

## Satisfactory Academic Progress (SAP) Appeal Form

Office of Financial Aid 3211 Providence Drive UC 105 Anchorage, AK 99508  
[www.uaa.alaska.edu/financialaid](http://www.uaa.alaska.edu/financialaid) (907) 786-1480 Fax: (907) 786-6122 [uaa\\_sapappeals@uaa.alaska.edu](mailto:uaa_sapappeals@uaa.alaska.edu)

### PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE YOU COMPLETE YOUR APPEAL

These instructions are for the use of students who have been placed on financial aid suspension under the University of Alaska's Satisfactory Academic Progress (SAP) policy. By following the steps outlined, a student may appeal their financial aid suspension. The SAP policy is found online at the following website:

<http://www.uaa.alaska.edu/financialaid/policies.cfm>

The University of Alaska Anchorage's SAP policy is based on U.S. Department of Education regulations. This policy measures a student's performance in the following areas:

1. Cumulative completion rate: Cumulative completion rate is the percentage of credits earned versus the total credits attempted. For example, a student who has attempted 16 credits must successfully complete at least 12 credits to meet the 67% required minimum completion rate.
2. Cumulative grade point average (GPA): The minimum cumulative GPA for undergraduate students is 2.0 (equivalent to a C average) and 3.0 for graduate students.
3. Maximum timeframe (150% rule). The 150% rule stipulates the maximum allowable timeframe for receiving financial aid is equal to 150% of the length of your program. For example, if you are pursuing an associate degree, you will reach the maximum timeframe after attempting 90 credits. If you are pursuing a bachelor degree, you will reach the maximum timeframe after attempting 180 credits.

The SAP policy applies to all students applying for or receiving federal, state, and/or institutional funds. The intent of this policy is to ensure that students who are receiving financial aid are making measurable progress toward completion of a degree or certificate program within a reasonable time frame. The University of Alaska Anchorage, Office of Financial Aid may make exceptions to the requirements in individual cases, if the student can demonstrate his or her failure to meet the minimum standard was caused by **exceptional or unusual circumstances beyond his or her control**.

The following scenarios are NOT extenuating circumstances and are not an acceptable justification for appealing;

- Youthfulness, immaturity, or lack of focus
- Difficult coursework or attempted too many credits and couldn't handle the workload
- Student / Instructor conflicts
- Transportation issues
- Poor time management
- Financial aid processing late or delayed
- Medical reasons that were known to you prior to the start of the semester, unless you can document unforeseeable complications
- Work Conflicts, unless you can document an unexpected, unavoidable, and involuntary change to your work schedule that directly hindered your academic success
- Lack of childcare, unless you can document an unexpected, unavoidable, and involuntary change to your childcare situation along with an explanation of why it could not be resolved in a timely manner

**NOTE:** If you have been academically disqualified and wish to appeal that status, you should contact the Office of the Registrar for instructions. There are two separate appeal processes for academic disqualification and financial aid suspension. Your financial aid appeal will be held until you resolve your academic disqualification and are readmitted to your degree program. The appeal of your financial aid suspension will not correct your academic disqualification. Likewise, being academically reinstated will **not** automatically remedy your financial aid suspension. Please contact your advisor for assistance.

## GUIDELINES FOR AN APPEAL

A successful appeal will contain complete explanations of the items listed below, as applicable. You must compile and attach significant documentation to justify your appeal. The Committee will only review the materials that you provide; therefore it is your responsibility to provide sufficient documentation to thoroughly support your appeal.

