

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 <u>Multi-factor Authentication Resource Guide</u>.

1. Go to <u>https://www.uta.edu/mymav/</u> 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 <u>UTA NetID Self Service</u> page.

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





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

 UTA Student Homepage 							
Fill out a new form		Forms					
*VIEW BY Status 🗸		Form \diamond	Description ⇔	Status 🗘	Created Datetime ◇	Submitted Datetime ♦	
All	5	SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Received	06/03/20 11:47PM	06/03/2020 11:51PM	>
Received	3	SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Denied	05/26/20 6:26PM	05/26/2020 6:27PM	>
Denied	1	UPDATE_READMIT	Graduate Application for Update/Readmission	Pending	05/27/20 3:53PM	05/27/2020 3:53PM	>
Pending Review	1	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	×
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 Save.

(My Forms	
Instructions	Save
*DESCRIPT	TION Loss of Title IV Aid Elinibility (SAP) Appeal Form 1S
APPROVAL STA	TUS Initial CREATED ON
FIRST N	
MAVERICK	
	my.emai@mavs.uta.edu
MAVERICK E	MAIL
All GPA probatio calculations to i	n approvals are based on the hours estimated here. If your enrollment does not match what you report, the mprove your GPA may not be accurately estimated by our office.
*AID Y	EAR 2021 CREDIT HOURS TO BE TAKEN IN SILMMER 2020
*CREDIT HOURS	*CREDIT HOURS TO
BE TAKEN IN F 2	ALL 9.0000 BE TAKEN IN SPRING 2021
GRADUATION T	ERM 2228 - 2022 Fall Q
Circumstances to paying bills, a Title IV aid.	related to the typical adjustment to college life such as working while attending school, financial issues related nd car maintenance/travel to campus are not considered as extenuating for purposes of appealing the loss of
*REASON	L OF 1. Serious Illness to STD/FAM
2. Deart of an infin 3. Significant traun party 4. Withdrawal due 5. Other unexpect 6. Second degree, remaining and a gr Please explain t requirements. D	eviate rating memore - obcumentation Example: Obtain ymemorial Program na in student's life that impaired the student's emotional and/or physical health - Documentation Example: Note from counselor/third to military service - Documentation Example: Orders ed circumstances beyond the control of the student - Documentation Example: Third-party letter double major, change of major - Documentation Required: Degree Plan signed by an Academic Advisor that must contain all courses aduation date. "Valid reason for Maximum Time Frame Only" the situation pertaining to the reason you have selected above that prevented you from meeting the SAP locumentation should be submitted to support your appeal reason. Third-party documentation is recommended.
	Enter your explanation
*SAP NARRATI	VE 1
Please explain v SAP requirement	what has changed and why you feel you can now successfully attend UTA again. Detail how you plan to meet the nts at the end of the probationary term to regain your Title IV eligibility.
	Enter your explanation
*SAP NARRATI	VE 2
Submission Cer	tification
I may be required I am responsible I understand that Appeals are revie The appeal detern *SUBMISS CERTIFICAT .	I to provide additional documentation. for all University payment deadlines while my appeal is under review. if my appeal is denied, I am responsible for University charges for classes that have already begun. ewed in the order they are received and may take up to 30 days to complete. miniation will be made by the Office of Financial Aid and is final. BION I certify
Attachments	
Third-Party docum	entation is recommended and additional narrative may be attached.
Add Attachme	ent
There is no attach	ment 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.

