



OFFICE OF FINANCIAL AID

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SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Student's Name: _____

NSHE ID#: _____ Anticipated Graduation Date: _____ (Required)

STEP 1: Indicate why you need to appeal - check all that apply:

- My NSC cumulative grade point average is below 2.00.
- My overall pace of completion is below 70% earned vs. attempted credits.
- I did not successfully complete any credits in my first semester at NSC.
- I received notification that I have exceeded the 150% threshold for program completion.

STEP 2: On a separate sheet of paper, type your appeal statement and provide supporting documentation.

- You must explain why you failed to maintain Satisfactory Academic Progress and what about your situation has changed so that you can now meet SAP standards.
- You must provide appropriate documentation of any extenuating circumstances mentioned in your appeal statement.
- If you did not successfully complete any credits in your first semester at NSC, you must make an appointment to meet with an academic advisor (702-992-2160)* and submit with your appeal a signed Academic Plan to regain SAP.
- If you have exceeded the 150% limit, you must make an appointment to meet with an academic advisor (702-992-2160)* and you must include with this appeal a signed Academic Plan for the remainder of your program. In your appeal statement, you must indicate if you have changed degree programs, are pursuing a dual major, second degree or post-baccalaureate coursework, or any other exceptional circumstances that should be considered.

*Post-Baccalaureate students should contact the School of Education for advising at 702-992-2522.

STEP 3: Submit your signed appeal form, statement, and supporting documents to NSC Financial Aid by the deadline.

- Submit your complete appeal no later than 7 calendar days prior to the first day of the semester. Summer deadline is May 15.
- Incomplete petitions lacking documentation specified in Step 2 will not be considered.
- You will receive a response by email within 14 calendar days.
- Students submitting SAP appeals within 14 calendar days of the tuition due date should consider making other payment arrangements to avoid late fees or enrollment cancellation for non-payment.

CERTIFICATION

By my signature affixed below, I certify the information on this Satisfactory Academic Progress Appeal form, my written appeal statement, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I will provide other information as requested by the NSC Office of Financial Aid to complete this appeal. I realize that a final decision may not be made on my Satisfactory Academic Progress Appeal unless all steps above are complete and until I submit any additional information if requested by NSC Office of Financial Aid. I understand that providing false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

Student's Signature

Date