



**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 67% 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 successfully meet SAP standards.
- You must provide appropriate documentation of any extenuating circumstances on which you are basing your appeal.
- 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 meet with an Academic Advisor and you must include with this appeal a signed Academic Plan for the remainder of your program. If you have been formally admitted into the School of Education program\* (702-992-2522), or the School of Nursing program (702-992-2850), please contact those departments directly. All other students may contact the Academic Advising Center (702-992-2160). In your appeal statement, you must indicate if you have changed degree programs, are pursuing a dual major or minor, 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 documents to NSC Financial Aid by the deadline.**

- Submit your complete appeal no later than the first day of the semester. The deadline for summer is May 31.
- Incomplete petitions lacking documentation specified in Step 2 will not be considered.
- You will receive a response to your student email address within 14 calendar days.

**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