



# FINANCIAL AID APPEAL PETITION

## Satisfactory Academic Progress & Additional Degree

Policy Revised: 1.8.20 | Policy Effective: Summer 2019

### 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 & institutional aid reinstatement considered for a Grade Point Average or Completion Pace appeal, although decisions to reinstate federal aid are separate from decisions to reinstate institutional aid eligibility. Maximum Timeframe and Additional Degree appeals are only applicable to federal student aid. You may also rehabilitate the federal student aid 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 of 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 (Federal Student Aid & NWC Scholarships)

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 (for Federal Student Aid Only)

Check this box if you are appealing for extended eligibility because you have exceeded the 150% attempted credit Maximum Timeframe federal student aid attempted credit limit for your program(s). *This option is only available for federal student aid. Institutional scholarship eligibility extension is not appealable after the Maximum Timeframe attempted credit limit is reached.*

#### Additional Degree (for Federal Student Aid Only)

Check this box if you are appealing for continued federal student financial aid eligibility for an additional credential after earning a previous degree or certificate. *If you have graduated from an NWC degree program, you remain eligible to apply for NWC scholarship funds unless you have reached the Maximum Timeframe attempted credit limit for your academic program. Institutional scholarship eligibility extension is not appealable after the Maximum Timeframe attempted credit limit is reached.*

### PETITION INFORMATION

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

Address \_\_\_\_\_

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

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

For which term are you requesting funding?  Fall 2024  Spring 2025  Summer 2025

*My signature is my affirmation that I have read this 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.

## **GRADE POINT AVERAGE OR COMPLETION PACE APPEAL**

**For Federal Student Aid and NWC Scholarships** – Complete the reverse side of this form and submit it to the Financial Aid Office, along with:

1. A well-written, comprehensive **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 are 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 [www.nwc.edu/audit](http://www.nwc.edu/audit).

## **MAXIMUM TIMEFRAME APPEAL**

**For Federal Student Aid Only** – Complete the reverse side of this form and submit it to the Financial Aid Office, along with:

1. A well-written, detailed **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 [www.nwc.edu/audit](http://www.nwc.edu/audit).

## **ADDITIONAL DEGREE APPEAL**

**For Federal Student Aid Only** – 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 [www.nwc.edu/audit](http://www.nwc.edu/audit).

### *Additional Degree Reminders:*

- *If you have earned a degree or certificate from another institution of higher education, you do not need to appeal for NWC scholarship eligibility. You may simply complete the scholarship application during the application cycle to be considered for NWC scholarships. If you have graduated from a previous NWC program, you remain eligible to apply for NWC scholarship funds unless you have reached the Maximum Timeframe attempted credit limit for your current academic program. Institutional scholarship eligibility extension is not appealable after the Maximum Timeframe attempted credit limit is reached.*
- *Students who are granted an approval appeal for an extension of federal student aid eligibility for multiple degrees are still subject to the Standards of Academic Progress (SAP), 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 eligibility unless you apply for, and are granted, an extension as outlined in the Maximum Time Appeal for Federal Student Aid section.*