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◆ 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. Satisfactory progress is evaluated at the end of every semester.

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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.

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:**

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- ✓ 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 (i.e. a letter from your physician to document medical 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 an Academic Plan.*** 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.*** Submit a copy of your Academic Plan with the appeal.
  - ✓ 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. 27<sup>th</sup> Street • Scottsbluff, NE 69361**  
**(308) 635-6011 • fax (308) 635-6732**  
**Secure filedrop <https://docsafe.wncc.edu/filedrop/FINAID>**

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**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 Suspension Appeal?  Yes  No

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**Step Two: Personal Statement**

Give a detailed statement explaining why you believe the Appeal Committee should grant your request for reinstatement of financial aid. Make sure to address EACH semester that you did not meet minimum standards. 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. 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. Also explain any circumstances that may have contributed to your withdrawing from or not completing your classes.

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- Explain what changes have taken place and what measures you have taken that will allow you to resolve the deficiencies and ensure future academic success.

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### **Step Three: Documentation**

Appeals without proper documentation attached **WILL NOT** be considered. Documentation of poor performance may be very personal, but the Committee must have some official record reflecting supporting dates and facts beyond the student's personal statement in order to make an informed decision on the merits of the appeal. **Your appeal and documentation will remain confidential.** The following types of documentation are helpful:

- **Illness:** Detailed letter on letterhead from physician explaining dates and type of illness, recommended treatment, dates of non-attendance, etc.; admit papers confirming dates of absence;
- **Death of family member:** Death certificates, obituary notices, funeral programs;
- **Legal difficulty:** Divorce decree, separation agreement, dated police reports detailing incident;
- **Job conflict:** Letter from supervisor on letterhead stating scheduling or other problems;
- **Disability:** Letter from doctor or Counseling Director addressing problems during term in question and resolution for future terms;
- **Other:** Any other documentation to support your request.

### **Step Four: Create an Academic Plan with your advisor**

You must meet with an academic advisor and develop a clear Academic Plan outlining what courses you need to complete your program of study and your time frame for completion.

**Appeals without an Academic Plan and advisor's statement will not be considered.** The advisor's statement may be written below or attached as a separate document with the Academic Plan after the student and advisor have met and discussed the student's past lack of progress and goals for improvement and future success. Advisors may also submit statements directly to the Financial Aid office or via email at [financialaid@wncc.edu](mailto:financialaid@wncc.edu).

**Failure to adhere to the Academic Plan will result in the student's suspension from federal financial aid.**

***Academic  
Plan  
required!***

#### **Advisor options for Academic Plan forms:**

1. Print Academic Plan/Degree Plan form from MyWNCC portal Self-Service Menu
  - **Webadvisor For Faculty • Faculty Information • Academic Planning • Advisee Overview (search by student name or student ID number). Or**
2. Use degree audit obtained by student from his/her MyWNCC portal.

**Advisor:** Please detail why the student should or should not have his/her financial aid reinstated and attach a clear Academic Plan that can be successfully achieved by the student. 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?

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Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's printed name \_\_\_\_\_

## Student checklist for Academic Plan:

Please review the following checklist and initial each.

- \_\_\_\_\_ I understand that establishing an Academic Plan does NOT guarantee the approval of my financial aid appeal.
- \_\_\_\_\_ If my appeal is approved, I will be required to successfully complete 100% of all enrolled credits. Grades of I, F, W, NP, AU will not count as successfully completed and will result in the loss of financial aid eligibility.
- \_\_\_\_\_ If my appeal is approved, I must achieve a C or above in all enrolled classes. Please note the GPA associated with a C- is 1.67 and will NOT satisfy the terms of my appeal approval.
- \_\_\_\_\_ I understand that my financial aid will be suspended if I do not follow this Academic Plan as established with my academic advisor.

WNCC is committed to helping you achieve your educational goals and provides many services such as the Math and Writing centers, supplemental instruction and one-on-one tutoring.

- \_\_\_\_\_ I understand that I am ultimately responsible for making the most of the resources available to me and for successfully completing my program.
- \_\_\_\_\_ If my appeal is approved, I will be placed on Financial Aid Probation for one semester. If I continue to meet all terms of this Academic Plan and my Satisfactory Academic Progress Agreement, my financial aid will be maintained and I will be monitored each semester until I have met the minimum requirements.

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### **Step Five: Student certification and signature (\*Electronic signatures are not accepted.\*)**

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

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Step Six: Submit**

Submit your appeal including your personal statement, documentation, advisor's statement and Academic Plan to the Financial Aid Office **BEFORE MID-TERM OF THE SEMESTER FOR WHICH YOU ARE REQUESTING AID**. Please allow 30 days for review. **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.**

**Return completed form to:**  
WNCC Financial Aid Office • 1601 E. 27<sup>th</sup> Street • Scottsbluff, NE 69361  
(308) 635-6011 • fax (308) 635-6732  
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