#### **Financial Aid Office**

11066 Auke Lake Way Juneau, AK 99801 • Tel: (907) 796-6255 • Fax: (907) 796-6250 • uas.finaid@alaska.edu

## 2020-2021 Appeal to Reinstate Financial Aid

The Satisfactory Academic Progress (SAP) policies are the federal regulations that students commit to when they accept financial aid disbursements through the University of Alaska (UA) system. The policies are:

- 1. Students must maintain at least a 67% completion ratio.
- 2. Students must maintain at least a cumulative GPA of 2.0 for Undergraduate or 3.0 for Graduate students.
- 3. Students must not attempt more than the maximum number of credits required for their degree program (150% Rule).

Students who do not meet these regulations are placed on suspension and are ineligible for financial aid disbursements. The UA system provides students an opportunity to appeal their financial aid suspension if extenuating circumstances prevented them from meeting the SAP rules.

## **Demonstrating Extenuating Circumstances**

Extenuating circumstances are defined as generally outside the direct control of the student and are unanticipated or unknown before the financial aid disbursement in question. These circumstances must have impacted your emotional and/or physical health to such an extent you were unable to meet the SAP policies. Examples include:

- Medical illness and/or injury
- Marital status change
- Death of an immediate family member
- Housing status change
- Legal or police
- Military deployment

The extenuating circumstances must be related to the semester(s) in which you did not meet satisfactory academic progress. These circumstances should be documented. Documentation must be provided by a neutral third party, such as a medical professional, academic advisor, mental health clinician, etc.

## Requirements for Appealing to Reinstate Financial Aid

Students wishing to reinstate their financial aid must submit the following documentation to the Financial Aid Office for review:

- Write a statement about the extenuating circumstances you experienced using the guide on page 2
- Provide supporting documentation for your Student Statement
- Make an appointment and meet with your Academic Advisor
- Bring or send your completed Appeal to Reinstate Financial Aid Form, Student Statement, and supporting documentation to your appointment with your Academic Advisor
- Complete the Appeal Form (pages 3 and 4) with your Academic Advisor
- Create an Academic Plan in Degree Works with your Academic Advisor

Any notification regarding this appeal will be sent via e-mail. Once all required documents are submitted to the Financial Aid Office, please allow at least **10 business days** for the Appeal Committee to review and make a determination.

OnBase: APPEAL Page 1/4 RRAAREQ: APPEAL

#### **Financial Aid Office**

11066 Auke Lake Way Juneau, AK 99801 • Tel: (907) 796-6255 • Fax: (907) 796-6250 • uas.finaid@alaska.edu

# 2020-2021 Appeal to Reinstate Financial Aid

## Writing a Student Statement for a Financial Aid Appeal

A clear, written explanation of the circumstances you experienced assists the Appeal Committee with understanding what happened, your plan for change, changes you have already made and how you plan to be successful in the future. Be specific and concise in your explanation. Avoid writing about your lack of knowledge of financial aid status or need for financial aid, as these are not reasons for appealing for reinstatement.

Please answer the following questions when writing your student statement:

- 1. What extenuating circumstances led to your loss of financial aid eligibility?
- 2. How have these circumstances changed or resolved so that you can continue your education and make satisfactory academic progress? In your response, include a description of actions taken, resources used, and other supports that will improve or have improved your academic standing.
  - a. How will you ensure the same situation does not occur for your future semesters? Or, what do you plan to do differently if your appeal is approved?
  - b. What supports are in place to help you be successful in your classes, i.e. counseling, tutoring, working less hours, etc?
  - c. If you have taken time off from classes, what have you done during that time (i.e. attended another school, worked, raised children, cared for a family member, improved physical or mental health, etc.)?
- 3. What are your goals for your degree or future career? When do you plan to graduate?
- 4. If you have provided any supporting documentation, please explain how these documents related to your extenuating circumstance.

If your appeal is due to earning credits beyond what is required for your degree program (150% Rule), please include in your statement:

- 1. Why you were unable to complete your degree in a timely manner and/or the benefits of a second degree for your career.
- 2. How many credits are required for you to graduate and your intended graduation date?

