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

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 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 he/she had exceptional circumstances. A decision is mailed 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, then the student is placed on Probation and may be eligible for federal student aid provided the student continues to meet the terms of his/her Probation. The student will remain 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 to have your appeal reviewed.

If your 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).

If your suspension is Maximum Timeframe:
  a. Provide a written statement addressing why you failed to or 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 program audit – this should be requested from the Registrar’s Office (the audit will be submitted directly to Financial Aid by the Registrar’s Office)
  d. Meet with an Advisor in the Academic Advising Center to complete a “SAP Plan” (reverse side)

If your suspension is Maximum Timeframe and you are working on a second degree:
  a. Provide a written statement addressing your purpose/reasons/goals for a second degree
  e. Provide a program audit – this should be requested from the Registrar’s Office (the audit will be submitted directly to Financial Aid by the Registrar’s Office).
  f. 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 I: STUDENT’S SAP SUSPENSION - Please see Financial Aid to complete this section.

SAP suspension: Student has been granted Academic Amnesty:
- Qualitative and Quantitative as of ________________ Y / N
- Qualitative as of ________________
- Quantitative as of ________________
- Maximum Timeframe as of ________________

Maximum timeframe allowed for degree: ______ credits. CGPA (Cumulative Grade Point Average): ____________.

______ attempted credits, ________ earned credits and ________ GPA hours.

Completed ________________ % of all credit attempted.

SECTION III: STUDENT’S SAP PLAN - Please meet with your Academic Advising 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: __________

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