1. Meet with your academic advisor to successfully complete your SAP Appeal form and create a degree plan that you will follow until you are able to reinstate yourself or graduate. Your degree plan will be saved into Degree Works for review during the appeal process and at the end of each semester.
2. Include a written statement describing the reasons for and circumstances surrounding your lack of sufficient progress. These circumstances must be exceptional or unusual circumstances that were beyond your control. Your attention should be focused on the particular academic term(s) and/or course(s) for which you registered but did not successfully complete. Be specific and concise in your explanation since incomplete information may cause a denial or a delay in the review of your appeal. You may use the space provided on the first page of the appeal form or attach a separate letter if more space is needed.
3. Include a detailed explanation of the measures you have taken to ensure that your academic performance will improve and/or actions you have taken to correct the circumstances that prevented your prior lack of academic progress. For example, if you are appealing due to an illness, you must explain why the illness you experienced will no longer affect your ability to succeed academically.
4. Attach supporting documentation. All letters must be signed and those from professionals must be on letterhead. Additional documents may be required as determined necessary. Students who have exceeded the maximum timeframe (150% rule) due to prior degrees or change of major do not need to provide additional documentation but must clearly explain their circumstances.
  - a. Medical circumstances must be explained and must include documentation from a medical provider indicating what injury or medical condition you experienced, the name of the patient, and when the problem occurred. Examples of documentation might include a doctor's letter, chart notes, etc.
  - b. Work conflicts and/or lack of childcare must be fully explained and must include documentation from your employer or childcare provider that clearly and explicitly describes what occurred; the unexpected, unavoidable, and involuntary change to your circumstances along with the explanation of why it could not be resolved in a timely manner.
  - c. You may also provide a letter of corroboration from an objective third party if they are **DIRECTLY** involved and have personal knowledge of your circumstances. Letters from friends or family will not be considered as they can be subjective. Statements based on hearsay will not be accepted. Third party letters must include full names, signature, contact information, and relationship to you (the student).
  - d. Military Deployment must be documented with either deployment records and/or a letter from your Commanding Officer showing dates of deployment/active duty.
  - e. Examples of other documentation that should be included with your appeal if pertinent to your situation; legal documentation, restraining order, police report, obituary, etc.
5. **Do not discuss your need for financial aid as part of your rationale for reinstatement of federal aid.** It is assumed that any student filing an appeal is doing so based upon financial need.
6. Appeal Forms and attached documentation must be received no later than two weeks prior to the end of the semester for which you are appealing. Processing may take several weeks so be sure to submit your appeal as quickly as possible.

If your appeal is approved, you will be placed on financial aid probation. While on probation you must follow your degree plan and continue to complete all classes successfully in order to continue to receive financial aid. Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. Failure to comply with your academic plan (i.e. pass all of the courses you attempt) will result in suspension of future financial aid. Subsequent appeals will most likely be denied.

1. Students who are placed on Financial Aid probation due to academic reasons (cumulative grade point average and/or cumulative completion rate) who bring their SAP back into conformity by meeting the minimum SAP standards will have their financial aid eligibility reinstated.
2. Students who are placed on financial aid probation because they have exceeded the maximum timeframe allowed for their program will be maintained on probation until they graduate or fail to comply with the terms of their probation.

**NOTE: An appeal is a request for an exception to the SAP policy. Approval is not automatic and is not guaranteed. Please remember that you (the student) are responsible for paying any tuition and fees that become due to the University of Alaska Anchorage while your appeal is in process.**



Satisfactory Academic Progress (SAP) Appeal Form

Office of Financial Aid 3211 Providence Drive UC 105 Anchorage, AK 99508
www.uaa.alaska.edu/financialaid (907) 786-1480 Fax: (907) 786-6122 uaa\_sapappeals@uaa.alaska.edu

Student Name: Phone: Student ID:

Semester for which you are appealing: Fall Spring Summer Year:

Intended semester of graduation: Fall Spring Summer Year:

Current Degree & Major:

Reason(s) for Appeal: Please check all applicable:

\*You must meet with your Academic Advisor\* to complete this SAP Appeal Form

- A. I HAVE FAILED TO MAINTAIN A 67% CUMULATIVE COMPLETION RATIO
B. I HAVE FAILED TO MAINTAIN A CUMULATIVE GPA OF 2.0 FOR UNDERGRADUATES OR 3.0 FOR GRADUATE STUDENTS
C. I HAVE ATTEMPTED MORE THAN THE MAXIMUM NUMBER OF CREDITS REQUIRED FOR MY DEGREE (150% RULE)
D. I FAILED TO MEET THE CONDITIONS OF MY PROBATION AFTER HAVING AN APPEAL PREVIOUSLY APPROVED

