Office of Financial Aid and Scholarships
Mike Loya Academic Services Building, Room 204
500 W. University Avenue
El Paso, Texas 79968 PH: (915)747-5204

2025-2026 Satisfactory Academic Progress (SAP) Appeal Form

Please print:
STUDENT NAME (LAST)_____**(FIRST)**_____**(MI)** _____

DATE:_____**UTEP EMAIL:**_____**UTEP ID#:** _____

The number of appeals you may submit during your enrollment at UTEP are limited:
Undergraduate students – Three appeals; Graduate students – Two appeals.

Submit no later than May 11, 2026

Check the semester for which you are submitting your appeal: ☐ Spring 2026

Check your enrollment level: ☐ Bachelor's Degree ☐ 2nd bachelor's degree (Please contact the OSFA) ☐ Master's/Ph.D. (If 2nd or 3rd Master's, contact the OSFA)

Step 1: Select the reason(s) for your appeal:

☐ Grade Point Average (GPA): Your GPA is below the minimum requirement (2.0 Undergraduate, 3.0 Graduate)

☐ Completion Rate: Your cumulative completion rate is below 67%.

Step 2: Explanation of extenuating circumstances. **Attach a signed and dated one page personal statement that clearly explains the following:**

1. A detailed explanation of the circumstances that have prohibited you from meeting SAP; including, if applicable, any COVID-19 related situation(s).
2. What steps have you already taken or will take to address the circumstances that prohibited you from meeting SAP?

Step 3: Attach a **Student Educational Plan (SEP)** completed by an Academic Advisor and the **required supporting documentation** that may assist your appeal.

Submit appropriate documentation and/or supporting letters. Supporting letters must be signed and submitted on official letterhead to affirm your circumstance(s) [for example: letter from physician or counselor, medical bills, death certificate, military orders, court documents, Petition for Reinstatement].

Step 4: Electronically submit your completed Appeal Form, Student Educational Plan, personal statement and supporting documentation to the OSFA at studentfinancialaid@utep.edu with SAP Appeal in the subject line.

Incomplete appeals will not be reviewed.

CERTIFICATION: I certify that the information on this form and any attachments are complete and accurate. I understand that I am responsible for meeting any payment deadlines while waiting on an appeal decision and **approval of my appeal is not guaranteed**. I understand that if my appeal is approved, my academic progress will be reviewed on a semester basis and any failure to meet the conditions of my approved appeal may result in the loss of my financial aid eligibility. I understand it is my responsibly to review the complete SAP requirements and the appeal process online at https://www.utep.edu/financial-aid/eligibility/satisfactory-academic-progress.html

STUDENT SIGNATURE: _____ **DATE:** _____

Allow 7-10 days for processing. You will be notified via your UTEP email whether your appeal had been approved or denied.

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Financial Aid Satisfactory Academic Progress - - Student Educational Plan (SEP)

Students whose federal financial aid eligibility has been suspended due to an insufficient Grade Point Average (GPA) and/or insufficient Credit Hour Completion Rate or by exceeding the Maximum Timeframe permitted for graduation of program of study, must submit this form along with their SAP APPEAL FORM.

Academic Advisor signature and date are required.

STUDENT NAME: _____ **UTEP ID:** _____

ANTICIPATED GRADUATION DATE: _____ **CURRENT MAJOR:** _____

PROGRAM OF STUDY: Complete the entire program of study, with your Academic Advisor, beginning with the present semester, if you are currently enrolled.

SEMESTER/YEAR: Spring 2026			
Course Title and Number Ex: UNIV 1301	# of Credits	Core or Major Requirement?	Repeated Course? Y/N

SEMESTER/YEAR: Summer 2026			
Course Title and Number Ex: UNIV 1301	# of Credits	Core or Major Requirement?	Repeated Course? Y/N

SEMESTER/YEAR: Fall 2026			
Course Title and Number Ex: UNIV 1301	# of Credits	Core or Major Requirement?	Repeated Course? Y/N

SEMESTER/YEAR: Spring 2027			
Course Title and Number Ex: UNIV 1301	# of Credits	Core or Major Requirement?	Repeated Course? Y/N

SEMESTER/YEAR: Summer 2027			
Course Title and Number Ex: UNIV 1301	# of Credits	Core or Major Requirement?	Repeated Course? Y/N

SEMESTER/YEAR: Fall 2027			
Course Title and Number Ex: UNIV 1301	# of Credits	Core or Major Requirement?	Repeated Course? Y/N

ADVISOR SECTION: Comments (optional):

Advisor Signature: _____ **Email:** _____

Date: _____

Revised December 2025