

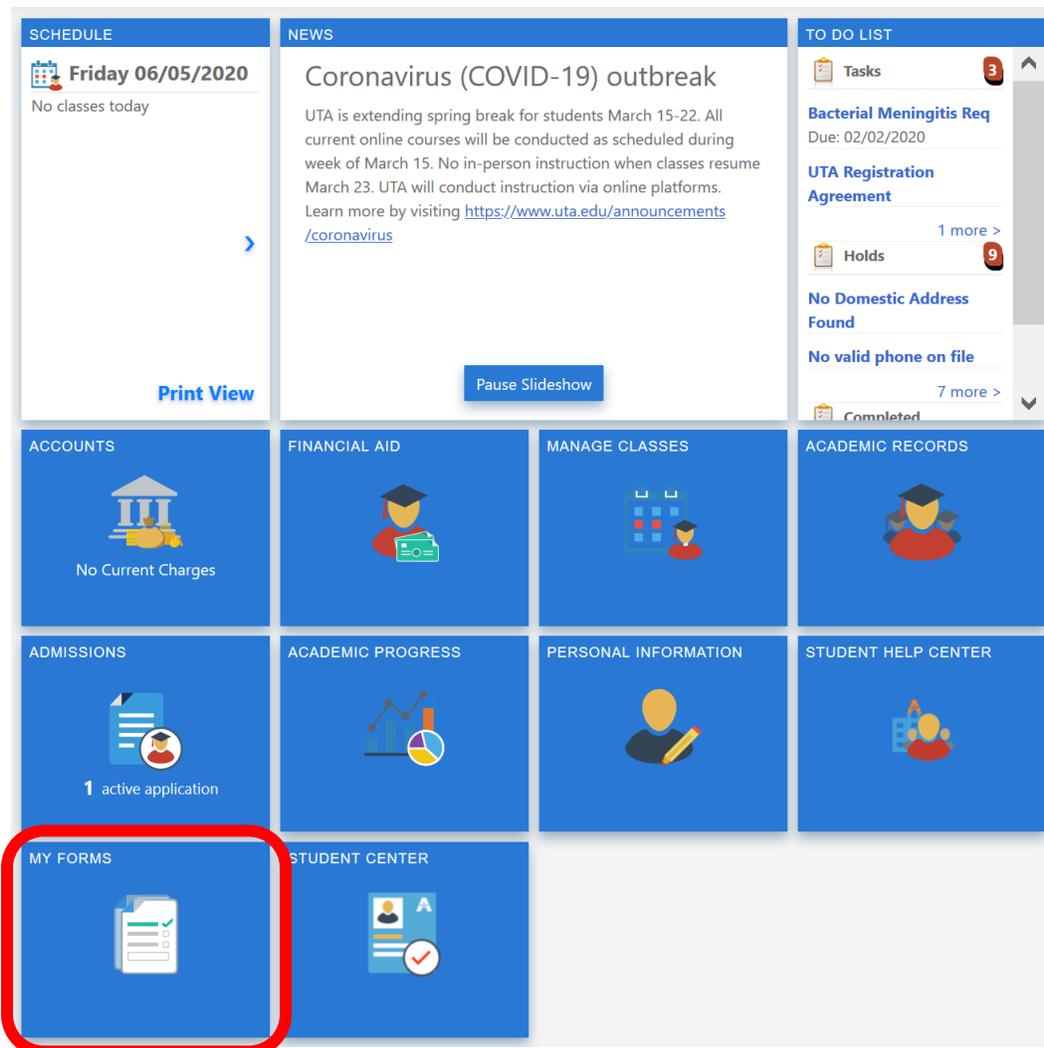
How to Submit a SAP Appeal Form

MyMav Fluid – Students

OFF-CAMPUS NOTICE: If you are logging in from off-campus using a web-browser, you will be prompted to sign in with a secondary authentication method, such as a phone call, text message, or the mobile phone app. For more information, please visit the [Multi-factor Authentication Resource Guide](#).

1. Go to <https://www.uta.edu/mymav/> and click on "Student Login." Then, click on "Student Login Here." The next screen will prompt you to sign in using your UTA email address. After entering your UTA email address, please click "Next." Then, enter your password and click "Sign In." If you forgot your password, please visit our [UTA NetID Self Service](#) page.

