

Spring Appeal Available: November 2, 2015

Priority Deadline: December 4, 2015

Final Deadline: March 25, 2016



APEALS

Financial Aid Satisfactory Academic Progress Appeal-Graduate

Student First Name: _____ Student Last Name: _____ ID: _____

DOB: ____/____/____ Primary Phone #: (____) _____ - _____ Secondary Phone #: (____) _____ - _____

Appeal for: Pace Suspension GPA

Maximum Timeframe > 63 attempted hours for 1st Master's, 45 hours for 2nd Master's, 99 hours for Doctoral

[If you are suspended due to maximum timeframe please complete the reverse side]

Pace-below 75%; GPA

As per Federal Regulations, a student who is not making Satisfactory Academic Progress can appeal if the student falls under one or more of the following:

- **Death of immediate family member:** a parent, child, spouse, brother or sister.
- **Illness or injury:** You, your spouse, your dependent children were injured or ill for an extended period of time.
- **Other extenuating circumstances:** You experienced an unusual situation in which you had no control. Automobile accident, significant automobile breakdown, separation/divorce are examples of extenuating circumstances.

Important Notice

Appeals based solely on financial and/or emotional needs without sufficient documentation will not be approved. Work is not considered a hardship since financial aid is viewed as a supplement to student income in order to help reduce the number of hours the average student would have to work in any given week. It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from a class is a personal decision made by the student. If you do not meet one of the above reasons you are not eligible for an appeal.

Instructions

1. **Personal Statement:** Provide reasons that support the school year you became deficient and why you did not meet academic progress during your probationary semester.
2. **Documentation:** Provide copies of death certificate, newspaper obituary for immediate family member, Medical documentation such as hospital records, doctor statements, etc. pertaining to the time period in question and indicating that the student was unable to perform normal school - related activities. Relevant documents from a counselor, therapist, minister, priest, or social worker relating to emotional or family difficulties, which affected the student's performance. Police reports of incidents in which the student was the victim of a crime.

I certify that I have provided all documentation for my appeal and that my information is true and complete to the best of my knowledge. I understand that this does not guarantee an approval, that I will be notified by mail and that all decisions are final.

Student's Signature

Date

Please submit to either of the following UTRGV locations:

| | |
|--|--|
| The Tower, Main 1.100 One West University Blvd. Brownsville, Texas 78520 Ph: (888) 882-4026 Fax: (956) 882-8229 | Visitors Center 1.113 1201 West University Drive Edinburg, Texas 78539 Ph: (888) 882-4026 Fax: (956) 665-2392 |
|--|--|

Spring Appeal Available: November 2, 2015

Priority Deadline: December 4, 2015

APEALS

Final Deadline: March 25, 2016

Maximum Timeframe

If you are appealing due to Maximum Timeframe you need to be currently enrolled, making academic progress and provide documentation to support mitigating circumstances that caused you to exceed the maximum attempted hours and have a clear plan towards completing your degree in a timely manner.

As per Federal Regulations, a student who is not making Satisfactory Academic Progress can appeal if the student falls under one or more of the following:

- **Mitigating circumstances which delayed the student's study time and/or prolonged the length of study. Circumstances must be proven through official documentation, such as medical records, insurance documents, letters from officialdom, police records, etc.**
- **Other academic/personal situation**

Important Notice

Appeals based solely on financial and/or emotional needs without sufficient documentation will not be approved. Work is not considered a hardship since financial aid is viewed as a supplement to student income in order to help reduce the number of hours the average student would have to work in any given week. It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, or withdrawing from a class is a personal decision made by the student. If you do not meet one of the above reasons you are not eligible for an appeal.

Instructions

1. **Personal Statement:** Provide reasons why you have exceeded 63 attempted credit hours for a 1st Master's, 45 for a 2nd Master's, or 99 hours for a Doctoral degree; attach supportive documentation.
2. **Graduation date:** Must apply for graduation with registrar's office.
3. **Advisement by Academic Advisor:** Advisor's section below should be completed by your Academic Advisor.
4. **Attach a copy of your degree plan**

Academic Advisor Section

(To be completed by Student's Academic Advisor)

Department: _____

Major: _____ Minor (if applicable): _____

Total required major/minor hours for current Degree: _____

Total Hours completed: _____

Total Hours remaining in degree plan for student to graduate: _____

How many more Semesters (including summer) are needed to graduate? _____

Semester/Year expected to graduate: _____

Is Degree Plan reflecting this information: Yes No

Advisor's Name: _____ Phone: _____

Advisor's Signature: _____ Date: _____

I certify that I have provided all documentation for my appeal and that my information is true and complete to the best of my knowledge. I understand that this does not guarantee an approval, that I will be notified by mail, and that all decisions are final.

Student's Signature

Date

Please submit to either of the following UTRGV locations:

| | |
|--|--|
| <p>The Tower, Main 1.100 One West University Blvd. Brownsville, Texas 78520 Ph: (888) 882-4026 Fax: (956) 882-8229</p> | <p>Visitors Center 1.113 1201 West University Drive Edinburg, Texas 78539 Ph: (888) 882-4026 Fax: (956) 665-2392</p> |
|--|--|