



Norwalk Community College
188 Richards Avenue Norwalk CT 06854-1655

Financial Aid Office
P 203 857 7023
F 203 857 7310

Unsatisfactory Academic Progress Appeal

Name _____ Banner ID #@ _____

Address _____

City _____ State _____ Zip Code _____

Tel# _____ Major _____

Last Semester attended _____ UNSAP Appeal is for **SPRING 2020** Semester

Please be aware that the review and process of every appeal is on a case-by-case basis. In addition, every appeal is process on a **semester-by-semester** basis. The **approval or denial** of your Unsatisfactory Academic Progress Appeal for the semester above will be determined based on your extenuating circumstances detailed on your appeal letter, and supporting document(s) attached to this appeal.

Your appeal letter needs to **describe entirely the extenuating circumstances** that prevented you from making SAP, be as specific as possible. Personal injuries, serious illness, death of a family member, and other extenuating circumstances may be acceptable reasons for an appeal. All medical justifications **must** be accompanied by a doctor's note on letterhead. Any **supporting documents** from a reputable source or third party to support your appeal should be typed and on letterhead. Your appeal letter should also include what steps you have taken or you are planning to take to make sure you will successfully complete the remaining courses in your program or major. Finally, you must also attach to your appeal a copy of your **Academic Transcript, Degree Evaluation** and **Academic Plan** signed by your academic advisor or counselor.

I certify that the information contained in the appeal is true and complete to the best of my knowledge. If approved, I understand that by signing this form, it is my responsibility to verify my SAP status at the end of every semester until I have met all Satisfactory Academic Progress (SAP) requirements.

Student Signature _____

Date _____

Office Use Only

Approved _____

Denied _____

Notes: _____

FA Officer Signature and Date: _____