



Quantitative or Qualitative Appeal

Name: _____ **Student ID:** A _____
Street Address: _____ **Phone:** _____
City: _____ **State:** _____ **Zip Code:** _____
Email: _____ **Major:** _____

Federal regulations require all financial aid recipients to maintain Satisfactory Academic Progress (SAP). WMCC has established guidelines to comprehensively and cohesively measure whether a student is satisfactorily progressing towards completion of his or her program of study. SAP includes both quantitative and qualitative measures. Standards of SAP determine continued eligibility for aid. SAP measurements include all previous academic history, even if the student did not receive financial aid. Statuses are updated at the end of each semester, including the Summer semester. It is the student's responsibility to monitor academic progress. Although the Financial Aid Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence. Details of the SAP policy, measurements, and appeal procedures can be found online at www.wmcc.edu. The link is located under "Helpful Links" at the bottom of the home page.

Based on your academic record, you no longer qualify for financial aid. You may appeal this decision if you can demonstrate that you had extenuating circumstances which prevented you from completing your academic goal.

YOU MUST COMPLETE ALL FIVE STEPS

STEP ONE: Please circle the semester this appeal is for: Summer Fall Spring

STEP TWO: What prevented you from making satisfactory academic progress at WMCC?

Review examples below and check all that apply:

- _____ Academic (Not academically prepared; missed classes; did not complete assignments, etc.)
- _____ Employment (Had scheduling problems with work and classes; worked too many hours, etc.)
- _____ Transportation (Did not arrange for transportation; lost transportation after classes began, etc.)
- _____ Childcare (Did not have adequate child care in place; lost child care; could not afford child care, etc.)
- _____ Health (Missed classes due to recurring health issues; withdrew due to unexpected health crisis, etc.)
- _____ Personal (Family member's illness; family member's death, etc.)
- _____ Other please specify:

STEP THREE: For all items checked in Step Two; *on a separate page*, explain:

1. Your circumstances in detail (be sure to indicate when these circumstances occurred - semester and year). Include supporting documentation where appropriate (for example health issues, divorce decree, unemployment, police reports, etc.).
2. What steps you took at the time to correct these circumstances, and why you were unsuccessful.
3. Explain how these circumstances have been resolved and will no longer prevent your academic success.

STEP FOUR:

1. Develop an Academic Plan—Meet with an academic advisor to determine a plan/timeline for completing your degree/certificate and provide a copy of the plan/degree audit with goals. Be sure all the classes you are registered for are listed on the Academic Plan. **You must follow your academic plan exactly as outlined. Any changes will require you to meet with your academic advisor and revise your plan.** Your academic plan will be reviewed at the end of each semester. Not following the plan may result in suspension of your financial aid.

Academic Plan must be signed by student and advisor and attached to this appeal

2. Your academic advisor will print out a Degree Works degree audit for your current major(s). Complete this section from your Degree Works audit:

_____ credits completed toward major
_____ credits still needed to complete requirements of current major
_____ how many semesters are needed to complete requirements
_____ expected graduation date

Attach a copy of your degree audit to this appeal

All coursework attempted will be evaluated when determining SAP. Student must declare a certificate or degree and only enroll in classes that are on the approved academic advisement plan. The student is responsible for informing the Financial Aid Office of any updates or changes to academic plan or financial aid may be canceled.

STEP FIVE:

I understand that I am not making Satisfactory Academic Progress (SAP) and am therefore ineligible for all financial aid. I understand that if I am granted an appeal for reinstatement of financial aid, the appeal is granted on a semester-by-semester basis. I understand I will lose my current and future financial aid eligibility if I enroll in courses other than those required by my current program. I have read, understand, and agree to all the conditions stated above.

Signature

Date

Many factors are considered during the review of this Financial Aid Satisfactory Academic Progress Appeal form. The completion of this appeal process does not guarantee approval for future financial aid.

Appeal Form

Your Letter

Appeal Checklist:

Degree Works Audit

Academic Plan

Please Return All Appeal Documents to:

WMCC Financial Aid Office
2020 Riverside Dr.
Berlin, NH 03570

Phone: (603) 752-1113

Fax: (603) 752-6335

Email: WMCCfinaid@ccsnh.edu