Spring 2016

Satisfactory Academic Progress (SAP) Appeal Form for Maximum Credit Limit

A. STUDENT INFORMATION:

Student’s Name: _______________________________________    NSHE ID: ___________________________

1) Which semester was your financial aid disqualified? ______________________

2) Which semester are you appealing your financial aid to be reinstated? _____________________

B. APPEAL DEADLINES:

If appealing to reinstate your financial aid eligibility for Spring 2016 semester, this appeal and all its contents and attachments must be received by April 1, 2016. Appeals received after this date will not be considered. If you miss this deadline, you would need to wait until the next available semester you can register for classes to submit your appeal. Appeals submitted for a term more than one semester in the future will not be reviewed. We conspicuously advertise our deadline within our online Satisfactory Academic Progress Policy, this appeal form and your MyUNLV online financial aid award notice. You cannot appeal missing the appeal deadline because you had no prior knowledge of the deadline.

The review of your SAP appeal is a very time consuming process. A quick or instant answer simply cannot be provided to you. Please allow up to 15 business days from receipt of your completed appeal for the SAP Appeal Committee to carefully review your appeal.

It is not necessary to call or visit the office regarding the status of our review. You will be notified of the Committee’s decision by e-mail to your Rebelmail account and your MyUNLV Communication Center.
C. WHY ARE YOU COMPLETING THIS APPEAL? CHECK ALL THAT APPLY:

(    ) My total undergraduate credit hours attempted will soon or already have exceeded 186 credit hours.

(    ) My total undergraduate credit hours attempted for my second bachelor’s degree will soon or already have exceeded 231 credit hours.

(    ) I already have at least two undergraduate degrees, two masters degrees or two doctoral degrees. I want to use federal financial aid to help pay for completing another degree program.

*If you checked this box, do not complete anything else within this appeal form unless you have discussed your situation with a financial aid counselor. There may be additional steps you need to complete that are not described within this appeal form, but are discussed within Section 4, Potential Multidegree Limitation to Financial Aid Funding at:* [http://www.unlv.edu/sites/default/files/page_files/27/SAPPolicywithinPeopleSoft.pdf](http://www.unlv.edu/sites/default/files/page_files/27/SAPPolicywithinPeopleSoft.pdf)

D. READ AND INITIAL EACH ITEM TO VERIFY YOU AGREE AND UNDERSTAND THE FOLLOWING:

________ I understand I am currently ineligible for financial aid and I am responsible for any tuition, fee or on-campus housing/meal charges. I am also ineligible for a late fee waiver of any tuition, fee or on-campus housing/meal charges because I am unable to pay for my billing expenses without financial aid assistance.

________ I understand submission of this appeal is only a request and does not guarantee financial aid eligibility will be reinstated. The office cannot provide odds on the chances of approval or denial.

________ I understand federal financial aid regulations state only a financial aid administrator may determine the status of my financial aid eligibility. I understand if my appeal is denied, petitioning my concerns outside of the Financial Aid & Scholarships Office for reconsideration will not alter the denial decision.

________ I understand I must complete an academic plan with my academic advisor. Inability to meet my established academic plan is looked upon unfavorably by UNLV and the U.S. Department of Education. If I deviate from the approved academic plan for the approved semester, my financial aid eligibility will revert again to a disqualified status. For example, if I fail, audit or withdraw from a course listed in my plan of study, my financial aid eligibility will revert again to a disqualified status. Future appeals to reconsider my financial aid eligibility will not be considered by the office. Additional appeals for reoccurring or similarly reoccurring life circumstances affecting my academic performance will not be considered by the office.

________ I understand I will only take classes listed on my degree requirement and evaluation worksheet. I will not take any other credit classes which do not count towards my degree requirement.

________ I understand I may not alter, adjust, amend, modify, revise or white-out the academic plan my academic advisor has approved for me. Appeals submitted to the office, whose academic plan appears irregular, will be denied for integrity concerns.

________ My appeal is legible, uses appropriate grammar, uses adequate sentence structure and is logically written. If I struggle in writing my appeal, I should seek assistance from the UNLV Writing Center. I have attached all necessary supporting documents substantiating my situation. Please see attached sample letter.

________ I have read, understand and will follow the Financial Aid & Scholarships Satisfactory Academic Progress policy at [www.unlv.edu/finaid/checklist/after-sap](http://www.unlv.edu/finaid/checklist/after-sap)
E. APPEALING EXCESSIVE OR MAX CREDITS:

If you are submitting this appeal because you have excessive credits, include in your written appeal the extenuating circumstances which prevented you from obtaining your degree within a reasonable time frame.

An approved Satisfactory Academic Progress Appeal for excessive or maximum credits does not remove the excess credit fees you are incurring. Removal of these fees requires a separate appeal process through Cashiering & Student Accounts.

Our review and assessment of your situation is only as good as the information you provide. Be clear, concise and accurate. Describe within your appeal the following to help us understand your situation:

- Why has it taken you an unusual amount of time to obtain your degree?
- What assurances can you provide that you will be able to meet your academic plan and obtain your degree within an approved time frame?
- Have you changed majors?
- Do you have transfer credits that do not apply to your UNLV degree program?
- What have you learned and what resources will you use to become academically successful?
- Provide dates and timelines regarding what occurred.

