



For office use only: B-R-ID Appeal

2009-2010

Satisfactory Academic Progress (SAP) Appeal

Student's Name _____ Student I.D. _____

In some cases, a student's failure to meet the minimum standards in one or more areas of SAP is due to events totally beyond the student's control. If **extenuating circumstances** can be **documented** for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all required documentation.

____ I have completed my financial aid file (including official transcripts, if applicable).

____ I have attached a short letter to this form written by myself. It contains the following information:

- Explanation of the extenuating circumstances which caused the deficiency
- How those extenuating circumstances have been resolved
- Educational goals-what degree you are pursuing at NWACC and your plans after graduation

____ In my letter, I have explained all of my grades and/or hours attempted and not completed in detail, including grades of a "W" and "I".

____ I have attached appropriate and relevant documentation to substantiate my letter. For example:

- In cases of injury, illness or accidents, a statement from a physician is required and must include:
 - what you were treated for
 - the time frame
 - that you have recovered sufficiently to attend college
- In cases of death in the immediate family:
 - An obituary or copy of death certificate

____ I have met with an advisor in the Learner Development Center and understand what I must do to earn my degree at NWACC. **{Nursing students must meet with Elaine Holloway in BH 2050 (for appointment, call 619-4151) and future University of Arkansas-Global Campus-Elementary Education students must meet with Tay Sha Carter in BH 1418 (for appointment, call 619-4304)}**

Advisor's Signature _____ Date _____

The student plans to complete the following associate degree or certificate at NWACC: _____.

____ **I have checked with the Records Office to ensure that the degree plan I have declared with the college matches the above degree plan that I discussed with the advisor and stated in my letter.**

____ I understand that the Appeals Committee meets once a week and I must turn in my appeal to the Financial Aid Office by Monday at 4:30pm to be reviewed in the same week. Appeals may be mailed, faxed or dropped off.

____ I understand the Appeals Committee's decision is final and their decision will be sent via my NWACC email.

For students with too many hours:

____ I requested and received a completed degree audit from the Records Office. You must meet with an advisor first and then request the degree audit to ensure that you request the correct audit.

Student's Signature _____ Date _____

Incomplete Appeals will not be presented to the Committee for Judgment