Mesa Community College ● Student Financial Services
1833 W. Southern Avenue, Mesa, AZ  85202 ● Phone 855-622-2332 ● Fax 480-844-3272

Academic Plan Restricted Course List Addendum

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:

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<th>Summer –2013</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
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<tr>
<td>Priority Deadline*</td>
<td>n/a</td>
<td>July 18, 2013</td>
<td>n/a</td>
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<tr>
<td>Submission Deadline**</td>
<td>June 10, 2013</td>
<td>September 20, 2013</td>
<td>February 14, 2014</td>
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*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.

NOTE: It is your responsibility to make tuition payment arrangements in order to avoid class cancellations.

**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.

8. If your required to go a semester on own in order to regain eligibility you must complete a minimum of 6 credits toward your degree/program without financial aid assistance, all attempted credits must be completed successfully no I, Y, F, W, or Z's.

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.
Mesa Community College

Academic Plan Restricted Course List Addendum

__________________________________  ______  ____________  ______________
Student Name  Student ID  XXX-XX-  Social Security No.  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.

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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>ADD</th>
<th>REPEAT</th>
<th>SUBSTITUTION FOR</th>
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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

[ ] Approved  [ ] Disapproved  Committee Initials: ____________________________

[ ] Approved as Revised: ___________________________________________  Date: ____________