

Satisfactory Academic Progress (SAP) is defined as:

- passing a required number of hours (67% of all hours attempted) and
- achieving a required grade point average (2.0 cumulative for undergraduate students and 3.0 cumulative for graduate students) and
- not being over attempted hours (150% of the published length of the students' degree program).

Academic progress will be reviewed at the end of each semester.

A student who did not meet SAP standards may appeal to the Student Financial Aid Appeal Committee.

In order for a student's appeal to be considered by the committee, the student must be able to meet the progress requirements (2.0 cumulative GPA for undergraduates, 3.0 cumulative GPA for graduates, 67% percent cumulative course complete, and not exceed 150% of degree program) by the end of that semester in which the student is appealing. Those that do not meet this criteria can appeal for an Academic Plan. All students must complete a financial aid appeal form that includes all of the following for the FA appeal:

1. Why did the student fail to make satisfactory academic progress
2. What types of extenuating circumstances existed and documentation of the situation.
3. What has changed in the student's situation that will allow the student to demonstrate progress at the next evaluation

The committee's decision is final; therefore, a student may not appeal the committee's decision within the same semester. A student will be allowed to appeal to the committee twice during their academic career. If an extenuating circumstance arises, a student may submit a third appeal. The third appeal will only be reviewed by the committee if approved by the Director of the Office of Student Financial Aid.

How to Appeal

- Student must obtain an appeal form
- Students must complete the appeal form completely and return to the Office of Student Financial Aid by the deadline.
- Include the following documentations:
 - Why did the student fail to make satisfactory academic progress
 - What types of extenuating circumstances existed and documentation of the situation.
 - What has changed in the student's situation that will allow the student to demonstrate progress at the next evaluation

Examples of Extending circumstances:

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Other unexpected circumstances beyond the control of the student

Note: Circumstances related to the typical adjustment to college life are not considered as extenuating for purposes of appealing suspension of financial aid.

Examples of documentation to include with an appeal:

- Medical Bills
- Physician's notes
- Police reports
- Faculty Memos

Northwestern State University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX):

- Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359)
- Students – Frances Conine, Dean of Students (318-357-5286)

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Fauchaux, at 318-357-4460.

Full disclosure statement: <http://universityplanning.nsula.edu/notice-of-non-discrimination/>

**Inquiries regarding employment applications should call Business Affairs (318-357-5446).*