



2022-2023 Scholarship Appeal Form

Name: _____ Student ID: _____

Phone: _____ Scholarship: _____

Appeal Term: _____

Deadlines to submit scholarship appeal:

For Fall 2022 scholarship – December 2, 2022

For Spring 2023 scholarship – April 21, 2023

Appeal forms and all supporting documentation must be submitted by the semester deadline listed above. Upon decision, you will be notified of the approval or denial of the appeal.

Please check the circumstance that applies. You must provide supporting documentation, otherwise, your appeal will be denied.

_____ Did not complete required academic hours

_____ Did not meet required Cumulative Grade Point (GPA) Average

_____ Unable to enroll in Full Time hours in current term

_____ Graduating at the end of the term

_____ Student teaching during current term

Required Documents:

- **Appeal Letter:** Explain in detail the reason academic hours were not completed or GPA required was not earned or unable to be Full Time status.
 - What steps have you taken address the situation or circumstance in the future? Have there been changes in your situation that will allow you to complete your classes successfully? Please explain how these changes will allow you to demonstrate progress by the next semester.
- **Signed Degree Plan:** A signed degree plan from your academic advisor.
- If you are graduating the term you are appealing for please have your advisor send an email to scholarships@utpb.edu confirming your graduation date.

*Additional documents may be required based upon your personal situation.