



Office of Student Financial Aid (OSFA) - Mike Loya Academic Services Building, Room 204  
 500 W. University Avenue  
 El Paso, Texas 79968 PH: (915)747-5204; FAX (915)747-5631

## 2023-2024 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.

Check the semester for which you are submitting your appeal:

Summer 2024

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](mailto: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 responsibility to review the complete SAP requirements and the appeal process online at [www.utep.edu/student-affairs/financialaid/eligibility/SAP.html](http://www.utep.edu/student-affairs/financialaid/eligibility/SAP.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.**

