



The University of Texas Permian Basin

Satisfactory Academic Progress Appeal Form

Office of Financial Aid ♦ 4901 E. University Blvd. ♦ Odessa, Texas 79762 ♦ (432)552-2620 Fax: (432) 552-2621

FIRST NAME: _____		LAST NAME: _____	
ADDRESS: _____			
CITY, ST, & ZIP: _____		PHONE: _____	
UTPBID: _____	LEVEL: UNDERGRADUATE <input type="checkbox"/>	GRADUATE <input type="checkbox"/>	
MAJOR: _____		EXPECTED GRADUATION: _____	

Satisfactory Academic Progress (SAP) Policy Standards

The U.S. Department of Education requires UTPB 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. UTPB 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 UTPB Academic Progress Policy. Satisfactory academic progress is determined at the end of every term by the Financial Aid Office. This policy also applies to state 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% = 54 hours)
Graduate Degree	54 Hours (36 x 150% = 54 hours)
Certification	21 hours (21 x 150% = 31 hours)

Reason for SAP Appeal: Please check all that apply to you

- Completion rate less than the required 67%
- Cumulative Undergraduate Grade Point Average (GPA) below 2.0, Graduate GPA below 3.0
- Circumstances have changed and my academic plan needs to be revised (Maximum Time Frame)

Please check to indicate which of the following circumstances apply to your appeal. You must provide supporting documentation. An appeal letter must be submitted if you do not have an official document supporting your reason for an appeal, such as a doctor's statement or death certificate. Appeals without supporting documentation may be denied. **ALL** sections must be completed or the appeal will be returned without review.

Circumstance for Appeal	Supporting Documentation
<input type="checkbox"/> Serious medical illness or injury	<input type="checkbox"/> Signed doctor's statement
<input type="checkbox"/> Death in Family	<input type="checkbox"/> Death Certificate; obituary or announcement
<input type="checkbox"/> Other Circumstance (described in formal statement)	<input type="checkbox"/> Proof of circumstance

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** what you understand of why you are on SAP and **describe** in detail the plans to meet the SAP standards.
- 4) **Attach a degree plan.**



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Satisfactory Academic Progress Appeal Academic Plan

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FIRST NAME _____	LAST NAME _____	UID _____
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Satisfactory Academic Progress - Student Course Plan Instructions

- **Student Instructions:** Make arrangements to meet with the dean/academic advisor to determine the remaining courses required for graduation and agree upon an academic plan. Provide a copy of this signed form along with the completed SAP appeal
- **Academic Advisor Instructions:** This student is not meeting a 67% completion rate and/or a 2.0 Cumulative GPA for undergrad or 3.0GPA for graduates per federal guidelines. **Therefore, the student must appeal to have his/her financial aid reinstated and may permanently lose financial aid if they do not successfully complete all coursework listed on the Student Course Plan below.** If you have any questions or need additional information on the impact of SAP please contact our office at finaid@utpb.edu.

Satisfactory Academic Progress Appeal Deadlines

- SAP appeal documents **must be submitted no later than the first census date of the courses** scheduled within a semester.
- Census date is defined as the last day to drop from a course without creating an academic record. Please refer to the academic calendar to determine the census date for your courses at www.utpb.edu/services/academic-affairs/office-of-the-registrar/academic-calendar

Please note: A student in accelerated or short term courses will have a reduced window of opportunity to return a SAP appeal. A student who fails to meet these deadlines can expect to pay for the courses out of pocket until the next semester begins.

To Be Completed with an Academic Advisor/Retention Officer:

Reason for SAP Student Course Plan:

- GPA below 2.0
- Course Completion Rate below 67%

Major: _____

Is the **current degree plan** attached?

Semester:	Year:	
Course Title/Number		Hours
FA Office Use Only: Acceptable Schedule		

Semester:	Year:	
Course Title/Number		Hours
FA Office Use Only: Acceptable Schedule		

- Do all the courses above fulfill requirements towards completion of a degree in the major on file with the university?
- Will this schedule provide the best path towards academic recovery for SAP purposes? (i.e. help recover GPA/Completion rate)

Please Note: A student who is being monitored must successfully complete all courses listed on this form to remain eligible for financial aid. The advisor signature indicates that you were seen by an advisor during an appointment to review your academic plan.

Advisor Printed Name: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

The student's signature certifies that the student has assisted in the completion of & understands and agrees with the academic plan.

Student Signature _____ **Date:** _____



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Appeal Process

1. Return this signed form and your documentation to; University of Texas of the Permian basin, financial Aid Office, Room MB1225, 4901 e. University Blvd., Odessa, Texas 79762.
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.

To the best of my knowledge, all of the information on this form is complete and accurate. I further acknowledge that I will make every effort possible to improve my SAP status, and complete all of my attempted courses successfully at the University of Texas of the Permian Basin. See SAP policy for definition of attempted courses. I also have read and understand the Satisfactory Academic Progress Academic Recovery Plan.

Student's Signature: _____ **Date:** _____

For Financial Aid Use Only	
Recommendation:	<input type="checkbox"/> Send to committee <input type="checkbox"/> Approve Appeal
Signature:	Date:

Cumulative GPA: ____ **Hours Attempted:** ____ **Hours Earned:** ____ **Completion Percentage:** ____

For Committee Members Use Only:	
<input type="checkbox"/> Uphold Suspension	<input type="checkbox"/> Approve Appeal for Probation
Signature:	Date:
Comments:	
<input type="checkbox"/> Uphold Suspension	<input type="checkbox"/> Approve Appeal for Probation
Signature:	Date:
Comments:	

For Retention Officer Use Only:	
<input type="checkbox"/> Uphold Suspension	<input type="checkbox"/> Approve Appeal for Probation
Signature:	Date:
Comments:	