

2005-2006 Appeal for Reinstatement of Financial Aid Eligibility

University of Alaska Anchorage
Office of Student Financial Aid
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Students who appeal for reinstatement of their financial aid must provide sufficient evidence to support their assertion that unusual circumstances prevented them from maintaining satisfactory academic progress. Students who request an appeal for reinstatement of financial aid must provide the following minimum documentation:

--Letter of Explanation

A letter of explanation from you, explaining the reason(s) for not maintaining satisfactory academic progress and your plan for successfully completing the next term. Your letter must state what semester you are requesting aid reinstatement. All correspondence addressed to our office must include your full name, student identification number, telephone number, email address, and your mailing address.

--UAA Academic Success Review Form

www.uaa.alaska.edu/financialaid - click the **Forms** link; see Appeal for Reinstatement of Financial Aid

--Supporting Documentation

See Sections I, II, III

Your letter of explanation is required, along with your choice of either a completed, signed, and dated UAA Academic Success Review form from your academic advisor --**or**-- one of the items listed in *Section II* or *Section III*.

I. Lack of Academic Progress

Failure to maintain satisfactory academic progress for any of the following reasons (i.e. withdrawal to maintain grade point average (GPA), or total withdrawal with or without cause, or non-medical change in family, or employment status change, or receipt of non-passing grade, or receipt of a grade that drops GPA below minimum) requires a completed, signed, and dated, **UAA Academic Success Review** form from your **academic advisor**.

NOTE: If you received all failing grades for the preceding semester, then you will be required to provide proof of last day of attendance before a decision can be rendered. This documentation may be a statement from your professor or graded tests.

- a. Students who are admitted to an Associate of Arts degree or undeclared bachelors degree programs must consult with their academic advisor in the **Advising and Testing Center**, located in room 108 in the University Center. Telephone number 786-4500.
- b. All other students who are admitted to a certificate, two-year, four-year, or masters program must consult with their academic advisor within the department under which their degree is administered.
- c. Supporting documentation from a professional which will be dependent upon the reason for the appeal, see Section II or III:

II. Medical Condition/Psychological Duress

Students may appeal based on a medical condition or psychological duress. The appeal explanation and accompanying documents must be legible. Medical records must contain the doctor's recommendation of when the student can return to school and under what condition (as necessary).

- i. Student's Medical Condition. This type of appeal must contain a statement on letterhead or office stationery, dated and signed, with the printed name of the medical doctor or other cognizant medical staff who wrote the letter. **This letter must indicate when the student would be able to return to school.**
- ii. Family Medical Condition. Appeals for reinstatement due to a medical condition of an immediate family member may be considered. This type of appeal must contain a statement on letterhead or office stationery, dated and signed, with the printed name of the medical doctor or other cognizant medical staff with signature authority who is treating the family member. **This letter must indicate when the student would be able to return to school.**
- iii. Death in the Family. This type of appeal requires documentation of the death of an immediate family member. Immediate family members: spouse or significant other, child, sibling, parents, grandparents, or relatives under the student's care. Either a copy of the death certificate or obituary which provides the date of death is required.

III. Administrative Error

Administrative error should be addressed as soon as it is discovered and, to the extent possible the action taken to resolve the matter. This can include but is not limited to, correspondence; names, dates and times of calls to University staff; web-based printouts, and receipts. Supporting documentation should be attached to the appeal request documents.

NOTE: All supporting appeal documentation must be assembled together and submitted to the UAA Office of Student Financial Aid at the same time. Appeal reviewer may request additional documentation or information. Appeals that are deemed complete will be reviewed and student will receive written notification of the decision within **30 days** of receipt. Appeal documentation received incomplete, insufficient, or illegible will result in written notification to the student that *no action was taken*. Please beware, it is the student's responsibility to adhere to **all** University deadlines.

All appeal documents are strictly confidential and is subject to the Privacy Act and the Federal Educational Rights and Privacy Act (FERPA). FERPA policy is in the Regulation section of the UAA Student Handbook.

