

Name: _____ NSCC ID number: N _____
 Phone: _____ Email: _____@students.northweststate.edu
 Which term will you be attending next? (check one) _____ Summer _____ Fall _____ Spring
 Current major: _____ Expected Graduation Date: _____

The information provided on this form, in my typed statement and all accompanying documentation, is accurate and complete to the best of my knowledge. I agree to provide additional documentation if requested by the Financial Aid Office.

Student Signature: _____ **Date:** _____
(electronic signature is not acceptable)

Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or age in its programs or activities.

Plan of Study

Please contact the division secretary from your department of study to make an appointment with an advisor in order to complete your plan of study.

Allied Health, Business, & Public Services: 419-267-1345
 Arts & Science: 419-267-1247
 Engineering: 419-267-1394

Industrial: 419-267-1483
 Nursing: 419-267-1246
 Undecided: 419-267-1247

The plan of study should include:

1. If **Credit Hours Pace of Progression** is below 67%: Please list ALL the courses the student will need to take in order to raise their completion rate to the required level.
2. If **GPA** is below required level: Please list ALL the courses the student will need to take in order to raise their GPA to the required level.
3. If on **Maximum Time Frame**: Please list EVERY class the student needs to take to complete their degree or certificate.

***Attention Advisor* Please enter the student's plan of study in DegreeWorks. The spaces below are intended for the student to make a draft of their plan of study prior to meeting with you.**

Semester _____ 20_____		
CRS (e.g. ENG100)	Description	Credits

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Financial Aid Appeal Policy

Students have the right to appeal suspension of financial aid eligibility due to unsatisfactory academic progress. Federal regulations require a student to demonstrate an extenuating circumstance, which contributed towards the student's lack of academic performance (i.e. illness or death in the family), in order for an appeal to be considered. In those cases where these circumstances can be documented the student may have their eligibility reinstated based on a determined plan of study.

It may take up to 15 working days before a decision is made. If a decision has not been made on your appeal by the time payment is due, you will need to make payment arrangements with the Business Office.

Required Documentation

GPA/ Credit hours pace of progression / Zero Credit Hours Earned Appeal

1. Financial Aid **Appeal Form**.
2. Typed **letter** (no longer than one page) from student explaining the circumstance for the suspension, how he/she plans to resolve these circumstances, and why he/she feels their aid should be reinstated. Please make sure to include your student ID number.
3. Independent third party **documentation** to support the reasons stated in the appeal letter. Examples of documentation may include: medical documentation, note from physician, copy of new work schedule, copy of death certificate, etc.
4. Print off academic **transcript** from student's myNSCC account.
5. **Plan of study** entered in DegreeWorks by the advisor. An appointment is required to meet with an advisor in order to complete the plan of study. The plan of study must list ALL the courses needed to raise student's GPA and/or Completion Rate to the required level.
6. Complete the **Appeal Workshop**. The workshop is available online. Students can register for a workshop by logging into their myNSCC account, click on the Billing and Financial Aid tab, and then click on the 'Register' icon in the SAP Appeal box. After completing the workshop, all students must complete the Appeal Workshop Quiz and attach a copy of their score with their appeal information. This must be completed prior to submitting the appeal form to the Financial Aid Office. Students must pass the workshop quiz with a score of at least 70%.

Maximum Time Frame Appeal

1. Financial Aid **Appeal Form**.
2. Typed **letter** (no longer than one page) from student explaining why they have exceeded the number of hours allowed for their program of study, what their career goals are in relation to seeking a different program, how many more semesters he/she will be attending, his/her expected graduation date, and why he/she feels their aid should be reinstated. Please make sure to include your student ID number.
3. Print off academic **transcript** from student's myNSCC account.
4. **Plan of study** entered in DegreeWorks by the advisor. An appointment is required in order to meet with an advisor to complete the plan of study. The plan of study must list ALL the courses needed to complete your degree or certificate program.
5. Complete the **Appeal Workshop**. The workshop is available online. Students can register for a workshop by logging into their myNSCC account, click on the Billing and Financial Aid tab, and then click on the 'Register' icon in the SAP Appeal box. After completing the workshop, all students must complete the Appeal Workshop Quiz and attach a copy of their score with their appeal information. This must be completed prior to submitting the appeal form to the Financial Aid Office. Students must pass the workshop quiz with a score of at least 70%.