

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

Student Name: _____ NCC ID: _____
(Print) Last First

Financial aid suspension is a result of a student’s failure to meet Satisfactory Academic Progress requirements which can be viewed at <http://nashuacc.edu/financial-aid/2-uncategorised/276-sap>, in the Financial Aid Student Handbook, or in the current College Catalog. A student can appeal the suspension and, if the appeal is granted, be placed on Probation until he/she is meeting SAP requirements.

SECTION I: SAP STANDING - Please see Financial Aid to complete this section.

- My SAP suspension is:
- Qualitative and Quantitative
 - Qualitative
 - Quantitative
 - Maximum Timeframe

My CGPA (Cumulative Grade Point Average) is: _____. CGPA guidelines for maintaining SAP are:

<u>Total Credits Earned at NCC</u>	<u>Minimum CGPA Required for SAP</u>	
<u>Credits</u>	<u>Certificate</u>	<u>Degree</u>
0-13	1.50	1.50
14-27	2.00	1.70
28-40		1.80
41+		2.00

I have attempted _____ credits, passed _____ credits, and earned _____ credits.

I have completed _____% of all credit hours I have attempted. In order to meet SAP requirements, a student must complete at least 66.666% of all credit hours attempted.

SECTION II: INSTRUCTIONS TO APPEAL SAP SUSPENSION

Please follow the appropriate instructions below to have your appeal reviewed.

If your suspension was Qualitative and/or Quantitative:

- a. Meet with your Academic Advisor to create and sign a ‘Plan for Success.’
- b. Provide a written statement addressing, by semester, the reasons you did not meet SAP requirements
- c. Provide documentation of any extenuating circumstances you address in your statement.
- d. Complete and sign this form with your advisor.

If your suspension was Maximum Timeframe:

- a. Meet with your Academic Advisor to create and sign a ‘Plan for Success’ unless you are working on a second degree from NCC then see Section V.
- b. Provide a written statement addressing why you failed to complete your degree within the 150% maximum timeframe.
- c. Provide documentation of any extenuating circumstances you address in your statement.
- d. Provide a program audit which you will need to request from the Registrar’s Office (the audit will be submitted directly to Financial Aid by the Registrar’s Office).
- e. Complete and sign this form with your advisor.

SECTION III: SAP PLAN - Please meet with your Academic Advisor to complete this section.

My Plan to meet SAP Requirements is:

1. My goal for my GPA each semester until I meet SAP requirements is: _____.
**If your current CGPA is a 2.0 or above then your GPA goal should be a 2.0.
**If your current CGPA is below 2.0 then put in the GPA you will need to earn each semester in order to meet SAP requirements.

2. In order to meet the Quantitative SAP requirements I must receive credit for all classes attempted and require _____ credits to meet SAP requirements.
**If you are currently completing and passing at least 66.666% of all credits attempted then put 'all' in the space above.
**If you are not currently completing and passing at least 66.666% of all credits attempted then put in the number of credits you must complete and pass in order to meet SAP requirements.

3. I will take a maximum of _____ credits each semester until I meet SAP requirements.

4. Maximum Timeframe Suspension Only
In order to complete my degree requirements I must receive credit for all classes attempted and require _____ credits. These credits will be only those required to complete my degree requirements.

SECTION IV: SIGNATURES

By signing this form I am confirming that I have met with my Academic Advisor, and that we have created and agreed to my 'Plan for Success', and I agree to the SAP plan stated above.

Student Signature: _____ Date: _____

By signing this form I am confirming that I met with the student, that we have created and agreed to a 'Plan for Success' and have advised the student on the SAP plan stated above.

Advisor Name: _____
(Please print)

Advisor Signature: _____ Date: _____

SECTION V: STUDENTS WORKING ON A SECOND DEGREE

If your suspension was Maximum Timeframe and you are working on a second degree from NCC provide a program audit which you will need to request from the Registrar's Office (the audit will be submitted directly to Financial Aid by the Registrar's Office) and sign below.

By signing this form I am confirming I have completed a degree at NCC, am working on a second at NCC, and have requested a program audit from the Registrar's Office.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Reviewers' Notes:

Decision: Probation Granted Probation Granted with ____ credits maximum Probation Granted for Specific Courses
 Issue Resolved Denied

Approval Signature: _____ Date: _____