2. Once logged in, select the My Forms Aid tile



The screenshot displays the MyMav Fluid dashboard interface. At the top, there are three main sections: SCHEDULE, NEWS, and TO DO LIST. The SCHEDULE section shows the date Friday 06/05/2020 and indicates no classes today. The NEWS section features a headline about a Coronavirus (COVID-19) outbreak with a brief description and a link for more information. The TO DO LIST section contains several items: Bacterial Meningitis Req (Due: 02/02/2020), UTA Registration Agreement, Holds (9), No Domestic Address Found, and No valid phone on file. Below these sections is a grid of tiles for various services: ACCOUNTS (No Current Charges), FINANCIAL AID, MANAGE CLASSES, ACADEMIC RECORDS, ADMISSIONS (1 active application), ACADEMIC PROGRESS, PERSONAL INFORMATION, and STUDENT HELP CENTER. At the bottom, there are two more tiles: MY FORMS (highlighted with a red box) and STUDENT CENTER.



3. Click the **Fill out a new form** button.

< UTA Student Homepage

Fill out a new form

*VIEW BY: Status ▾

- All 5
- Received 3
- Denied 1
- Pending Review 1

Forms

Form ▾	Description ▾	Status ▾	Created Datetime ▾	Submitted Datetime ▾
SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Received	06/03/20 11:47PM	06/03/2020 11:51PM >
SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Denied	05/26/20 6:26PM	05/26/2020 6:27PM >
UPDATE_READMIT	Graduate Application for Update/Readmission	Pending	05/27/20 3:53PM	05/27/2020 3:53PM >
SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Received	05/27/20 3:34PM	05/27/2020 3:34PM >
SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Received	05/26/20 6:30PM	05/26/2020 6:30PM >

4. Click on the SAP_APPEAL item.

Select a form to fill out x

- Meningitis_Submission
Meningitis-Submissions >
- SAP_APPEAL**
Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S >
- UPDATE_READMIT
Graduate Application for Update/Readmission >



5. Populate the fields on the form. For the Submission Certification field, choose I certify to agree to the list of bulleted items. The form cannot be saved until you choose I certify. Documents can only be attached after the form is saved. Click .

← My Forms

Instructions

Save

*DESCRIPTION

APPROVAL STATUS Initial CREATED ON

FIRST NAME LAST

MAVERICK ID #

MAVERICK EMAIL

All GPA probation approvals are based on the hours estimated here. If your enrollment does not match what you report, the calculations to improve your GPA may not be accurately estimated by our office.

*AID YEAR CREDIT HOURS TO BE TAKEN IN SUMMER 2020

*CREDIT HOURS TO BE TAKEN IN FALL 2020 *CREDIT HOURS TO BE TAKEN IN SPRING 2021

GRADUATION TERM

Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills, and car maintenance/travel to campus are not considered as extenuating for purposes of appealing the loss of Title IV aid.

*REASON OF APPEAL

1. Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time - Documentation Example: Doctor's Note/Order
2. Death of an immediate family member - Documentation Example: Obituary/Memorial Program
3. Significant trauma in student's life that impaired the student's emotional and/or physical health - Documentation Example: Note from counselor/third party
4. Withdrawal due to military service - Documentation Example: Orders
5. Other unexpected circumstances beyond the control of the student - Documentation Example: Third-party letter
6. Second degree, double major, change of major - Documentation Required: Degree Plan signed by an Academic Advisor that must contain all courses remaining and a graduation date. *Valid reason for Maximum Time Frame Only*

Please explain the situation pertaining to the reason you have selected above that prevented you from meeting the SAP requirements. Documentation should be submitted to support your appeal reason. Third-party documentation is recommended.

Enter your explanation

*SAP NARRATIVE 1

Please explain what has changed and why you feel you can now successfully attend UTA again. Detail how you plan to meet the SAP requirements at the end of the probationary term to regain your Title IV eligibility.

