

# Satisfactory Academic Progress Appeal Form

Please read the complete list of instructions on page 4

**Please print**

Student's Name \_\_\_\_\_ MACC Student ID # or SSN \_\_\_\_\_

Complete Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Semester/year you will be attending next? \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Are you currently enrolled?  Yes  No How many hours? \_\_\_\_\_

Have you completed the Academic Plan Form and a degree audit with an academic advisor?  Yes  No  
***The Academic Plan form and degree audit must be attached to this appeal.***

Are you taking courses that are not required for your declared degree/certificate?  Yes  No

If you answered yes, name the course(s) \_\_\_\_\_

What degree/certificate are you seeking? \_\_\_\_\_ What is your major? \_\_\_\_\_

What types of financial aid have you applied for? \_\_\_\_\_

## Step A: Reason for Appeal

*An appeal will be considered only one time per reason/circumstance.*

- Check here if you are submitting an appeal to request an extension of the 150% timeframe. If this is the only reason for your appeal, continue to step B.
  
- Check here if you are appealing because in (a) prior semester(s) you did not have a pace of completion of 66.67% or more, and/or you did not have the minimum cumulative GPA (freshman = 1.85 and sophomore = 2.0). Identify the semester and indicate the circumstance. Attach additional copies of this page if needed.

Semester (including year): \_\_\_\_\_

Circumstance:

- Daycare Problems  Illness or Injury  Death of Close Family Member
- Transportation Problems  Work Schedule Change
- Other Unforeseen Circumstance

Semester (including year): \_\_\_\_\_

Circumstance:

- Daycare Problems  Illness or Injury  Death of Close Family Member
- Transportation Problems  Work Schedule Change
- Other Unforeseen Circumstance

**Step B: Attach a type-written statement which explains the following**  
(*Appeals submitted without the required written statement will be denied.*)

The statement must clearly explain how the extenuating circumstances impacted you in each semester listed):

- 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; and,
- 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 required 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 degree audit.**

(*Appeals submitted without supporting documentation will be denied.*)

- Meet with an academic advisor and complete the Academic Plan form and a 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; also,
  - if you choose to enroll in more than 15 credit hours and/or eight-week classes, you must address your understanding of the workload which will be expected of you in your written statement (described above).
- 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.**

**D. 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 I am expected to maintain:

- a minimum semester GPA of at least a 2.0; and,
- Successfully complete attempted courses according to the minimum Pace Standards
  - 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
    - Successful completion is classified as earning a grade of D or higher
- 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, if my appeal is approved.

---

Student Signature

---

Date

**E. Submit the completed appeal form, statements and documentation.**

All documents should have your name, SSN, and/or MACC Student ID# included. Attach all supporting documents to this form, including the signed Academic Plan and submit in-person at the campus nearest you.

**An appeal will be considered only one time per reason/circumstance.**

Check all that apply	<b>Circumstance</b>	<b>Required Documentation</b>
<input type="checkbox"/>	<b>Day Care Problems</b>	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.
<input type="checkbox"/>	<b>Death of Close Family Member</b>	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).
<input type="checkbox"/>	<b>Extension of 150% timeframe</b>	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.
<input type="checkbox"/>	<b>Illness or Injury</b>	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 releasing you to return to school.
<input type="checkbox"/>	<b>Transportation Problems</b>	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.).
<input type="checkbox"/>	<b>Work Schedule Change</b>	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.
<input type="checkbox"/>	<b>Other Unforeseen Circumstance</b>	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 3 <sup>rd</sup> party verifying your situation.

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.

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 his/her 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. Appeals will be considered for each circumstance only one time.

## 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 Student Appeal Form.
3. Attach a type-written statement which explains the following:
  - What were the extenuating circumstances 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. All statements from other individuals or organizations must be on professional letterhead or notarized. Refer to the list on page 3 for required documentation. Additional documentation may be requested when your appeal is reviewed.
5. Attach a copy of the Academic Plan form and your degree audit after consulting with academic advisor.
6. All documents should have your name, SSN, and/or 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 pay your balance in full or discuss your payment options with the Business Office.
8. Notification of the decision will be sent to your MACC-issued email account.
  - If your appeal is approved you will be issued a SAP Probation Contract; after the signed Contract is received in the Financial Aid Office, your eligibility to receive grants and loans will be reinstated.
  - If your appeal is not approved (denied), you will be ineligible to receive federal financial aid (which includes grants, loans, and scholarships from federal, state resources). If you intend to continue enrollment at MACC, you must pay your bill without federal and state financial aid.

Student's Name \_\_\_\_\_ MACC Student ID # or SSN \_\_\_\_\_

**The terms of the academic plan does not guarantee approval of your submitted appeal. Please review/complete all sections that apply.**

You must attach a copy of your degree audit and note the semester in which you will take the required course to complete the declared degree.

