2016-2017 Appeal Instructions

The Satisfactory Academic Progress (SAP) policies are the rules students commit to when they accept financial aid disbursements through the University of Alaska (UA) system. Those students that do not meet these rules are placed on suspension and are ineligible for financial aid disbursements. However, the UA system provides students an opportunity to appeal their financial aid suspension if they can demonstrate unusual circumstances that prevented them from meeting the SAP rules. Unusual circumstances are defined as generally outside the direct control of the student, and are unanticipated or unknown before the financial aid disbursement in question.

Appeal Process

1. Write your personal statement
2. Gather supporting documentation
3. Make an appointment and meet with your Academic Advisor
4. Complete Stafford Loan Exit Counseling studentloans.gov and print confirmation page
5. Complete Financial Awareness Counseling at studentloans.gov and print confirmation page
6. Complete the Appeal Form and attach all of the above documents
7. Submit appeal packet to the Financial Aid Office before the Census Date.

Any notification regarding this appeal will be sent via email. Please allow 10 business days for an appeal decision

Appeal Checklist

Personal injury or illness

REQUIRED DOCUMENTATION (Please attach):

☐ Write a statement that explains your extenuating circumstances. Your statement must be detailed and present the facts in chronological order, it must also include, how you overcame your circumstances and how you plan to meet the SAP rules in the future.
☐ Complete the Appeal Form.
☐ Statement from doctor on letter head, with date and signature, must also include that illness or injury will not affect your ability to complete future classes.
☐ Copy of hospital bills or records showing dates of illness or injury.
☐ Create an Academic Plan in DegreeWorks with your Academic Advisor.
☐ Complete Stafford Loan Exit Counseling at studentloans.gov; print and attach the confirmation page
☐ Complete Financial Awareness Counseling at studentloans.gov; print and attach the confirmation page
Death/illness of immediate family member

REQUIRED DOCUMENTATION (Please attach):
□ Write a statement that explains your extenuating circumstances. Your statement must be detailed and present the facts in chronological order, it must also include, how you overcame your circumstances and how you plan to meet the SAP rules in the future.
- If illness of immediate family member:
  □ Statement from the family member explaining why you were required to care for them for an extended period of time
  □ Copy of family member’s medical bill or record showing illness or injury
- If deceased:
  □ Copy of Death certificate or obituary, do not submit original or official copy
□ Complete Appeal Form
□ Create an Academic Plan in DegreeWorks with your Academic Advisor
□ Complete Stafford Loan Exit Counseling at studentloans.gov; print and attach the confirmation page
□ Complete Financial Awareness Counseling at studentloans.gov; print and attach the confirmation page

150% Appeal - Exceeded the maximum number of attempted hours allowed

REQUIRED DOCUMENTATION (Please attach):
□ Write a statement that explains why you were unable to complete your degree in a timely manner, and/or the benefits of a second degree for your career
□ Complete Appeal Form
□ Create an Academic Plan in DegreeWorks with your Academic Advisor
□ Complete Stafford Loan Exit Counseling at studentloans.gov; print and attach the confirmation page
□ Complete Financial Awareness Counseling at studentloans.gov; print and attach the confirmation page

Other Unusual Circumstances

REQUIRED DOCUMENTATION (Please attach):
□ Write a statement that explains your extenuating circumstances. Your statement must be detailed and present the facts in chronological order, it must also include, how you overcame your circumstances and how you plan to meet the SAP rules in the future
□ Any supporting documentation that you have noted in your personal statement that would support your personal statement
□ Complete Appeal Form
□ Create an Academic Plan in DegreeWorks with your Academic Advisor
□ Complete Stafford Loan Exit Counseling at studentloans.gov; print and attach the confirmation page
□ Complete Financial Awareness Counseling at studentloans.gov; print and attach the confirmation page
2016-2017 Appeal Form
Please review the included instructions prior to completing this form.

Student Name: ___________________________ ID#: ___________________________ Date: __________

Advisor Name: ___________________________ Department of Advisor: ___________________________

Advisor Email (please write legibly): _______________________________________________________

To be completed by Academic Advisor: please use SHATERM

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<th>Total Credits</th>
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<td>Attempted</td>
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<th>Total Grade Point Average</th>
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<tr>
<td>UAS Cumulative</td>
<td>Last Semester</td>
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Reason for Not Making Satisfactory Academic Progress
☐ Personal injury or illness of self
☐ Death/illness of immediate family member
☐ 150% Appeal-exceeded the maximum number of attempted credits for degree program
☐ Other Unusual Circumstance

Referrals for Student
To be completed with your advisor.

☐ Limit outside job/activities to _________ hours per week
☐ Tutoring: ___________________________ Subject area(s): ___________________________
☐ Personal counseling: ___________________________
☐ Student success course: ___________________________
☐ Utilize professor’s office hours: ___________________________
☐ Disability Support Services: ___________________________
☐ Other (please explain): ___________________________

__________________________________________
For Office Use Only: APPEAL
FA APPEAL
Academic Advisor Support

The Academic Advisor may provide comments or share their support of your appeal. They may also express their concerns with your success plan. Your Advisor may provide this information confidentially to the Appeals Committee.

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Please Provide the Following with this Form

☐ Personal statement
☐ Supporting documentation
☐ Academic Plan in DegreeWorks
☐ Copy of Stafford Loan Exit Counseling Confirmation
☐ Copy of Financial Awareness Counseling Confirmation

I certify that all information provided is true and accurate to the best of my knowledge. I understand that submitting this appeal does not guarantee the reinstatement of my financial aid eligibility and that I am still responsible for any accrued debts, such as late fees, that may have incurred during the review process. You will be informed of your appeal decision in writing via your school email address. Please allow 10 days for review.

Student's Signature ________________________________ Date ____________

Academic Advisor’s Signature __________________________ Date ____________