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:

<table>
<thead>
<tr>
<th></th>
<th>Summer 14</th>
<th>Fall 2014</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Deadline*</td>
<td>n/a</td>
<td>July 17, 2014</td>
<td>n/a</td>
</tr>
<tr>
<td>Submission Deadline**</td>
<td>June 12, 2014</td>
<td>September 19, 2014</td>
<td>February 13, 2015</td>
</tr>
</tbody>
</table>

*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/](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.
- Students are limited to one time frame appeal during the duration of the approved Maximum Time Frame. A second Maximum Time Frame will not be accepted if the first Maximum Time Frame has not been successfully completed. If the program is no longer offered by the institution a petition to reconsider may be submitted. Federal Regulations require a student to move toward the completion of one degree at a time within an eligible program when receiving financial aid.
- A student that is not granted reinstatement of financial aid is responsible for all tuition and fees.
Federal Student Aid
Satisfactory Academic Progress Appeal Form

Instructions:
According to Satisfactory Academic Progress (SAP) guidelines, you are on financial aid suspension and are, therefore, ineligible for federal student aid. You have the option to appeal this decision by completing and returning this form, a typed letter, and supporting documentation to your campus Financial Aid Office.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Social Security Number</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XXX-XX</td>
</tr>
</tbody>
</table>

Program of Study or Major: I Am Appealing for the Following Term: I Am Appealing for the Following Year:

Failure to submit documentation to adequately support this appeal may result in a denial. By submitting this form, any enrollment within the Maricopa County Community College District may be used for determining the outcome of this appeal. Please allow 15 business days for processing (longer during peak processing periods). Notification of the SAP Committee’s decision will be delivered to your Student Center. All decisions are final.

Your typed appeal letter and supporting documentation must:

1. Address ALL courses that contributed to your suspension and explain why you did not complete (with passing grades) all your attempted coursework (including dates). Courses with a grade of F, I, N, W, X, Y, and Z are considered non-passing courses.
2. Describe, in detail, the extenuating circumstances that prevented you from complying with the SAP policy (e.g. personal injury or illness, serious illness or death within the immediate family, or other circumstances beyond the reasonable control of the student).
3. Explain how the circumstances that contributed to your suspension have been resolved. Include steps taken to ensure your successful academic progress in the future.

I am attaching documentation to support my appeal. (e.g. medical claims/statements; police reports; copy of official death certificate/obituary; signed statement from an involved third party such as a counselor, priest, rabbi, minister; documentation illustrating other commitments outside of school such as pay stubs, letter from employer; etc.).

Certification and Signature

I understand that if this appeal is approved, I will be placed on probation and will be required to meet all SAP standards by the end of the probationary semester, or meet the stipulations indicated if placed on an Academic Plan. Failure to meet any of these requirements will result in the loss of future financial aid eligibility.

I have read and understand the Satisfactory Academic Progress Policy.

I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years. I authorize the use of this information and any supporting documentation for all MCCCD institutions.

Student’s Signature (electronic signature NOT accepted) Date

For Official Use Only – To Be Completed by the College

<table>
<thead>
<tr>
<th>Number of Credits Required for Program</th>
<th>Pace of Progression Calculation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Credits Attempted</td>
<td>(Credits Req'd for Program) X 1.5 =</td>
</tr>
<tr>
<td>Number of Credits Earned</td>
<td>(Credits Attempted) =</td>
</tr>
<tr>
<td>CGPA</td>
<td>(≥ Credits Req'd for Program) / (Credits earned) =</td>
</tr>
</tbody>
</table>

Approved for the following term:
Fall _____(year) or Spring _____(year) or Summer _____(year)

Denied for the following reason:
Lack of Documentation Lack of Progress Insufficient Explanation Insufficient Resolution Pace of Progression Cannot Achieve Required CGPA Other:

Comments:

________________________________________________________

Date:_______ Committee Initials:_______