### Appealing for GPA

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

\_\_\_\_\_ If my appeal is approved, I will be required to **achieve a minimum semester GPA of at least 2.00**. This requirement includes Developmental courses.

\_\_\_\_\_ If my appeal is approved, I will be placed on Financial Aid Probation for one semester. If, after one semester, I am not meeting the minimum cumulative GPA **but have met the 2.00 minimum semester GPA**, I will be maintained on the Academic Plan conditions as noted above and will be monitored each semester until I am meeting the minimum requirements as outlined in the SAP Policy.

\_\_\_\_\_ If my appeal is approved, I will be required to 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.

### Appealing for Pace of Completion

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

\_\_\_\_\_ If my appeal is approved, I will be required to 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.

\_\_\_\_\_ If my appeal is approved, I am expected to **achieve a minimum semester GPA of at least 2.00**. This requirement includes Developmental courses.

\_\_\_\_\_ 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 Pace but am not meeting the minimum cumulative GPA **but have met the 2.00 minimum semester GPA**, I will be maintained on the Academic Plan conditions as noted above and will be monitored each semester until I am meeting the minimum requirements as outlined in the SAP Policy.

**Appealing for Maximum Credits**

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

\_\_\_\_\_ **Total # of Credits Remaining for Completion of Degree (include credits enrolled in this semester – example: appealing during fall semester, include fall credits plus future semester credits needed to complete the declared degree):**

Current semester/year: (ex. Spring 2017) \_\_\_\_\_

Number of currently enrolled credits: \_\_\_\_\_

Remaining credits after current semester: \_\_\_\_\_

\_\_\_\_\_ If I receive a grade of “**T**”, “**F**”, “**W**”, “**WS**”, “**WD**”, or “**NR**” while on an approved appeal, the **hold** for maximum credits will be reinstated and I will lose my aid eligibility.

\_\_\_\_\_ If my appeal is approved, Financial Aid Probation/Academic Plan status will remain in effect until I complete the number of credits indicated in this appeal.

\_\_\_\_\_ If my appeal is approved, I will be required to **achieve a minimum semester GPA of at least 2.00**. This requirement includes Developmental courses.

\_\_\_\_\_ If my appeal is approved, I will be required to **complete 100% of all enrolled credits**. This requirement includes developmental courses. Grades of “**T**”, “**F**”, “**W**”, “**WS**”, “**WD**”, or “**NR**” will not count as completed and will result in loss of financial aid eligibility.

\_\_\_\_\_ If my appeal is approved, I will only enroll in courses required for my declared degree.

**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 classes it is in the student's best interest to enroll the student in the needed classes to prepare the student for academic success.

**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 it is necessary for your academic success and 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.

\_\_\_\_\_  
Student's Signature and Date

\_\_\_\_\_  
Academic Advisor's Signature and Date

***Submit this form with the completed appeal form, statements and documentation. Incomplete appeals will be denied.***

All documents should have your name, SSN, and/or MACC Student ID# included. Attach all supporting documents to the form and submit in-person at the campus nearest you, or to:

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

**–or– Fax: (660) 269-9538**

**Contact the FAO if you have questions:**

**Telephone: 800-622-2070, extension 11301 or Email: [finaid@macc.edu](mailto:finaid@macc.edu)**



# 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's Name \_\_\_\_\_ MACC Student ID \_\_\_\_\_ Semester \_\_\_\_\_

Students who are placed on Financial Aid Suspension and lose financial aid eligibility according to the Satisfactory Academic Progress (SAP) Guidelines, may submit an appeal if they experienced unforeseen, documentable extenuating circumstances. Appeals should be submitted a minimum of three weeks prior to a semester start date to allow ample time for review and processing. A student on Financial Aid Suspension should make necessary payment arrangements with the Business Office to pay their semester charges if the results of the appeal are not known prior to the first day of the semester.

**Should an appeal be submitted after the third week in a semester the student must submit this Attendance and Grade Verification Form with their Appeal. This information is necessary in order to verify the student is attending and currently making academic progress and to determine the student should be able to meet the SAP standards by the end of the semester.**

Students must submit all contents of the SAP Appeal, including supporting documentation, to the Financial Aid Office before an appeal will be reviewed.

**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. The email must be sent 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 <small>If online class provide last date of participation</small>	Current Grade <small>Provide letter grade and % earned</small>	Is student current on all assignments? <small>(including quizzes/tests)</small>	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. I strongly encourage you to utilize these resources and allow us the opportunity to help you succeed.

**SIGNATURE:** The information provided on this form, in my written statement and all accompanying documentation with my SAP Appeal, is accurate and complete to the best of my knowledge. 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date