

Satisfactory Academic Progress (SAP) Appeal Form

Last Name		First Name	UNI ID Number
Academic Level	Expected Graduation Date	Semester You Are Appealing to Receive Financial Aid	

Instructions

Appeals will be reviewed after all the items listed below have been received. Fall appeals must be submitted by October 1st; Spring appeals must be submitted by March 1st. Late appeals may not be accepted. Please email appeal documents to Jennifer Sullivan at jennifer.sullivan@uni.edu. **For more information about the appeal process, please review our website: admissions.uni.edu/financial-aid/eligibility/satisfactory-academic-progress.**

Please submit all items listed below:

- SAP Appeal Form:** Please complete this appeal form and submit it along with the other items listed below. If unable to sign form, you may email form using your UNI email address. Electronic signatures will not be accepted.
- Appeal Essay:** Please submit an essay, making sure to address both items below. Typed essays are preferred. Microsoft Word, Google Docs, and PDFs are all acceptable formats.
 - Explain the extenuating circumstances that impeded your ability to make progress academically, **and**
 - Describe the steps you have taken or will take to ensure future academic success.

Policy 13.02 Notice: If your essay includes the disclosure of discrimination, harassment, sexual violence, sexual harassment, or other sexual misconduct, please be aware that your appeal will be shared with the University Title IX Officer so that appropriate resources may be offered to you. For more information, please refer to the [UNI Policy on Discrimination, Harassment and Sexual Misconduct \(PDF\)](#). If you are already in contact with that office, please check the box below:

I am working with the Title IX Officer in the Office of Compliance and Equity Management.

- Plan of Study:** Please complete an academic Plan of Study with your academic advisor. You may use the SAP Plan of Study form or one provided by your advisor. The form must be signed by your advisor or emailed from your advisor's email address.
 - Deciding or changing majors may meet with an advisor in the Office of Academic Advising.
 - If you are within 30 credit hours of graduating, you may meet with a record analyst in the Office of the Registrar.
- Third Party Documentation:** Please submit any documentation you have to support what you describe in your essay. Please review our website for more information and examples: admissions.uni.edu/financial-aid/eligibility/satisfactory-academic-progress.

If you would like us to obtain documentation you have already submitted to the any of the offices listed below, please check the appropriate box(es). *By checking any of the boxes below, you authorize the UNI Office of Financial Aid & Scholarships to obtain documentation you submitted to the office(s) indicated.*

Dean of Students Office

Office of the Registrar

Provost's Office

I understand that simply filing an appeal does not guarantee renewed financial aid eligibility and that I am solely responsible for any University bills that are issued before or during the process of appealing for aid.

Student Signature *If unable to sign, student can email form via their UNI email address. **Electronic signatures will not be accepted.***

Date

OFFICE USE: Approved Denied Appeal #: _____ By: _____ Date: _____

Reason:

GPA Pace Max Time