



Satisfactory Academic Progress (SAP) Appeal Process

The Financial Aid Office (FAO) has established an appeal process for 'Suspension' of Financial Aid and for 'Maximum Time Frame' as related to Satisfactory Academic Progress (SAP). Any student who wishes to appeal should follow the below procedure:

Procedure to submit an appeal:

- 1) If appealing 'Suspension', complete both pages of the **Satisfactory Academic Progress Appeal form**.
- 2) If appealing Maximum Time Frame, include a **Financial Aid Satisfactory Academic Progress Degree Evaluation Form**.
- 3) Attach documentation to support your appeal. If you are unsure of what documentation is required, please contact the Financial Aid Office at (704) 978-5435 and speak with your assigned Financial Aid Specialist. **Appeals submitted without supporting documentation will not be reviewed. (Exception—Maximum Time Frame appeals).**
- 4) Submit your appeal and supporting documents to your Financial Aid Specialist located in the Student Services Center.

GUIDELINES:

- If you have questions as to why you no longer meet SAP standards for financial aid, or if you have questions about completing the form, please contact the Financial Aid Office to speak with your FA Specialist.
- Be specific when explaining your extenuating circumstances for not meeting SAP. Lack of information or documentation may result in a denial of your appeal. For example, if health problems played a role in your circumstances, please attach supporting documentation from a physician.
- Please print legibly, provide an accurate telephone number and sign the Satisfactory Academic Progress Appeal Form.



Satisfactory Academic Progress (SAP) Appeal Process

Students who are denied financial aid at Mitchell Community College due to not meeting the satisfactory progress requirements according to the financial aid satisfactory academic progress standards may appeal to have their financial aid reinstated. A student may submit this completed Satisfactory Academic Progress Appeal Form, along with all related supporting documentation. **Appeals submitted without supporting documentation will not be reviewed.**

Name *First* _____ *Middle* _____ *Last* _____

Mitchell ID# _____ Phone Number _____

Previous Appeal Yes No If YES, Was Appeal Granted? Yes No

STEP ONE (Only complete this section if appealing 'Suspension')

Please indicate the extenuating circumstance that contributed to your inability to maintain Satisfactory Academic Progress by checking the category below that applies to you. Please follow the instructions for each category.

- Death of an immediate family member (spouse, child, sibling, parent or grandparent).**
Attach a copy of the death certificate or obituary and include the name of the deceased and relationship in Step Two.
- Serious injury or illness to student or immediate family member.**
Attach a statement from the physician and explain the nature and dates of the injury or illness in Step Two.
- Significant event in student's life that affected the student's emotional and/or physical health.**
Provide a detailed explanation in Step Two regarding the specific circumstances. Please include dates of trauma and explain what actions you have taken to overcome this situation. Supporting documentation from a third party (physician, social worker, psychiatrist, law enforcement official, etc.) must be attached.
- Personal or immediate family emergency.**
Provide a detailed explanation in Step Two explaining the nature and date of the emergency. Supporting documentation must be provided.
- Maximum Time Frame exceeded for completing a program of study OR Maximum Time Frame exceeded due to completing a prior degree at Mitchell Community College. **REQUIRED:** Financial Aid Satisfactory Academic Progress Degree Evaluation Form

Provide a detailed explanation in Step Two as to why you have attempted an excessive amount of course credits and have not graduated from your program of study. If you are pursuing an additional degree from Mitchell Community College, you must provide a detailed explanation in Step Two as to why you are pursuing another degree at Mitchell Community College.

Your Academic Advisor must complete and sign the 'Financial Aid Satisfactory Academic Progress Degree Evaluation Form'.

STEP TWO

Printed Name _____

Provide a detailed explanation of the circumstances that led to you not maintaining the requirements of Satisfactory Academic Progress. Please print legibly. If needed, you may continue your explanation on separate paper.

STEP THREE

Please describe the steps you have taken to correct the problems that prevented you from making Satisfactory Academic Progress. Please print legibly. If needed, you may continue your explanation on separate paper.

STEP FOUR

Certification and Signature. I am requesting to have my eligibility for financial aid to be reinstated. I understand that my appeal will not be reviewed if it is incomplete or lacks documentation. By signing this form, I certify that the information provided on this form is both truthful and accurate.

Signature _____ Date _____

SUBMIT THE COMPLETED FORMS AND DOCUMENTATION TO THE FINANCIAL AID OFFICE**FA Office Use Only**

Student ID _____

Type of Appeal: U-Suspension _____ Maximum Time Frame _____ Last Semester Attended _____

Active Academic Program (SACP) _____ Current Term Registered/# credit hours _____

Cumulative FA GPA _____ Term FA GPA _____ Cumulative % Earned _____

If Maximum Time Frame, what is Satisfactory Academic Progress Status _____

Maximum Program Credits Allowed _____ Attempted Program Credits Completed _____

Financial Aid Award History Total _____ PELL LEU% _____

Outcome: Appeal Approved Effective _____ Appeal Denied

Term(s):