



THE UNIVERSITY of  
NEW ORLEANS

OFFICE OF ENROLLMENT SERVICES

**THIS FORM IS FOR FEDERAL STUDENT AID ONLY**

### ***FALL 2023 SAP APPEAL INSTRUCTIONS***

#### **SAP Appeal Instructions**

The University of New Orleans offers an appeal process to students so that they may explain and document extenuating circumstances beyond their control which resulted in resigning from school, withdrawing from classes, and/or receiving poor grades. Additionally, UNO recognizes students may have a prolonged academic career due to switching a major or transferring into UNO, ensuing a loss in prior attempted credit hours.

If you have extenuating circumstances that impacted your academic performance, you may submit the Fall 2023 SAP Appeal, along with your signed statement and supporting documentation. If you are currently enrolled in classes at UNO for the spring or summer terms, your appeal will not be reviewed until grades are posted at the end of semester. **The last day to submit an appeal for Fall 2023 is August 10, 2023.**

Your signed statement must describe the circumstances that impacted your academic performance or prolonged your academic career. Please refer to the appeal form for additional guidance to your statement. You must address your complete academic history, if you have multiple semesters of poor grades, dropped courses, or semester withdrawals, including all schools of attendance, regardless of how long ago you took the courses or if you received aid for the classes. Appeal decisions are final.

All appeals must be submitted with supporting documentation as outlined in these instructions. Appeals may be submitted to the Privateer Enrollment Center (PEC), located on the first floor of the Earl K. Long Library, or mailed-in. If you choose to mail-in your appeal, you should do so by registered mail. **Appeals cannot be submitted via fax or email.**

The mailing address is:

University of New Orleans  
Privateer Enrollment Center (PEC)  
Office of Student Financial Aid  
2000 Lakeshore Dr.  
New Orleans, LA 70148

Please review the examples given for appeal circumstances and documentation. Supporting documentation must accompany the appeal at the time of submission, including information from the student's College or academic advisor, if applicable, for circumstance number 6. **All items must be submitted together when submitting the appeal for consideration.** If you have questions, please contact our office or stop by the Privateer Enrollment Center.

**Fall 2023 SAP Appeal Form and Coversheet: Federal Student Aid/Loans Only**  
**Final Deadline to Submit Fall 2023 SAP Appeal is August 10, 2023.**

Please review the *SAP Appeal Instructions* and complete the following information. This form is your SAP Appeal Coversheet and must accompany your signed statement and supporting documentation.

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

UNO Email-Only \_\_\_\_\_  
(Notifications will be sent to your UNO e-mail address, only)

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ 2<sup>nd</sup> Undergraduate Degree ☐ Graduate

	Circumstances	Required Supporting Documentation
1	Unexpected medical illness, including COVID 19, or severe injury	Physician's letter documenting time frame of illness. It does not need to be the treating physician. <b>Do not submit medical or insurance records or invoices.</b>
2	Death of immediate family member	Death certificate and/or obituary that identifies relationship to the family member.
3	Military deployment/Call to active duty	Deployment records and/or letter from your commanding officer showing date(s) of deployment/active duty.
4	Natural disaster, i.e. hurricane, flooding, tornadoes or other similar events	FEMA documentation, insurance documentation, Red Cross statement. <b>Do not submit newspaper articles or photos.</b>
5	Life altering event	Contact financial aid office for documentation suggestions specific to your circumstances
6	Loss of transfer credit hours transferring into UNO or switching a major.	A statement from your academic advisor indicating how many credits lost switching your major or transferring into UNO, and the remaining number of credits required to graduate from primary degree. <b>This statement must be included with your appeal at the time you submit the appeal.</b>

**In addition to providing the above required documentation, you must submit a letter outlining the following items:**

1. Describe in detail the circumstances of your illness, injury, death of family member, military deployment, or other life-altering event, and how your performance was affected. Make sure you address your complete academic career of poor grades, withdrawals, or resignations.
2. Describe how the documentation you are attaching supports your appeal.
3. Describe in detail what steps you have taken to resolve the circumstances.

***I certify the information I am providing for this financial aid appeal is accurate and understand my appeal is not guaranteed to be approved. All appeal decisions are final.***

Signature: \_\_\_\_\_ SSN# \_\_\_\_\_ Date: \_\_\_\_\_