

## **Guide to Appealing Satisfactory Academic Progress (SAP)**

### **What happens if I do not meet the Satisfactory Academic Progress (SAP) requirements?**

Students who fail to meet the Satisfactory Academic Progress (SAP) standards noted at <https://www.nvcc.edu/financialaid/policies/sap.html> lose eligibility for financial aid. If extenuating circumstances exist, the student may appeal the financial aid suspension. The purpose of the appeal is for the student to prove what caused the failure to meet the SAP requirements.

### **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 session at <https://nova.get-counseling.com/session/understanding-satisfactory-academic-progress-sap-and-financial-aid-sap-appeal-process-16>

**Step 2:** After you successfully complete the online counseling session mentioned in *Step 1*, you will be granted access to NOVA's SAP 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 allow you to succeed academically going forward.
- Supporting documentation that confirms your appeal circumstances.
- A copy of your Advisement Report that shows the remaining courses you must complete to graduate (<https://www.nvcc.edu/novaconnect/students/tuts/advising/report.html>).
- A completed and signed SAP appeal form.

**Step 4:** Submit your signed SAP appeal form, typed statement, all supporting documentation, and your Advisement Report (<https://www.nvcc.edu/novaconnect/students/tuts/advising/report.html>) all at one time to the Financial Aid Office (<https://www.nvcc.edu/financialaid/support/staff.html>).

**Appeals must be submitted before November 1 for Fall, April 1 for Spring, or July 1 for Summer or prior to your last date of attendance in the semester you are appealing reinstatement of aid (if earlier). Appeals submitted after these dates will automatically be reviewed for the following term.**