UAA ACADEMIC SUCCESS REVIEW
Office of Student Financial Aid and Veterans Affairs

STUDENT NAME: _____ PHONE#: _____ SID: _____

PREVIOUS SEMESTER GPA _____ CUMULATIVE GPA _____ TOTAL ATTEMPTED HOURS _____

TOTAL HOURS EARNED _____

Academic advising _____ Mid-semester progress report _____ Other _____

ACADEMIC REVIEW

1. Challenges
_____ Personal (family, peers, living situation, medical, financial, etc.)
_____ Outside work/activities
_____ Attempted too many courses or difficult combination of courses
_____ Studying difficulties (needs help with study skills, not enough time studying, etc.)
_____ Other:

2. Referrals/Assignments
_____ Reading and study skills enhancement: _____
_____ Attend group study sessions: _____
_____ Tutoring: _____ Subject Area(s): _____
_____ Personal counseling: _____
_____ Student Success Course: GUID 150, PRPE 052/054: _____
_____ Next meeting with your academic advisor: _____
_____ Other:

3. Success Action Plan
_____ Achieve at least a 2.00 GPA and earn 12 credits each semester
_____ Turn in a completed mid-semester progress report by: _____
_____ General Education degree requirements discussed.
_____ Take English/Math placement exams, ASSET by: _____
_____ Other:

RECOMMENDED CLASS SCHEDULE

Semester _____ Year _____

Maximum course load _____ credits Limit outside job/activities to _____ hours per week

- | | |
|----------|------------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | Alts _____ |

Deadline to withdraw from a class _____

ADDITIONAL ACADEMIC ADVISOR COMMENTS:

Your reinstatement of financial aid is contingent upon the successful completion to the above conditions. Failure to not meet this agreement may result in the suspension of future aid.

Student's Signature _____ Date _____

Academic Advisor's Printed Name: _____ Department: _____

Academic Advisor's Signature _____ Date _____

Student Letter and Original UAA Academic Success Review to Student Financial Aid Office, Advisor maintains copy, Student maintains copy



UNIVERSITY OF ALASKA

A Multi-Campus System

Student Financial Aid Satisfactory Academic Progress Statement

In order to receive financial aid from any of the Federal aid programs, the State of Alaska loan programs or from institutional funds, a student must be **fully** admitted to an eligible degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:

- 1) A student must be admitted to an undergraduate (or eligible teacher certification program), University certificate program, or graduate program, without any conditions (missing transcripts, missing test scores, etc.)
 - A) Full-time undergraduate students (students enrolling for **12** or more credits) must successfully complete at least 12 credits each term with a minimum cumulative GPA of 2.0. See **Probation.**
 - B) Three-quarter time undergraduate students (students enrolling for **9, 10** or **11** credits) must successfully complete at least **9** credits each term with a minimum cumulative GPA of 2.0. See **Probation.**
 - C) Half-time undergraduate students (students enrolling for **6, 7** or **8** credits) must successfully complete at least **6** credits each term with a minimum cumulative GPA of 2.0. See **Probation.**
 - D) Full-time graduate students (students enrolling for **9** or more graduate credits) must successfully complete at least **9** graduate credits each term with a minimum cumulative GPA of 3.0. See **Probation.**
 - E) Half-time graduate students (students enrolling in **6, 7** or **8** graduate credits) must successfully complete at least **6** graduate credits each term with a minimum cumulative GPA of 3.0. See **Probation.**
 - F) All students who are attending less than half-time during any term must successfully complete at least 1 credit each term with a minimum cumulative GPA of 2.0 (3.0 for graduate students). See **Probation.**
- 2) Academic progress will be reviewed at the end of each term to ensure that the student has maintained the minimum cumulative GPA and to ensure that the student has completed the required minimum number of credits.
- 3) **Probation:** Students in section "1 A" who complete at least 9 credits in a term will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. Students in section "1 B" who complete at least 6 credits in a term and students in section "1 D" who complete at least 6 graduate credits in a term will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. Students in sections "1 C", "1 E", and "1 F" have no probation period if they fail to complete the minimum number of credits. Undergraduate students whose cumulative GPA falls below 2.0, but who complete the required number of credits, will be placed on probation for their next term. Failure to regain good standing status within the one semester of probation will result in the suspension of financial aid.
- 4) **Continuing Probation:** Undergraduate students who are placed on probation and who complete the required number of credits within the one semester of probation with a semester GPA of 2.0 or higher, but whose cumulative GPA is still below 2.0, will continue on probation for the next term of attendance.
- 5) If a student's ineligibility is based on academic performance at the University of Alaska that is more than five academic years in the past, then the student will be placed on probation for their first term of re-attendance. Failure to reestablish good standing status within the one semester of probation will result in the suspension of financial aid.
- 6) Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one term only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.
- 7) First-time freshmen and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.
- 8) **Satisfactory academic progress must be maintained even during terms in which aid is not received.**

