

University of the Incarnate Word Office of Financial Assistance Satisfactory Academic Progress Recovery Packet

4301 Broadway, Box 308 San Antonio, TX 78209 Phone: (210) 829-6008 Fax: (210) 283-5053 finaid@uiwtx.edu

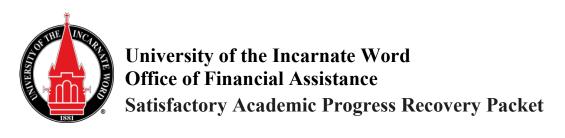
www.uiw.edu/finaid Revised 05/2023 SAPRVW/SAPVW2

Directions : This form is used for grants, scholarships, loans, work study, and tuition waivers. Federal regulations require the Office of Financial Assistance to monitor the academic progress towards earning a degree for students receiving financial aid and certain exemptions/waivers. this reason, your satisfactory academic progress (SAP) for financial aid is evaluated to verify that you have met all SAP standards. If you fail to	or
meet the SAP standards shown below, you must complete this appeal form and provide supporting documentation to be reconsidered for financial aid or waiver eligibility. Please be aware, this appeal is for financial assistance only and has no bearing on your academic standing. If more information regarding the SAP policy visit https://www.uiw.edu/finaid/sapinfo.html .	or
How to Submit Form: Submit completed form through BannerWeb or via email to finaid@uiwtx.edu . Appeals submitted after a semester hended CANNOT be approved for that semester. Appeals submitted after the posted deadline might not be approved.	as
SEMESTER/TERM DEADLINE	
Summer 2024 July 12, 2024	
Fall 2024 November 8, 2024	
Spring 2025 April 4, 2025	
Grade Level Cumulative GPA Cumulative Completion Rate Maximum Time Frame	
Undergraduate 2.0	
Graduate 3.0	
Optometry 2.0 Attempted Hours < 150% of hours for degree program	
Physical Therapy 2.5	
Pharmacy 2.0	
STEP 1	
Indicate your intended enrollment for the 2024-2025 Academic Year. Enrollment will be used for appeal purposes.	
Summer Fall Spring	
STEP 2	
Indicate the type of financial assistance you have previously received and are attempting to regain:	
Financial aid (grants, loans, work study) Tuition waivers (Employee or Dependent)	
STEP 3	
Indicate the reason(s) as to why you are not meeting Satisfactory Academic Progress Standards. (Information on your SAP status be located on BannerWeb)	can
Academic Standards (Cumulative GPA) Completion Rate Maximum Time Frame	
STEP 4 : PERSONAL STATEMENT	

You must attach a typed personal statement. Please do not discuss your need for financial aid or waiver as this is not grounds for approval. You must demonstrate that you understand the SAP policy and academic requirements for aid.

You must address the following sections listed below in your typed letter and provide related supporting documentation:

- 1. Provide at least one paragraph, including details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the last evaluation period. (Examples: extenuating medical/personal issues, change in field of study, dual major, transferred hours not counted, Covid 19 related issues, etc.)
- 2. Address the following question: How has your situation changed so that it will allow you to demonstrate Satisfactory Academic Progress during the next evaluation period? (Examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.)



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STEP 5: DEGREE WORKS PLAN

Attach a current Degree Works Plan detailing the courses needed to complete all majors and minors currently listed on your student account. Information on this process is available online: https://my.uiw.edu/registrar/academics/degreeworks-faq.html

TEP 6: CERTIFICATION AND SIGNATURES	
nitial next to each statement as acknowledgment and sign below.	
I understand that I am currently not meeting SAP requirements and submission of this appeal does not guarantee my ap for financial aid. The federal regulations require that all students meet SAP requirements to qualify for financial aid.	proval
I understand if my appeal is approved , I will be placed on an improvement plan with requirements that must be met at end of each semester. I will be sent an email to sign and return a SAP improvement plan agreement which will allow m continue receiving aid for future semesters as long as <u>all</u> conditions of the plan are met. The improvement plan may ran from a minimum of 1 to a maximum of 6 semesters.	e to
I understand if my appeal is denied , I will not receive financial aid and will make alternative payment arrangements. I appeal this denial. I understand that to regain my financial aid eligibility I must meet the minimum SAP standards.	cannot
I understand I must abide by the SAP improvement plan provided by the Office of Financial Assistance to continue recommendation financial aid.	eiving
I understand that all coursework taken towards my SAP improvement plan must be part of my DegreeWorks/Degree Pl requirements or preapproved for substitution by my Academic Advisor.	an
I understand if my appeal is submitted after the indicated deadline, it will be up to the administrator's discretion to acce documentation for the indicated semester and additional documentation may be required.	pt the
I understand that failure to submit my appeal or submitting an appeal after my semester has ended will result in my aid cancelled for the affected semester(s).	being
tudent Name:Email:	
tudent Signature: Date:	