
◆ 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.

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 67% 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:

- ✓ 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. 27th Street • Scottsbluff, NE 69361
(308) 635-6011 • fax (308) 635-6732
Secure filedrop <https://docsafe.wncc.edu/filedrop/FINAID>

Step One: General information

Name: _____ WNCC Student ID: _____

Mailing Address: _____ DOB/SSN (Last 4 Digits): _____

City, ST, Zip: _____ Phone#: _____

Semester for which you are requesting reinstatement: Fall 2023 Spring 2024 Summer 2024

Major Program of Study: _____ Expected Graduation Date: _____

Have you previously filed a Financial Aid Suspension Appeal? Yes No

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 or Pace below 67%. Also explain any circumstances that may have contributed to your withdrawing from or not completing your classes.

- 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.

Step Six: 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.

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, E, 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.

_____ 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.

Step Seven: Student certification and signature

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

Student's signature: _____ Date: _____

Electronic signatures are not accepted.

Step Eight: 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 and notification. **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:
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