



2014-2015 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 the completed audit sheet for your plan of study. The audit sheet MUST be signed by your academic advisor.**

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 2014-August 15, 2014; Spring 2015-January 9, 2014; Summer 2015-May 22, 2015

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.

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.**

20
Semester Year
20
Semester Year
20
Semester Year
20
Semester Year

Course & Number	Number of Credits	Course & Number	Number of Credits	Course & Number	Number of Credits	Course & Number	Number of Credits

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