## UTEP Scholarship Appeal Form for 2025-2026 Aid Year Funding

UTEP-ID#: \_\_\_\_\_ DOB \_\_\_\_\_ UTEP-Email \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City/ST/ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Scholarship Requirements not met in which academic year: **2024-2025**

What is your Major: \_\_\_\_\_ Classification (check one) Fr \_\_\_ So \_\_\_ Jr \_\_\_ Sr \_\_\_

When did you last change your Major? Academic Year: \_\_\_\_\_ Not Applicable

If yes, what was your PREVIOUS MAJOR: \_\_\_\_\_

**Expected Enrollment** for upcoming academic year (2025-2026 AY):

Fall 2025 \_\_\_\_\_ credit hours    Spring 2026 \_\_\_\_\_ credit hours    Summer 2026 \_\_\_\_\_ credit hours

How many more credit hours do you need to complete your degree program?

\_\_\_\_\_ Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Did you participate in an internship/COOP for the 2024 - 2025 academic year: Yes \_\_\_ No \_\_\_**

- *If yes, did you register your internship/COOP with the UTEP University Career Center: Yes \_\_\_ No \_\_\_*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[\(SEE BACK, page 2, for appeal process checklist\)](#)

### FOR OFFICE USE ONLY

Personal Statement: Yes ___ No ___	RRAAREQ/RHACOMM/ROAUSDF Date Posted:
Transcript: Yes ___ No ___	Appeal Result Notification to Student Date:
Degree Evaluation/Plan: Yes ___ No ___ n/a ___ Supporting Docs: Yes ___ No ___ n/a ___	Final Appeal Committee Decision Date:
<b>NOTES:</b> Non-Compliance Reason (check which apply): GPA ___ Fulltime Enrollment ___ 30 Credit Hrs/Year Earned ___ 5 <sup>th</sup> year ___  Required GPA ___ Earned GPA ___ Award Amount \$ ___ Fund Code: _____  Enroll Hours: Fall 2024 ___ Spring 2025 ___ Summer 2025 ___ = Academic year Credits _____  Scholarship Advisor Notes:	<b>Final Appeal Committee Decision:</b> Approved _____  Approved with Probation _____  Approved one semester only _____  Decision Pending more documentation _____  Denied _____  Committee Printed Names: 1 _____ 2 _____ 3 _____ 4 _____ Committee Signatures: 1 _____ 2 _____ 3 _____ 4 _____

**Any student who anticipates the need to file an appeal must be prepared to find alternative payment methods to pay for their semester classes/courses by the SBS tuition payment deadline.**

## Scholarship Appeal Process Checklist

A scholarship appeal may be filed when you have been denied renewal of your scholarship for not maintaining scholarship requirements. **Any student who anticipates the need to file an appeal must be prepared to find alternative payment methods to pay for their semester classes/courses by the SBS tuition payment deadline.**

***Please submit your appeal documents in person to*** the Financial Aid & Scholarship Office, Room 204 – Mike Loya Academic Services Building or electronically to [scholar@utep.edu](mailto:scholar@utep.edu). All required documents must be submitted in one file including the appeal form. ***Appeal requests without the required items will not be considered for review by the scholarship appeal committee.***

- Completed and signed Scholarship Appeal Form (page 1)
- A current academic transcript (unofficial transcripts from the online Goldmine system are acceptable only if student name and ID# is visible on the transcript).
- Provide an updated academic degree plan. **Note: Students with 60 credit hours or more must have their degree plan signed by their academic advisor.** Students with less than 60 credit hours are not required to submit a degree plan signed by their academic advisor.
  - Go to [www.my.utep.edu](http://www.my.utep.edu) then Sign In > For Students >Goldmine
  - In the Personal Information tab, click on Student Records >Click on Degree Evaluation
  - Select the term and submit
  - Curriculum Information, click on Program: (the name of your program should be linked). ***\*\*Note if the name of your program is not linked, then click on “Generate New Evaluation” at the bottom of the webpage, select the program, and then click on “Generate Request.”***
- A typed petition statement explaining the reason(s) for requesting special consideration.
  - It is extremely important that the statement fully describes the extenuating circumstances which prevented compliance of the annual scholarship requirements.
- Supporting documentation for the above statement. (i.e., doctor’s and or hospital statement(s), divorce decree, etc.)

The UTEP Undergraduate Scholarship Committee, made up of UTEP faculty and staff, will review all appeals and is responsible for deciding whether an appeal is granted or denied. **Appeal results will be sent to your UTEP student email once the committee notifies the Office of Scholarships of their decision.**

Any questions you have regarding your appeal status contact Martha Chairez, Scholarship at (915) 747-8446 or via email at [machairez@utep.edu](mailto:machairez@utep.edu).

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