Attach supporting documentation as appropriate. Below are examples of supporting documents:

- Death in the family. State how this person was related to you (i.e. parent, spouse, sibling, etc.) You must provide a copy of the death certificate. Obituaries or funeral programs are not sufficient.
- Disabling illness or injury to the student. Please provide supporting documentation from your medical provider.
- Disabling illness or injury of immediate family member that required your care. Please provide supporting documentation from your medical provider.
- Emotional or mental health issue (for student) that required professional care. Please provide supporting documentation from your medical provider.
- Other unusual circumstances beyond your control. Provide any supporting documentation you may have to strengthen your appeal.

The following situations are not considered extenuating circumstances:

- Lack of knowledge or understanding of the Satisfactory Academic Progress standards
- Medical appeals for illness or hospitalization for dates that do not correspond to the semester(s) of sub-standard progress
- You are repeating courses to increase your grade point average for a degree outside the current one to which you are admitted. Example: to make yourself more marketable for a medical school, law school, graduate school, etc.
- You are taking courses that are prerequisites to a degree that you are not currently admitted.
- Reoccurring or similarly reoccurring life circumstances affecting your academic ability, to graduate within a reasonable time frame, using federal, state or institutional financial aid funds
- The state of being young and irresponsible
- Please give me one more chance, UNLV is my dream school, I cannot attend UNLV without financial aid assistance
- Employment and/or voluntary overtime
- You had good intentions or you tried your hardest to do well academically in school.
F. ACADEMIC ADVISING WORKSHEET - ALL STUDENTS MUST COMPLETE WITH ACADEMIC ADVISOR:

You are required to submit an Academic Advising Worksheet for Satisfactory Academic Progress along with this appeal. This appeal form will not be accepted by the Financial Aid & Scholarships Office if it is not accompanied by the Academic Advising Worksheet.

Contact your Advising Center for instructions how to obtain the Academic Advising Worksheet for Satisfactory Academic Progress Appeals.

G. STUDENT CERTIFICATION AND SIGNATURE:

The UNLV Financial Aid & Scholarships Office is obligated under Federal Code of Regulation, 34 CFR 668.16(g) to refer fraudulent activity in obtaining Federal financial aid assistance. The Office of the Inspector General of the U.S. Department of Education will be notified if the office finds credible information indicating an applicant may have engaged in fraud or other criminal misconduct in connection with their Free Application for Federal Student Aid (FAFSA) application.

Pursuant to Title 2, Chapter 6 of the Nevada System of Higher Education Code, Section 6.1.1, you will be also referred the UNLV Office of Student Conduct for University sanctions and discipline if the office finds credible information indicating an applicant may have engaged in fraud or other criminal misconduct in connect with their Free Application for Federal Student Aid (FAFSA) application.

I understand the U.S. Department of Education looks unfavorably upon students who cannot meet their established academic plan. Additional appeals for reoccurring or similarly reoccurring life circumstances affecting my academic performance will not be considered by the office.

I certify the information on my satisfactory academic progress appeal, any supporting documentation are accurate, true and complete. I will provide additional information, if requested, by the UNLV Financial Aid and Scholarships Office.

______________________________  ____________________________
Student’s signature                  Date
SAP APPEAL SAMPLE LETTER MAXIMUM CREDITS

Please use this as an example of how to structure your letter of appeal. Please be CONCISE, but make the statement as long as necessary to explain each section listed below. Please note this is not a statement of good intentions or a place to make emotional pleas to the committee. This is a statement of the facts of the extenuating circumstances, being circumstances beyond your control, which caused your disqualification from financial aid.

Date
Your name
Your NSHE ID Number

Re: Satisfactory Academic Progress Letter of Appeal

Dear Appeal Committee:

My name is [insert your name] and I am submitting this letter of appeal regarding my disqualification or warning of financial aid due to not meeting the conditions of the Satisfactory Academic Progress policy. I will be or have exceeded the maximum 186 attempted credits because

(Please explain in full the extenuating circumstances that prevented you from meeting the SAP policy. Please address all semesters in which you performed poorly and the specific reasons why each course resulted in an "F" grade, "I" grade, "WD" grade or Audited. Also address any repeated courses and why those course were repeated. Please attach only relevant documentation to support your claims – see appeal form for examples. Do not turn in photos of medical procedures or screenshots of your MyUNLV page.)

During my Warning semester, I took the following actions in an effort to complete my academic program more seamlessly by

(Please explain the specific plan of action you participated in while you were on your Warning semester in an effort to meet the Satisfactory Academic Progress standards, such as utilizing focusing on successfully completing only on the courses required to complete your degree, reviewing your academic plan with your academic advisor, etc. Provide any corresponding documentation.)

I would like to address how I plan to successfully complete my degree program in the future semesters.

(If you are working on dual degrees or minors, please explain why you are doing so, how the multiple programs work together in order for you to be successful in a career, and when/why you decided to add additional courses to your college career. Also, please describe how you have resolved all of the specific extenuating circumstances you described above. Provide any corresponding documentation.)

Sincerely,

Signature
Your name