



University of Nevada, Reno

Student Financial Aid and Scholarships  
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## SATISFACTORY ACADEMIC PROGRESS APPEAL INSTRUCTIONS FOR GPA AND PACE

### FINANCIAL AID SAP APPEAL PROCESS

- Attach all requested documentation to your appeal form (see below).
- Depending on the volume of appeals submitted, you can anticipate a decision from the Financial Aid Appeals Committee within 1 – 3 weeks. If your appeal is approved you will receive a letter and shortly thereafter will be able to view your financial aid awards on MyNevada.
- If your appeal is denied, you will receive a letter that will include the criteria you must meet in order to receive financial aid in the future, as well as other possible funding sources.
- After that time, if you feel there are circumstances that are not reflected in your supporting documentation you may request an in-person appeal before the SAP Appeals Committee. Please contact the Financial Aid Office at 775-784-4666 to schedule an in-person appeal. You are not eligible for an in-person appeal until you have submitted a paper appeal.
- The SAP Appeals Committee decisions are final and are not subject to further review.

GPA and pace deficiency appeals will only be considered for the following conditions:

- Death or serious illness of an immediate family member. Supporting documentation must include the medical documentation, death certificate, obituary, and/or memorial notification.
- Prolonged hospitalization or confinement at home for reasons that resulted in required extended absences from classes. Supporting documentation must include medical documentation, legible doctor's note, court documents, and/or other relevant material.
- A one-time emergency situation that impacted your ability to continue your education or affected your academic success for a short, specified period. Supporting documentation must include relevant material that specifies the date(s) and/or duration of the occurrence.
- Situations for which you had no valid choice other than to interrupt your education. Supporting documentation must include relevant material that specifies the date(s) and/or duration of the occurrence.

If your appeal cannot be considered based on any of the above conditions, you would be required to find an alternative funding source until such time as your academic record meets the federal standards for financial aid eligibility.

GPA and pace deficiency appeals **will not be** considered for:

- Lack of knowledge or understanding of the Satisfactory Academic Progress standards
- Medical appeals based on long-term or chronic conditions that were known and existed before financial aid was accepted and received.
- Medical appeals for illness or hospitalization for dates that do not correspond to the semester(s) of sub-standard progress.
- Any reason for which you have previously filed an appeal.
- Discretionary decision to withdraw from the University.

## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM FOR GPA AND PACE

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Please attach** all documents to this form:

1. Your detailed statement:

- Provide specific dates
- Fully describe what occurred
- How this situation affected your academic performance.
- Include the preventative steps you have taken to ensure you will be able to meet the SAP standards in the future
- If you have received a grade of incomplete (I) for any classes, give a timeframe for completion

2. Your supporting documentation on letterhead, such as:

- Statement(s) from instructor(s) as applicable
- Statement(s) from physicians, hospitals, therapist, police reports, death certificate etc., as applicable
- Statement(s) from support members, court documentation etc., as applicable

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**Certification:** I certify that the information is accurate and complete. I understand an incomplete request will not be processed. I have attached all appropriate documentation to verify what I have stated. I understand that my appeal will be evaluated based on that documentation. Any false information may be cause for denial, reduction, and/or immediate repayment of all aid. If I am required to repay financial aid as a result of the federal regulations regarding my discontinuation of class attendance, I acknowledge I am liable for the repayment. The repayment cannot be waived even when the appeal is approved for deficiencies in GPA or credit completion.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_