



Nunez Community College  
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Chalmette, LA 70043  
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[www.nunez.edu](http://www.nunez.edu)

## Financial Aid Appeal 2023-2024

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Requesting an appeal for: Semester (circle one): Summer 2023 Fall 2023 Spring 2024

**INSTRUCTIONS:** Read and complete steps 1-4, and submit this completed form with all required and supporting documentation to the Financial Aid Office, located in the Administration Building.

### Satisfactory Academic Progress (SAP) Purpose:

The United States Department of Education mandates that students maintain Satisfactory Academic Progress (SAP) toward the completion of their degrees within a reasonable period of time to be eligible for Title IV financial aid programs including Federal Pell, Federal SEOG, Federal Work Study and Federal Direct Student Loans. Effective spring 2017 semester, significant changes were made to regulations that govern SAP Standards. To monitor satisfactory academic progress (SAP) of students, Nunez uses the following quantitative measures as mandated by federal regulations:

- **Grade Point Average**-Achieving and maintaining a required 2.00 grade point average
- **Pace of Progression**-Passing a required number of hours (67% of all hours attempted) and
- **Maximum Timeframe**-Total overall hours must not exceed 150% of the published length of the students' degree program.

Refer to the Nunez catalog at [www.nunez.edu](http://www.nunez.edu) for program requirements.

These policies and procedures apply to students who are applying or receiving all Title IV aid in accordance with specified legislation.

**EXTENUATING CIRCUMSTANCES:** Extenuating circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress while meeting SAP.

Examples of significant extenuating circumstances include:

- Medical illness and/or injury
- Death in immediate family: parent, spouse, child, grandparents, siblings, aunts or uncles
- Call to active military duty
- Legal problems or police matters
- Foreclosure or eviction
- Documentation from faculty member for last date of attendance

All of the examples above must pertain to the semester(s) in which you did not meet Satisfactory Academic Progress.

You may **NOT** base your appeal on:

- Your need for financial aid
- You did not know what classes to register for
- Your lack of knowledge that your financial aid was in jeopardy
- You did not know what to major in
- The classes that you took were many years ago
- You did not attend class, or stopped going to class
- You were not focused or committed to your education

**STEP 1: Please Indicate Type of Appeal: (select all that apply)**

- GPA-** My GPA is under 2.00 GPA
- Pace of Progression-** I did not complete at least 67% of credit hours attempted
- Max Hours-** I've attempted and/or completed more than 150% of the required credit hours for my program

**STEP 2: APPEAL STATEMENT**

**Attach a typed two paragraph statement:**

1. Explain the circumstance that kept you from meeting the established academic standards during your most recent semester and how that situation has changed so that you can now meet the standards.
2. Describe how you plan to successfully keep this situation from affecting your academic progress in future semester.

**STEP 3: SUPPORTING DOCUMENTATION**

If you have any supporting documentation that you would like to include, please attach it to your letter.

- Each appeal reason can only be approved once.
- You may be required to provide documentation as needed.

**STEP 4: CERTIFICATION:**

If the appeal is approved with an Academic Plan, I understand that I must make at least at 2.0 GPA in the courses that I am taking each payment period. The **Academic Plan** requires 100 percent successful completion of courses, **no D's, F's, W's or I's are permitted.**

If appeals are **DENIED**, students are not eligible to receive federal aid and must attend at their own expense. The denial of an appeal does not constitute grounds for a refund of fees. The committee's decision is **FINAL** and cannot be overridden unless additional documentation is provided that was not submitted in the original appeal. Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy.

I certify all the above information submitted is accurate. I further understand that incomplete appeals, including those with missing or insufficient requested documentation, will not be reviewed or will be denied. I fully understand that approved appeals will have conditions established in the approval of the appeal, and that those conditions must be met to be considered for future aid.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Previous Appeals:** \_\_\_ Yes \_\_\_ No

**Reason for Appeal:**

**GPA** \_\_\_\_\_  **Pace of Progression** \_\_\_/\_\_\_ = \_\_\_\_\_%  **Maximum Timeframe** \_\_\_\_\_ *hours attempted*

**Review Notes:**

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**Conditions:**

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Approved  Denied - Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied - Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied - Signature: \_\_\_\_\_ Date: \_\_\_\_\_