

SAP Checklist – Spring 2026

Appeal must include:

- ☐ **Appeal form** – This must be fully completed, initialed, and signed.
- ☐ **Personal statement** – Must answer the two questions: What circumstances occurred during the term or year and What has changed that will ensure your success.
- ☐ **Supporting documentation** - Documentation supporting personal statement.
- ☐ ***Academic plan form**– Only required for Max Hour SAP appeals.

An appeal is considered incomplete without all the above documentation, signatures, or if written in pencil and will not be submitted to the committee for review.

*****Final Deadline to submit completed SAP Appeals for Spring 2026 is January 28, 2026. No new appeals will be accepted after this date.*****

Student Name	UNT Assigned ID	SSN (last 4 digits only)

Review the Satisfactory Academic Progress (SAP) Policy and Appeal Process outlined <https://finaid.untDallas.edu/satisfactory-academic-progress> to determine if you are eligible to appeal for financial aid. **If you wish to be considered for reinstatement of financial aid, you must submit this form, your written appeal statement, supporting documentation, and any additional required forms in person, by mail, fax, or email.**

NOTE: Circumstances related to the typical adjustments to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are NOT considered extenuating for the purpose of appealing the suspension of financial aid.

Have you ever submitted a previous SAP appeal? ☐ Yes ☐ No
I am working towards the following degree: ☐ First Undergraduate Degree ☐ Second Undergraduate Degree ☐ Teacher Certificate ☐ Graduate or Law Degree
Which SAP requirement are you requesting an appeal (select all that apply):
☐ GPA ☐ Percent Completion ☐ Maximum Credit Hours*

***must complete the Academic Plan Form and submit it with this appeal in order for it to be considered complete**

Below please indicate which situation applies to your academic difficulty:

- ☐ **Medical:** If a personal medical problem contributed to your failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you received advice or treatment.
- ☐ **Death/Illness:** If the death or illness of an immediate family member contributed to your lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary etc.
- ☐ **Military Service:** If you have withdrawn due to military service, provide documentation.
- ☐ **Maximum Credit Hours:** If you have attempted more than 180 hours, provide a personal letter and a degree worksheet from your Academic Advisor explaining when you are expected to graduate.
- ☐ **Other Circumstances:** Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation.

Student Acknowledgments of Appeal Results (Read and Initial)

_____ If my appeal is **DENIED**, I understand that decisions are processed on a case-by-case basis, and the committee may deny any SAP appeal. I also understand that the decision of the appeal committee is final. I also understand that I am responsible for any outstanding balance that may result from an appeal denial.

_____ If my appeal is **APPROVED**, I recognize that I will be at a probationary status **AND** am expected to make academic progress as detailed in this appeal within the term for which the appeal has been approved including:

- Taking at least 6 hours of classes and earning a minimum term GPA of 2.0 for Undergraduate, a 2.0 for Law students or a 3.0 for Graduate students during the probationary term.
- Not withdrawing, dropping, or using an incomplete for classes during the probationary term
- Enrolling in hours that are recognized as required courses towards graduation

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Satisfactory Academic Progress (SAP) Student's Personal Statement

Please ensure your statement has all required elements for review:

- Clearly state circumstance(s) out of your control and how circumstance(s) affected your ability to succeed.
- Provide detailed information about what has changed to ensure immediate success.

What term(s)/year(s) did you receive F, NP, I or W? _____

What circumstance(s) occurred during the term(s)/year(s)?

What has changed that will ensure your success?

I understand that if I do not meet these requirements I will be ineligible to receive financial aid and will be responsible for payment toward my student bill until I meet the satisfactory academic progress standards.

SIGNATURE: _____ **DATE:** _____

KEEP A COPY FOR YOUR RECORDS

Return this completed form with any required documentation to:

Student Financial Aid & Scholarships| University of North Texas at Dallas| 7350 University Hills Blvd., Dallas, TX 75241 or fax to (972) 338-1799 or save and attach as PDF and email to sap@untdallas.edu