



Office Use Only Date Received: _____ SFS Personnel Initials: _____
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## 2019 – 2020 Financial Aid Appeal Application

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Major (must match school records): \_\_\_\_\_

### *SAP Guidelines*

- Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – GPA, hours earned, and maximum credit hours limit – to be eligible for financial aid.
- It is the student’s responsibility to stay informed on the SAP standards and to monitor his/her individual progress.
- Submission of an appeal is NOT an automatic approval for financial aid. Students will be notified of decision through email address provided above.
- Students who have reached his/her 600% Lifetime Eligibility for Pell Grant or maximum loan limit are NOT eligible to appeal.
- If such extenuating circumstances can be documented for the specific semester(s) when the said circumstances occurred, the student may submit this completed appeal form along with all required documentation for consideration. Northwest-Shoals Community College will consider the ability to complete the program within the maximum credit hours when considering an appeal request.
- All appeals are reviewed by the Appeals Committee and the decision is final.

### *What are Extenuating/Special Circumstances?*

Situations considered extenuating circumstances are beyond a person’s control such as:

- Serious illness or injury to student that required extended recovery time.
- Death or serious illness of an immediate family member.
- Significant trauma in student’s life that impaired the student’s emotional and/or physical health.

### *Directions for Submission*

- 2019-2020 FAFSA confirmation page
- A signed, dated, detailed letter of explanation. Please make sure to address the specific semesters where you experienced academic problems, changes of major, or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your extenuating circumstances and how your circumstances have improved. If appeal is for max credits, the letter should explain why you will not be able to graduate within the maximum credit hours allowed and how your circumstances have improved. If you are seeking a second degree, include information as to why you are changing your career path.
- Documentation that the event you described occurred. (Statement from your physician, medical bills, police report, obituary, etc.) **If your appeal is for maximum credits or a second degree, you will also provide a degree audit from the Student Success Center.**
- An Educational Plan
- A completed and signed appeal application.
- NW-SCC unofficial transcript (which can be printed from self-service banner account).
- Appeal packets must be submitted to the Muscle Shoals Campus Student Financial Services Office only.

*Please answer the following questions below*

1. Have you previously submitted a financial aid appeal? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Which semester are you appealing to receive financial aid? Mark one below.

<b>Term</b>	<b>Priority Deadline</b>	<b>Final Deadline</b>
<input type="checkbox"/> Fall 2019 (August – December 2019)	July 1, 2019	August 12, 2019
<input type="checkbox"/> Spring 2020 (January – May 2020)	November 4, 2019	December 19, 2019
<input type="checkbox"/> Summer 2020 (May - July 2020)	April 6, 2020	May 11, 2020

3. Reason for Appeal, please mark all that apply.

- Not passing completion rate requirement
- Not meeting GPA requirement
- Max credit hours (exceeding 1.5 times the normal length of program. **Degree audit required**)

***By signing below, you understand that failure to include all the required documents or falsification of any information will result in automatic denial. Also, if approved you understand that you will be on a Financial Aid Plan because you have not maintained Satisfactory Academic Progress (SAP) and must meet all requirements listed below to stay on the plan until you reach the required completion rate, financial aid GPA and/or graduation. I agree to all the following requirements:***

- I understand that I must make a “C” or better in all classes.
- I understand that I cannot withdraw from any class while on the plan.
- I understand that I am required to meet with Student Support Services each semester.
- I understand that I am required to follow the educational plan set by Student Support Services and any deviation from the plan will require prior approval.
- I understand that I must attend 2 out of 3 semesters of the academic year.
- I understand that I cannot change majors without prior approval from the SFS Appeal Committee.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please submit completed appeal packets to:  
Student Financial Services Office at Muscle Shoals campus, Building 100.  
Email: [financialaid@nwscc.edu](mailto:financialaid@nwscc.edu)  
Fax: 256-331-5228  
Mail: PO Box 2545 Attention Student Financial Services Appeal Committee Muscle Shoals, AL 35662

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Hours Attempted: \_\_\_\_\_

Hours Passed: \_\_\_\_\_

Completion Rate: \_\_\_\_\_

Financial Aid GPA: \_\_\_\_\_

Number of Major Changes: \_\_\_\_\_

\_\_\_\_\_  
Director/Assistant Director of SFS Signature

\_\_\_\_\_  
Date

## Satisfactory Academic Progress

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – GPA, hours earned, and maximum timeframe – to be eligible for financial aid. **It is the student's responsibility to read and understand all policies associated with financial aid funding.**

- 1. Maximum Credit Hours:** Each student receiving financial assistance will be expected to complete his/her course of study within a period not to exceed 1.5 times the length of his/her program of study; e.g. a two-year program of study (4 semesters, 64 hours) must be completed within 3 years (6 semesters, 96 hours) of attendance.
- 2. Qualitative Measures:** Each student will be expected to meet or to exceed the following GPA value when satisfactory academic progress is checked:
  - If the student has attempted 1-21 hours, they must maintain a 1.5 Financial Aid GPA.
  - If the student has attempted 22-32 hours, they must maintain a 1.75 Financial Aid GPA.
  - If the student has attempted 33 & above hours, they must maintain a 2.0 Financial Aid GPA.

*\*Please refer to section 4 Additional Regulations to see what is included in calculating financial aid GPA.*

- 3. Quantitative Measure:** Each student will be expected to meet or to exceed the following completion rate when satisfactory academic progress is checked:
  - If the student has attempted 1-21 hours, they must have a 58% completion rate.
  - If the student has attempted 22-32 hours, they must have a 62% completion rate.
  - If the student has attempted 33 & above hours, they must have a 67% completion rate.

*\*Please refer to section 4 Additional Regulations to see what is included in calculating completion rate.*

#### **4. Additional Regulations:**

- Accepted transfer hours from all accredited colleges will be included in the completion rate calculation.
- All prior coursework at NW-SCC will be included in completion rate and GPA calculations.
- If a student does not meet any of the requirements listed the student will be given one warning semester in which he/she will be eligible to receive aid. There is no warning period for MAX timeframe and that situation cannot be improved.
- After the warning semester the student must have the required GPA and/or completion rate to continue to receive financial aid assistance or financial aid will be suspended.
- If financial aid funds are suspended the student may file an appeal based on any mitigating circumstances that caused the student to be unsuccessful in their coursework.
- Information as to the treatment of repeat, incompletes, withdrawals, transfer credit, bankrupted, forgiven, and transitional (remedial) classes is as follows:
  - Incompletes will be factored into the completion rate and maximum timeframe calculations.
  - Withdrawals will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
  - Repeat classes will be factored into the GPA, completion rate, and maximum timeframe calculations. In addition, a student can only repeat a successfully-passed class using federal aid once.
  - Transfer credits from accredited colleges will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
  - Bankrupted classes will be factored into the GPA, completion rate, and maximum timeframe calculation.
  - Forgiven classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
    - Transitional (remedial) classed will be factored into the GPA, completion rate, and maximum timeframe calculations.
    - Dropped courses during the add/drop period will not be factored into GPA, completion rate, or maximum timeframe calculations.