

2009-2010 Satisfactory Academic Progress Appeal Form

Student's Name _____ Student I.D. _____

Steps you need to take:

Step 1: If you are on **Academic Suspension** at NWACC, your appeal for financial aid will not be reviewed until your suspension has been resolved.

Step 2: Complete financial aid file. Students must have a FAFSA on file at our office along with all requested documents including official transcripts.

Step 3: Type an explanation why your grade point average and/or your course completion rate are lower than the standard. Provide reasons for **each** semester that you did not meet grade point average and/or course completion rate. Attach your typed letter to this form. Answer the following questions in your written explanation:

1. Why is your grade point average below the minimum standard and/or your course completion rate lower than the standard? Include your reasons and dates for your circumstances.
2. How has your situation changed and what will you do to improve your grade point average and/or increase your completion rate?

STEP 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 _____ degree plan.

Step 5: Check with the Records Office to ensure that the degree plan that is declared with the college matches the above degree plan that I discussed with the advisor and stated in my letter.

Step 6: Complete the Student Section on the reverse side of this form.

Appeals will not be reviewed until all steps have been completed.

STUDENT SECTION

Identifying Your Individual Circumstances

I have special circumstances that prevented me from making satisfactory academic progress. Check all that apply:

- a. Personal problems (family or relationship issues)
- b. Serious injury requiring an extended recovery time
- c. Death or serious illness or an immediate family member
- d. Significant trauma that impaired my emotional and/or physical health
- e. Juggling too much (work, school and family)
- f. Illness (recent or long-term)
- g. Job related problems
- h. Other _____

Examples of documentation required: Physician statement, death certificate, obituary, court documents, letters from involved third parties such as doctors or therapists, counselors, attorney, employers, etc.

List the documentation you are attaching to this form:

I understand that the Financial Aid Office will not accept any appeals that are incomplete or lack supporting documentation. Appeals will not be reviewed by the Committee during the months of August and January. 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 and review dates. The last day to submit an appeal for the Fall 2009 semester is November 20, 2009 and the last day to submit an appeal for the Spring 2010 semester is March 8, 2010.

Complete appeals turned in on or before:	Will be reviewed on:
Nov 16, 2009	Dec 2, 2009
Nov 20, 2009	Dec 16, 2009
Jan 25, 2010	Feb 10, 2010
Feb 8, 2010	Feb 24, 2010
Feb 22, 2010	March 10, 2010
March 8, 2010	March 24, 2010

Student's Signature _____ Date _____