Satisfactory Academic Progress Appeal Form

Deadline: Appeals will not be accepted within the last two weeks of the semester

Student Name	**MACC Student ID**
Semester/Year you plan to enroll	**What degree/certificate are you seeking**

Step A

Select the reason for submitting this appeal

☐	Maximum-Time - Check here if you are submitting an appeal to request an extension of the 150% maximum timeframe. If this is the only reason for your appeal, continue to step B.
☐	Suspension - Check here if you are appealing because you did not make academic progress due to pace of completion and/or GPA in a prior semester/s.

Step B

Attach a typed statement that explains the extenuating circumstance(s) that impacted your academic progress; you must include each of the semester(s) you failed to make academic progress and the circumstance(s) for each. ***Appeals submitted without the required written statement will be denied.***

- What were the extenuating circumstances that occurred during each semester listed in Step A which prevented you from successfully completing all of your classes and/or completing your program within the maximum timeframe?
- What has changed that will allow you to successfully complete all classes in the future?
- What are your current enrollment plans and what steps are you taking to help you be successful?

Step C

Attach documentation which confirms the circumstance you indicated. ***Appeals submitted without supporting documentation will be denied.***

- Provide documentation confirming the extenuating circumstances that occurred during each semester listed in Step A. Refer to the instructions on page three for a list of suggested documentation. Additional documentation may be requested when your appeal is reviewed.
- The appeals committee will only review the materials that you provide; therefore, it is your responsibility to provide adequate documentation to support the circumstances as described within your appeal.

Step D

Attach the Academic Plan form and Advising Worksheet (degree audit). ***Appeals submitted without academic plan and advising worksheet will be denied.***

- Meet with an academic advisor to complete the Academic Plan form and an Advising Worksheet (degree audit) and schedule the sequence you plan to successfully complete your degree/certificate at MACC. **Required for all appeals**.
- Carefully consider the courses in which you enroll. For example:
    - If you have not completed the required Math and/or English courses required for your degree, you should enroll in them first; the SAP Appeal committee may require you to enroll and complete those courses as a restriction of your financial aid reinstatement.
- Discuss and establish a plan for improving cumulative GPA, such as repeating coursework in which you received unsatisfactory grades**. Recommended for all students with unsatisfactory CGPA.**

Step E

Certification and Signature

The information provided on this form, in my written 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 FAO. By signing below, I am confirming I have read the instructions on this form as well as the SAP Guidelines and understand the process and the deadlines associated with submitting an appeal.

If my appeal is approved, I will be placed on Financial Aid Probation, and while on Probation I understand that I am expected to maintain:

- Successfully complete attempted courses according to the minimum Pace Standards. Successful completion is classified as earning a grade of D or higher.
    - 66.67% of the courses must be completed if I am on Probation
    - 100% of the courses must be completed if I am on Probation for Max-Time; additionally, I must maintain a 2.0 GPA each semester.
- I will adhere to all additional stipulations the SAP Committee requires to best prepare me for success.
- I will read and complete the Satisfactory Academic Progress Probation Contract, which will be mailed to my home address and sent to my MACC student email, if my appeal is approved.

CERTIFICATION AND AUTHORIZATION	
STUDENT: By signing, I certify that all of the information reported is complete and correct. *WARNING: if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.*	
Student Signature	***Date***

STOP: Did you fully complete this form? We will deny any incomplete/unsigned forms.

If we have reason to believe the information reported is inaccurate or fraudulent, we may require additional documentation

You may submit this form through the Financial Aid Portal, email to finaid@macc.edu from your MACC-issued email account, deliver in-person at the campus nearest you, or mail to:

Moberly Area Community College, Financial Aid Office, 101 S College Avenue, Moberly, MO 65270

