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.

We ask that you to please submit your appeal documents in person to the Office of Scholarship in the Student Financial Services Department, Room 204 – Mike Loya Academic Services Building or electronically to scholar@utep.edu. All required documents must be submitted along with 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 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.
  - It is 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, 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.