SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Student Name: __________________________________________                 NCC ID: ______________________________
(Print)    Last                                          First

Degree Program(s): ____________________________________________________________________________________

Financial aid suspension is a result of a student’s failure to meet Satisfactory Academic Progress (SAP) standards after his/her semester of warning. SAP policy and standards are viewable at http://nashuacc.edu/pay-for-college/financial-aid, in the Financial Aid Student Handbook, or in the current College Catalog.

A student may appeal a suspension if: a) he/she had exceptional circumstances; b) the suspension was maximum timeframe and the student changed programs of study; c) the suspension was maximum timeframe and the student is in dual degrees or is completing an additional degree.

A decision is emailed to the student within 10 business days of the receipt of all documentation. Decisions are the purview of the SAP Appeal Committee and are final. If an appeal is approved, the student is placed on Probation and is eligible for federal student aid provided the student continues to meet the terms of his/her Probation every semester. The student remains on Probation until he/she is meeting SAP standards or fails to meet probationary terms.

SECTION I:  INSTRUCTIONS TO APPEAL SAP SUSPENSION

Please follow the appropriate instructions below.

Suspension is Qualitative and/or Quantitative:
  a. Provide a written statement addressing, by semester, the reasons you did not meet SAP standards and your plan to meet a minimum CGPA of 2.0 and/or attain a completion rate of at least 66.666%.
  b. Provide documentation of the extenuating circumstances you address in your statement.
  c. Meet with an Advisor in the Academic Advising Center to complete a “SAP Plan” (reverse side).

Suspension is Maximum Timeframe and you Changed Degree Programs / are Dual Degree / are earning Additional Degrees:
  a. Provide a current NCC Degree Works of each Program of Study.

Suspension is Maximum Timeframe:
  a. Provide a written statement addressing why you did not/are unable to complete your degree within the 150% maximum timeframe.
  b. Provide documentation of the extenuating circumstances you address in your statement.
  c. Provide a current NCC Degree Works of your Program of Study.
  c. Meet with an Advisor in the Academic Advising Center to complete a “SAP Plan” (reverse side)

SECTION II:  STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress standards require a student to complete at least 66.666% of all credit hours attempted, be on pace to complete his/her degree within the 150% Maximum Timeframe, and meet the CGPA standards as follows:

<table>
<thead>
<tr>
<th>Total Credits Earned at NCC</th>
<th>Minimum CGPA Required for SAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>Certificate</td>
</tr>
<tr>
<td>0-13</td>
<td>1.50</td>
</tr>
<tr>
<td>14-27</td>
<td>2.00</td>
</tr>
<tr>
<td>28-40</td>
<td></td>
</tr>
<tr>
<td>41+</td>
<td></td>
</tr>
</tbody>
</table>
SECTION III: STUDENT'S SAP SUSPENSION - Please see Financial Aid to complete this section.

SAP suspension:
- □ Qualitative and Quantitative as of _________________ Y / N
- □ Qualitative as of _________________
- □ Quantitative as of _________________
- □ Maximum Timeframe as of _________________

Student has been granted Academic Amnesty:
- □ Y / N

Student is applying for Academic Amnesty:
- □ Y / N

CGPA (Cumulative Grade Point Average): ____________.
Completed ________________% of all credit attempted.
______ attempted credits, ________ earned credits and ________ GPA hours.

SECTION III: STUDENT'S SAP PLAN - Please meet with the Academic Advising Center to complete this SAP Plan.

My plan is to achieve the minimum 2.0 CGPA required for graduation and complete at least 66.666% of all credits attempted by the end of ________________ semester. To successfully complete this plan, I will earn a minimum CGPA of __________ each semester I am on Probation. This includes repeating _____ credits and earning a minimum of a C for each repeated course.
(Courses to be repeated are ______________, ______________, ______________, ______________.)

I will earn credit for all credits I attempt and understand federal student aid is limited to the credits required to complete my degree. I have ____________ credits remaining to earn my degree.

ADVISOR RECOMMENDATIONS
My advisor has recommended I take a limited number of credits each semester therefore I will take no more than _______ credits each semester.

SECTION IV: SIGNATURES

By signing this form, I confirm that I have met with an Academic Advisor and agreed upon this SAP plan.

Student Signature: ___________________________________________ Date: __________________________

By signing this form, I confirm that I met with the student and that we have created and agreed upon this plan for the student to meet the SAP standards.

Advisor Signature: ___________________________________________ Date: __________________________

OFFICE USE ONLY

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

Decision: □ Probation Granted □ Probation Granted with ___ credits maximum □ Probation Denied
□ Issue Resolved

Approval Signature: ___________________________________________ Date: __________________________

DATE REVIEWED: ______________ CONTINUE? Y / N NEW STATUS: __________ SEMESTER: ______________

DATE REVIEWED: ______________ CONTINUE? Y / N NEW STATUS: __________ SEMESTER: ______________

DATE REVIEWED: ______________ CONTINUE? Y / N NEW STATUS: __________ SEMESTER: ______________

DATE REVIEWED: ______________ CONTINUE? Y / N NEW STATUS: __________ SEMESTER: ______________

DATE REVIEWED: ______________ CONTINUE? Y / N NEW STATUS: __________ SEMESTER: ______________

DATE REVIEWED: ______________ CONTINUE? Y / N NEW STATUS: __________ SEMESTER: ______________

Revised 022120