Enter your explanation

*SAP NARRATIVE 2

Submission Certification

- I may be required to provide additional documentation.
- I am responsible for all University payment deadlines while my appeal is under review.
- I understand that if my appeal is denied, I am responsible for University charges for classes that have already begun.
- Appeals are reviewed in the order they are received and may take up to 30 days to complete.
- The appeal determination will be made by the Office of Financial Aid and is final.

*SUBMISSION CERTIFICATION

Attachments

Third-Party documentation is recommended and additional narrative may be attached.

Add Attachment

There is no attachment uploaded.



6. Third-Party documentation is recommended and additional narrative may be attached. Click the

Add Attachment

button at the bottom of the page to attach any documentation.

My Forms

Instructions Save

*DESCRIPTION Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S

APPROVAL STATUS Initial CREATED ON

FIRST NAME [REDACTED] LAST [REDACTED]

MAVERICK ID # [REDACTED]

MAVERICK EMAIL my.email@mavs.uta.edu

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*AID YEAR 2021 CREDIT HOURS TO BE TAKEN IN SUMMER 2020

*CREDIT HOURS TO BE TAKEN IN FALL 2020 9.0000 *CREDIT HOURS TO BE TAKEN IN SPRING 2021 12.0000

GRADUATION TERM 2228 - 2022 Fall

Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills, and car maintenance/travel to campus are not considered as extenuating for purposes of appealing the loss of Title IV aid.

*REASON OF APPEAL 1. Serious illness to STD/FAM

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time - Documentation Example: Doctor's Note/Order
- Death of an immediate family member - Documentation Example: Obituary/Memorial Program
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*SUBMISSION CERTIFICATION I certify

Attachments

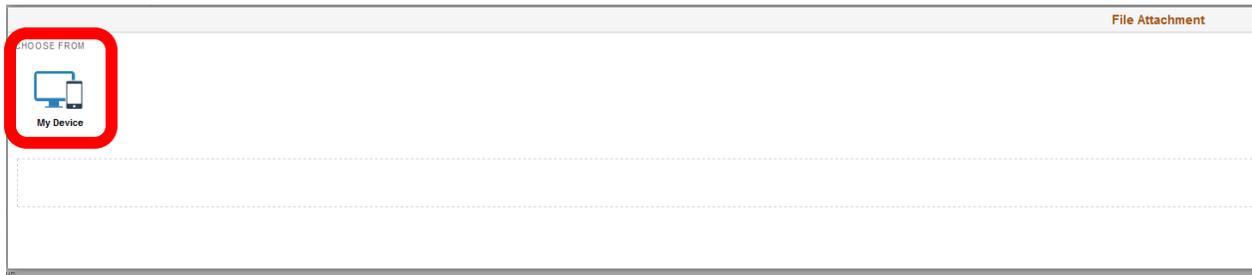
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Add Attachment

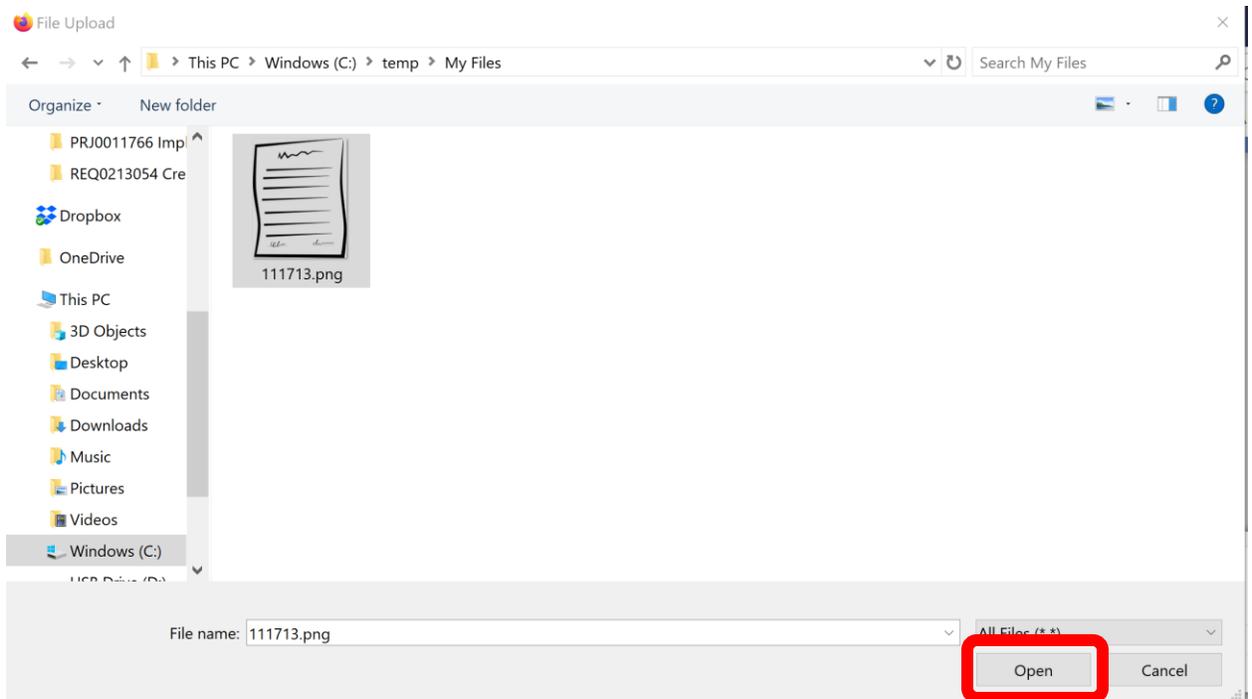
oaded.



