

UNK Office of Financial Aid

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

NAME: _____

NU ID: _____

SAP APPEAL DEADLINES:

Completed appeals received on Friday August 19 by 5:00 PM CST will be prioritized. Student will be notified of the decision on their appeal (if complete) by close of business on Friday August 26.

All other SAP Appeals for the Fall of 2022 have a final deadline of September 23, 2022 by 5:00 PM CST.

If your academic difficulties during spring/summer semester are related to circumstances relating to COVID 19, you must describe those in your appeal. Keep in mind that your suspension is based upon several semesters of work. Make sure you address not just recent circumstances, but any prior circumstances that impacted your grades and completion rate.

1. Describe the circumstance/s that impacted your ability to meet the standards of satisfactory academic progress. Rules established by the federal government include the following as circumstances that can be considered in the appeal process: COVID 19 disruptions, personal illness or injury, death of a family member or close friend, other circumstances outside of your control that impacted your academic work in your classes.

2. Explain what has changed in your circumstances that will allow you to meet satisfactory progress requirements in the future. Include specific steps you are taking to improve your academic progress.

3. Indicate what supporting documentation you are including with your appeal and if documents may be arriving separately at a later date. Please note that only written documentation may be accepted in support of your appeal. For example, successful appeals have included documentation such as a letter from a doctor or counselor, letters of support from your academic advisor or a trusted faculty member. The Financial Aid Office may not contact a medical professional or UNK faculty member regarding your SAP suspension status due to Privacy laws, so please do not include contact information for these individuals.

How to Submit Your Appeal & Supporting Documents

You have a few options to submit SAP appeal documents. Please select one of the following:

1. *Submit your SAP appeal documents via the 'Upload Documents' tool on MyBLUE. To submit documents on MyBLUE:*
 - *Log into your MyBLUE account > select the Financial Aid tab on the left hand side of your home page > Look under the 'Related Links' heading on the right hand side of your financial aid award page > select 'Upload Documents' and submit a copy of your appeal along with your academic plan and any other supporting documentation.*
2. *Submit your SAP appeal documents via email to the UNK Office of Financial Aid.*
 - *Send an email to the UNK Office of Financial Aid at finaid1@unk.edu. Attach your appeal documents to this email, and include in the email what term you will be appealing financial aid eligibility for.*
3. *Submit your SAP appeal documents via fax to the UNK Office of Financial Aid.*
 - *The fax number for the UNK Office of Financial Aid is (308) 865-8096. Include this appeal document in your fax along with any additional supporting documentation as necessary.*
4. *Submit your SAP appeal documents via the U.S. Postal Service.*
 - *Mail your SAP appeal and supporting documents to: UNK Office of Financial Aid, Memorial Student Affairs Building, 2510 11th Ave, Kearney, NE 68849-2350.*