



# FINANCIAL AID APPEAL PETITION

## Satisfactory Academic Progress & Additional Degree

Policy Revised: 1.16.18 | Policy Effective: Spring 2018

### WHAT YOU NEED TO KNOW ABOUT A FINANCIAL AID APPEAL

Financial Aid eligibility may be reinstated or extended with limitations if your appeal is approved. Appeal approvals are not guaranteed and you will be notified in writing of the appeal decision. Incomplete petitions may be returned without review. You only need to file one appeal form to have both federal aid and institutional aid reinstatement considered, although approvals to reinstate federal aid are separate from decisions to reinstate institutional aid eligibility. You may also rehabilitate the federal eligibility through defined and demonstrated academic performance at your own expense (excludes Maximum Timeframe).

### WHAT TYPE OF APPEAL ARE YOU REQUESTING?

There are different types of financial aid appeals: two related to Satisfactory Academic Performance (SAP) Appeals and an additional degree request. Please mark the type of appeal you are requesting, then follow the directions on the back of this form to learn what you need to include for each type appeal.

*Note: your appeal may require you to mark more than one box if more than one type of appeal is needed simultaneously. (Example: some students who check the Additional Degree box might also need to check the Maximum Timeframe box if their cumulative credit attempts exceed the Maximum Timeframe limit for an Additional Degree.)*

#### Grade Point Average or Completion Pace

Check this box if you are appealing for reinstated eligibility because you did not meet one or both of the GPA requirements, the 67.0% completion requirement, and/or the Enrollment Status requirement.

#### Maximum Timeframe

Check this box if you are appealing for extended eligibility because you have exceeded the 150% attempted credit Maximum Timeframe limit for your program(s).

#### Additional Degree

Check this box if you are appealing for continued federal financial aid eligibility for an additional degree after earning a previous degree or certificate. *NOTE: If you have graduated from an NWC degree program, you are ineligible to appeal for NWC scholarship funds, unless you are currently enrolled in the Associate Degree in Nursing program. Students who graduate from an NWC certificate program and elect to enroll in a degree program are eligible for NWC scholarships without appeal.*

### PETITION INFORMATION

Name \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

For which term are you requesting funding?  Fall 2017  Spring 2018  Summer 2018

*My signature is my affirmation that I have read the NWC Appeal Policy and certify that my appeal is based on eligible extenuating circumstances. My appeal is complete (all parts & requirements noted on the reverse side are completed & attached) and it is ready for review by the Financial Aid Office.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Part of the Financial Aid Appeal review process involves reviewing the courses for which you registered. To avoid appeal review delays, please register for classes in the semester to which your appeal applies.**

Federal financial Aid may only be applied to courses that count toward the program's graduation requirements. The Financial Aid Office must evaluate your enrolled courses to ensure they count toward the course requirements necessary to graduate from your program. A decision on your appeal will be delayed until you register for your semester courses.

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**GRADE POINT AVERAGE OR COMPLETION PACE APPEAL**

Complete the reverse side of this form and submit it to the Financial Aid Office, along with:

1. A written explanation of your eligible extenuating circumstances. Include these 3 parts:
  - a. A detailed explanation of the valid extenuating circumstances that prevented you (meaning, those issues which were beyond your control) from earning the minimum GPA requirement and/or, successfully completing the minimum required credits (completion pace) during the semester where eligibility was lost
  - b. An explanation of whether the circumstances have been resolved or are currently continuing.
    - If they have been resolved, how did you resolve them? And, on what date were they resolved?
    - If they are currently continuing, how do you plan to resolve them? When do you expect that they will be resolved?
  - c. A description of the steps you will take to academically recover from your stated extenuating circumstances. How will you achieve the GPA and/or Completion Pace portions of the Standards of Satisfactory Academic Progress?
2. Documentation to confirm your extenuating circumstances. Documentation of your valid extenuating circumstances is mandatory for an appeal to be considered. Examples of acceptable documentation can include, but is not limited to, hospital records, agency & police statements, and/or affidavits from relatives, friends, or officials who are familiar with your valid extenuating circumstances.
3. An Official Degree Audit from the Register's Office (which lists the courses you have left to complete your academic program). You can request a degree audit online at <https://www.nwc.edu/registrar/records/audit/>

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**MAXIMUM TIMEFRAME APPEAL**

Complete the reverse side of this form and submit it to the Financial Aid Office, along with:

1. A written explanation of your eligible extenuating circumstances. Include these 2 parts:
  - a. Describe the extenuating circumstances that prevented you from completing your degree within the required attempted credit time limit. (For Maximum Time appeals only, changes of major/program, multiple degree pursuit, orphaned transfer credits, or excessive remedial credits may be considered valid extenuating circumstances.)
  - b. What is your expected graduation date?
2. An Official Degree Audit from the Register's Office (which lists the courses you have left to complete your academic program). You can request a degree audit online at <https://www.nwc.edu/registrar/records/audit/>

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**ADDITIONAL DEGREE APPEAL**

Complete the reverse side of this form and submit it to the Financial Aid Office, along with:

1. A written explanation of why the additional degree is desired.
2. An Official Degree Audit from the Register's Office (which lists the courses you have left to complete your academic program). You can request a degree audit online at <https://www.nwc.edu/registrar/records/audit/>

*Additional Degree Reminders:*

- *NWC scholarship applicants who have earned a degree or certificate from another institutional of higher education do not need to appeal for scholarship eligibility. They may simply complete the scholarship application during the application cycle to be considered for NWC scholarships. Students who have graduated from a previous NWC degree program are ineligible for continued NWC scholarship and cannot apply for eligibility reinstatement or extension, with the exception of students accepted into the Associate Degree in Nursing (ADN) program. Students who graduate from an NWC certificate program and elect to enroll in a degree program are eligible for NWC scholarships without appeal until the program's Maximum Timeframe limit is reached.*
- *Students who are granted an approval for multiple degrees are still subject to the Standards of Academic Progress, including the Maximum Timeframe component. Maximum Timeframe calculations include all attempted credits taken at NWC along with all transfer credits accepted. If your application for an additional degree causes you to exceed the Maximum Timeframe component, you will lose federal and institutional eligibility unless you apply for, and are granted, an extension as outlined in the Maximum Time Appeal section.*