



**University of the Incarnate Word**  
**Office of Financial Assistance**  
**Satisfactory Academic Progress Appeal Form**

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

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**SAP Selection Process:**

- Upon initial review, students are notified by Cardinal Mail if they appear not to be meeting SAP standards after Spring grades are posted.
- The entire policy is online at: <http://www.uiw.edu/finaid/finaideligibility.html>

**SAP Appeal Process:**

- Complete your current Financial Assistance File.
- Complete the Satisfactory Academic Progress (SAP) Appeal Form.
- Attach a typed letter indicating the circumstances to be considered in reviewing your appeal. You must also outline the steps you will take to ensure that you will meet the SAP requirement in the future. The committee decision to approve or deny your appeal is based strictly on the information you provide, so include all relevant information to ensure an appropriate decision.
- Submit the SAP Appeal form, your typed letter of explanation and any supporting documentation (i.e. if your appeal is based on an extenuating medical condition, you would want to provide documentation from your physician supporting your personal circumstances letter).
- The SAP Review Committee will evaluate your appeal and have a decision within 10 days. The committee will not review incomplete appeals.

**Certification Statement:**

I understand that I am currently not meeting the Satisfactory Academic Progress (SAP) requirement. The Federal and State government regulates that all students must be meeting the SAP requirement to be eligible for financial assistance. I have attached a typed letter explaining the circumstances that caused my current SAP status, as well as what I will do to ensure I meet the SAP requirement in the future. I understand that if my appeal is denied, I will not be eligible for Federal, State or Institutional funds but can apply for alternative loan assistance.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_