

Nashua Community College – Financial Aid Office

505 Amherst Street Nashua, NH 03063

◆ Office hours M-Th:8:00am-6:00pm and Fri:8:00am-4:30pm ◆
Tel: (603) 578-8903 Fax: (603) 883-1636

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

When a student has had his/her aid suspended, it is a result of a failure to meet the Satisfactory Academic Progress requirements available at <http://nashuacc.edu/financial-aid/2-uncategorised/276-sap>, in the Financial Aid Student Handbook and in the current College Catalog. *Qualitative and/or Quantitative* suspension occurs after two (2) semesters during which the student failed to meet the requirements. *Maximum Timeframe* suspension occurs when the student has attempted/earned 150% of the credits required to complete his/her degree/certificate without earning the degree/certificate.

Please provide the following information and/or complete the following steps for your SAP appeal to be considered.

If your suspension was Qualitative and/or Quantitative:

1. Your request for an appeal should include the following components:
 - a. The reason(s) why you failed to meet satisfactory academic progress requirements.
 - b. Appropriate documentation if there were extenuating circumstances.
 - c. Your plan to improve your performance and meet the SAP requirements.
 - d. Why your appeal to have your financial aid reinstated should be granted.
2. Your request for an appeal should be accompanied by a copy of your Contract for Student Success:
 - a. The Contract for Student Success is a plan and/or timeline for successfully completing your degree/certificate.
 - b. In order to create and sign a Contract for Student Success you must meet with your academic advisor or an advisor in the Advising Center. You can make an appointment to meet with an academic advisor at 578-8906.
 - c. Attach a copy of the Contract for Student Success to this appeal.

If your suspension was Maximum Timeframe:

1. Your request for an appeal should include the following components:
 - a. The reason(s) why you have not yet completed your degree/certificate.
 - b. Appropriate documentation if there were extenuating circumstances.
 - c. A program audit which should be requested from the Registrar's Office (the audit will be submitted directly to Financial Aid by the Registrar's Office).
3. If you are not working on a second degree at/from NCC, then your request for an appeal should be accompanied by a copy of your Contract for Student Success:
 - a. The Contract for Student Success is a plan and/or timeline for successfully completing your degree/certificate.
 - b. In order to create and sign a Contract for Student Success you must meet with your academic advisor or an advisor in the Advising Center. You can make an appointment to meet with an academic advisor at 578-8906.
 - c. Attach a copy of the Contract for Student Success to this appeal.
 - d. If you are working on your 2nd or 3rd degree at/from NCC, this step is not needed (working on a 2nd/3rd degree is not the same as a dual major).

Student Name: _____
Last First

NCC ID: _____

Home Phone: _____

Cell Phone: _____

Student Signature: _____

Date: _____

