



## 2009-2010 Satisfactory Academic Progress Appeal Form

Student's Name \_\_\_\_\_

Student I.D. \_\_\_\_\_

If **extenuating circumstances** can be **documented** for the specific term(s) in which you failed to meet the minimum Satisfactory Academic Progress requirements, you may submit this completed appeal form, along with the required documentation.

**Please complete the following steps to complete the appeal process before turning in this form to Financial Aid:**

1. Must have a complete financial aid file (including official transcripts, if applicable).
2. Attached a **short** letter to this form containing the following information:
  - Explanation of the extenuating circumstances which caused the deficiency.
  - How those extenuating circumstances have been resolved.
  - State your educational goals and what degree you are pursuing at NWACC as well as your plans after graduation.
3. Attach appropriate and relevant documentation. For example, in cases of injury, illness or accidents, a statement from a physician is required and must include the following: what you were treated for, the time frame, and that you have recovered sufficiently to attend college. In cases of death in the immediate family, please attach an obituary or copy of death certificate.
4. Meet with an advisor in the Learner Development Center to discuss educational goals and what must be done to earn a 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 is working on an \_\_\_\_\_ degree plan.

5. Check with the Records Office to ensure that the degree plan that was declared with the college matches the above degree plan that I discussed with the advisor and stated in my letter.
  6. If your appeal is because you have attempted too many college credits, you must request a degree audit from the Records Office. Your appeal will not be reviewed until the degree audit has been completed by the Record's Office and forwarded to our office.
- **Appeals will not be reviewed until all of the above steps have been completed. The Appeals Committee's decision is final and you will receive notification via your NWACC email account. Please review the schedule below for appeal deadlines.**
  - **The Appeals Committee normally meets weekly. Appeals must be turned in by 12pm on Friday to be reviewed the following week.**
  - **Appeals will not be reviewed by the Committee during the months of August and January.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_