د My Forms			
Instructions			Save
*DESCRIPT	ION Loss of Title IV Aid Eligibility	(SAP) Appeal Form 1S	
APPROVAL STA	TUS Initial	CREATED ON	
EIDST N		1201	-
FIRST N			-
MAVERICK			
	my.email@mavs.uta.edu		
MAVERICK E	MAIL		
calculations to i	n approvals are based on the f mprove your GPA may not be a	ours estimated here. If your enrollmen ccurately estimated by our office.	t does not match what you report, the
*AID Y	EAR 2021 🗸	CREDIT HOURS TO	
		SUMMER 2020	
*CREDIT HOURS BE TAKEN IN F	ALL 9.0000	"CREDIT HOURS TO BE TAKEN IN	12.0000
	EDM 2228 2022 Eall	SPRING 2021	
Circumstances	related to the typical adjustme		attending school financial issues related
to paying bills, a Title IV aid	nd car maintenance/travel to c	ampus are not considered as extenual	ting for purposes of appealing the loss of
IDEASON			
APP	EAL 1. Serious liness to STD/FA		required extended receivers time. Desumentation
Example: Doctor's 2 Death of an imm	n injury to student of inimediate fami Note/Order ediate family member - Documentati	ny member (parent, spouse, sibiling, child) that	required extended recovery time - Documentation
3. Significant traun party	a in student's life that impaired the	student's emotional and/or physical health - Do	ocumentation Example: Note from counselor/third
 Withdrawal due Other unexpects 	to military service - Documentation ed circumstances beyond the control	Example: Orders of of the student - Documentation Example: Thi	ird-party letter
Second degree, remaining and a gr	double major, change of major - Do aduation date. *Valid reason for Max	cumentation Required: Degree Plan signed by kimum Time Frame Only*	an Academic Advisor that must contain all courses
Please explain t requirements. D	he situation pertaining to the re ocumentation should be subm	eason you have selected above that pre itted to support your appeal reason. Th	evented you from meeting the SAP ird-party documentation is recommended.
	Enter your explanation		

*SAP NARRATI	VE 1	feel you can now successfully attend	UTA again. Detail how you plan to meet the
SAP requirement	its at the end of the probationa	ry term to regain your Title IV eligibility.	
	Enter your explanation		
*SAP NARRATI	VE 2		
Submission Cer	tification		
 I may be required I am responsible 	to provide additional documentation	while my anneal is under review	
I understand that Appeals are revi	if my appeal is denied, I am respons ewed in the order they are received	and may take up to 30 days to complete.	ave already begun.
 The appeal detern *SUBMISS 	mination will be made by the Office of	of Financial Aid and is final.	
CERTIFICAT			
Attachments			
	is recommended and addition	nal narrative may be attached.	
Add Attachme	ent	-	
	loaded.		



UNIVERSITY OF OFFICE OF FINANCIAL AID, TEXAS SCHOLARSHIPS & VETERAN ARLINGTON BENEFITS CERTIFICATION

7. Click My Device to choose a file.

Γ	_	File Attachment
ľ	ANOOSE FROM	
	My Device	
L.		

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





9. Click Upload

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	111/13.png
	File Size: 23KB
	L

10. Click Done

File Attachment	Done	
CHOOSE FROM		۲
My Device		
111713.png File Size: 23KB		
Upload C	omplete	



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	Loss of Title IV Aid Eligibility (S	SAP) Appeal Form 1S	
APPROVAL STATUS	Initial	CREATED ON	06/05/2020
FIRST NAME		LAST	
MAVERICK ID #			
	my email@mays uta edu		
	ny.onaligna to.ota.oda		
All GPA probation app	provals are based on the ho	ours estimated here. If your enrollmen	t does not match what you report, the
calculations to impro	ve your GPA may not be ac	curately estimated by our office.	
*AID YEAR	2021 🗸	CREDIT HOURS TO BE TAKEN IN	
*CREDIT HOURS TO		SUMMER 2020 *CREDIT HOURS TO	
BE TAKEN IN FALL 2020	9.0000	BE TAKEN IN SPRING 2021	12.0000
GRADUATION TERM	2228 - 2022 Fall	Q	
Circumstances relate to paying bills, and ca Title IV aid.	ed to the typical adjustmen ar maintenance/travel to ca	t to college life such as working while mpus are not considered as extenuat	attending school, financial issues related ing for purposes of appealing the loss of
*REASON OF	1. Serious Illness to STD/FAM		
APPEAL 1. Serious illness or injur	y to student or immediate family	member (parent, spouse, sibling, child) that	required extended recovery time - Documentation
 Death of an immediate Significant trauma in s party Withdrawal due to mili Other unexpected circ Second degree, doubl remaining and a graduati 	family member - Documentation tudent's life that impaired the st tary service - Documentation E: cumstances beyond the control le major, change of major - Docc ion date. "Valid reason for Maxi tuation prectaining to the re-	Example: Obtuary/Memorial Program udent's emotional and/or physical health - Do kample: Orders of the student - Documentation Example: Thi umentation Required: Degree Plan signed by mum Time Frame Only ⁴	cumentation Example: Note from counselor/third rd-party letter an Academic Advisor that must contain all courses
requirements. Docun	nentation should be submit	ited to support your appeal reason. Th	ird-party documentation is recommended.
	Enter your explanation		
*SAP NARRATIVE 1			
Please explain what SAP requirements at	has changed and why you the end of the probationar	feel you can now successfully attend t y term to regain your Title IV eligibility.	UTA again. Detail how you plan to meet the
	Enter your explanation		
*SAP NARRATIVE 2			
Submission Certifica	tion		
I may be required to pro- I am responsible for all I understand that if my Appeals are reviewed The appeal determinativ *SUBMISSION CERTIFICATION	by ide additional documentation. University payment deadlines v appeal is denied, I am responsi in the order they are received a on will be made by the Office of I certify	while my appeal is under review. ble for University charges for classes that ha and may take up to 30 days to complete. Financial Aid and is final.	ave already begun.
Attachments			
Third-Party documentation	on is recommended and addition	al narrative may be attached.	
Add Attachment]		
*DESCRIPTION 11	1713.png	111713.png	-



