



## Mayland Community College

### Financial Aid Satisfactory Academic Progress Appeal

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Name \_\_\_\_\_  
(First) (Last)

Student ID # \_\_\_\_\_

Address \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Last semester of attendance at MCC \_\_\_\_\_  
Today's Date \_\_\_\_\_

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Even though you are currently on Financial Aid Restriction, it is possible to have your eligibility for Title IV Federal Student Assistance reviewed if mitigating circumstances were responsible for this deficiency. The Financial Aid Office will review all written requests for reinstatement.

Complete all of the items below as completely as possible. The responses to the numbered items should be provided on a separate sheet(s) of paper and attached to this form.

**You must compile and attach significant documentation to justify your appeal. The Director of Financial Aid will only review the materials that you provide; therefore it is your responsibility to thoroughly document your appeal.**

1. Provide your own **written statement** describing the reasons and the extenuating circumstances surrounding your lack of satisfactory progress. Your attention should be focused on the particular academic terms and /or courses for which you registered but did not subsequently earn credits. Be specific and concise in your explanation since incomplete information may cause a delay in the review of your appeal or denial of your request.
2. If medical problems played a role in your lack of satisfactory progress, attach any supporting evidence that you can provide from a physician that will more fully explain your particular situation.
3. If appropriate you may also provide a **notarized** letter of support from an individual who is familiar with the specific circumstances surrounding your lack of sufficient progress. This letter may be from a faculty member, advisor, clergy, or other informed individual who is knowledgeable about your situation.

4. Please indicate what you have done to address the problems that have prevented you from maintaining satisfactory progress. This section is vital for the committee to consider your appeal.

Within five working business days, the Director of Financial Aid will pass along information to the Financial Aid Committee appeals chair, who will then set up a meeting to review the appeal to determine whether termination of aid is justified. The student will be notified in writing of the Financial Aid Committee's decision, which will be approval or denial.

If the student disagrees with the finding of the committee, the student may file a grievance using the **Student Grievance Policy** as stated in the Mayland Community College Handbook.

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I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in the semester for which my appeal has been approved. I am aware that my appeal will not be reviewed until the current semester's grades have been evaluated. Furthermore, I have read MCC Financial Aid Standards for Satisfactory Progress.

***I certify that the information I have provided is true and accurate. According to the U.S. Department of Education, if you purposely give false or misleading information on this form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.***

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR FINANCIAL AID OFFICE USE ONLY**

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Name of Program: \_\_\_\_\_ Total Attempted Hours: \_\_\_\_\_ Total Earned Hours: \_\_\_\_\_

Completion Rate: \_\_\_\_\_ GPA: \_\_\_\_\_ # of Previous Appeals Approved: \_\_\_\_\_

- Appeal Denied due to insufficient documentation. \_\_\_\_\_
- Appeal Denied due to completion rate. \_\_\_\_\_
- Appeal Denied due to grade point average. \_\_\_\_\_
- Appeal Denied due to grade point average and completion rate. \_\_\_\_\_
- Appeal Denied. Student must complete at least \_\_\_\_\_ credit hours without withdrawing from any courses, maintain a 2.0 GPA and resubmit appeal.
- Appeal Approved. Student must complete at least \_\_\_\_\_ credit hours without withdrawing from any courses and maintain a 2.0 GPA.

**FINANCIAL AID APPEALS COMMITTEE: Committee Member:**

- APPROVED  
 DENIED

Comments: \_\_\_\_\_