

MCC Satisfactory Academic Progress Appeal Form

Marshalltown Community College
3700 S. Center Street • Marshalltown, IA 50158
641-752-7106 • 866-622-4748 • Fax 641-752-8149
MarshalltownCommunityCollege.com

Academic only _____
Academic & FA _____
Financial Aid only _____

This appeal is for undergraduates who have not met the Satisfactory Academic Progress (SAP) requirements. The SAP appeal and supporting documentation are confidential and will not be released to any college departments or outside agency without prior written approval. All sections must be completed before submitting the appeal form to an academic advisor. Completed forms will be reviewed by the SAP committee and notification of the outcome will be sent to the student's email address provided on the appeal form.

The U.S. Department of Education has established Financial Aid Standards for Satisfactory Progress to encourage students to successfully complete academic coursework and progress satisfactorily toward program completion. Pursuant to federal regulations, students denied financial aid due to unsatisfactory progress may use this form to appeal for reconsideration of financial aid eligibility, if there are mitigating or unusual (crisis) circumstances.

Important Deadlines

Appeal forms will be accepted according to the following schedule. Appeals received after this date will be reviewed for the following semester unless the Committee has granted an extension:

Semester	Completed Appeal Packet and Success Plan due
Fall Semester	August 1
Spring Semester	First Friday of January
Summer Semester	Friday before classes start

Incomplete appeals will not be processed.

Birthdate _____ MCC Student ID _____

Name _____
Last - First - Maiden

Address _____
Box/Street - City - State - Zip Code

Phone Number _____ Email _____

I am completing this appeal form so that I may be reconsidered for financial aid for the semester beginning:

Term _____ Year _____

Have you appealed your financial aid/academic termination before? Yes No

Documentation attached to support special circumstances Yes No

Section 1 – Explanation of Past Performance

List the circumstance that prevented you from meeting the SAP requirements. Provide documentation from individuals aware of your circumstances (i.e.: employer, physician, psychologist/counselor, academic advisor, tutor, etc.)

Section 2 – Plan of Action

Outline the specific steps you are taking to ensure future success in attaining your academic goals. If appropriate, emphasize what will be different in your situation to ensure success. You may provide documentation from individuals aware of your circumstances to help support your appeal.

I attest that this information is true and accurate. I understand that any falsified information will result in denial of this appeal and incomplete information may cause delays.

I also understand that only under extreme situations will more than one appeal be approved and that without sufficient documentation will be automatically denied.

Signature_____

Date_____

Section 3 – Plan of Study: See attached sheet

Section 4 – Advisor Certification

The SAP Appeal Committee requests the assistance from an academic advisor in assessing the viability of outlined plan of study. In your assessment:

Will the plan of study, if successfully completed, meet the degree requirements? Yes No
Is this plan reasonable in terms of semester hours and class difficulty? Yes No

Comments/Qualifying Statements

Signature of Advisor_____

Date_____

Return the original Appeal Form and all supporting documents to the MCC Financial Aid Office or the Registrar’s Office for students appealing Academic Termination.

MCC Academic Success Plan

Name _____ Student ID _____

Address _____

PO Box/Street – City – State - Zip Code

Phone Number _____ Email _____

The Financial Aid Office and Learning Services Division want to make every effort to ensure your academic success at Marshalltown Community College. Students must complete 67% of ALL credits ever attempted at Marshalltown Community College and earn a 2.0 cumulative GPA for ALL coursework at MCC to continue to be eligible for Financial Aid at MCC. Below is a term summary to outline an academic plan for how you will progress toward the credit hour and / or GPA requirements needed to re-establish Satisfactory Academic Progress.

Important Course Drop Information: Students are allowed to withdraw from one course per semester with a limit of two course withdrawals during the life of the student’s Academic Success Plan. For the purpose of a Success Plan, an F will count towards the withdrawal limit. The student is required to make up a withdrawn course within the timeframe of the Success Plan.

Current Cumulative Credit Hours Earned _____ Current Cumulative GPA _____

Your academic plan will require the following:

- Meet with a Student Success Specialist to determine what classes you will need to improve your academic progress during this next semester of enrollment.
- Meet with a Student Success Specialist on a weekly bi-weekly monthly basis to review your academic progress. Next scheduled meeting _____

Term:	Term:	Term:
Semester Credits Earned:	Semester Credits Earned:	Semester Credits Earned:
Semester GPA:	Semester GPA:	Semester GPA:
Cum. Credits Earned:	Cum. Credits Earned:	Cum. Credits Earned:
Cum. GPA:	Cum. GPA:	Cum. GPA:

I agree to comply with the above agreement. I understand that failure to comply with any part of this agreement will be used in future decisions regarding my financial aid and academic eligibility at Marshalltown Community College.

Signature of Applicant _____

Date _____

Signature of Academic Advisor _____

Date _____