

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.

1. Describe any extenuating circumstances that resulted in a delay in the completion of your degree. This may include transfer credit hours that did not apply to your UNK degree. The federal government includes the following as circumstances that can be considered in the appeal process: COVID-19 disruptions, personal illness, injury, death of a family member or close friend, other circumstance outside of your control that impacted your academic work in your classes.

2. Submit an academic plan that includes a semester by semester listing of courses you will take through graduation. Include in this plan the anticipated grade you are hoping to earn in each of your classes. Consult with your departmental academic advisor or the staff in the Academic Advising and Career Development Office if you need assistance. This plan should be realistic. You may create your plan on a simple word processing application like Microsoft Word. If you have additional supporting documentation you will include in this appeal, indicate what supporting documentation you are including in this section. Successful appeals have included documentation like a letter from a doctor or counselor, letters of support from your academic advisor or trusted faculty member.

### ***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](mailto: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 11<sup>th</sup> Ave, Kearney, NE 68849-2350.*