OnBase: APPEAL Page 2/4 RRAAREQ: APPEAL

11066 Auke Lake Way Juneau, AK 99801 • Tel: (907) 796-6255 • Fax: (907) 796-6250 • <u>uas.finaid@alaska.edu</u>

# 2020-2021 Appeal to Reinstate Financial Aid

Please review the included instructions prior to completing this form.

Student Name:		ID#:	Date	:	
Advisor Name:		Departme	Department of Advisor:		
Reason for Not Ma	king Satisfactory A	cademic Progress (ch	neck all that apply)		
□ I have not maintai	ned a 67% cumulativ	e completion ratio.			
□ I have not maintai	ned a cumulative GP	A of 2.0 for Undergra	duate or 3.0 for Graduate	students.	
$\Box$ I have attempted r	more than the maximu	um number of credits	required for my degree (15	50% Rule).	
$\square$ I did not meet the	conditions of my pro	bation after having an	appeal previously approv	ed.	
	1.				
Semester for which you are appealing: • Fall			o Summer Year		
Intended semester of	f graduation:	Fall • Spring	o Summer Year		
To be com	pleted by Academic A	Advisor: please use SH	ATERM or review academ	ic transcripts	
Total Credits			Total Grade	Total Grade Point Average	
School	Attempted (CA)	Earned (CE)	School	Cumulative GPA	
UAS (US)			UAS		
UAA (UA)			UAA		
UAF (UF)			UAF		
Prince William Sound (UV)			UV- Prince William Sound		
Transfer				Prior Semester Grade Point Average*	
Total					
			*Please write N/A if this is st	udent's first semester at UAS	
Completion Ratio (m	ninimum is 67%)				
Cumulative Completic	on Ratio:	= CE/CA			
Number of credits stud	dent must pass in order	to earn a 67% cumulati	ve completion ratio:	=2(CA) – 3(CE)	
Number of semesters	` ,		Time Half Time umber of credits:	enrollment the student	
must be on an aca	define plan in order to	complete the required in	unider of credits.	_	
150% Rule (Only for	students with credits	beyond their degree)			
Number of credits req	uired for current degree	e program:			
Number of credits the	student has left to com	plete the program (inclu	uding prerequisites and reme	dial):	
Number of semesters	the student must be on	an academic plan in ord	ler to complete the required r	number of credits:	

OnBase: APPEAL Page 3/4 RRAAREQ: APPEAL

#### **Financial Aid Office**

11066 Auke Lake Way Juneau, AK 99801 • Tel: (907) 796-6255 • Fax: (907) 796-6250 • uas.finaid@alaska.edu

### **Student Certification**

\_\_\_\_\_Initial I will submit the following documentation for review and understand that my appeal will not be considered complete until all documents have been received by the Financial Aid Office:

- Signed Financial Aid Reinstatement Form
- Signed and dated Student Statement
- Academic Plan from Degree Works

• Supplemental Supporting Documentation (Advisor's statement, medical documentation, neutral party statement, etc.)

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, including any late fees, that may have incurred during the review process. I understand that submission of this appeal does not protect my account against the Drop for Non-payment process. I understand that I am currently not eligible to receive aid.

You will be informed of your appeal determination in writing via your **preferred email address**. Please allow at least 10 days for review.

augs for review.	
Student's Signature	Date
Academic Advisor Statement	
The Academic Advisor may provide comments or share their support of your appearance oncerns with your success plan. Your Advisor may provide this information conf	
I,(Academic Advisor), har reinstatement of financial aid eligibility and have identified coursework applicable collaboratively created a degree plan which is documented in the "Plans" tab in Degree Plan lists their required courses for at least the next 3 semesters, unless the less time. Additionally, I have encouraged the student to utilize available UA resort that best serve the student's educational, personal, and career goals.	egreeWorks. I have ensured that the student is completing their degree in
Academic Advisor's Signature	Date

OnBase: APPEAL Page 4/4 RRAAREQ: APPEAL