Questions? Please call: (660) 263-4100 ext. 11301

Check all that apply	Circumstance	Suggested Documentation
	Day Care Problems	1. In your statement, explain your daycare problem and how it impacted your academic performance.
		2. Provide documentation verifying that you currently have reliable daycare for your child(ren) while you are in school.
	Death of Close Family Member	1. In your statement, explain the individual's relationship to you, their date of death, and how the death impacted your academic performance.
		2. Provide a copy of a death certificate, obituary or letter from a professional confirming the date of death (lawyer, minister, doctor).
	Extension of 150% timeframe	1. In your statement, explain why you have attempted so many credit hours and not yet completed your program or indicate if you are working on an additional degree or certificate.
		2. Provide an academic plan that will include a list of the classes you still need to take at MACC, the semester you will be taking those classes and your expected completion date.
		3. Provide a copy of a recent degree evaluation, which may be obtained from an academic advisor.
	Illness or Injury	1. In your statement, explain the illness or injury, when it occurred and the duration, and how the illness or injury impacted your academic performance.
		2. Provide a statement from your doctor citing the illness or injury and/or relevant medical records.
	Transportation Problems	1. In your statement, explain what your transportation problems were and how the problem impacted your academic performance.
		2. Provide documentation of your transportation problems.
		3. Provide documentation to show that you now have reliable transportation (example: insurance card, title, registration, etc.).
	Work Schedule Change	1. In your statement, explain how your work schedule changed and how this change impacted your academic performance.
		2. Provide a statement from your employer verifying the schedule change or date of hire (if new job). Your current employer's statement should also confirm that your work schedule will not interfere with classes in the future.
	Other Unforeseen Circumstance	1. In your statement, explain the situation. The statement must clearly show that the situation was unforeseen. 2. Provide supporting documentation that verifies the circumstances you describe in your statement such as, but not limited to, correspondence from instructors and tutors demonstrating your academic efforts, or another 3rd party verifying your situation.

Satisfactory Academic Progress Appeal Form

Moberly Area Community College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP) standards, according to federal and state laws and regulations. SAP standards must be maintained during all semesters of enrollment, regardless of receiving financial aid.

Students are considered to have an eligible SAP status if they:

- Maintain the required cumulative grade point average (CGPA) of 2.0 or better (freshman students must have a 1.85 CGPA).
- Satisfactorily complete enough credit hours to have a pace of completion of 66.67% or higher.
- Will graduate within 150% of the credit hours required to complete their academic program.

To view the complete SAP policy, please go to:
http://www.macc.edu/index.php/satisfactory-academic-progress

A student with **unforeseen, documentable extenuating circumstances** who has been denied financial aid based on their SAP status has the right to appeal in writing by following the instructions on this form.

The Financial Aid Office (FAO) is only able to consider appeals based on **unforeseen, extenuating circumstances** that prevented you from meeting the SAP standards listed above.

Instructions

1. Review MACC's Satisfactory Academic Progress Guidelines for important information concerning timelines associated with submitting an SAP Appeal.
2. Complete the Satisfactory Academic Progress Appeal Form.
3. Attach a typed statement which explains the following:
    - What were the extenuating circumstance(s) that occurred during each semester which prevented you from successfully completing all of your classes and/or completing your program within the maximum timeframe (see Step A of the appeal form)?
    - What has changed that will allow you to successfully complete all classes in the future.
4. Attach documentation which confirms the extenuating circumstances that occurred during each semester listed in Step A of the appeal form. Refer to the list on page 3 for suggested documentation. Additional documentation may be requested when your appeal is reviewed.
5. Attach a copy of the Academic Plan form and your Advising Worksheet (degree audit) after consulting with an academic advisor.
6. All documents should have your name and MACC Student ID# included. Attach all supporting documents to the form and submit to the FAO. ***Appeals submitted without supporting documentation will be denied.***
7. It may take up to 15 working days after an appeal is submitted for a decision to be made. If a decision has not been made on your appeal by the time classes begin, it is your responsibility to discuss your payment options with the Business Office.
8. Notification of the decision will be sent to your MACC-issued email account and address on file.
    - If your appeal is approved you will be issued an SAP Probation Contract; after the signed Contract is received in the Financial Aid Office, your eligibility to receive grants and loans will be reinstated. SAP contracts must be received no later than the designated "Stop Day" in a semester.
    - If your appeal is not approved (denied), you will be ineligible to receive federal financial aid (which includes grants, loans, and scholarships from federal and state resources). If you intend to continue enrollment at MACC, you must pay your bill without federal and state financial aid.

Satisfactory Academic Progress
Academic Plan

Student Name (Last, First, MI)	MACC Student ID Number

Advisor: Please review the appropriate checklist with the student. The **student must initial each item** to indicate acceptance of the terms and plan to regain financial aid eligibility.

Appealing for Suspension	
Initial:	If my appeal is approved, I will be placed on Financial Aid Probation for one semester. I must meet the minimum cumulative GPA standards AND complete 66.67% Pace of Completion to remove the Probation status; if I complete the required Pace of Completion (66.67%) but do not achieve the minimum cumulative GPA, and **have met the 2.00 minimum semester GPA**, I will remain on a Financial Aid Probation status for a subsequent semester, and will be monitored each semester until I am meeting the minimum requirements as outlined in the SAP Policy.

Appealing for Maximum-Time	
Initial:	Total # of Credits Remaining for Completion of Degree (include credits enrolled in this semester) Example: if appealing during fall semester, include fall credits plus future semester credits needed to complete the declared degree. • **Current Semester:** • **Number of credits enrolled:** • **Remaining credits to complete degree (after this semester):**
Initial:	If my appeal is approved, I will: • Only enroll in courses required for my declared degree; • Achieve a minimum 2.0 GPA each semester; • Complete 100% of the courses with a grade of D or higher (grades of I, F, & W are not acceptable); and, • Remain on Financial Aid Probation status until I complete my current degree.

Satisfactory Academic Progress
Academic Plan
Certification and Signature

Advisor: Please sign below, confirming that you have met with the student. If you have a comment regarding the student's appeal or academic plan, please attach a letter. NOTE: if this student needs any developmental courses it is in their best interest to enroll in the needed courses to prepare the student for academic success.

ACADEMIC ADVISOR	
Advisor Signature	*Date*

Student: Please sign below, confirming you have read the instructions on this form as well as the SAP Guidelines and understand the process and the deadlines associated with submitting an appeal. You are also confirming you have met with an academic advisor and understand the terms of your academic plan. The Financial Aid SAP Appeal Committee may alter the terms of this plan as they feel necessary for your academic success. Any alterations will be stipulated on your SAP Contract should this appeal be approved. Additionally, your signature confirms you understand you may only enroll in and receive financial aid for courses required for your declared degree.

CERTIFICATION AND AUTHORIZATION	
STUDENT: By signing, I certify that all of the information reported is complete and correct.	
Student Signature	*Date*

***STOP*: Did you fully complete this form?**

Submit this form with the completed appeal form, statements and documentation. All documents should include your name and MACC Student ID#. Incomplete appeals will be denied.

If we have reason to believe the information reported is inaccurate or fraudulent, we may require additional documentation

You may submit this form through the Financial Aid Portal, email to finaid@macc.edu from your MACC-issued email account, deliver in-person at the campus nearest you, or mail to:

Moberly Area Community College, Financial Aid Office, 101 S. College Avenue, Moberly, MO 65270

Questions? Please call: (660) 263-4100 ext. 11301

Satisfactory Academic Progress Appeal
Attendance and Grade Verification Form

>>This form is only required for appeals submitted after the third week of a semester

Student Name (Last, First, MI)	**MACC Student ID Number**

All SAP Appeals submitted after the third week in a semester must include this Attendance and Grade Verification Form. This information is necessary in order to verify the student is attending and currently making academic progress and to determine if the student will be able to meet the SAP standards by the end of the semester.

DIRECTIONS: Take this form to each of your instructors and request them to complete the section below (one line per course). If you are taking an online course and are unable to obtain faculty verification on this form, an email containing all requested information will be accepted directly from the faculty's MACC-issued email to your MACC-issued email. You must print a copy of the email and attach it to this form.

Course Name	**Last Day Attended** If online class provide last date of participation	**Current Grade** **Provide letter grade and % earned**	**Is student current on all assignments? (including quizzes/tests)**	**Faculty Signature**	**If this is an online class, check here**
			Yes / No		
			Yes / No		
			Yes / No		
			Yes / No		

Your success is important to us! We want to see you complete your program successfully. Did you know we offer academic resources at each of our campuses? To assist you with your success, stop by the Library and Academic Resource Center (LARC) at the campus closest to you. The LARC can help you study more efficiently and make better grades. We provide professional and certified peer tutors in the LARC to help you study a variety of subjects. We strongly encourage you to utilize these resources and allow us the opportunity to help you succeed.

CERTIFICATION AND AUTHORIZATION	
STUDENT: By signing, I certify that all of the information reported is complete and correct.	
Student Signature	*Date*