Satisfactory Academic Progress Requirements

To be eligible for financial aid, all students, including student transferring to NWFSC from another institution, must meet NWFSC’s standards of satisfactory academic progress for financial aid. Students’ academic progress is reviewed at the end of each term. A transferring student’s satisfactory progress will initially be determined from the student’s academic history at all previously attended institutions. Students who attended NWFSC in the past will be reviewed based on all previously attempted courses, regardless of how long ago they attended NWFSC.

Failure to meet one or more of the established standards of satisfactory progress will make a student ineligible for financial aid. Students who become ineligible for financial aid due to the failure to meet the standards of satisfactory progress for financial aid will remain ineligible for financial aid until they meet the standards. Satisfactory progress included all previous academic history, even if the student did not receive financial aid. It is the student’s responsibility to monitor his or her progress. Although the Financial Aid office attempts to notify students who fail to meet the satisfactory progress standards through a letter informing them of their status, students who do not receive the notice will still be ineligible for financial aid.

Standards of Satisfactory Academic Progress for Financial Aid

Below are the standards of satisfactory progress for financial aid. These standards apply to all students:

- 0-11.99 attempted hours: N/A for both Cumulative GPA and successful completion rate.
- 12-24.99 attempted hours: must maintain a cumulative GPA of at least 1.5 and a 50% successful completion rate.
- 25 & Over attempted hours: must maintain a cumulative GPA of at least 2.0 and a 67% successful completion rate.
- Must complete the degree program before attempting more than 150% of the total credit hours required for their program.

Warning Status

The first semester a student fails to meet the satisfactory progress standards for financial aid, he/she will be placed on Warning Status. While the student will continue to receive financial aid during this period, it is the student’s responsibility to restore his/her academic standing for financial aid by the end of the term in which the Warning Status is given.

Failure to restore academic standing by the end of the Warning Status term will result in the student being ineligible for financial aid.

Students can appeal their failure to meet Standards of Academic Progress (see next section).

Appealing Satisfactory Academic Progress Requirements

Before submitting an appeal for financial aid, students must meet with an academic advisor and obtain an approved Program of Study. The Program of Study will be the basis for the student’s academic plan. Appeals may not be considered until the financial aid office is notified of the Program of Study. The financial aid director will consult with the academic advisor to develop an academic plan for the student who has to appeal. The academic plan then becomes the core of the approved appeal. Students have 15 days from the receipt of a letter or e-mail notifying them of their failure to meet the standards of academic progress to appeal, or 30 days after the spring semester ends if written notification was not received. Appeal forms and procedures are available in the Financial Aid office and at www.nwfsc.edu.

Transfer students must meet the established satisfactory progress requirements or submit a financial aid appeal. Students can appeal their failure to meet the standards of academic progress for financial aid if unusual circumstances exist. Unusual and mitigating circumstances include, but are not limited to, a death in the student’s family, medical condition, hospitalization, documented emotional distress, or other situations beyond the student’s control.

All situations must be fully documented, including supporting letters from counselors, doctors, ministers, and/or other appropriate third parties.

Students’ appeals are reviewed by the Financial Aid Committee and must include the proper documentation. Students do not meet with the committee, and the decision of the committee is final.

(Continued on other side)
The Appeal Request for Financial Aid Eligibility requires the following:

PART I:  **Student Information**

<table>
<thead>
<tr>
<th>Student's Name</th>
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PART II:  *Written Request must include student’s strategies to be successful.*  (300 words or less – use the space below or you may attach a separate piece of paper. Please be **concise** and **legible**.)

*Please check one of the following and continue with your appeal below.

- Death of a close relative affecting the student's academic record.
- Illness of the student or close family member having a direct effect upon the student's academic record.
- Special circumstances of a substantial nature or of a unique kind.

I have reviewed the information provided by the NWFSC Financial Aid Office regarding Standards of Academic Progress for Financial Aid Eligibility. I am basing my appeal upon the following items for consideration.

PART III:  *Proper Documentation must be submitted with this form. Appeal will not be considered without proper documentation.*

Students exceeding the maximum time frame (150%) must provide an approved Program of Study.

Signature: ___________________________________________ Date: __________________________

Please forward this completed form to the Financial Aid Office.

*An Equal Access/Equal Opportunity Institution*