



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

NAME: _____ Student ID #: _____

VCCS E-MAIL ADDRESS: _____

STEP 1: INDICATE WHY YOU NEED TO APPEAL – mark all that apply

- My Thomas Nelson Community College grade point average is below the acceptable GPA for the number of credits earned.
- I did not complete 67% of the credits attempted.
- My total credits attempted have exceeded 150% of my program plan.

STEP 2: TYPE YOUR APPEAL LETTER AND DOCUMENT YOUR CASE

If you have a **credit or GPA deficiency**, include in your TYPED appeal all of the following:

1. Describe why you became deficient,
2. Describe how you plan to resolve the deficiency using the academic plan on page 2 of this form and
3. Provide appropriate documentation of the extenuating circumstances mentioned in your TYPED letter of appeal.

If you are appealing regarding excessive credits, explain the factor(s) that caused you to exceed the maximum credit limit.

STEP 3: COMPLETE PAGE 1 AND 2 OF THIS FORM

**STEP 4: SUBMIT YOUR COMPLETED APPEAL FORM, TYPED APPEAL LETTER AND SUPPORTING DOCUMENTS TO THE FINANCIAL AID OFFICE.
MOST APPEALS TAKE APPROXIMATELY 2-3 WEEKS TO PROCESS.**

CERTIFICATION: “I certify the information on this Satisfactory Academic Progress Appeal, my typed appeal and any supporting documentation are accurate, true and complete to the best of my knowledge. I will provide other information as requested by Thomas Nelson Community College (TNCC) Financial Aid. 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 documents if requested by TNCC Financial Aid. I understand any 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

Clearly PRINT or TYPE responses

Student's Name: _____ Student ID #: _____

Program: _____ Expected Graduation Date: _____

Construct a plan of study for up to four semesters, beginning with the current semester (or your next planned period of enrollment if you are currently not enrolled). **List COURSE, COURSE NUMBER AND NUMBER OF CREDITS.** Include only credits for courses required to complete TNCC program. Refer to the TNCC College Catalog or discuss with your academic advisor.

_____ 20____ Semester Year _____ 20____ Semester Year _____ 20____ Semester Year _____ 20____ Semester Year

Course & Number	Number of Credits	Course & Number	Number of Credits	Course & Number	Number of Credits	Course & Number	Number of Credits

OFFICE USE ONLY

○ SAP Appeal Approved/Comments: _____

○ SAP Appeal Denied/Comments: _____

○ SAP Appeal Incomplete/Comments: _____

Director's Signature: _____ Date: _____