

Satisfactory Academic Progress (SAP) Appeal Instructions

If a student has endured a traumatic event that was beyond his/her control, which caused him/her to resign, drop classes, or receive poor grades, or if (s)he unable to graduate within the maximum timeframe limit due to switching a major or transferring into UNO, the student may be eligible to submit an appeal for reconsideration of federal aid. The committee members reviewing SAP Appeals are anonymous, and the appeal decision is final. Once a decision has been made notification will be sent to the student UNO e-mail account. Appeals are not guaranteed to be approved and if denied, the student will be responsible for all tuition and fees owed to the university.

Financial Aid Appeals are available for the fall and spring semesters only. Students may not submit an appeal after the final published deadline date listed on the appeal form, and appeals are approved for current or subsequent semesters only; appeals cannot be submitted for prior semesters. Students may not submit more than two financial aid appeals during their academic career at UNO.

To submit an appeal, a student must submit the appeal form, a letter of explanation, and supporting documentation for the statements made in the appeal letter. Examples of circumstances and acceptable documentation are given on the appeal form. **Supporting documentation must accompany the appeal at the time of submission, including information from the student’s College or academic advisor, if applicable.**

The letter of explanation must describe the circumstances that impacted the student’s academic performance or prolonged his/her academic career. Furthermore, the student is required to discuss how these circumstances have been resolved and what steps (s)he has taken to ensure that (s)he will make academic progress in your future semesters and meet the SAP requirements, if possible. If an appeal is being submitted because the student cannot graduate within the maximum timeframe limit or (s)he has already exceeded the limit, then the student must explain what steps (s)he has taken to ensure (s)he will successfully complete all future required courses for his/her degree. The student must also address semesters in which (s)he dropped/failed two or more courses or fell below a 2.0 Semester GPA (undergraduate student) or a 3.0 Semester GPA (graduate student).

If you have any questions about the appeals process, please contact your financial aid counselor.

**Privateer Enrollment Center** I **105 Earl K. Long Library** I **2000 Lakeshore Drive** I **New Orleans, La 70148**

**phone 504.280.6595 or 504.280.6603** I ***fax* 504.280.3973** I **uno.edu**

A Member of the University of Louisiana State System Committed to Equal Opportunity

**THIS FORM IS NOT TO BE USED FOR A SCHOLARSHIP APPEAL**

**SPRING 2019 SAP APPEAL FORM FOR FEDERAL STUDENT AID**

**The SAP Appeal deadline for Spring 2019 Semester: January 25, 2019 *by 4:30 pm***

Late appeals will not be accepted after the published date and time. All appeals must be submitted with supporting documentation as outlined in the instructions. Appeals may be submitted to the Privateer Enrollment Center (PEC), located on the first floor of the Earl K. Long Library, or faxed to 504/280-3973. **Appeals cannot be submitted via e-mail.**

**Please complete the following information and attach this form as your first page to your appeal.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #\_\_\_\_\_\_\_\_\_\_\_

UNO Email-Only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**Notifications will be sent to your UNO e-mail address, only**)

Address: City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Freshman Sophomore Junior \_\_ Senior \_\_Post-Bacc. \_\_ Graduate

**To submit an appeal, you must meet one or more of the following circumstances:**

|  |  |  |
| --- | --- | --- |
|  | **Circumstances** | **Required Supporting Documentation** |
| **1** | Unexpected medical illness or severe injury | Physician’s letter documenting time frame of illness. **Do not submit medical records or invoices**. |
| **2** | Death of immediate family member | Death certificate and/or obituary |
| **3** | Military deployment/Call to active duty | Deployment records and/or letter from your commanding officer showing date(s) of deployment/active duty. |
| **4** | Traumatic life-altering event | Evidence of event: contact financial aid counselor for documentation suggestions related to event or situation. |
| **5** | Scholastic Amnesty; use only if amnesty has been approved for you by UNO | Amnesty paperwork and supporting documentation for life-altering event(s) that had an impact on academic performance. |
| **6** | Loss of transfer credit hours transferring into UNO or switching a major. | A statement from your academic advisor indicating how many credits lost switching your major or transferring into UNO, and the remaining number of credits required to graduate from primary degree. **This statement must be included with your appeal at the time you submit the appeal.** |

**In addition to providing the above required documentation, you must submit a letter outlining the following items:**

1. Describe in detail the circumstances of your illness, injury, death of family member, military deployment, or other life-altering event, and how your performance was affected.
2. Describe how the documentation you are attaching supports your appeal.
3. Describe in detail what steps you have taken to resolve the circumstances.

***I understand the requirements for submitting my appeal, and I understand that my appeal is not guaranteed to be approved.***

**Signature: SSN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_