
FOR STUDENT INFORMATION ONLY**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

Students who are not meeting the satisfactory academic progress (SAP) policy may appeal for reinstatement of financial aid eligibility. A semester is considered unsuccessful when the grade point average (GPA) is below a 2.0 and/or the student was not able to complete more than 66.5% of the courses registered. In addition, if the student exceeds 150% of the maximum credits for the enrolled program of study he/she is also considered to not be making satisfactory academic progress. An appeal can be submitted if a student's failure to make satisfactory academic progress is **based upon events beyond their control**. However, please remember that submission of this appeal form **does not guarantee** a favorable change in the financial aid eligibility or award(s). To regain Financial Aid eligibility if your appeal is denied you will need to pay out of pocket until you are meeting the terms of Middlesex College SAP policy. This may take more than one semester, depending on your academic standing. Each appeal is reviewed, approved or denied on a case by case basis.

Example of reasons that *may* be considered suitable justification for appeals:

- Illness or Injury which prevented attendance in class.
- Death of Family Member.
- Illness of Family Member which prevented attendance in class.
- Childcare.
- Required Court Dates.
- Transportation Issues.
- Unavoidable Work Conflict.
- More than thirty (30) Transferred Credits or Additional Degree (please attach proof that a program was completed elsewhere; also, please explain what life circumstances have prompted the student to pursue this new program.)
- Other Unavoidable Events and Third-party documentation of event on organization letterhead (i.e. licensed counselor, social worker, pastor, teacher—no family members.)

Example of reasons that are *not* considered suitable justification for appeals:

- I did not take school seriously; I made mistakes and was not prepared.
- I attended college many years ago and have come back recently.
- I changed majors a lot and did not know what I wanted to do.
- I did not realize how much all my withdrawals would hurt my financial aid.

Steps to Complete the Satisfactory Academic Progress Appeal Form

1. Complete this form starting on page 3, and write a **typed** statement in the spaces provided explaining why Satisfactory Academic Progress was not achieved.
2. Submit documentation that supports the statement and shows how the issues have been resolved. **All appeals MUST be submitted with supporting documentation in order to be reviewed. Failure to submit supporting documentation will result in the appeal being denied.**
3. **Meet with a SAP Advisor to review the Academic Plan and obtain a signature from the advisor.** Failure to meet with a SAP Advisor to review the Academic plan will result in the appeal not being reviewed and denied. Please note that submission of the Academic Plan **does not guarantee** that the appeal will be approved. This plan is subject to change based on each student's individual academic situation.

****Failure to follow any of these directions, or provide supporting documentation will result in your file not being processed.****

Deadlines

All SAP Appeals must be completed and submitted to the Financial Aid office by the following Deadline. Appeals submitted after the deadline will be reviewed and applied towards the following term.

Fall: November 15th

Spring: April 15th

Summer: July 15th

SUBMIT TO SATISFACTORY ACADEMIC PROGRESS (SAP) ADVISOR

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Last Name: _____ First Name: _____

Middlesex College ID Number: _____ Phone Number: _____

Please provide concise reasons for each semester that was considered unsuccessful in the spaces provided. There must be an explanation for sections A and B in order for the appeal to be reviewed. You may use extra space if necessary or type your explanation on a separate sheet.

A. Please explain WHY you have not maintained Satisfactory Academic Progress. Indicate the specific date(s) or year(s) of each circumstance that was beyond your control and explain each circumstance that affected your ability to meet the requirements of the SAP policy.

B. Explain how the situation(s) has changed for you to be academically successful moving forward.

FINANCIAL AID STUDENT ACADEMIC PLAN

All students **must meet** with a SAP Advisor to review this Academic Plan prior to submitting the whole SAP packet. Submission of this Academic Plan without review with a SAP Advisor will result in the SAP packet not being reviewed. Students **whose appeals are approved** through the Financial Aid Appeal Committee must agree to and abide by the following Academic Plan. This document is not negotiable, nor is there an option to further appeal the decision of the committee.

Student Name: _____ Middlesex College ID Number: _____

Primary Program of Study (Major): _____

Second Major: _____

I agree to meet the following criteria for the Academic Plan (check the items that apply):

- Register only for courses in my major(s) listed above.
- Achieve a 100% completion rate (no grades of F, QF, W (Withdrawal), or I (Incomplete) in any of the classes) registered.
- Repeat the following courses: (courses with F, QD, QF that count toward their major.)
- Complete _____ credits by _____ term
- Maintain a 2.0 or higher Grade Point Average (GPA) per term based on Financial Aid standards.



Submitting this academic plan before a decision is made **does not guarantee** that my appeal will be approved. I understand that this academic plan will **only be valid if my appeal is approved**. I further understand that this academic plan is **subject to change** based on my individual academic situation. **I understand that once the SAP Appeal Committee remands its decision, it is not subject to any further appeal.**

I also understand that failure to comply with all agreed elements of the Academic Plan will result in loss of my Financial Aid awards. For future semesters, I understand that I will need to pay for all semesters out of my own financial resources should I not comply with this plan. I also understand that my Academic Plan has an expiration date (graduation of major), after which no further financial aid will be awarded unless I am in Satisfactory Academic Progress with a new major.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

By signing below, the student confirms that all of the following required documents have been submitted. **Please note that the Committee will not be able to review the appeal unless all three items are included in the packet. Failure to submit all required items will result in the appeal being denied.**

- Completed SAP Appeal form (all blanks must be completed in order to be considered complete)
- Outside documentation of circumstances for each unsuccessful semester and an explanation as to how the issue was resolved
- Academic Plan

I have read the Financial Aid Satisfactory Academic Progress policy on the Middlesex College website. I understand that the Financial Aid Ad Hoc Appeals Committee cannot review my appeal if it is incomplete or lacks appropriate documentation (see checklist above). I understand that I must provide documentation for each term that I was not successful. I also understand that, if I have submitted my appeal by the deadline, I will be notified of the decision through my Middlesex College email account within thirty (30) days.

Signature: _____

Date: _____

FINANCIAL AID OFFICE USE ONLY

Date Received: _____

Date of Decision: _____

Decision APPROVED DENIED

FAA Comments:

SAP Committee Chair Signature: _____

Date: _____

Example of reasons that *may* be considered suitable justification for appeals:

- Illness or Injury which prevented attendance in class
 - Medical records
 - Doctor's note
 - Hospital bill
 - Therapist/counselor letter
- Death of Family Member
 - Obituary
 - Prayer card
 - Death certificate
 - Therapist/counselor letter
- Illness of Family Member which prevented attendance in class
 - Medical records
 - Doctor's note
 - Hospital bill
 - Therapist/counselor letter
- Childcare
 - Letter from childcare center (on letterhead) (didn't have previously, but now have it)
- Required Court Dates
 - Court documents
 - Letter from lawyer (on letterhead)
 - Police records
 - Therapist/counselor letter
- Transportation Issues
 - Receipts from mechanic if car was getting fixed
 - Accident report
 - Registration for new car
 - License (if previously did not have)
- Unavoidable Work Conflict
 - Pay stubs
 - Letter from a manager/supervisor (on letterhead)
 - Bank Statements
 - Work schedule
- Homelessness
 - Letter from shelter or church
 - Letter from counselor (including school counselor)
 - Police report (if police was involved)
- Other Unavoidable Events and Third-party documentation of event on organization letterhead (no family members.)
 - Licensed counselor (including school/guidance counselor)
 - Social Worker
 - Pastor
 - Teacher
 - Program Advisor*
- Certain situations