

WVNCC FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Name: _____ **ID: N** _____ **Semester:** _____

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) to receive Financial Aid:

- 1) Overall (cumulative) Grade Point Average (GPA) – must maintain overall (cumulative) GPA of 2.00,
- 2) Pace requirement – must have a successful completion rate of 67% or more of all attempted hours* (see back for sample including non-financial aid hours),

Students who do not meet WVNCC’s SAP policy are given one **Warning**. After one Warning, students who again do not meet SAP are not eligible for financial aid unless an appeal**with a degree evaluation is submitted and approved. If approved, students will be placed on **Probation**, and may have limited credit hours. If denied, a student is **Pay on Own** until meeting SAP requirements again.

****Appeal Guidelines** (must be able to provide supporting documentation to the claim) – 150% Academic Plan Appeal must be included
 A student who is no longer eligible for financial aid due to not meeting SAP requirements may appeal if unusual circumstances as defined below interfered with his or her ability to meet SAP standards. Appeal decisions are based on the information presented on the appeal form and the SAP criteria. Therefore, it is important that the appeal contain as much supporting documentation as possible. Lack of supporting documentation is grounds for denial of the appeal.

Check	Circumstance	Required Documentation (must include dates)
	Death of a family member or significant other: _____ Deceased Name _____ Date of Death _____ Relationship to you	Copy of Obituary, this completed form, and a 150% Academic Plan Appeal.
	Severe illness and/or hospitalization	Statement from Physician on letterhead and/or hospitalization records documenting the dates , this completed form, and a 150% Academic Plan Appeal.
	Separation or Divorce	Copy of Divorce Decree or Court Proceedings, this completed form, and a 150% Academic Plan Appeal.
	Other mitigating or unique circumstance (briefly describe): _____ _____ _____	Supporting Documentation to support circumstance*, this completed form, and a 150% Academic Plan Appeal. *Examples: <ul style="list-style-type: none"> • Do you have a low GPA? – can your instructor or the Tutoring Center verify you have sought their assistance? • Did you have transportation issues? – Do you now have a bus pass or reliable transportation that you can document?

Answer the questions below (attach separate sheet if needed):

- 1) Why did you fail to meet SAP? _____

- 2) What has changed that will allow you to meet SAP this semester? _____

I understand that my appeal will be reviewed and agree to be bound by the decision for the semester for which I am requesting the appeal. Under financial aid, I can only register for classes that are required to complete my degree.

Signature _____ Date _____

E-mail: _____@mail.wvncc.edu

All correspondence from our office will be sent to your WVNCC e-mail

2024-2025 DEADLINE DATES

If your appeal is received after the following date for each term, you will not be eligible for financial aid for that term and must re-appeal for the next term by the established deadline date:

**FALL 2024:
SPRING 2025:
SUMMER 2025:**

All students who apply for financial aid must be in good standing at the College, making progress towards a Certificate or Associate Degree, and maintaining Financial Aid Satisfactory Academic Progress. Please review the College Catalog/Website for the complete SAP policy and definition of terms below.

Financial Aid satisfactory academic progress is not to be confused with *Academic* standards of progress.

All attempted credit hours and program transfer hours are calculated in the completion rate even if no financial aid was received for the hours. The only exception is developmental/transitional course hours which are not calculated into the completion rate.

Remedial/Supplemental/Pre-requisite Courses: A maximum of 30 hrs of these courses combined can be attempted under financial aid outside of program degree requirements.

Repeat Courses: Students can choose to repeat courses ONCE to possibly attain a higher overall (cumulative) GPA. However, repeating courses may affect a student’s ability to meet the requirements of the completion rate. Both courses will count in Attempted Hours.

Incomplete Grades: Classes in which students are issued Incompletes are considered attempted hours; therefore, they are used in the completion rate calculation.

Transfer Hours: Financial aid will include in the calculation *ONLY* those transfer hours successfully completed which apply to the student’s program of study.

***Completion Rate (67%)*:** Students must successfully complete 67% of total hours attempted even if the hours are not considered for financial aid. The calculation is as follows.

Completion Rate =	$\frac{\text{Credit hrs successfully completed}}{\text{Total Credit hrs attempted}}$
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Example: A student has attempted a total of 30 hours, 10 of which were not covered by financial aid. The total hours attempted is still considered 30 for the completion rate calculation. In order for the student to be financial aid eligible he or she must have completed 21 hours (30 hrs x 67% = 20.1).

****PLEASE NOTE:** ALL students are subject to this policy. Continuing/returning WVNCC students not meeting the above standards will be required to appeal before any 2024-2025 financial aid will be awarded. The appeal must be approved before any awards are disbursed.

Office Use Only:

Did not meet: _____ Overall (cum) GPA (2.0) _____ Pace (67%)

Decision (circle one): **Denied** (pay on own) **Approved** (probation)

Maximum Hours Approved for Enrollment _____ Reviewer Initials _____ Date _____

Notes (e.g. course limitations): _____
