

Financial Aid Appeal Policy

Students have the right to appeal suspension of financial aid eligibility due to unsatisfactory academic progress. Federal regulations require a student to demonstrate an extenuating circumstance, which contributed towards the student's lack of academic performance (i.e. illness or death in the family), in order for an appeal to be considered. In those cases where these circumstances can be documented the student may have their eligibility reinstated based on a determined plan of study.

It may take up to 10 business days before a decision is made. If a decision has not been made on your appeal by the time payment is due, you will need to make payment arrangements with the Business Office.

Completing the SAP Appeal Workshop

GPA/Credit Hours Pace of Progression Appeal

1. Login to Sakai if previously enrolled at NSCC for the last three years and click **SAP Appeals** to begin the appeal workshop. If not enrolled at NSCC for the last three years, email the Financial Aid Office at finaid@northweststate.edu with your full name and N number (if known) to get registered for the workshop.
2. Watch the **SAP Appeals Process** video on the SAP Workshop homepage.
3. Click the *Satisfactory Academic Progress Overview* link under the *SAP Appeals Steps* section and watch the **SAP Overview** video.
4. Take the **SAP Quiz**. Students must pass the workshop quiz with a score of at least 70%. Students will not be able to continue until the quiz is passed. To view the quiz score, click on *Tests & Quizzes* then *SAP Quiz*.
5. Complete the **Questionnaire – GPA & Completion Rate** by clicking on *Review your Circumstance and Plan* on the *SAP Workshop* homepage, under *SAP Appeals Steps*. Here the student will explain the circumstance for the suspension, how they plan to resolve these circumstances, and why they feel their aid should be reinstated.
6. Include **third party documentation** to support the reasons stated in the questionnaire by clicking on *Assignments*, then *Documentation*, and follow the instructions to upload files. Examples may include: medical documentation, note from physician, copy of new work schedule, copy of death certificate, etc.
7. Make an appointment to meet with an advisor to create a **Plan of Study** in DegreeWorks. The Plan of Study must list ALL the courses needed to raise student's GPA and/or Completion Rate to the required level.

Maximum Time Frame Appeal

1. Login to Sakai if previously enrolled at NSCC for the last three years and click **SAP Appeals** to begin the appeal workshop. If not enrolled at NSCC for the last three years, email the Financial Aid Office at finaid@northweststate.edu with your full name and N number (if known) to get registered for the workshop.
2. Watch the **SAP Appeals Process** video on the SAP Workshop homepage.
3. Click the *Satisfactory Academic Progress Overview* link under the *SAP Appeals Steps* section and watch the **SAP Overview** video.
4. Take the **SAP Quiz**. Students must pass the workshop quiz with a score of at least 70%. Students will not be able to continue until the quiz is passed. To view the quiz score, click on *Tests & Quizzes* then *SAP Quiz*.
5. Complete the **Questionnaire – Maximum Time Frame** by clicking on *Review your Circumstance and Plan* on the *SAP Workshop* homepage, under *SAP Appeals Steps*. Here the student explains why they have exceeded the number of hours allowed for their program of study, what their career goals are, how many more semesters they will be attending, the expected graduation date, and why they feel their aid should be reinstated.
6. Make an appointment to meet with an advisor to create a **Plan of Study** in DegreeWorks. The Plan of Study must list ALL the courses needed to complete the degree or certificate program.

Plan of Study

Please contact either the Advising Center or the division secretary from your department of study to make an appointment with an advisor in order to complete your plan of study.

Advising Center 419-267-1390

Allied Health, Business, & Public Services: 419-267-1345
 Arts & Science: 419-267-1247
 Industrial Technology: 419-267-1351

Nursing: 419-267-1246
 STEM: 419-267-1394
 Undecided: 419-267-1390

The plan of study should include:

1. If **Credit Hours Pace of Progression** is below 67%: Please list ALL the courses the student will need to take in order to raise their completion rate to the required level.
2. If **GPA** is below required level: Please list ALL the courses the student will need to take in order to raise their GPA to the required level.
3. If on **Maximum Time Frame**: Please list EVERY class the student needs to take to complete their degree or certificate.

***Attention Advisor* Please enter the student's plan of study in DegreeWorks. The spaces below are intended for the student to make a draft of their plan of study prior to meeting with you.**

Semester _____ 20_____		
Course (e.g. ENG111)	Description	Credits

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