



Office of Financial Aid
26000 SE Stark St, Gresham OR 97030
FinAid.Mail@mhcc.edu
Phone: 503.491.7262
Fax: 503.491.7379

Financial Aid Satisfactory Academic Progress (SAP) Appeal

Student Name: \_\_\_\_\_ MHCC ID Number: \_\_\_\_\_

This form initiates an appeal process for you to request a reinstatement of your financial aid eligibility if your aid has been denied due to not meeting Satisfactory Academic Progress (SAP). You can appeal on the basis of the reasons listed below in Section A. NOTE: For more information about SAP and financial aid, please see the other side of this form.

A. REASON FOR APPEAL (required)

Please indicate the unusual or extenuating circumstances beyond your control that contributed to your failure to meet your GPA or completion rate requirements. Check all boxes that apply:

- Personal illness/Medical
Family related illness/Medical
Death of close relative
Disability related
Now meeting SAP standards
Grade change - Specify term & course:
Term: \_\_\_\_\_ Course: \_\_\_\_\_
Other: \_\_\_\_\_

- COVID-19 Related: Attempted classes may be removed from the pace of completion (not GPA) if not passed due to the virus. Allowable circumstances include, but are not limited to, illness of you or a family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via online/remote education, inability to access Wi-Fi due to closed facilities.
Please specify terms and/or courses affected:
Term(s): \_\_\_\_\_
Course(s): \_\_\_\_\_

B. ATTACH DOCUMENTATION (required - attach additional sheets if necessary)

- I have attached a brief explanation outlining 1) the factors that contributed to my failure to meet SAP and 2) what has changed that will allow me to be a successful student now. Please be specific and clear.
I have attached documentation to verify my unusual or extenuating circumstances for this appeal. (Not required if appealing based on COVID-19. Transcripts are not required as we can see that information in our system)

Guidelines and Expectations of the Appeal Process

- Students are expected to understand the MHCC Satisfactory Academic Progress (SAP) policy, the responsibilities of this petition, and other MHCC written policies and procedures pertinent to this appeal.
Students are expected to meet all financial obligations, payment deadlines, late fees, etc. (including tuition payments) pending this appeal decision.
The Office of Financial Aid may request additional documentation to support this appeal, including the possibility of an Education Plan to document academic progress.
Students can expect to have completed appeals reviewed within 10-15 business days of receipt.
Students will receive notice of an appeal decision within 1 week after a decision is made.
Students should monitor their Saints email and MyMHCC student portal for the appeal decision.

I certify that all information reported in this appeal and accompanying documentation is complete and accurate to the best of my knowledge and ability. I understand that any false statement or misrepresentation may be cause for reduction and/or repayment of federal, state or institutional financial aid. I also agree to provide additional documentation of the information provided, if requested by the Office of Financial Aid.

Student Signature

Date

# Financial Aid Satisfactory Academic Progress (SAP) Policy

Students who receive Federal student aid (Title IV) must maintain satisfactory academic progress (SAP) to remain eligible for aid. Federal regulations require that all aid recipients maintain a minimum pace of completion (67%), maintain a minimum 2.0 grade point average (GPA), and be able to complete their programs within the Maximum Timeframe Allowed (150% of the published program length).

To ensure students are able to do this, Mt Hood Community College measures student's cumulative (total) pace of completion and cumulative GPA on a term-by-term basis (this includes transfer credits and courses completed when not on financial aid). If it becomes clear that a student is not maintaining the minimum pace of completion, the minimum GPA, or they are unable to complete their program within the maximum timeframe, aid must be discontinued for that program. Students who have their aid denied may have the option to appeal for aid reinstatement.

If aid is awarded after a term begins, students must be meeting SAP standards in order to receive that aid. MHCC applies these SAP standards to all of its tuition waiver programs and to state aid recipients. When students accept any award they are indicating they understand and will follow these policies.

## Minimum SAP standards for financial aid recipients:

- Maintain a cumulative grade point average (GPA) of 2.00 or higher
- Maintain a cumulative completion rate of 67%. You can calculate this by dividing the total number of credits you have successfully completed by the total number of credits you have attempted.
- Be on track to complete your declared degree/certificate at MHCC within 150% timeframe of the published program length.

## SAP Statuses & Meanings

**Good Standing:** This means a student is meeting SAP requirements by maintaining a cumulative pace of completion at 67% or higher and a cumulative GPA of 2.0 or higher. Students with this status are eligible to receive financial aid.

**Warning:** This means a student has fallen below a 67% completion pace and/or a 2.0 GPA and now has one term on Warning to regain a Good Standing. Students on Warning are still eligible for aid, however, they must meet SAP standards at the end of the term (i.e. be in Good Standing) to avoid having Aid Denied for the next term.

**Aid Denied:** This means that a student's cumulative completion rate is less than 67% and/or they do not have a cumulative GPA of 2.0 following a term on Warning or Probation. When on Aid Denied status, students are not eligible to receive aid until they meet SAP standards, or have a Financial Aid Appeal approved.

**Probation:** This means a student has appealed their Aid Denied status and been approved to receive aid for one more term. At the end of their term on Probation they must meet SAP standards (i.e. be in Good standing) to avoid having Aid Denied the next term.

## Appeal Process

To appeal for reinstatement of financial aid after being Aid Denied, students must complete and sign the other side of this form and submit it to the Office of Financial Aid along with any supporting documentation. There is a limit of three (3) financial aid appeals accepted for extenuating circumstances in a student's MHCC career, but repeat appeals for the same reason(s) will be considered only if there has been a new development in the situation.

If an appeal is approved, the student will be put on Probation for the next term or terms and be able to receive aid for that period of enrollment. Students on an education plan for multiple terms must follow the plan to continue receiving aid while on probation. At the end of the term or terms on Probation, the student must meet SAP standards (i.e. be in Good Standing).

If an appeal is denied, it may be because the reasons for appeal were not justified by the supporting documentation submitted, or it has been determined that it is mathematically impossible for the student to meet minimum SAP standards (pace, GPA, or maximum timeframe) in one term on Probation. In the case of mathematical impossibility, a student will be asked to submit an education plan with the goal of meeting proper SAP standards at a specified future point in time. If that plan approved, student progress will be monitored at the end of each term – if at any point they are not following the plan, aid will be denied.