

WVNCC Financial Aid Satisfactory Academic Progress (SAP) Appeal Form

Name: _____ **ID: N** _____ **Semester:** _____

Please state the year you failed to meet SAP requirements (please refer to back of this form)

_____ **If more than 5 years prior to current academic year, please stop here.**

You will be placed on a Warning semester. After one Warning, students who again do not meet SAP are not eligible for financial aid unless an appeal**with a degree evaluation is submitted and approved. If approved, students will be placed on **Probation**, and may have limited credit hours. If denied, a student is **Pay on Own** until meeting SAP requirements again.

****Appeal Guidelines**

1. Must also complete 150% academic plan
2. Explanation of extenuating circumstances you encountered preventing you from meeting financial aid satisfactory academic progress.
3. Admit the Problem: Take a look into your situation to determine what has kept you from achieving satisfactory academic progress. Perhaps it is a time management issue or better study habits. Admit to the problem and explain how you will get help to achieve your academic goals.

Examples of Extenuating Circumstances and Documentation

Circumstance	Supporting Document	Proof of Improvement
Divorce/Separation	Court Documents	Divorce Decree
Natural Disaster	Insurance Claim	
Incarceration	Court Documents	Release Notice
Mental/Physical Health	Applicable Medical History	Letter from physician/therapist/counselor showing issue is regulated/resolved.
Loss of Housing	Eviction Notice	Current Lease/Mortgage
Death	Death Certificate/Obituary linking you to the deceased.	

Answer the questions below (attach separate sheet if needed):

- 1) Why did you fail to meet Satisfactory Academic Progress?

- 2) What has changed that will allow you to meet SAP this semester?

I understand that my appeal will be reviewed and agree to be bound by the decision for the semester for which I am requesting the appeal. Under financial aid, I can only register for classes that are required to complete my degree. Also in signing I agree to provide any and all supporting documentation and I understand that if I fail to do so will result in denial of appeal.

Signature _____ Date _____

2025-2026 DEADLINE DATES

All appeals must be submitted at least 7 days prior to start of semester. If received after that time, you will need to pay 25% of the bill to be held in your current courses/classes.

All students who apply for financial aid must be in good standing at the College, making progress towards a Certificate or Associate Degree, and maintaining Financial Aid Satisfactory Academic Progress. Please review the College Catalog/Website for the complete SAP policy.

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) to receive Financial Aid:

- 1) Overall (cumulative) Grade Point Average (GPA) – must maintain overall (cumulative) GPA of 2.00,
- 2) Pace requirement – must have a successful completion rate of 67% or more of all attempted hours*

Office Use Only:

Did not meet: _____ Overall (cum) GPA (2.0) _____ Pace (67%)

Decision (circle one): **Denied** (pay on own) **Approved** (probation)

Maximum Hours Approved for Enrollment _____ Reviewer Initials _____ Date _____

Notes (e.g. course limitations):
