



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL REQUEST

Name: _____ LOLA Number: _____
Last First MI

Students may appeal their Satisfactory Academic Progress (SAP) status. To be eligible for Financial Aid funding, a student must meet satisfactory academic progress standards. Students who do not meet the academic standards may have their financial aid eligibility suspended. The financial aid appeal packet must include a typed detailed letter explaining the circumstance, an unofficial academic transcript, and your appeal request.

The Satisfactory Academic Progress policy can be found at www.northshorecollege.edu

Note:

- The Financial Aid Appeals Committee may request additional information
- Transfer credit hours count in the attempted/completed SAP hours as recorded by the Registrar's Office
- Students may only receive funding for remedial coursework up to 30 attempted credit hours
- The Financial Aid Appeals Committee reserves the right to place students on an Academic Plan
- If your appeal is denied, you will be responsible for expenses incurred at the college without the benefit of financial aid
- No Financial Aid Appeals will be accepted after the appeals deadline
- **No incomplete or handwritten appeals will be accepted**
- **The decision of the Financial Aid Appeals Committee is final**

Address: _____
Street City State Zip

Program/Major: _____ Anticipated Grad Date: _____

Phone Number: _____ School Email Address: _____

Term you are appealing to receive aid Fall 20___ Spring 20___ Summer 20___

Please select your campus location:

Hammond___ Sullivan___ Slidell___ Greensburg___
Connect to Success___ Covington___

Is this your first SAP appeal Yes___ No___ If no, when did you last appeal_____

Reason for Appeal:

- Personal illness or injury Other extenuating circumstance
 Death in immediate family Maximum Time Frame (MTF)

(Please note that pregnancy, and death in immediate family does not guarantee the automatic approval of a financial aid appeal)

Appeal Process

A Satisfactory Academic Progress (SAP) Appeal form may be obtained at your campus financial aid office or on our website at www.northshorecollege.edu

- Documentation supporting the extenuating circumstances must be submitted with the SAP appeal and accompanying letter.
- The accompanying letter must include the reason Satisfactory Academic Standards were not met and how the circumstance has been resolved or in case of MTF, why they are pursuing a new major of study
- SAP appeals will be evaluated by the college's Financial Aid Appeals committee
- An unofficial copy of the student's transcript must be submitted in the appeal packet

The student is responsible for payment arrangements with the institution pending a decision of the Financial Aid Appeals Committee

If a student is placed on an Academic Plan the student will meet with their Academic Advisor for completion of the Academic Plan. The Academic Plan must be submitted to the Office of Student Financial Aid within 7 days after the committee's decision or no financial aid will be awarded.

Attach the following to this form: All information must be attached before the appeal will be reviewed by the committee (no exceptions)

- **Appeal Request form**
- **A typed letter explaining your situation**
 1. MTF student must state why they have not yet earned a certificate or degree
 2. Other appeals must include the reason they have not maintained Satisfactory Academic Progress (SAP) in detail, and how the issue has been resolved to ensure standards are met in the future.
- **Any supporting documentation**
 1. Documentation that supports your reason for appealing. Documentation must state that date(s) during which the circumstance occurred. (Examples of supporting documentation: statement from doctor, police reports, death certificate, or letter from a professional (lawyer, or doctor) familiar with your circumstance).
- **A copy of your unofficial academic transcript**

Incomplete SAP Appeal Request will be returned and will not be reviewed by the committee.

Certification Statement: *I certify that all of the information provided is true and to the best of my knowledge. If I purposely give false or misleading information on any financial aid documents, I may be fined, sentenced to jail or both.*

Student's Signature: _____

Date: _____

For Office Use Only

Committee Results

Date Reviewed: _____

Approve Comments: _____

Deny Comments: _____

Academic Plan Comments: _____

Notes: _____