12. Click status of Pending.

to return to the My Forms page. The submitted form will be displayed with a

 UTA Student Homepage 	My Forms						
Fill out a new form		Forms					
*VIEW BY Status		Form O	Description 0	Status 0	Created Datetime 🗅	Submitted Datetime 🗘	
All	6	SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Pending	06/05/20 1:35PM	06/05/2020 2:00PM	>
Received	3	SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Received	06/03/20 11:47PM	06/03/2020 11:51PM	>
Denied	1	SAP_APPEAL	Loss of Title IV Aid Eligibility (SAP) Appeal Form 1S	Denied	05/26/20 6:26PM	05/26/2020 6:27PM	>
Pending Review	2	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	>

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.

(My Forms		SAP_APPEAL		
Instructions				
DESCRIPTION	Loss of Title IV Aid Eligibility (SA	P) Appeal Form 1S		
APPROVAL STATUS	Denied	CREATED ON	06/10/2020	
FIRST NAME		LAST	•	
MAVERICK ID #				
MAVERICK EMAIL	_			at
All GPA probation a calculations to imp	pprovals are based on the h ove your GPA may not be a	nours estimated here. If your enrolle ccurately estimated by our office.	ment does not	t match what you report, the
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	0
GRADUATION TERM	2242 - 2024 Spring			
Circumstances rela related to paying bi the loss of Title IV a All appeals submitt canceled. If proper reinstate their finan All students not me	ted to the typical adjustmen IIs, and car maintenance/tra id. ed without proper documen documentation is submitted cial aid at that time (based o eting UTA's SAP policy due	t to college life such as working wh vel to campus are not considered a tation will be denied and the studer afterwards, our office will review to on available funding). to 'Maximum Time Frame' must sul	ile attending s s extenuating nt's pending fi heir appeal ag pomit a signed	school, financial issues for purposes of appealing nancial aid will be ain and, if approved, degree plan from their
REASON OF	3. Significant Trauma			
1. Serious illness or inju Documentation Examp 2. Death of an immedia 3. Significant trauma in courselor/third party 4. Withdrawal due to m 5. Other unexpected cit Example: Third-party le 8. Second degree, doul courses remaining and Please explain the s requirements. Docu recommended.	ry to student or immediate family le: Doctor's Note/Order te family member - Documentati studert's life that impaired the st illtary service - Documentation E rcumstances beyond the control ter be major, change of major - Doci a graduation date. "Valid reason situation pertaining to the re immentation should be submi	r member (parent, spouse, sibling, child) to on Example: Obituary/Memorial Program udent's emotional and/or physical health - xample: Orders of the student, including any disruption ca umentation Required: Degree Plan signed for Maximum Time Frame Only* ason you have selected above that tted to support your appeal reason	hat required extended extended by the CON used by the CON by an Academic prevented yo Third-party d	ended recovery time - Example: Note from /ID-19 pandemic - Documentation : Advisor that must contain all u from meeting the SAP locumentation is