Guide to Appealing Satisfactory Academic Progress (SAP)

What is the consequence of failing to meet Satisfactory Academic Progress?

Students who fail to meet [Satisfactory Academic Progress (SAP) standards](http://www.nvcc.edu/financialaid/policies/sap.html) lose eligibility for financial aid. If extenuating circumstances exist, the student may appeal the financial aid suspension. Students must clearly state what *caused the failure to meet SAP* and must clearly indicate what *has changed that will now allow the student to succeed*. Students must also develop a sound academic plan to be considered for an appeal.

How can I appeal the financial aid suspension?

**Step 1:** Complete the "Understanding Satisfactory Academic Progress (SAP) and the Financial Aid SAP Appeal Process" online counseling sessions at [https://nova.get-counseling.com](http://nova.get-counseling.com/flag-session/12249). Instructions for logging in and using NOVA’s Financial Aid Counseling Center are available under the “Appeals” section of NOVA’s SAP website, [www.nvcc.edu/financialaid/policies/sap.html](http://www.nvcc.edu/financialaid/policies/sap.html).

**Step 2:** After you successfully complete the online counseling session mentioned in *Step 1*, you will be granted access to print NOVA’s Satisfactory Academic Progress Appeal form (NVCC Form 125-323).

**Step 3:** Prepare a typed statement that thoroughly describes the circumstances that caused you to fail the SAP requirements and gather your supporting documentation. Appeals submitted without appropriate documentation will be denied, so be sure to include:

* A signed and dated statement that describes the circumstances that caused you to fail to meet the SAP requirements. The description must be detailed, and the timeframe of your circumstance(s) must coincide with the semester(s) of poor academic performance.
* A description of what has changed that will now allow you to succeed academically.
* Signed and dated supporting documentation from an impartial third party (e.g., a doctor, a social worker, or an employer) that can substantiate your appeal circumstances.
* Completed appeal form with an academic plan signed by a faculty/academic advisor or counselor.

**Step 4:** Print your [advisement report](http://www.nvcc.edu/novaconnect/students/tuts/advising/report.html) by logging into myNOVA and navigating to the SIS Student Information System > Student Center > My Academics > View My Advisement Report. Use your advisement report as a guide to create an academic plan on page 2 of the SAP appeal form.

**Step 5:** Meet with a [faculty/academic advisor or counselor](http://www.nvcc.edu/advising/my-advisor.html) to review your academic plan on page 2 of the SAP appeal form. Please note that an appointment may be required and you should bring a copy of your advisement report. Extended Learning Institute (ELI) students may email [elicounselors@nvcc.edu](mailto:elicounselors@nvcc.edu).

**Step 6:** Submit your appeal and all supporting documents to a [Campus Financial Aid Office](http://www.nvcc.edu/financialaid/support/staff.html) or via email to [FinAidSupport@nvcc.edu](mailto:FinAidSupport@nvcc.edu). Please call the [Support Center](https://mysupport.nvcc.edu) at 1-855-323-3199 if you have any questions.