In the space below, explain why you failed to meet the requirements of the University of Alaska's SAP policy, exceeded the maximum number of credits required for your degree, and/or failed to meet the conditions of your probation. (Attach a separate letter if more space is needed)

[Large empty box for explanation]

Initial the following statements to acknowledge your understanding of the requirements of submitting this SAP Appeal form:

- I have read and understand UAA's Satisfactory Academic Progress policy at http://www.uaa.alaska.edu/financialaid/policies.cfm.
I understand that the SAP Appeal process is for students impacted by exceptional or extenuating circumstances (circumstances beyond the student's control).
I understand that official supporting documentation is required for all academic SAP Appeals (as explained in the attached instructions) as proof of the circumstances stated above.
I understand that the following additional documentation is required in support of my appeal (as applicable):
Satisfactory Academic Progress Appeal Form (this form), completed in full and signed by my advisor and myself.
Degree Plan saved in Degree Works (created by Academic Advisor and must match current semester's registration)
Academic Progress Report (if submitting this form after the second week of class) from UAA's Financial Aid forms page.
I understand that I must be fully admitted to a degree program and that I am only permitted to register for courses that are required by my current degree program, and that I must comply with the Degree Plan created by my Academic Advisor.
I understand that, if my appeal is approved, I will be placed on "Probation" and must successfully complete all coursework and achieve a minimum SEMESTER GPA (over 2.0 for undergraduates; over 3.0 for graduates) to avoid suspension of my financial aid.

In the space provided, student must explain how your situation has improved and your plan to successfully complete all future coursework (students appealing due to the 150% rule need only explain plan to stay on track and complete degree program).

I certify that all information provided is true and accurate to the best of my knowledge. I understand that submitting this appeal is not a guarantee that my aid eligibility will be reinstated, and that I am still responsible for all accrued debts not covered by financial aid, including any late fees that may have been incurred during the review process.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THE DEADLINE FOR APPEALS IS TWO WEEKS PRIOR TO THE END OF THE SEMESTER FOR WHICH YOU ARE APPEALING**

\*UAA Advisor contact information can be found at: <http://www.uaa.alaska.edu/advising/>

**FOR ADVISOR USE ONLY:**

***Cumulative GPA (minimum satisfactory GPA is 2.0 for Undergraduate Students or 3.0 for Graduate Students)***

Student's current cumulative GPA: \_\_\_\_\_

Number of semesters the student must be on an academic plan in order to raise cumulative GPA to minimum standard: \_\_\_\_\_

***Completion Ratio (minimum satisfactory completion rate is 67%):***

Cumulative credits earned (CE): \_\_\_\_\_ Cumulative credits attempted (CA): \_\_\_\_\_ Cumulative Completion Ratio: \_\_\_\_\_ = CE/CA

Number of credits student must pass in order to earn a 67% cumulative completion ratio: \_\_\_\_\_ = 2(CA) – 3(CE)

Number of semesters the student must be on an academic plan in order to complete required number of credits: \_\_\_\_\_

***150% Rule***

Number of credits required for current degree program: \_\_\_\_\_ Number of credits attempted: \_\_\_\_\_

Number of credits student has left to complete program (including pre-requisites and remedial): \_\_\_\_\_

Number of semesters the student must be on an academic plan in order to complete required number of credits: \_\_\_\_\_

***NOTE: Students in violation of the 150% rule may only receive funding for one degree program at a time.***

I, \_\_\_\_\_, have reviewed this student's appeal for reinstatement of financial aid eligibility and have identified coursework applicable to their current degree program and collaboratively created a Degree Plan which is now documented in the "Plans" tab in Degree Works. While the student is on probation, I will ensure their Degree Plan is entered into Degree Works listing their required courses for each semester attended. Additionally, I have encouraged the student to utilize available UAA resources, and to make informed decisions which best serve the students' educational, personal and career developmental needs.

Additional Comments: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please email me the appeal decision at the following email address: \_\_\_\_\_

FA OFFICE ONLY	Processor Initials	Date	Appeal Decision	Grade Level	Update BANNER
					ROASTAT/RPAAWRD/RRAAREQ/RHACOMM

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).