



**SUSPENSION or MAXIMUM TIME FRAME**  
**AND/OR**  
**ADDITIONAL UNDERGRADUATE DEGREE**  
**APPEAL PETITION**

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Financial Aid & Scholarships Office, 231 W Sixth St, Powell, WY 82435 • 1-800-560-4692 or (307) 754-6158

Federal regulations require Northwest College to establish and follow a policy to measure satisfactory academic progress for all students. Students receiving federal financial aid who fail to meet these standards of progress are placed on financial aid suspension resulting in the termination of financial aid assistance. All students can access the Financial Aid Policies & Student Consumer Information on NWC's website at:

<http://www.northwestcollege.edu/fapolicy>

**\*\*Students may be granted a MAXIMUM OF THREE APPEALS for all types of appeals at NWC\*\***

*Complete and return this form to the Financial Aid Office with the appropriate documentation, ex: copies of medical bills, statements from physicians, psychologists, or other professionals or a death certificate. Your petition will be reviewed to determine if financial aid probationary status and funding is appropriate.*

*For both the Maximum Time & Additional Degree, complete and return this form with appropriate documentation such as a letter from an instructor supporting the need of an additional degree. You must also submit a Degree Audit Form to the Registrar's Office who will then provide the information to the student. Your Degree Audit results must be included with this appeal when turned in. The petition will be reviewed to determine if an extension of financial aid funding is justified.*

**Satisfactory Progress - Suspension**

The policy allows students who fail to meet the standards, because of extenuating circumstances, to appeal their financial aid suspension. Circumstances must be of significant magnitude and outside of the student's control. Examples of extenuating circumstances could be the death of a close relative to the student or a significant injury or illness of the student or family member.

**Maximum Time**

Students are expected to complete their program of study within a specified time frame. Students pursuing a degree are eligible for funding up to a maximum of 96 total **attempted** credit hours. Students pursuing a one-year skill's certificate are eligible to receive financial assistance up to a maximum of 48 total **attempted** credits. This policy allows students who fail to complete their program of study within the allowed time, to appeal their financial aid suspension. Circumstances for appeal must be of significant magnitude and outside the student's control. Some examples of extenuating circumstances could be the death of a close relative to the student, or a significant injury or illness of the student or family member, resulting in missed classes. See reverse side for information to be included in your letter of appeal; this must also include copies of medical bills or statement from physicians, psychologists, or other professionals or death certificate(s) as it pertains to circumstances of appeal.

**Additional Degree**

A student appealing to receive an additional undergraduate degree must complete this form and include a letter explaining why the additional degree is wanted and/or needed.

If you have any questions regarding this process, contact the Financial Aid Office.

**INCOMPLETE PETITIONS WILL BE RETURNED WITHOUT REVIEW.**

**OVER →**

**Complete this page, ATTACH REQUIRED DOCUMENTATION,  
and return to the Financial Aid & Scholarships Office**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Last 4 digits of Social Security Number \_\_\_\_\_

**\*Please indicate the appropriate reason for this appeal.**

**I am appealing:** \_\_\_\_\_ **Financial Aid Suspension** OR \_\_\_\_\_ **Max Time** AND/OR \_\_\_\_\_ **Additional Degree**

**Program of Study** \_\_\_\_\_ **Anticipated Graduation Date** \_\_\_\_\_

**\*For which of the following term(s) are you requesting Financial Aid funding?**

\_\_\_ Fall 2009      \_\_\_ Spring 2010      \_\_\_ Summer 2010

**\*If funded, I intend to enroll in:** \_\_\_ 12 or more credits (*fulltime*)    \_\_\_ 9 – 11.5 credits (*3/4 time*)    \_\_\_ 6 – 8.5 credits (*1/2 Time*)

**On a separate sheet of paper, typed (or neatly written), provide the following information:**

**Financial Aid Suspension Appeals:**

1. What were the extenuating circumstances that prevented you from meeting Satisfactory Progress Standards which led to your suspension?
2. What has changed or what corrective measures have you taken to ensure your future academic success?  
*Attach documentation to support your statement.*

**Maximum Time and/or Additional Undergraduate Degree Appeals:**

1. What were the extenuating circumstances that prevented you from completing your degree within the required time limit?
2. Explain in detail your specific plans on courses needed to graduate, and when you plan to graduate or finish with course work at Northwest College. You may need to consult your academic advisor.
3. Attach your Degree Audit results from the Registrar's Office with this appeal, the Financial Aid & Scholarships Office will **NOT** do this for you!  
*Attach documentation to support your statement.*

I certify that the information provided on this petition is true and complete to the best of my knowledge. I understand extenuating circumstances are unique by definition, I realize that an appeal to waive the standards should not be taken lightly or abused.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Northwest College does not discriminate on the basis of age, race, religion, gender, sexual orientation, national origin, disability, or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Inquiries concerning Title VI, Title IX, Section 504, and ADA should be directed to the NWC Compliance Officer, Vice President for Administrative Services, 231 West Sixth Street, Powell, WY 82435-1895, 307.754.6404, or the Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582 – Telephone: 303.844.5695 FAX: 303.844.4303; TDD: 303.844.3417; E-mail: OCR\_Denver@ed.gov.

For Financial Aid Office Use Only
Approved – financial aid probation for term: ___ Fall 2009 ___ Spring 2010 ___ Summer 2010
___ Denied – reason: _____