



Office of Student Financial Services
Satisfactory Academic Progress Appeal Form

Full Name:	Program:
Phone #:	Email:
Address:	City & zip:

A student not meeting Satisfactory Academic Progress (SAP) is not eligible for financial aid, including federal and institutional aid or any other fund source requiring good academic standing.

To appeal this status, the student must complete each section of this form and provide the required documentation.

The Financial Aid office must receive the complete written appeal no later than 7 business days after notification of failure to meet SAP. Incomplete appeal forms and those without the requisite supporting documentation will be denied.

REASON: Required to be completed by the student

Reason for appeal (select all that apply):

- Family Difficulties divorce, illness, or death of a family member
- Personal illness, injury, or disability
- Interpersonal problems with friends, roommates, or significant others
- Financial difficulties that involve court proceedings such as eviction, garnishment, or bankruptcy
- Other special circumstances

STATEMENT: Required to be provided by the student

Provide a personal statement on a separate sheet which describes all items listed below:

- The reason(s) that you failed to meet the SAP standards. If these circumstances covered more than one semester, address the relevant circumstances for each semester that you did not meet the standard(s).
- How you attempted to maintain your financial aid eligibility during the most recent term, considering these circumstances.
- How the circumstance(s) that prevented you from meeting the SAP standards have now been resolved.

SUPPORTING DOCUMENTATION: Required to be provided by the student

All appeals must be accompanied by proper supporting documents which are legible and in writing. Appeals submitted without supporting documentation will be DENIED. Supporting documentation consists of the following third-party documents:

- Illness, injury, or disability of the student or illness of a family member = medical documentation from the treating physician confirming the onset and duration of the illness.

- Difficulties that involve court proceedings = documentation from a court, magistrate or other official source showing the onset of the difficulty/start of court proceedings.
- Death in the family = copy of death certificate
- Other third-party statements may be acceptable if the above documentation is unavailable.

Note: The Director of Student Financial Services may, in her sole discretion, request additional/other documentation to support the reason for the appeal.

ACADEMIC PLAN: Required to be completed by the student and academic advisor

Associate Dean of Student Affairs or Designee:

I hereby certify that it (check one): is is not feasible for the student to meet satisfactory academic progress within one term and further that the program (check one) has has not established a remediation or other academic plan for the student.

Approval of this form must be accompanied by an academic plan.

Academic Advisor Signature _____
Date

Student:

By signing below, I hereby:

- Agree to the SAP Academic Plan provided by the Associate Dean or designee.
- Certify that all statements and information provided in this application are true and correct;
- Authorize the MCW Financial Aid Office to investigate all statements contained in, and supporting documentation provided with, this application;
- Agree to provide other information/supporting documentation that may be required/requested by the Financial Aid Office; and
- Acknowledge that submission of a Financial Aid Probation appeal does not guarantee that my appeal will be accepted, and that I should not depend on financial aid to pay for costs of registration, but should be prepared to pay my tuition from my own resources pending the outcome of my appeal.

Student Signature _____
Date

Send completed form with attachments to finaid@mcw.edu or turn in to the office by deadline.

SFA Office Use Only

Date received:
Student statement: Y/N
Supporting documentation: Y/N
Academic plan: Y/N
Final determination: