

## 2023-2024 Satisfactory Academic Progress Appeal

**Deadlines to submit SAP appeal:**

**For Fall 2023 – December 1, 2023**

**For Spring 2024 – April 20, 2024**

The U.S. Department of Education requires UT Permian Basin to establish and apply reasonable standards of satisfactory academic progress for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. UT Permian Basin students who wish to be considered for federal student aid must maintain satisfactory academic progress as set forth in this policy. Satisfactory Academic Progress is a federal student aid eligibility requirement that is administered by the University, in addition to the academic standards of performance required under the UT Permian Basin Academic Progress Policy. Satisfactory Academic Progress is determined at the end of every term/pay period by the Office of Financial Aid and Scholarships. This policy also applies to state and institutional financial aid. Please Review the Satisfactory Academic Progress (SAP) Policy and Appeal process outlined at <https://www.utpb.edu/admissions-aid/financial-aid/docs/satisfactory-academic-progress-policy-and-procedures-updated-18-19.pdf> to determine if you are eligible to appeal for financial aid.

SAP standards by student classification	
Undergraduate Students / Post Baccalaureate	2.0 Cumulative GPA/67% completion rate
Graduate Students	3.0 Cumulative GPA/67% completion rate
Maximum Timeframe	
Bachelor Degree	180 hours(120 x 150% = 180 hours)
Graduate Degree	54 hours(36 x 150% = 54 hours)
Certification	21 hours (21 x 150% = 31 hours)

### Appeal Process

1. Submit this signed application and supporting documentation to; (in person or mail) ATTN: Financial Aid Office, University of Texas Permian Basin 4901 E. University Blvd., Odessa, Texas 79762, (fax) 432-552-2621, and (email) SAP@utpb.edu.
2. An appeal reviewed by the committee does not guarantee reinstatement of financial aid.
3. The SAP Committee will review your appeal and substantiating documentation.
4. You will be notified via email of the SAP Committee's decision within approximately fifteen (15) business days. If you have any questions concerning the appeal process, please contact our office at (432) 552-2620. Information about the SAP policy may be viewed at [www.utpb.edu](http://www.utpb.edu).

If you wish to be considered for reinstatement of financial aid, **you must submit a minimum of five pages** which will include.

- **The application** - confirm all data is provided.
- **Updated degree plan** - Obtained from advisor.
- **Appeal letter** - the first paragraph should explain in detail, the reasons that affected you to fall below SAP standards. The second paragraph will explain what you have done to correct the issues that prevented you from meeting the SAP standards. The last paragraph will cover your understanding (including specific SAP details) of why you are under SAP standards and a detailed plan to meet SAP standards.
- **Supporting documents** - provide any documentation that supports your reasoning of not meeting the SAP standards and compelling evidence that you are now able to make significant strides academically (could be multiple pages), such as documentation from a medical professional, death/birth certificate, etc.

**Guidelines for Appeal Letter:** Be as detailed as possible and explain how your documentation supports your circumstances.

- 1) **Explain in detail** when and what the issues were that affected your ability to meet SAP standards?
- 2) **How** did you resolve the issue and **what** you are doing to prevent this from happening again?
- 3) **Explain in detail** what you understand of why you are on SAP and **describe** in detail the plans to meet the SAP standards.
- 4) **Attach an updated and signed degree plan.**

