

## Financial Aid Satisfactory Academic Progress Appeal Request

### **IMPORTANT INFORMATION and DEADLINES THAT AFFECT YOUR FINANCIAL AID**

The Financial Aid Satisfactory Academic Progress Appeal Request form provides students that have lost their financial aid eligibility an opportunity to petition consideration for the reinstatement of their financial aid.

**NOTE:** Standards of Satisfactory Academic Progress (SAP) Policy require that SAP be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session. Please refer to the Standards of Satisfactory Academic Progress (SAP) for financial aid Eligibility for specific details.

**To guarantee your Financial Aid Satisfactory Academic Progress Appeal and/or Maximum Timeframe form/s are reviewed prior to the beginning of the semester (processing timeframe is at least 30 business days) we recommend the form/s must be submitted by:**

|  | Summer I –2012 | Summer II -2012 | Fall 2012          | Spring 2013       |
|--|----------------|-----------------|--------------------|-------------------|
| Priority Deadline*   | n/a            | n/a             | June 28, 2012      | n/a               |
| Priority Deadline* for students enrolled in SUMMER II-2012 only. | n/a            | n/a             | August 15, 2012    | n/a               |
| Submission Deadline**  | June 5, 2012   | July 10, 2012   | September 21, 2012 | February 15, 2013 |

**\*Priority Deadline:** *If your Satisfactory Academic Progress Appeal and/or Maximum Timeframe is submitted by the priority deadline we guarantee a decision will be made by the beginning of the semester. However, the financial aid processing timeframe may take a minimum of 30 business days after the appeal decision has been made.*

**\*\*Submission Deadline:** *Deadline to submit a Satisfactory Academic Progress Appeal and/or Maximum Timeframe for financial aid consideration for the current semester. Any forms submitted after the submission deadline will not be considered for current semester aid.*

### INSTRUCTIONS:

1. Submit the Financial Aid Satisfactory Academic Progress Appeal and/or Maximum Timeframe form/s prior to the due dates stated above. Approval of your Financial Aid Satisfactory Academic Progress Appeal Request is **not a guarantee**.
2. Make payment arrangements to avoid class cancellations. Extension for tuition due dates are not available. During this process your tuition and fees are your responsibility because your financial aid is suspended. *Failure to make payment arrangements prior to your tuition due date will result in the cancellation of your classes and may also result in a debt. MCC offers a payment plan option. For more information regarding the payment plan please visit <http://www.mesacc.edu/students/cashiers/ecashier/>.*
3. Complete the form in its entirety, including signatures.
4. Submit all required paperwork with your appeal request form.
5. If your financial aid was suspended for Maximum Time Frame you must also complete the Restricted Course List and submit the required MCC degree or certificate check sheet signed by an MCC academic advisor.
6. If your financial aid is currently suspended for Maximum Timeframe and you submit the appeal request form we highly encourage you to enroll only in classes that are listed in the Restricted Course List of your appeal request form. The Financial Aid Appeal Committee may or may not approve all or some of the classes listed in the Restricted Course List. However, if you are enrolled in classes that are not approved by the Financial Aid Appeal Committee you will be responsible for the tuition and fees.
7. Check your Student Message Center (my.maricopa.edu) for a notification of your appeal decision.

### TERMS:

- The Financial Aid Appeal decision is final.
- A student that is not granted reinstatement of financial aid is responsible for all tuition and fees.



# Academic Plan Restricted Course List Addendum

Student Financial Services  
1833 W. Southern Avenue  
Mesa, AZ 85202  
Phone: 480-461-7441, Opt. 2  
Fax: 480-844-3272

\_\_\_\_\_ XXX-XX-\_\_\_\_\_  
 \_\_\_\_\_  
 Student Name Student ID Social Security # Program or  
 Major

I am requesting Financial Aid for (select one) :  Fall or  Spring or  Summer  
Year: \_\_\_\_\_

Since filing the original Academic Plan Restricted Course List (RCL) or Certificate/Occupational Course List (CCL), it has become necessary to modify my RCL. **(NOTE: A change of Degree /Certificate Program requires a NEW Maximum Timeframe Appeal.) Notification of the Committee's decision will be delivered to your Student Center within approximately 30 business days.**

**Submit a copy of approved Academic Plan RCL and Addendum to the SAME Advisor that signed the original Academic Plan RCL. Please indicate if the course is ADDED, REPEATED, or a SUBSTITUTION.** (For course substitution, the course it is replacing must be listed.) Substitutions can only be approved for courses that have not previously been attempted from your RCL. *Course substitution may need approval from the Admissions and Records Department.*

| <u>Course No.</u> | <u>Course Title</u> | <u>Credits</u> | <u>ADD</u> | <u>REPEAT</u> | <u>SUBSTITUTION FOR</u> |
|-------------------|---------------------|----------------|------------|---------------|-------------------------|
| _____             | _____               | _____          | _____      | _____         | _____                   |
| _____             | _____               | _____          | _____      | _____         | _____                   |
| _____             | _____               | _____          | _____      | _____         | _____                   |
| _____             | _____               | _____          | _____      | _____         | _____                   |
| _____             | _____               | _____          | _____      | _____         | _____                   |

Explain why you and your Advisor did not identify the “Added,” or “Substituted” course when your Academic Plan RCL was originally completed. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain what steps are being/will be taken to ensure success in the requested “Repeat” course. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Student's Signature Date MCC Academic Advisor Signature Date

|   |                                      |                           |
|---|--------------------------------------|---------------------------|
| <input type="checkbox"/> Approved                   | <input type="checkbox"/> Disapproved | Committee Initials: _____ |
| <input type="checkbox"/> Approved as Revised: _____ |                                      | Date: _____               |

