

Guide to Appealing Satisfactory Academic Progress (SAP)

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

Students who fail to meet the [Satisfactory Academic Progress \(SAP\)](#) standards 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 session at <https://nova.get-counseling.com>. Instructions for logging in and using NOVA's Financial Aid Counseling Center are available under the "Appeals" section of the Satisfactory Academic Progress website, 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 substantiates your appeal circumstances.
- Completed appeal form with an academic plan signed by a faculty/academic advisor or counselor.

Step 4: Review your advisement report (www.nvcc.edu/novaconnect/students/tuts/advising/report.html). It will be used to complete the academic plan on page 2 of the SAP appeal form.

Step 5: Email virtualadvising@nvcc.edu and request a virtual appointment to complete the academic plan on page 2 of the SAP appeal form. *Be sure to have all of the documents mentioned in Step 3 available.*

Step 6: Submit your appeal and all supporting documents to the 24-Hour Student Support Center at <https://mysupport.nvcc.edu/> by creating a case and securely uploading all documentation as explained in the [tutorial](#).

Please call the Support Center at 1-855-323-3199 if you have any questions.