

Satisfactory Academic Progress Appeal Form for 2017-2018 Maximum Credit Limit (150%)

Student's Name: _____ **MassBay ID#:** _____

Financial Aid Standards for Satisfactory Progress (SAP) are established by the U.S. Department of Education to encourage students to successfully complete courses and progress satisfactorily toward program completion. Pursuant to federal regulations, students denied financial aid due to unsatisfactory progress may use this form to appeal for reconsideration of financial aid eligibility, as long as this happened as the result of mitigating or unusual (crisis) circumstances.
(Steps 1 - 2 must be completed prior to your SAP Appeal Academic Advising Meeting with your Advisor!)

Step 1. Review and understand the Financial Aid Standards for Satisfactory Academic Progress. This information is available in the Financial Aid Office, on the MassBay Financial Aid website and in the MassBay Financial Aid Award Guide. This form can be used to appeal a student's ineligibility for Financial Aid due to the failure to meet the Satisfactory Academic Progress Requirements (SAP) specifically pertaining to Maximum Credit Limit.

Step 2. Required Personal Statement – Indicate in a typed letter the extenuating circumstances that prevented you from completing your degree within the allowed number of credits. Be certain to address the following within your letter:

- Credits that do not apply toward your current degree program.
- Change of major while at MassBay Community College.
- Courses that you did not complete, for example W, I and or F grades on your MassBay transcript.

Step 3. Meet with Academic Advising to review your Academic Plan for program completion. Include the Academic Plan you created with your Advisor. This plan must show the exact listing of courses remaining to program completion. The Academic Advisor may also attach a professional statement supporting your academic progress and providing reasoning behind exceeding the maximum time frame.

Step 4. I am completing this appeal form so that I may be reconsidered for financial aid for the (please check one):

Fall 2017 _____ Spring 2018 _____ Summer 2018 _____

- IMPORTANT: Appeals may only be reviewed for the current term until 45 calendar days into the term (starting from the first day of term).
- **Have you appealed your financial aid before?** ☐ YES ☐ NO
Please understand that only under extreme circumstances, will a second appeal be approved!
You are expected to provide as much supporting documentation and letters of recommendations as possible.

Step 5. To be completed by Academic Advisor during your SAP Appeal Academic Advising Meeting:

I have met with _____ on _____ and certify that s/he has been
Student Name *mm/dd/yyyy*
advised regarding appropriate coursework to achieve academic progress in their designated major/program of

Program

Signature of MassBay Academic Advisor: _____

Student's Name: _____ MassBay ID#: _____

Step 6. Submit this completed Appeal Form and the attachments to the Financial Aid Office AFTER the items listed above are completed. **During the appeal process, the student is responsible to pay his/her own expenses, such as tuition, fees, books, supplies, etc., without the expectation of financial aid reimbursement.**

Step 7. Certification and Signature
I understand that any falsified information will result in denial of this appeal form and incomplete information may cause delays. I understand that only under extreme situations will more than one (1) appeal be approved and that without sufficient documentation the appeal will be automatically denied. I also acknowledge that I will receive the results of the appeal through my address of record and MassBay email. I understand that appeals are reviewed for the current term until the 45th calendar day of that term. If received after the deadline, the appeal will be reviewed for the following semester. Appeal decisions are not retroactive. There is a limit of 1 appeal submission per term.

Student's Signature: _____ Date: _____

For Fin. Aid Office Use Only:	<u>Notes:</u>
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Fin. Aid Staff Signature: