



# SAP Appeal

## Satisfactory Academic Progress

ALL FORMS MUST BE COMPLETED IN BLACK INK OR TYPED. ALL SIGNATURES & INITIALS MUST BE IN INK (NOT TYPED).

LAST NAME:		FIRST:	STUDENT ID #:	
STREET ADDRESS:			CITY:	
STATE:	ZIP:	PHONE:		
ACADEMIC PROGRAM:		EXPECTED GRADUATION DATE:		
<input type="checkbox"/> BLUE RIVER	<input type="checkbox"/> LONGVIEW	<input type="checkbox"/> MAPLE WOODS	<input type="checkbox"/> ONLINE	<input type="checkbox"/> PENN VALLEY

### Federal Guidelines

Federal Regulations require Federal Student Aid recipients to make Satisfactory Academic Progress (SAP) in order to continue to receive Federal Student Aid and require Metropolitan Community College (MCC) to monitor your progress toward completing your program. If you fail to meet SAP requirements, your Federal Student Aid eligibility is suspended until you again meet the requirements. You can review MCC's complete SAP policy online at <https://www.mcckc.edu/SAP>.

**Appeal:** If you failed to meet SAP requirements due to a documented mitigating circumstance that was beyond your control, you may submit a **one-time** appeal to your campus Financial Aid Office for review and consideration. Appeals must be received before the close of business on the last day of the 100% refund period of your first class; otherwise, your appeal will be considered for the next semester. If you enroll in classes, you are responsible to set up payment for tuition, fees, and books until your appeal has been reviewed. You can review MCC's tuition refund schedule online at <https://mcckc.edu/refunds>.

- If your appeal is approved, your educational plan will be reviewed to determine whether or not it is possible for you to meet SAP in one additional semester. One of the following determinations will be made:
  - **Financial Aid Probation:** If it is possible for you to meet SAP in one semester, you will be granted financial aid probation. If you meet SAP at the end of your probation semester, you will regain your eligibility. If you do not meet SAP at the end of the semester, your eligibility will be terminated and no further appeals will be considered.
  - **Academic Plan:** If it is not possible for you to meet SAP in one semester, but possible to meet SAP within 150% of the credit hours required to complete your educational plan, you must meet with your Academic Advisor and create an Academic Plan that specifies the progress you must make each semester until you regain compliance or your program is completed. You must meet the requirements of your Academic Plan for your financial aid eligibility to continue.

If your financial aid is not sufficient to pay your balance in full, you must set up payment immediately, or you may be dropped from your classes for non-payment or be referred to Delinquent Account Services.

- If it is determined that it is not possible for you to complete your educational plan before you attempt 150% of the credit hours required for your credential, your financial aid eligibility will be terminated.
- If your appeal is denied, you may complete coursework at your own expense until you again meet SAP requirements. We encourage you to meet with your Academic Advisor to develop a plan to meet SAP requirements.

### Appeal Process

1. **SAP Appeal Form:** Complete and return this two-page form with the required documentation, indicated below.
2. **Personal Statement:** Attach a typed, signed, and dated statement that answers the following questions:
  - a. **What circumstances led to your academic difficulties?** If your academic difficulties occurred during multiple semesters, you should address what occurred during each semester. If you do not know which semester(s) you should address in your appeal, contact your Academic Advisor or Financial Aid Advisor for assistance.
  - b. **What supporting documentation are you including with this appeal?** See step 3 below for additional details.
  - c. **What has changed in your situation that will allow you to demonstrate satisfactory academic progress and complete your Educational Plan within the limits of financial aid eligibility?**

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**3. Supporting Documentation:** You must provide third-party documentation of the circumstances that impacted your academic success. Your documentation must reflect that your circumstances originated during the semester(s) during which you did not meet SAP. Examples of third-party documentation are below. All documentation is confidential.

Circumstance	Examples of Supporting Documentation
Student's own mental or physical illness or injury.	Physician's statement, or hospital records.
Serious illness, accident, injury, or death of an immediate family member (grandparent, parent, spouse, sibling, or child).	Physician's statement, hospital records, death certificate, obituary, or memorial service program that is related to the individual for whom the student provided care or support.
Other personal circumstances*	Police report or documentation from a <i>non-family</i> third-party adult professional who has direct knowledge of your circumstances or from whom you have sought treatment or assistance, such as a signed statement submitted on their organization's letterhead.

**\*Examples of appeal circumstances that may be denied or not considered include, but are not limited to:** poor choices of classes; employment obligations; financial difficulties; loss of transportation; personal or relationship problems; relocating; childcare difficulties; incarceration; and/or internet access.

### Student Certification

By signing below, I certify that I understand that I am responsible for payment of my tuition, fees, and books until a decision has been made regarding the appeal. I understand that if I enroll in classes and set up a payment plan, I am financially responsible for the full balance on my account, even if my appeal is denied.

I understand that it is my responsibility to check my MCC student email regularly and to respond to requests for additional documentation in a timely manner. I understand that submission of this request does not guarantee approval, and that all decisions concerning this request are final and cannot be appealed.

I understand that if my appeal is approved, I am responsible to set up an appointment with my Academic Advisor to create an Academic Plan through which I may regain compliance with SAP requirements. I understand that I must meet the requirements of this Academic Plan for my financial aid eligibility to continue. I understand that if my financial aid is not sufficient to pay my balance in full, I am responsible to establish payment immediately for my remaining balance. I understand that if I do not pay any balance reflected on my account, I may be dropped from my classes for non-payment or be referred to Delinquent Account Services.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

INTERNAL USE ONLY		
PRE-WARNING: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING 20____ <input type="checkbox"/> SUMMER	WARNING: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING 20____ <input type="checkbox"/> SUMMER	APPEAL REASON(S): <input type="checkbox"/> GPA <input type="checkbox"/> COMPLETION RATE <input type="checkbox"/> TIMEFRAME <input type="checkbox"/> ACADEMIC PLAN
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
COMMENTS: _____ _____ _____ _____		
FINANCIAL AID SIGNATURE: _____	DATE: _____	