

**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:

<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

**SECTION III: 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 \_\_\_\_\_
- Qualitative as of \_\_\_\_\_
- Quantitative as of \_\_\_\_\_
- Maximum Timeframe as of \_\_\_\_\_

Y / N

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 Granted for Specific Courses  
 Issue Resolved       Probation Denied

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: _____