



2021–2022

# Satisfactory Academic Progress Appeal Form

North Central Missouri College (NCMC) | 1301 Main Street | Trenton, MO 64683 ☎ 1-660-359-3948 📠 1-660-359-7856

<b>PRIORITY DEADLINES</b>	
<b>SUMMER 2021</b>	<b>May 28, 2021</b>
<b>FALL 2021</b>	<b>August 13, 2021</b>
<b>SPRING 2022</b>	<b>January 3, 2022</b>
<b>SUMMER 2022</b>	<b>May 27, 2022</b>

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ Degree\* \_\_\_\_\_

\*Use degree listed at the top of your unofficial transcript. If the degree listed is incorrect, you will need to change it with the Registrar's Office.

City, State, Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

1. In which semester do you plan to enroll? \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer
2. When do you expect to graduate from your current program of study? \_\_\_\_\_

### **REQUIRED ATTACHMENTS:**

1. Appeals must be **typed** to be accepted and must address two areas:
  - a. An explanation for failing to meet the Satisfactory Academic Progress (SAP) standards; and
  - b. A detailed plan to resolve this deficiency.
2. Supporting documents relevant to the explanation.
3. A copy of your Degree requirements, which can be found on the NCMC website and/or college catalog.
4. A copy of your unofficial transcript, which can be found on myCOMPASS.

**Failure to turn in all requested items will result in your appeal being denied. Students may not request reinstatement for a semester which has already ended.**

### **FINANCIAL AID SAP GUIDELINES:**

- Maintain the required cumulative grade point average (CGPA) of 2.0 or better
- Satisfactorily complete enough credit hours to have a completion rate of 67% or higher
- Will graduate within 150% of the credit hours required to complete their academic program

Please visit the NCMC website to view the complete [Financial Aid Satisfactory Academic Progress Policy](#).

### **FINANCIAL RESPONSIBILITY:**

If you meet the priority deadline listed above, you will receive final decision of your appeal by the full-term add/drop deadline to either drop courses and/or set-up a payment plan for charges owed to NCMC. If you **do not** meet the priority deadline, the SAP Appeal Committee can make no guarantee a decision will be made by the full-term add/drop deadline. Therefore, payment arrangements must be made for any charges owed to NCMC to ensure courses are not dropped. You **must** attend all courses for which you are enrolled while awaiting a decision on your appeal. Failure to attend coursework may result in an administrative drop and financial penalty. For more information, please refer to the [General Attendance Statement](#).

**CIRCUMSTANCES UNDER WHICH AN APPEAL MAY BE GRANTED:**

1. Personal illness, injury or accident. *Requires a doctor's statement, hospital records, accident/police report.*
2. Serious illness or death of close family member. *Requires a death certificate or obituary notice.*
3. Last enrollment was at least 3 years ago. *Requires a copy of the student's unofficial transcript.*
4. Unforeseen, undue hardship (such as unemployment, loss of home, significant emotional trauma). *Requires documentation including former employer, note from psychiatrist or other documents to support claim.*
5. Documented change of program of study or pursuing second degree. Courses that apply to the previous degree may be removed from the maximum timeframe calculation. *You must identify these courses on your unofficial transcript and provide a copy of the prior degree requirements which can be found on the NCMC website and/or college catalog.*
6. Demonstrated academic improvement. *Requires a copy of the student's unofficial transcript.*
7. Over 150% rule due to transfer hours. *Requires a copy of the student's unofficial transcript.*

**CIRCUMSTANCES UNDER WHICH AN APPEAL MAY NOT BE GRANTED:**

1. Encountering a situation that could have been anticipated, such as the need to have transportation, the need to pay for ordinary living expenses, the need for child care, etc.;
2. Dissatisfaction with course material, instructor, instructional method, or class intensity;
3. Lack of motivation or interest;
4. Participation in extracurricular activities;
5. Academic overload; or
6. Inability to problem-solve issues including loss of internet service, repeated weather absences, and car repairs.

**HOW TO REGAIN ELIGIBILITY IF THE APPEAL IS DENIED:**

To regain financial aid eligibility, a student must pay the expenses related to enrollment until they satisfy all SAP requirements. Exception: if you do not have additional hours needed to complete your program within the 150% limit after you met SAP, eligibility has expired and you are not eligible for additional funding to complete your program.

**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 NCMC. 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 NCMC. 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. I have read and understand the information on this form. **I understand that I will be notified of the final decision through my Pirate e-mail account.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*Any student who has indicated that they were/are in an abusive situation is encouraged to make an appointment with the Dean of Student Services, by calling 660-359-3948, ext. 1418. The Dean can assist you with resources, referrals, and other assistance. Students can view additional information, including resources and NCMC policy, by accessing the NCMC website, "Resources for Victims of Crime," "Clery Security Report," and the NCMC Board Policy Manual. Please note acts of violence may fall under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and/or Title IX guidelines. Students always have the option to report acts of violence and other crimes to local law enforcement. The Dean of Student Services can assist you in making a report.*

**Return completed form and required attachments to:  
NCMC Attn: Financial Aid Office, 1301 Main St., Trenton, MO 64683 | Fax 660-359-7856**

**OFFICE USE ONLY:** Received by: \_\_\_\_\_ Date: \_\_\_\_ Typed Appeal: \_\_\_\_\_

Supporting Documents \_\_\_\_ Degree: \_\_\_\_ Unofficial Transcript \_\_\_\_\_