



Federal Satisfactory Academic Progress (SAP) Appeal Request

Student: _____ Student I.D.(N #): _____

In accordance with the federal requirement of satisfactory academic progress (SAP) for federal aid recipients, Nassau Community College has developed a set of satisfactory progress standards for recipients of federal aid. The standards are outlined in our catalog and on our website; www.ncc.edu/financialaid. If you have failed to meet the SAP standards you may appeal.

APPEAL INSTRUCTIONS

In addition to completing this appeal form, the student must submit a signed, legible letter explaining the extenuating circumstance leading to the failure to maintain satisfactory academic progress and the corrective action taken to resolve the circumstance from continuing or happening again. Documentation to support your reasons must also be submitted. This can include, but is not limited to, medical documentation, a letter (on letterhead) from a doctor, lawyer, clergy or educational advisor. Approval for a federal aid appeal can only be given by the Office of Financial Aid. Documentation to verify the reason stated should be submitted with this appeal form to the Office of Financial Aid and will be maintained in the student's financial aid file. Students must also complete the online, SUNY Smart Track Financial Literacy course: "College & Money" at <https://www.suny.edu/smarttrack/literacy/>. Scroll down to the Prospective & Current Student board to sign up.

ACADEMIC STANDING

Students receiving federal aid for their educational costs are required to maintain an acceptable cumulative GPA, while at the same time completing a specified percentage of the credits for which they register within a certain time frame. Appeals are a one-time option for unforeseen, extenuating circumstances and are not for ongoing medical issues.

TO BE COMPLETED BY THE STUDENT

I understand that to receive Federal funds, I have to meet the SAP requirements at Nassau Community College. I also understand that I may be eligible for only one appeal for federal aid. I understand this appeal does not guarantee automatic approval. If after a review of my academic transcript it is determined that I cannot make up my academic deficiencies within the semester that an appeal could be granted, my appeal will be denied and I will be responsible for the semester charges. I understand that if an appeal is approved, it is my responsibility to perform well academically in order to continue to receive financial aid in future semesters. If my plans change and I will not be attending NCC, it is my responsibility to officially withdraw from my schedule to avoid tuition liability.

Student's Signature _____ Date _____

TO BE COMPLETED BY FINANCIAL AID COUNSELOR

The above student has failed to maintain satisfactory academic progress, resulting in the loss of Financial Aid eligibility.

{ } This appeal has been denied.

- Student is unable to meet the academic requirements within the semester the appeal is requested for
- Student's circumstances are not considered extenuating
- Student's documentation is not related to or support the circumstances indicated
- Student has been granted prior appeals for similar circumstance

{ } This appeal has been approved. This student eligible to receive federal aid for the semester _____ because (of):

- Serious medical issues of the student
- The serious illness/death of an immediate family member (death certificate/prayer card attached)
- The student has changed his/her course of study for the upcoming semester
- Serious or unusual personal circumstances (not already cited)
- Student is able to meet the academic requirements within the semester the appeal is request for

Counselor's Comments _____

Signature of Financial Aid Counselor

Date FA_SAP_061217