



Student ID #: _____ Name: _____
LAST FIRST M.I.

Phone Number: _____ Email: _____@stthom.edu

***Priority Deadlines:** Fall 2025 - August 1, 2025 **SAP Deadlines:** Fall 2025 - September 3, 2025
Spring 2026 - December 1, 2025 Spring 2026 - January 27, 2026

**Required documents are needed before the appeal is reviewed. Missing documents will result in an incomplete appeal.*



PURPOSE OF APPEAL

Indicate the all type(s) of appeal being submitted and check all reasons that apply.

Satisfactory Academic Progress (SAP)[†]

Cumulative GPA below required:
2.0 (UGRD) or 3.0 (GRAD)
Course Completion Rate below required 75%
Time Frame Exceeds maximum credit hours:
180 (UGRD) or 60 (GRAD)

Scholarship Appeal (Merit)

Cumulative GPA below requirement 2.0
Did not complete 24 credit hours the previous year
Request scholarship at a prorated amount for
reduced hours (below 12 credit hours)
Request scholarship be extended beyond 8 terms
(Additional Semester Scholarship)

[†]Approved SAP Appeals will require a signed Academic Plan with Mr. Oscar Morales before aid is awarded.

***Priority Deadline:** Complete appeals accepted by Priority Deadline will be processed before the start of the corresponding semester. Appeals submitted after Priority Deadline will be accept but may not be processed by the start of the term. Payment arrangements may needed with the Business Office.



REQUIRED DOCUMENTATION

Items listed below are **required** in addition to this form. Required documentation for both types of appeals are the same. Documentation and this form, together, is to be submitted to the Financial Aid Office.

1) Student Statement

If applicable, explain what changes you have made, or will make, to help you meet the minimum requirements needed for your scholarship or financial aid.
Indicate any responsibilities you have while attending school during the semester (work, family, etc.)
If applicable, explain what changes were made, or will make, to help you be successful at UST.

2) Letter of Recommendation

A letter of recommendation will need to be from an individual familiar with the circumstances indicated in your Statement. The letter can be from a UST Success Coach, UST Faculty, Access & Disability Services, Spiritual Advisor, Employer, Physician, Mentor, or assigned Academic Advisor.

3) Academic Advisement Report or Degree Progress Report

This report is available online through your student portal or with your assigned advisor for your major. Instructions to access your Degree Progress Report can be found online: <https://www.stthom.edu/Campus-Student-Life/Registrar/myStThom-Registrar.aqf>



ACADEMIC INFORMATION

If you have not yet declared a Major, check 'Undecided' and specify your intended major

Classification: Freshman Sophomore Junior Senior Graduate Level

Credit Hours next Semester: **GPA - Cumulative:** Last term attended:

Major

Minor: (If applicable)

Undecided

Joint Program?
(Dual Degree)

No

Yes - Indicate Program:



STATEMENT OF ACADEMIC INTEGRITY

ID: _____

Student Responsibility:

You are responsible for knowing and abiding by all Scholarship, Federal and State guidelines, deadlines, and scholarly requirements for each program. Lack of knowledge is not a valid excuse for failing to follow those guidelines. If you have questions regarding the requirements, it is your obligation to clarify the meaning before the failing to abide becomes an issue in evaluation of your appeal.

Statement of Academic Integrity:

Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community.

Academic integrity lies at the heart of any institution of higher learning. At the University of St. Thomas, students and faculty are expected to commit to a code that exemplifies each individual's honor and integrity. Any conduct violating this standards and betrays the respect of others is a matter of concern and unacceptable.

Statement of Scholarship:

Scholarly work is essential to uphold the value of education provided by this university as well as the currency of all degrees conferred within the greater educational, professional, and world community. Anything less than total commitment to preparation, attentiveness, active intelligence, reasonableness, and responsibility for producing the highest quality college work undermines the efforts of the entire community. It is the student's responsibility to seek academic and personal support when in crisis.

Statement of Understanding:

The Financial Aid Appeal form I have submitted represents my best efforts to commit to UST goals of Higher Education. I understand that the Appeals Committee's decision is final and re-appeals will not be accepted for the academic year I am applying. The decision may stipulate conditions and restrictions that if not followed explicitly may affect my financial aid and scholarship eligibility.

Statement of Release:

I am requesting the Appeals Committee review the Scholarship and Financial Aid Appeal and supporting documentation submitted for consideration. I hereby authorize the Appeals Coordinator and Committee to discuss and obtain any documentation related to my academic performance, my character, my potential for success in the endeavor recommended me, and any other information considered relevant. I waive my right under the Family Educational Rights and Privacy Act (FERPA) to see the letter, making it confidential between the individual contacted and the Appeals Committee.



Student Acknowledgment

Student Signature

Date

Committee Use Only:

Approved

Denied

Date: _____

Scholarship Appeal - SchName: _____ Amount: _____

NOTE: GPA _____ HRS _____ PRATE _____ 8SEM _____

Hours Complete for prior: Fall _____ Spring _____ Summer _____

SAP - Appeal No. _____ Career: _____ GPA: _____ Comp. Rt: _____% Time Frame/Hrs: _____

Recommendations: _____