- 9) The maximum number of credits for which a student may receive financial aid is 150% of the published credit requirements of his/her educational program. Usually 180 credits for a bachelor's degree and 90 credits for an associate's degree comprise 150% of the basic graduation requirements. The credit count starts from the very first credit attempted, regardless of whether or not the student received financial aid. Any course for which a student receives credit, including transferred courses, repeated courses, and challenged courses, are included in this calculation.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete with a passing grade.

Repeat Courses: Repeated courses that are required for a student's degree program count toward the minimum credit hour load required for aid during a given semester.

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid. *Note: some remedial coursework, such as MATH 054 at UAS, is not considered to be at least secondary level and is NOT fundable by any of the federal aid programs. Consult your financial aid office for specific information.*

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. *Note: Students are still required to complete these classes within the term that they enroll (year-long correspondence courses are NOT eligible for financial aid).*

Challenge courses and 500-level courses: These courses are **NOT fundable** by any type of financial aid.

Withdrawals: Students who totally withdraw from the university, after receiving financial aid, will be suspended from receiving future financial aid and may be liable for refunds and/or return of Title IV funds (refer to the **Financial Aid** section of your campus's course catalog for information on refunds and return of Title IV funds).

Institutional Funds: Students receiving scholarships, grants, or tuition waivers from UA are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt; requirements for scholarships will be stipulated in the UA scholarship information packet.

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of UA unless the agency or group instructs the Financial Aid Office, in writing, to waive our requirements for these specific funds.

Financial Aid Suspension: Financial aid suspension will result from **failure to:**

1. Complete the minimum number of credits required during the term.
2. Maintain a cumulative GPA of at least 2.0 for undergraduates and 3.0 for graduates.
3. Graduate prior to exceeding the maximum number of credits allowed for the student's program (see #9 above).
4. Meet the requirements of an appeal approval. A student who is suspended again after failing to meet these requirements, **MUST** attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility (see **Makeup**). *Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances.*

Reinstatement:

1. **Appeals:** A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available in the Financial Aid Office or under the "Forms" section on each campus's web page. Written documentation is required for appeals for financial aid reinstatement. The Financial Aid Office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation for one semester and the student must meet the condition(s) of her/his appeal. Failure to regain good standing status within the probation semester will result in the suspension of future financial aid. *Consult your Financial Aid Office for specific information on the appeal process.*
2. **Makeup:** A student who does not wish to appeal or whose appeal has been denied may regain eligibility by attending course(s) during a subsequent term, at the student's expense. A student must complete the number of credits for which s/he was originally enrolled and must earn the required cumulative GPA. This process may take no more than two consecutive semesters. It is the student's responsibility to notify the Financial Aid Office when makeup is complete.

Disbursements: Funds cannot be disbursed for prior semesters when a student had failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal only and not for a preceding term.