

Massasoit Community College
Satisfactory Academic Progress Appeal

Student Name: _____ Student ID: V00_____

Primary Phone Number: _____

Massasoit Community College is required by federal regulation to ensure students receiving financial aid are making satisfactory academic progress (SAP) toward the completion of their degree or certificate program. Students that do not meet the minimum requirements outlined in the SAP policy, which may be obtained at the Financial Aid Office, or online on the Massasoit website, are not eligible for federal or state financial assistance.

If extenuating circumstances interfered with your ability to meet SAP standards, you have a right to appeal. Extenuating circumstances may include, but are not limited to:

- Illness, accident or injury experienced by you or a significant person in your life
- Death of a family member or significant person in your life
- Severe personal, family and/or psychological problems
- Severe financial problems and/or homelessness
- Other unexpected circumstances beyond your control

All appeals must include the following information:

- 1.) A completed Program Requirements Sheet or Degree Works Summary signed by an academic advisor for your current program of study. (Keep a copy for your use.)
- 2.) Documentation to support your appeal. For example,
 - If you or a family member was hospitalized, attach a copy of your discharge paperwork or a letter from your attending doctor attesting to the dates of your hospitalization and any subsequent effect on your ability to return to school.
 - If you had serious personal issues, you might attach a letter from your personal counselor, psychologist, or social services counselor.
 - If you suffered a death in the family, you might attach a copy of the death certificate or obituary along with an explanation of the relationship.
 - If you are unable to provide documentation, attach a typed explanation of why you are unable to provide it.
- 3.) A typed statement answering these two questions:
 - a. What problem(s) did you experience and how did they affect your ability to make academic progress? Please explain all semester difficulties, not just the most recent. Your eligibility for financial aid may be suspended because you have received poor grades, or withdrawn from classes several times, not just once. Appeals that fail to address your complete academic history will be denied.
 - b. What changes have occurred in your circumstances, and what plans have you made to successfully complete your course work in the future?

Attach your completed program requirements sheet, documentation of your appeal, and your typed statement to this sheet. Submit all information together to the Financial Aid Office by the deadline specified in your notification letter, but no later than fifteen days after receiving notification.

The outcome of this appeal will depend on the nature of your circumstances, the quality of the documentation that you provide, and your demonstrated ability to progress towards degree completion within a reasonable time period. All documentation submitted is confidential, and must be retained by the College.

For **Fall** semester appeals, the Satisfactory Academic Progress Appeal Form, supporting documentation, and Degree Works Summary Form must be returned to the Financial Aid Office by **July 19, 2018** to receive a decision prior to the start of the Fall Semester. Appeals submitted after that date, and before the **final Fall deadline of November 1, 2018**, will be reviewed after the semester has begun. Appeals submitted after November 1, 2018 will be considered for the Spring semester only.

For **Spring** semester appeals, the Satisfactory Academic Progress Appeal Form, supporting documentation, and Degree Works Summary Form must be returned to the Financial Aid Office by **November 15, 2018** to receive a decision prior to the start of the Spring Semester. Appeals submitted after that date, and before the **final Spring deadline of March 15, 2019**, will be reviewed after the semester has begun. Appeals submitted after March 15, 2019 will be considered for the following Fall semester only.

There is no SAP appeal process for the Summer sessions. Exceptions may be made on a case-by-case basis, but will typically only be made for students appealing to receive aid for a second degree or who have exceeded their maximum time frame.

Appeal decisions will be communicated to you by letter, which will be mailed to the address that the College has on file. If your address with the College is not current, please be sure to update this information at the Registrar's Office.

Please submit this completed form to:

Financial Aid Office
Massasoit Community College
One Massasoit Blvd.
Brockton, MA 02302