
◆ Federal and state financial aid is intended to assist students in making successful progress toward completing an eligible degree, diploma or certificate. Therefore, the STUDENT bears the responsibility of demonstrating progress toward that goal. Determination of Satisfactory Academic Progress (SAP) is based on **cumulative attempted hours** and takes into account the student's *full* WNCC academic record *regardless of whether the student received financial aid funds during previous periods of enrollment*. The Financial Aid Office is also required to look at all previous periods of enrollment, including dual credit classes taken while in high school no matter how long ago the student was enrolled. Official transcripts from all previous institutions attended must be submitted to the WNCC Registrar prior to disbursement of Federal aid to determine credits for the maximum timeframe calculation. Satisfactory progress is evaluated at the end of every semester.

In compliance with federal financial aid regulations and WNCC policies, a student is ineligible to receive federal financial aid, including student loans, if he/she meets any one of the following conditions:

- **SUSPENSION:** Failed to successfully complete at least 70% of overall credit hours attempted and/or failed to achieve a minimum 2.0 cumulative grade point average (GPA).
- **MAX:** Attempted more than 150% of the credit hours required for completion of chosen degree program, INCLUDING TRANSFER HOURS.

A student who experienced extenuating circumstances that created the suspension (usually something beyond the student's control) may petition for reinstatement of eligibility by completing the procedure outlined below. **There is a limit of appeals allowed; further appeals will be accepted at the discretion of the Appeal Committee and only if the criteria established in the academic plan and the agreement conditions are met.**

Appeals should be submitted as soon as possible following notification of suspension, but **NO LATER THAN MID-TERM OF THE SEMESTER FOR WHICH THE STUDENT IS REQUESTING AID.**

APPEAL PROCEDURE:

- ✓ Complete **ALL** required information on the appeal form.
 - ✓ Complete *Step Two* of appeal in detail (you may attach a typed sheet as long as all points are addressed).
 - ✓ Attach documentation to support your circumstances. This documentation must be retained in your financial aid file, so please do not submit originals.
 - ✓ ***Students must meet with an advisor to develop a plan for the remainder of your degree program.*** Be sure to have this appeal form filled out before your meeting. Have your academic advisor complete the appropriate section on the appeal form ***or submit a separate typed statement.***
 - ✓ Provide a copy of a current degree audit, which is obtained from the WNCC Registrar (by appointment only; contact the Student Services Office at 308.635.6012).
 - ✓ Once your appeal is complete and all documentation collected, submit it to the Financial Aid Office. The Appeal Committee will review your appeal along with your academic and financial aid records to make a decision. **Allow 30 days for review.**
 - ✓ You will be notified by WNCC email once a decision is made. If your appeal is approved, you will be required to sign an agreement indicating you understand and will comply with the conditions of your approval.
 - ✓ If your appeal is denied and you disagree with the decision of the Appeal Committee, you have the right to re-appeal to the Financial Aid Director.
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Submit appeal application and all supporting material to:
WNCC Financial Aid Office • 1601 E. 27th Street • Scottsbluff, NE 69361
(308) 635-6011 • fax (308) 635-6732
Secure filedrop <https://docsafe.wncc.edu/filedrop/FINAID>

Step One: General information

Name: _____ WNCC Student ID: _____

Mailing Address _____ City, ST, Zip: _____

DOB or Last 4 SSN digits: _____ Phone Number: _____

Semester for which you are requesting reinstatement: Fall 2018 Spring 2019 Summer 2019

Major Program of Study: _____ Expected Graduation Date: _____

Have you previously filed a Financial Aid MAX or Suspension Appeal? Yes No

Step Two: Personal Statement

Give a detailed statement explaining why you believe the Appeal Committee should grant your request for continuation of financial aid. Simply stating that you need more hours to complete your degree program is not sufficient. Explain WHY you have exceeded 150% of the credit hours needed to complete your program of study and WHY you need additional hours to graduate. If you already have a degree, explain why you are returning to school. Although your reasons may be intensely personal and difficult to share, the Committee requires explanation in order to make an informed decision based on the merit of your claims for appeal. **Your appeal application will remain confidential.** You need to be specific, provide clear detail and supporting documentation if it substantiates your explanation. You may attach a separate sheet as long as each item is addressed and it is signed and dated.

- What factors or circumstances have affected your academic performance? Include explanations for receiving deficient grades and/or reason for a cumulative GPA below 2.0 if unsuccessfully attempted hours contributed to your exceeding the maximum time frame. Also explain any circumstances that may have contributed to your withdrawing from classes, or changing degree programs/majors.

- Explain what changes have taken place and what measures you have taken that will allow you to resolve any deficiencies and ensure future academic success. What steps are you taking to make sure you can complete your degree in a timely manner?

Step Three: Degree audit

Schedule an appointment with the Registrar for a degree audit to determine how many hours you have left to complete your chosen degree. Attach a copy of your degree audit to your appeal and have the Registrar complete and initial the info below.

REGISTRAR:

How many hours does the student need (INCLUDING CURRENT SEMESTER) to complete his/her program of study? _____

How many attempted hours apply to the student's degree? _____

What is the student's projected graduation date? _____

Are there any special requirements/stipulations to this student's degree audit? If so, please explain.

Registrar's initials: _____ Date: _____

Step Four: Meet with your advisor

Please use your degree audit to discuss your enrollment plans with your academic advisor. You must develop clear goals for your education outlining what courses you need to complete your program of study and your time frame for completion. **Appeals without an advisor's statement and degree audit will not be considered. The advisor's statement may be written below or attached as a separate document. Advisors may also submit statements directly to the Financial Aid office or via email at financialaid@wncc.edu.**

Advisor: Please detail why the student should or should not have his/her financial aid reinstated. What educational goals can be successfully achieved by the student? What is the timeframe for the student's completion? Has the student overcome obstacles he/she may have previously faced? Does the student have an understanding of a clear plan for the future? Is the student taking the appropriate type/number of classes for his/her ability and taking advantage of tutoring and labs available to him/her?

Advisor's signature: _____ Date: _____

Advisor's printed name: _____

Step Five: Student certification and signature

I certify that all information in this appeal is true and accurate.

Student's signature: _____ Date: _____

Electronic signatures are not accepted

Step Six: Submit

Submit your appeal including your personal statement, documentation, advisor's statement and degree audit to the Financial Aid Office **BEFORE MID-TERM OF THE SEMESTER FOR WHICH YOU ARE REQUESTING AID.**

Please allow 30 days for review and notification. **If your appeal is approved, you will be required to meet with a Financial Aid Officer to sign an agreement and discuss what needs to be done to ensure continuation of your aid and achievement of satisfactory progress in the future.**