7. Click My Device to choose a file.

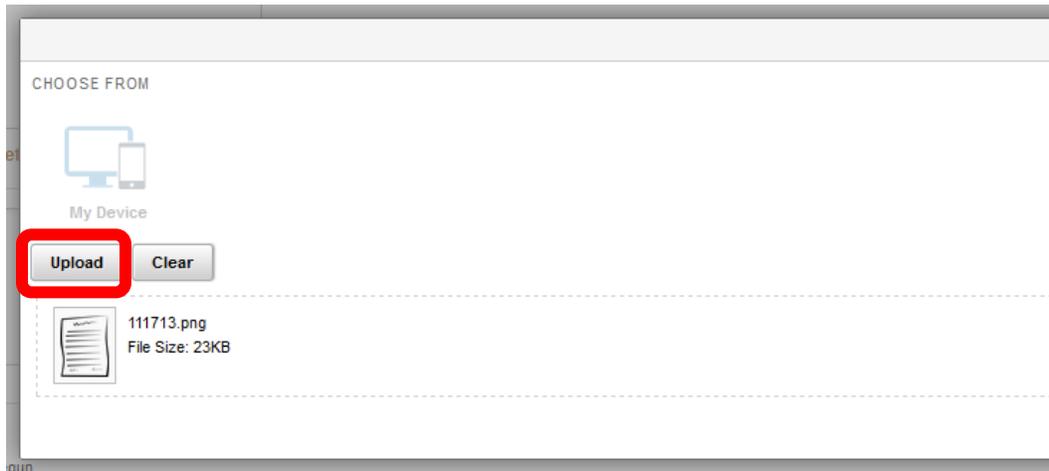


8. Choose the file containing your documentation then click Open.

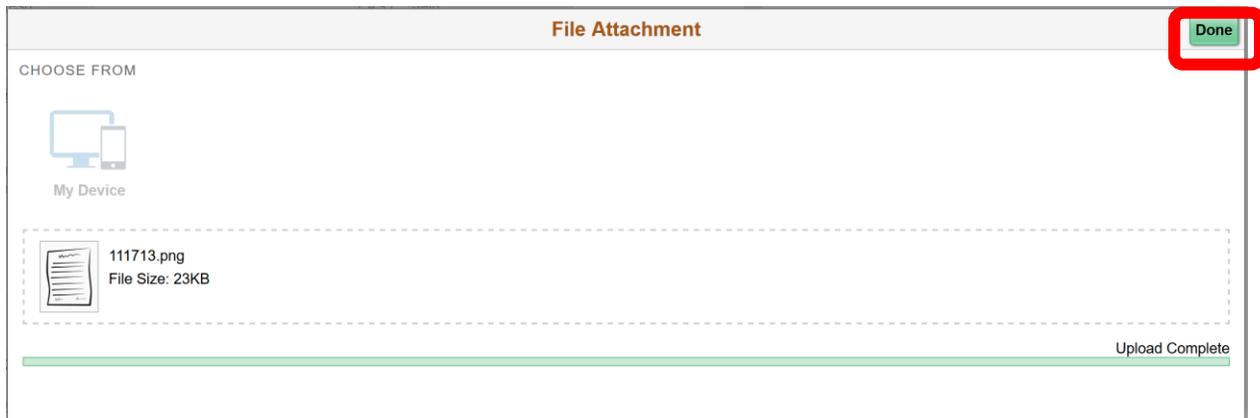




9. Click Upload



10. Click Done





11. Review the form for completeness and accuracy. Once you submit the form, the form cannot be changed. Click Submit.

< My Forms

Instructions Save **Submit**

*DESCRIPTION

APPROVAL STATUS Initial CREATED ON 06/05/2020

FIRST NAME LAST

MAVERICK ID #

MAVERICK EMAIL

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*CREDIT HOURS TO BE TAKEN IN FALL 2020 *CREDIT HOURS TO BE TAKEN IN SPRING 2021

GRADUATION TERM

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*SUBMISSION CERTIFICATION

Attachments

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Add Attachment

*DESCRIPTION 111713.png



My Forms

12. Click to return to the My Forms page. The submitted form will be displayed with a status of Pending.

Form	Description	Status	Created Datetime	Submitted Datetime
SAP_APEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Pending	06/05/20 1:35PM	06/05/2020 2:00PM
SAP_APEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Received	06/03/20 11:47PM	06/03/2020 11:51PM
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SAP_APEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Received	05/26/20 6:30PM	05/26/2020 6:30PM

13. The financial aid office will review your appeal and the status shown will change once a decision has been made. At that time, you will receive an email to your UTA email address with additional details regarding the decision.

14. After a decision has been made, the same details that are emailed to you will also be viewable by clicking on your appeal in 'MyForms' and then clicking on the 'Approval Status' link in blue.

SAP_APEAL

DESCRIPTION: Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S

APPROVAL STATUS: **Denied** CREATED ON: 06/10/2020

FIRST NAME: [REDACTED] LAST: [REDACTED]

MAVERICK ID #: [REDACTED]

MAVERICK EMAIL: [REDACTED]

