



Federal Satisfactory Academic Progress (SAP) Appeal Request

Student: _____ NCC 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.

STANDARD 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.

CORONAVIRUS RELATED APPEAL INSTRUCTION: If unable to complete courses enrolled in during the spring 2020 semester were related to Coronavirus circumstances; such as, but not limited to illness, need to be a caregiver, first responder, economic hardship, loss of childcare, inability to continue classes via distance education or inability to access wi-fi, please indicate here with a brief explanation and sign below.

Note: The Title IV regulation for the qualitative measurement (GPA) remains in place. If you are not meeting the cumulative GPA requirement, follow the **STANDARD APPEAL INSTRUCTIONS** above.

I was unable to complete all my courses during the spring 2020 semester due to the following circumstances related to the Coronavirus pandemic. Provide a brief explanation here:

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 for unforeseen, extenuating circumstances and are not for ongoing issues.

TO BE COMPLETED BY THE STUDENT: *I hereby certify that all information submitted for consideration, including my personal statement, is true and complete to the best of my knowledge. I affirm that I have not knowingly or intentionally provided any false statements or fraudulent documentation. 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 _____

Fax completed form and any necessary documentation to 516-572-7642.
You may email to financialaid@ncc.edu. We strongly suggest you send as an encrypted email attachment.
Do Not Mail Appeal to the College.