
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL / MAXIMUM TIMEFRAME

Student who have been disqualified for financial aid may appeal using this form and providing sufficient documentation.

Part I: Student Information

Student Last Name	First Name	Student Social Security Number	Student Date of Birth
Email Address		Daytime Phone Number	

Part II: Select the Basis of Your Appeal

Pace Towards Degree and/or Low GPA

- Step 1** Check the reason for your appeal
- I had a grade change. I am requesting my status to be reassessed. Skip steps 2-4 below. Sign and submit.
 - I had extenuating circumstances for not doing well. Complete steps 2-4 below. Sign and submit.
- Step 2** See your Academic Advisor or Department Chair and complete a semester-by-semester plan. Make sure your plan is signed by the advisor and that your program of study is accurate.
- Step 3** Submit a typed and signed explaining what prevented you from completing your courses and/or maintaining a satisfactory GPA. And identify how you resolved the issue and steps you have put in place to ensure future academic success.
- Step 4** Attach documentation from an objective third-party that confirms your circumstances.

Maximum Timeframe for Program Completion

- Step 1** Submit a typed and signed statement explaining what prevented you from completing your program of study within the maximum timeframe.
- Step 2** See your Academic Advisor or Department Chair and complete a term-by-term plan. Make sure your plan is signed by the advisor and that your program of study is complete.

Examples of acceptable third-party documentation

- Medical, hospital, or treatment records
- Statement from doctors, therapists, counselors
- Court documents
- Vital records (death and birth certificates)
- Lease or rental agreements

Check the boxes that apply and submit this form with required documentation.

- I have attached a semester-by-semester plan signed by my academic advisor. I agree to take only the courses required to earn the degree for which I am appealing.
- I have attached a typed and signed statement explaining the extenuating circumstances that prevented me from maintaining Satisfactory Academic Progress (Pace, GPA) or the reason I need an extension of time to complete my program (maximum timeframe).
- I have attached a typed statement identifying how I resolved the barriers to my academic progress and how such resolution will ensure academic success.
- I have attached documentation from an objective third-party that supports the circumstances I identified in my appeal.

I certify I have read and understand the Financial Aid Satisfactory Academic Progress (SAP) policy published online at pnca.edu and in the PNCA Student Handbook. Additionally, I understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.

Signature

Date

PNCA SAP POLICY

Students who receive federal, state or institutional aid must make progress toward the completion of their degree in order to remain aid eligible. Satisfactory Academic Progress (SAP) is reviewed after each semester using the following minimum requirements in these three areas:

1) Minimum Grade Point Average: Students must meet the minimum GPA requirements (both semester and cumulative)

Undergraduate Students:	2.0
Graduate Students	3.0

2) Completion Rate: Students must successfully complete at least a minimum percentage of all credit hours attempted. This percentage includes all PNCA credit hours (including repeated coursework) and transfer credit hours, regardless of whether or not financial aid was received. Grades of F, W and I are not considered to be adequate grades for completion.

Undergraduate Students:	67%
Graduate Students:	67%

3) Maximum Credit Hours: Students are expected to complete their degree pursuits within a maximum timeframe (including transfer credits and PNCA attempted hours). Students may not receive financial assistance beyond the following:

- Undergraduate Students:180 semester credit hours
- Graduate Students (excluding Critical Studies Program):.....90 semester credit hours
- Graduate Students (Critical Studies Program):.....67.5 semester credits hours

Students who meet or exceed SAP minimum requirements remain in good standing with financial aid. Students who fail to meet SAP minimum requirements are placed on financial aid warning and are given one additional semester of funding, during which they must make up their deficiencies. Each student placed on financial aid warning will be notified via letter of their warning status, and of the steps necessary to ensure continued eligibility for financial aid.

If a student does not make up deficiencies within one semester of being placed on financial aid warning, they will be disqualified from receiving further financial aid through PNCA.

Students who disagree with their disqualification status or have mitigating circumstances may submit an appeal to the director of Financial Aid for a review of their particular situation. If a SAP appeal is approved, the student will be placed on financial aid probation for one additional semester and/or until the terms of the probation are met by the student. Satisfactory Academic Progress for financial aid purposes is distinct and separate from a student’s academic standing with the College.

Note: Recipients of PNCA institutional scholarships must also meet the SAP standards associated with their awards.