All GPA probation approvals are based on the hours estimated here. If your enrollment does not match what you report, the calculations to improve your GPA may not be accurately estimated by our office.

AID YEAR: 2021 CREDIT HOURS TO BE TAKEN IN SUMMER 2020: 4.00

CREDIT HOURS TO BE TAKEN IN FALL 2020: 4.0000 CREDIT HOURS TO BE TAKEN IN SPRING 2021: 4.0000

GRADUATION TERM: 2242 - 2024 Spring

Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills, and car maintenance/travel to campus are not considered as extenuating for purposes of appealing the loss of Title IV aid.

All appeals submitted without proper documentation will be denied and the student's pending financial aid will be canceled. If proper documentation is submitted afterwards, our office will review their appeal again and, if approved, reinstate their financial aid at that time (based on available funding).

All students not meeting UTA's SAP policy due to 'Maximum Time Frame' must submit a signed degree plan from their academic advisor with their SAP appeal.

REASON OF APPEAL: 3. Significant Trauma

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time - Documentation Example: Doctor's Note/Order
- Death of an immediate family member - Documentation Example: Obituary/Memorial Program
- Significant trauma in student's life that impaired the student's emotional and/or physical health - Documentation Example: Note from counselor/third party
- Withdrawal due to military service - Documentation Example: Orders
- Other unexpected circumstances beyond the control of the student, including any disruption caused by the COVID-19 pandemic - Documentation Example: Third-party letter
- Second degree, double major, change of major - Documentation Required: Degree Plan signed by an Academic Advisor that must contain all courses remaining and a graduation date. *Valid reason for Maximum Time Frame Only*

Please explain the situation pertaining to the reason you have selected above that prevented you from meeting the SAP requirements. Documentation should be submitted to support your appeal reason. Third-party documentation is recommended.