



# Office of Financial Aid

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## Satisfactory Academic Progress

### Appeal Cover Sheet

Federal regulations require schools, colleges, and universities that administer federal student financial aid funds to have and enforce standards of academic progress. UT Dallas’s standards can be found [here](#). Students who do not meet the established standards may appeal to have their eligibility extended for another term. Appeals are granted under limited circumstances. In order for UT Dallas to consider an appeal, one of the following criteria must be met:

- You were unable to meet the academic progress standards because you were hospitalized or were otherwise prevented from successfully completing classes due to an unanticipated medical condition,
- There was a death in your immediate family or
- There was a documented extenuating circumstance beyond your control.

Student Information	
Name (Last, First, Middle Initial)	
UTD ID/SSN	Submission Date
How to appeal	
<p>An appeal consists of a signed letter from you to your UTD financial aid counselor. Your appeal should be attached to this cover sheet. This letter must indicate which of these circumstances prevented you from making academic progress. The letter must be accompanied by third party documentation supporting your appeal (e.g. a letter from a doctor indicating you had been hospitalized, a copy of a death certificate). Your appeal must also include how you plan to achieve Satisfactory Academic Progress in the future. If your appeal is in regard to a medical issue your letter of appeal should indicate, and your supporting documentation should support, the fact that you are now medically able to succeed in the classes for which you plan to register.</p>	
What to Expect	
<p>Academic progress appeals are not approved automatically. If your eligibility for financial aid has been suspended because of your failure to make academic progress you should anticipate you will not be eligible to receive financial aid in the upcoming term. Appeals are reviewed by a committee. Your financial aid counselor will contact you when a decision has been made. The decision of the financial aid committee is final. Appeals are reviewed carefully. The decision regarding your appeal will likely be made after your tuition and fees are due to the Bursar’s Office. Until you receive a reply to your appeal you should make payment arrangements with the Bursar’s Office.</p> <p><b>Being ineligible for financial aid does not impact your ability to register for classes. You should consult with your academic advisor regarding your academic standing within your academic program.</b></p>	
Signature and Certification	
<p>I certify that the information submitted in support of my appeal for reinstatement for financial aid eligibility is true and conforms to the conditions agreed to when I signed the Free Application for Federal Student Aid (FAFSA).</p> <p>Student Signature _____</p>	