2015-2016 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

NAME: ________________________________ Student ID #: ____________

VCCS E-MAIL ADDRESS: ________________________________

STEP 1: REVIEW THE THOMAS NELSON SATISFACTORY ACADEMIC PROGRESS POLICY AT http://tncc.edu/students/financial-information/financial-aid/.

STEP 2: INDICATE WHY YOU NEED TO APPEAL – mark all that apply

( ) My Thomas Nelson 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 3: 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 (150%), explain the factor(s) that caused you to exceed the maximum credit limit AND include a copy of your My Advisement Report from the My TNCC portal.

STEP 4: COMPLETE PAGE 1 and 2 OF THIS FORM

STEP 5: 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.

Deadlines for Appeals: Fall 2015-August 15, 2015; Spring 2016-January 9, 2016; Summer 2016-May 20, 2016

Warning: Incomplete appeals will affect your ability to be considered for financial aid. Be sure that you have followed the above steps and submitted all appropriate documentation for your appeal. You will receive an e-mail at your VCCS e-mail address regarding the decision/status of your appeal. Appeal decisions are FINAL.

SAP_3/18/2015
Satisfactory Academic Progress (SAP) Appeal Form
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 Thomas Nelson College Catalog or discuss with your academic advisor. If this section is left blank, it will be considered INCOMPLETE and the appeal will NOT be reviewed.

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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 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 Thomas Nelson 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 ________________