

**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. These requirements can be viewed at [http://nashuacc.edu/images/PDF/financial\\_aid/1617/1617-SAP-AL-Insert.pdf](http://nashuacc.edu/images/PDF/financial_aid/1617/1617-SAP-AL-Insert.pdf), in the Financial Aid Student Handbook, or in the current College Catalog. A student can appeal a suspension if he/she had exceptional circumstances 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

I have been granted Academic Amnesty: Y / N

My CGPA (Cumulative Grade Point Average) is: \_\_\_\_\_. CGPA standards 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 and have \_\_\_\_\_ GPA hours.

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 plan 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 plan with your advisor.

**SECTION III: SAP PLAN** - Please meet with your Academic Advising to complete a SAP Plan.

A. My Plan to meet SAP Requirements:

1. QUALITATIVE

I need to earn \_\_\_\_\_ credits at a GPA of \_\_\_\_\_ in order to bring my CGPA to a 2.0.  
(Students with a CGPA below 2.0 must indicate the GPA and number of credits required to bring the CGPA to a 2.0.)  
This GPA includes repeating the following courses: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

I am meeting the Qualitative SAP standard and will earn a minimum 2.0 GPA each semester.

2. QUANTITATIVE

I must earn \_\_\_\_\_ \*\* credits to meet the minimum 66.666% SAP requirement.  
This includes repeating \_\_\_\_\_ *previously passed* credits. I must receive credit for all classes attempted.

I am meeting the Quantitative SAP standard and will earn credits for all courses attempted.

3. MAXIMUM TIMEFRAME

I must earn credit for all classes attempted and earn a minimum 2.0 GPA every semester; I have \_\_\_\_\_ credits remaining to complete my degree requirements. I understand if my appeal is granted I am limited to these courses only.

4. RECOMMENDATIONS

My advisor has recommended I take a limited number of credits each semester until I am meeting SAP requirements therefore I will take no more than \_\_\_\_\_ credits each semester.

**SECTION IV: SIGNATURES**

By signing this form I am confirming that I have met with my Academic Advisor; agreed upon a 'Plan for Success' with my Advisor, and 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 upon a 'Plan for Success' and have advised the student on the SAP plan stated above.

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 then you must provide a program audit. You will need to request the program audit from the Registrar's Office and the audit will be submitted directly to Financial Aid by the Registrar's Office.

By signing this form I am confirming I understand that if my appeal is granted I must earn credit for all classes attempted, meet a minimum 2.0 GPA each semester, and that I am limited to the courses required to complete my second degree. I am confirming I have completed a degree at NCC and will be completing a second degree at NCC.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_