

Fall 2022

Satisfactory Academic Progress (SAP) Appeal Form

A. Student Information

Student Name: _____ NSHE: _____

Which semester was your financial aid disqualified? _____

B. Appeal Deadlines

If appealing to reinstate your financial aid eligibility for the Fall 2022 semester, this appeal and all its contents and attachments must be received by **October 21, 2022**.

Please allow up to four (4) weeks from receipt of your completed appeal for the SAP Appeal Committee to carefully review your appeal. The committee will notify you of their decision through the case submitted in the Self-Service Help Center. If you have any questions about the appeal process, please submit a case in the [Self-Service Help Center](#) at unlv.today/service.

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.
- GPA Deficiency:** My UNLV cumulative grade point average is below 2.00 (for undergraduate students) or 3.00 (for graduate students).
- Course Completion Rate Deficiency:** My overall course completion rate is less than the 67% minimum required.

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 understand I must meet with an academic advisor and/or a faculty advisor to plan my semester enrollment and obtain a degree worksheet if I am an undergraduate student and/or course plan if I am a graduate student.

Student Name: _____ NSHE: _____

D. Read and initial each item to verify you agree and understand the following (continued).

_____ I understand that in order for my Satisfactory Academic Progress Appeal to be considered, I need to provide one of the documents listed below based upon my academic level:

Undergraduate Students: Most recent degree worksheet(s) for any and all academic programs (including but not limited to all majors and/or minors) with this appeal.

Graduate students: Most recent course plan created by a faculty advisor.

_____ 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 have read, understand, and will follow the [UNLV Office of Financial Aid & Scholarships Satisfactory Academic Progress \(SAP\) policy](http://unlv.edu/financialaid/sap) at unlv.edu/financialaid/checklist/after-sap.

E. Appealing GPA and/or Course Completion Rate Deficiency or Maximum credits.

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 the [Office of Cashiering & Student Accounts](http://unlv.edu/cashiering) at unlv.edu/cashiering/tuition-fees.

Describe the extenuating circumstances which prevented you from meeting the SAP policy using the suggested reasons listed below in order (**if applicable**) to help the Office of Financial Aid & Scholarships understand your situation. Attach supporting documentation as appropriate.

- Provide dates and timelines regarding what occurred.
- In every semester you were not academically successful, describe the circumstances involved.
- What measures will you take to resolve concerns within your personal life and prevent losing your financial aid eligibility again?
- What have you learned and what resources will you use to become academically successful?
- Why has it taken you an unusual amount of time to obtain your degree?
- Have you changed majors?
- Do you have transfer credits that do not apply to your UNLV degree program?

F. Student Certification and Signature

I certify the information on my Satisfactory Academic Progress Appeal and any supporting documentation is accurate, true and complete. I will provide additional information if requested by the UNLV Office of Financial Aid & Scholarships.

Student's Signature _____ Date _____

Student Name: _____ NSHE: _____

SAP Appeal Sample Letter

Date
Your name
Your NSHE ID Number

Re: Satisfactory Academic Progress Letter of Appeal

Dear Appeal Committee:

My name is [insert your name]. I am submitting this letter of appeal regarding my disqualification or warning of financial aid due to not meeting the Satisfactory Academic Progress policy conditions.

(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 courses were repeated. Please attach only relevant documentation to support your claims.)

During my Warning semester, I took the following actions 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 to meet the Satisfactory Academic Progress standards, such as focusing on successfully completing only 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 complete my degree program in future semesters successfully.

(If you are working on dual degrees or minors, please explain why you are doing so, how the multiple programs work together for you to be successful in a career, and when/why you decided to add additional courses to your college career. 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 the Writing Center, the Academic Success Center, CAPS, etc. Provide any corresponding documentation.)

Also, please describe how you have resolved all of the specific extenuating circumstances you described above. Provide any corresponding documentation.)

Sincerely,

Signature
Your Name