

## Financial Aid Satisfactory Academic Progress Appeal Request

### IMPORTANT INFORMATION THAT AFFECTS 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:** New Satisfactory Academic Progress (SAP) Policy changes effective Summer 2011. Standards of SAP will 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. For detailed information please refer to the Standards of Satisfactory Academic Progress (SAP) for financial aid Eligibility.

- To guarantee your appeal request is reviewed prior to the beginning of the semester (**processing timeframe is at least 30 business days**) the Financial Aid Satisfactory Academic Progress Appeal Request form must be submitted by:

**Fall due date: August 5, 2011**

**Spring due date: December 22, 2011**

- Approval of your Financial Aid Satisfactory Academic Progress Appeal Request is not a guarantee.
- 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/>.*
- Notification of your appeal decision will be available through my.maricopa.edu student message center.
- If your appeal is approved it may take up to 30 business days to complete your financial aid file/award. Payment arrangements may be needed on your behalf to avoid class cancellations.

### INSTRUCTIONS:

- Submit the Financial Aid Satisfactory Academic Progress Appeal Request form prior to the due dates stated above. Otherwise make payment arrangements to avoid class cancellations. Extension for tuition due dates are not available.
- Complete the form in its entirety, including signatures.
- Submit all required paperwork with your appeal request form.
- 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.
- If your financial aid is currently suspended for Maximum Time Frame 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.

### 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.





## ADDENDUM to Restricted Course List (RCL)

Student Name \_\_\_\_\_

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

Program or Major \_\_\_\_\_

I am requesting Financial Aid for:  Fall or  Spring or  Summer Year: \_\_\_\_\_

Since filing the original 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.)** Written notification of the Committee's decision will be mailed to you within approximately 30 business days.

**Submit a copy of your approved RCL and the Addendum to an MCC Academic Advisor for review and to be signed. 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 RCL/CCL 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 \_\_\_\_\_

Academic Advisor Use Only

Student needs \_\_\_\_\_ credits to complete \_\_\_\_\_ degree, which is the student's declared degree or certificate on record

Advisor Printed Name \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

### Maricopa Community Colleges



# Maricopa Community Colleges

## Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

### Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will 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.

### Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

**Note:** Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

#### ❖ **Grade Point Measurement**

Students must meet the following credit hour/cumulative grade point average (CGPA).

<u>Total Credits Attempted*</u>	<u>Minimum CGPA</u>
≤ 15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

\*for which grade points are computed

#### ❖ **Progress Measurement**

Students must successfully complete 2/3 (66.67%) of all attempted course work.

#### ❖ **Maximum Time Frame Measurement**

Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

### Coursework Treatment in SAP Calculation

Course work taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

Course work included in the Maximum Time Frame evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits
- Any Associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility.



Course work not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)
- Academic Renewal Process

### **Ineligibility Determination Appeal**

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

### **Regaining Eligibility**

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

### **Terminology and Information Pertaining to this Policy**

**Summer Sessions** - Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.

**Non-Standard Session** - Sessions that do not follow the traditional start and end dates for the semester.

**Attempted Credit** – Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.

**Appeal** – “A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for title IV, HEA program assistance.”

**Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.

**Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.

**Financial Aid Warning** – “A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period” (semester).

**Financial Aid Probation** - “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.”

**Academic Plan** – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.

**Financial Aid Suspension** – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

