

## Satisfactory Academic Progress (SAP) Appeal Form - Spring 2023

### A. Student Information

Student Name: \_\_\_\_\_ NSHE: \_\_\_\_\_

Which semester/term was your financial aid affected? \_\_\_\_\_

### B. Appeal Deadlines

If appealing to reinstate your financial aid eligibility for the Spring 2023 semester, this appeal and all its contents and attachments must be received by **February 10, 2023**.

Please allow up to fifteen (15) business days 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](http://unlv.today/service).

### C. Why are you completing this appeal? Check all that apply.

- Attempted Credits - Undergraduate Degree:** My total undergraduate credit hours attempted for my first baccalaureate degree will soon or already have exceeded 186 credit hours.
- Attempted Credits - Second Baccalaureate Degree:** My total undergraduate credit hours attempted for my second baccalaureate degree will soon or already have exceeded 231 credit hours.
- GPA:** My UNLV cumulative grade point average is below 2.00 (for undergraduate students) or 3.00 (for graduate students).
- Course Completion Rate:** 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.

#### Undergraduate and Second Baccalaureate Degree Students Only:

\_\_\_\_\_ I understand, if I am appealing due to having exceeded the maximum credits attempted allowed, I must meet with an academic advisor to plan my future enrollment and obtain an updated degree worksheet for all majors and minors. I also understand that I will submit the degree worksheet(s) with my appeal.

Student Name: \_\_\_\_\_ NSHE: \_\_\_\_\_

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

**All students**

- \_\_\_\_\_ I understand I am currently ineligible (or may become ineligible) for financial aid, and I am responsible for any tuition, fees, or on-campus housing/meal charges.
- \_\_\_\_\_ I understand I will only take classes listed on my degree worksheet (undergraduate students) or course plan (graduate students). I will not take any other credit classes which do not count towards my degree requirement.
- \_\_\_\_\_ I understand that even if I am not appealing due to max credits attempted, it is encouraged that I meet with my advisor (undergraduate students) or faculty advisor (graduate students), obtain an updated degree worksheet for all majors and minors or an updated course plan and can submit the degree worksheet or course plan with my appeal.
- \_\_\_\_\_ I have read, understand, and will follow the [UNLV Office of Financial Aid & Scholarships Satisfactory Academic Progress \(SAP\) policy](#) at [unlv.edu/finaid/checklist/after-sap](http://unlv.edu/finaid/checklist/after-sap).

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

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