

Norwich University - - Student Financial Planning Office

Satisfactory Academic Progress - Petition for Reinstatement

Last Name: _____ First Name: _____ MI: ____ Student ID Number: A00 _____
Current Contact Information: Phone: _____ E-Mail: _____

Satisfactory Academic Progress Notification:

The Student Financial Planning Office (a.k.a. "financial aid office") is responsible for monitoring academic eligibility requirements for student financial aid programs. "Satisfactory Academic Progress" (SAP) reviews consider semester and cumulative grade point average, credit hours attempted, and credit hours completed at the end of each term of enrollment. The opportunity to file a Petition for Reinstatement of eligibility is provided to students who have become ineligible for federal, state, or institutional funding due to failure to meet SAP requirements. Students and others are cautioned that the university's standards for academic progress are not the same as the standards for receipt of financial aid program funding: It is possible to be eligible to remain enrolled while no longer being eligible to receive student financial aid funds.

"Good Standing" Status Reminder: All students must meet the quarterly and cumulative GPA requirements for their program as noted in the Norwich Catalog, and all students must complete 67% or more of their cumulative and semester-specific attempted credits throughout enrollment, in order to remain eligible for financial aid.

Providing opportunity for petition is neither a commitment of funding by Norwich University, nor an indication that a petition will be approved. Students choosing to attend during a term for which financial aid eligibility is suspended are expected to pay for all expenses without consideration of financial aid during the petition for reinstatement review period. Failure to make required payments will result in cancellation of registration or collection activities.

When Petitions are approved, eligibility is immediately reinstated but aid cannot be provided retroactively for terms that began and ended within the timeframe when the student is in Suspended status.

A. Rationale: Prepare a signed statement (typewritten or "MS Word" preferred) describing the circumstances that impacted your ability to meet academic progress expectations and what actions you have taken by yourself or with your advisor to resolve that situation. Include documentation to support your statements. In addition to writing your statement, please indicate the general reason why you were not able to meet the academic requirements for financial aid:

- Medical needs of:** Self Spouse Dependent. "Medical needs" may be either physical or mental.
 Employment situations: such as schedule conflicts or work / school time balancing.
 Personal reasons: that cannot be categorized as medical or employment related.

B. Education Plan: Degree Evaluation & Academic Probation Contract Requirement

Please obtain a "Degree Evaluation" that lists the courses required for your degree program and noting which courses you have completed. If applicable, include a copy of any Academic Probation Contract that you have been required to sign. These may be secured from your academic advisor or the Academic Achievement Center.

C. Advisor or Academic Achievement Center Signature and Current Academic Program Data

1. Degree or Certificate Program Name or Code as of this date: _____. Is this new? Y / N
2. Remaining number of REQUIRED credit hours to complete this Program: _____
3. I have reviewed the student's enrollment records. Information provided regarding current program of study and remaining credits for program completion are accurate to the best of my knowledge.

Advisor or AAC Name: _____ Advisor or AAC Signature: _____ Date: _____

D. Student Signature and Confirmation:

I agree that the statements and/or other documentation provided with this petition are accurate. I understand that if my financial aid is reinstated, my academic progress will continue to be monitored and that if my grades do not improve, further suspension of financial aid eligibility may occur.

Student's Signature: _____ **Date:** _____

SENDING DOCUMENTS: This cover page, the "Education Plan", and your signed statement may be scanned and sent to us electronically at nufinaid@norwich.edu, faxed to us at (802) 485-2024, or mailed to our campus office address.