

# Standards of Academic Progress (SAP) Appeal

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

RaiderNet e-mail: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Please select the term you are requesting an Appeal:  Fall  Spring  Summer

- If you register for classes, you **must** attend them in order to be considered eligible for financial aid.
- If your appeal is denied you are responsible for any unpaid tuition and fees. Please contact the Business Office immediately to make payment.

## There are three required items for this appeal.

Failure to include these items will result in an automatic denial.

- ❑ **An education plan(s) signed by a Student Success Navigator.** Each student appealing for financial aid **must meet** with a Student Success Navigator. Bring with you a print out of your Degree Works worksheet. The Degree Works worksheet can be found on RaiderNet under the "Student" tab, then "Admissions, Records, Registration", and then "Student Records".
- ❑ **A completed appeal form.** You must address **all** terms where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.  
**For more than 150% of program hours attempted:** Describe your goals at NWF State College, explain why you have not met graduation requirements yet, and provide any documentation available to support your reasons. What actions have you taken to make sure you graduate in the near future? **All answers must be comprehensive.**
- ❑ **Proof** that the event you describe occurred. (For example: Copies of medical bills, letter from doctor, police report)

When completing your detailed explanation, you **must** answer the three questions listed below. Federal regulations allow appeals to be approved only if you can demonstrate mitigating circumstances, emergencies, or other unusual circumstances that led to your academic difficulties.

### GPA and/or Completion Rate

Provide a detailed explanation of the factors that were beyond your control which contributed to your lack of academic progress for every semester in which your academic progress is in question. The semesters that would be in question are those in which you withdrew (W) from a class or received a grade of F in a class. What has changed in your circumstances in order for you to be successful? What steps are you taking to prevent future unsatisfactory academic progress? (Attach documentation)

### OR for 150% (Excess hours)

Provide a detailed explanation of the factors that have caused you to attempt over 150% of the normal credits required to complete your current degree. If you withdrew (W) from a course (s), received a grade of F in a course (s), changed colleges and/or majors, please include an explanation in your letter. Describe your goals at NWF, explain why you have not met graduation requirements yet, and provide any documentation available to support your reasons. What actions have you taken to make sure you graduate in the near future? What has changed in your circumstances in order for you to be successful? (Attach documentation)

**CERTIFICATION STATEMENT:** I certify the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documentation and explanations. If approved, I will be expected to make academic progress in all future semesters. I understand the completion of this application does not constitute an approval of my appeal.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date