2018-2019 SCHOLARSHIP APPEAL FORM – LEAVE OF ABSENCE

STUDENT NAME _____________________________________ NU ID _______________________

Students who do not meet established scholarship renewal criteria have the opportunity to appeal on the basis of relevant, significant, and documentable extenuating circumstances for which they could not plan, influence, or prevent. In addition, students requesting a leave of absence (e.g., military obligation, religious mission service, internship, medical complication, etc.) must also appeal for consideration.

Submit this form, along with the items listed below, to the Office of Scholarships and Financial Aid per the term deadlines listed below:

Fall: September 1, 2018
Spring: January 19, 2019

Please list the Scholarship Program(s) administered by the Office of Scholarships and Financial Aid and/or the Office of Undergraduate Admissions to which you are appealing and check the box of the appeal situation that applies to you.

Scholarship Program(s) _____________________________________

I am appealing for a leave of absence for the following situation and for the following term(s):

☐ Fall 2018 ☐ Spring 2019

☐ Military or Religious Service Obligation ☐ Medical ☐ Internship Opportunity ☐ Other

Submit this form with:

1. A Typed Narrative, written by the student that includes the following:
   a. Outline specific military or religious service obligation, internship opportunity or medical complication which will preclude you from being able to maintain continuous enrollment.
      i. Provide official documentation outlining the duration of the break of enrollment and confirmation of the term you will be able to return as a full-time student.
      ii. If the break is due to a medical complication, provide a letter of prognosis from a physician, counselor, or licensed professional along with confirmation of when you would be medically authorized to return as a full-time student.
      iii. If an internship, identify how participation in this program enhances your learning and/or career objectives.

2. Your Two-Semester Academic Plan on official letterhead or departmental advising form (see page 2 or 3)

3. A copy of your Unofficial Transcript. This can be obtained in your MyRED account under: Academics > Unofficial Transcript > add UNL to academic institution > add Unofficial Transcript to Report type, then click view report.

4. If Internship, a Letter of Support from your Academic Department on official Letterhead or by email directly from the department.

Important Notes:

- Appeals are only reviewed for scholarship selections made by the Office of Scholarships and Financial Aid and/or the Office of Undergraduate Admissions.
- Please allow the Scholarship Appeal Committee 2 – 3 weeks to review and consider your appeal after all necessary supporting documentation has been received.
- This appeal form must be signed by the student.
- The appeal narrative must be written by the student.
- Students now meeting renewal criteria, must have completed one full academic year without their scholarship to be reconsidered through appeal.
- Students enrolled in Co-Op courses do not need to request a leave of absence if working in coordination with the College of Engineering Career Development & Academic Advising Coordinator.
- Scholarship Appeal decisions are final and not subject to further review.

I acknowledge the terms and conditions of appealing for scholarship reinstatement and the information I have provided is true and accurate to the best of my knowledge.

STUDENT SIGNATURE ______________________________ DATE __________________

(Electronic signatures are not accepted)

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. UNL is dedicated to the prevention of sexual discrimination, sexual harassment, and sexual misconduct, and providing a safe campus for its employees and students. Responsible Employees are individuals working at UNL who have an obligation to inform the Title IX Coordinator of allegations of such instances. Visit http://www.unl.edu/equity/titleix for more information.

Office of Scholarships & Financial Aid
12 Canfield Administration Building
P.O. Box 880411
Lincoln, NE 68588-0411

Phone: 402.472.2030 or 1.800.742.8800, ext. 2030
Fax: 402.472.9826
Email: financialaid@unl.edu
OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

2018-2019 SCHOLARSHIP APPEAL FORM – LEAVE OF ABSENCE

ACADEMIC ADVISING FORM
To be completed with an Academic/Faculty Adviser

STUDENT NAME ____________________________ NU ID ____________________________

INTENDED MAJOR ____________________________ TODAY’S DATE ____________________________

ANTICIPATED DEGREE COMPLETION DATE ____________________________ CREDITS REMAINING IN PROGRAM ____________________________

Please provide your Two – Semester Academic Plan

<table>
<thead>
<tr>
<th>SUMMER 2018</th>
<th>FALL 2018</th>
<th>SPRING 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE LIST</td>
<td>CREDITS</td>
<td>COURSE LIST</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>TOTAL CREDITS</td>
<td>TOTAL CREDITS</td>
</tr>
</tbody>
</table>

Place an asterisk (*) next to repeated coursework or two (**) if the student was already enrolled prior to advising appointment.

The student was advised to access the following resources or strategies to improve his/her academic record:

- [ ] Success Workshop(s)
- [ ] The Study Stop
- [ ] Probation Recovery Program
- [ ] CAPS Services
- [ ] Reduced Course Load
- [ ] Reduced Work Hours
- [ ] Repeat Courses
- [ ] Remedial Coursework
- [ ] Change of Major
- [ ] Back Up Plan
- [ ] Referral (e.g., housing/transportation services/social services)

High Risk: We discussed the plan above, which I believe is high-risk, and I have advised the student to follow a more realistic plan.

Any additional notes to student or other items discussed (please provide on separate sheet including student’s name and NUID)

The courses listed above are required for your degree program at UNL. We discussed your specific needs, including a realistic plan to be academically successful, and what you need to accomplish to meet the renewal criteria for your scholarship in the future.

ACADEMIC ADVISOR NAME (PRINT) ____________________________ SIGNATURE ____________________________ DATE ____________________________

I understand that a realistic academic plan is important for me to meet the renewal criteria for my scholarship. I understand that failure to follow this plan or failure to meet probationary standards will result in the loss of my scholarship in the future.

STUDENT SIGNATURE ____________________________ DATE ____________________________

Office of Scholarships & Financial Aid
12 Canfield Administration Building
P.O. Box 880411
Lincoln, NE 68588-0411

Phone: 402.472.2030 or 1.800.742.8800, ext. 2030
Fax: 402.472.9826
Email: financialaid@unl.edu
### Extenuating Circumstances and Documentation

**Extenuating Circumstance** should have occurred within the academic year that initiated the student to not meet the renewal criteria for their scholarship(s).

<table>
<thead>
<tr>
<th>Extenuating Circumstance</th>
<th>Recommended Documentation – Submit at least one type of documentation</th>
</tr>
</thead>
</table>
| Medical Condition        | - Letter from health care provider/or other licensed professional with advised period of recovery, dates of office visits.  
- Medical Records         |
| Student’s Immediate Family: | - Records from daycare/school that child was required to be kept home  
- Records from doctor visits  
- Letter stating doctor advised period of recovery  
- Hospitalization records |
| Death of Family Member or Friend | - Obituary or death certificate  
- Letter from counselor (Documentation should include date and indicate relationship to the deceased.) |
| Housing Issues           | - Letter from Resident Director  
- Eviction notice  
- Letter from transitional housing program |
| Family Issues            | - Letter from therapist or other licensed professional |
| Assault or Domestic Violence | - Police Report  
- Court Documentation  
- Letter from clergy, social worker, licensed professional or doctor |
| Motor Vehicle Accident   | - Police Report  
- Court Documentation  
- Medical Records |

*The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. UNL is dedicated to the prevention of sexual discrimination, sexual harassment, and sexual misconduct, and providing a safe campus for its employees and students. Responsible Employees (RE) are individuals working at UNL who have an obligation to inform the Title IX Coordinator of allegations of such instances. Visit [http://www.unl.edu/equity/titleix](http://www.unl.edu/equity/titleix) for more information.*