



Office of Financial Aid
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Financial Aid Satisfactory Academic Progress (SAP) Appeal

Student Name: _____ MHCC ID Number: _____

This form begins the appeal process to request that your financial aid eligibility to be reinstated. Complete all sections of this appeal form if your aid has been denied due to not meeting financial aid Satisfactory Academic Progress (SAP). Be sure to provide supporting documentation and sign/date this page.

For more information about SAP and financial aid, please see the other side of this form or visit www.mhcc.edu/keepmyaid.

A. REASON FOR APPEAL (Required): Check all boxes that apply.

Please indicate the reason(s) beyond your control that affected your ability to meet financial aid SAP standards.

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

B. SUPPORTING DOCUMENTATION (BOTH Required): Attach with appeal; include more sheets if necessary.

- 1) Provide a brief statement that clearly explains 1) why you did not do well in your classes the last couple of terms and 2) what has changed so that you can be successful in the future.
2) Provide documents to support and verify your reasons for appealing. This could include doctor's notes, court documents, police reports, an obituary, etc. MHCC transcripts are not required. If you are not sure what documents to provide, contact the Office of Financial Aid for help.

Guidelines and Expectations of the Appeal Process

- Students are expected to understand the MHCC Satisfactory Academic Progress (SAP) policy, the responsibilities of this appeal, and other MHCC written policies and procedures that relate 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

If you are using federal aid, state aid, or aid from MHCC, you will need to meet certain academic standards to keep getting aid over time. This is called satisfactory academic progress or SAP. The standards below are applied to all MHCC students who are receiving aid.

Financial Aid SAP Standards at MHCC

- Your total grade point average (GPA) at MHCC needs to be 2.0 or higher
- You must pass at least two-thirds (66.67%) of all classes you take for your program. This is called pace of completion.
- You need to be on track to finish your program at MHCC within 150% timeframe of the published program length

The Office of Financial Aid checks these measures at the end of every term. We want to make sure you are still progressing in your program so that you can keep getting your financial aid and be able to finish strong. If your SAP status impacts your aid eligibility, we will notify you by email and make sure you know your next steps, including how to appeal.

SAP Statuses & Meanings

Good Standing: This means you are meeting SAP standards with a pace of completion of 66.67% or higher and a total GPA of 2.0 or higher. You are eligible to receive financial aid.

Warning: This means your pace of completion has fallen below 66.67% and/or your GPA is below a 2.0. You will now have one term on Warning to get back in Good Standing. If you are on Warning, you are still eligible for aid, but you need to meet SAP standards at the end of the term (i.e., be in Good Standing) or you will have Aid Denied for the next term.

Aid Denied: This means that after a term on Warning or Probation you are still not meeting standards for pace of completion and/or GPA. If your status is Aid Denied, you are not eligible for aid until you meet SAP standards or have an approved Financial Aid Appeal. See details about how to appeal below.

Probation: This means your SAP appeal has been approved and you are able to receive aid for one more term. At the end of your term on Probation you must meet the SAP standards (i.e., be in Good standing) to avoid having Aid Denied again. If it is not possible for you to meet SAP standards in one term on Probation, you will be asked to submit an education plan along with your appeal. We will check that you are following your education plan each term. As long as you follow the plan, you will stay in Probation until you meet SAP standards again.

Appeal Process

To appeal for your financial aid after being Aid Denied, you will need to complete the other side of this form along with a written statement and supporting documents. Submit these to the Office of Financial Aid. Make sure your written statement clearly explains why you did not do well in the last couple of terms and what has changed so you can be successful in the future. Supporting documents are important; without them your appeal may be denied.

You can appeal your SAP status for any of the reasons listed on the front of this form, but whatever reason you appeal for must be resolved so that you are now able to return to school and do your course work. If the condition or situation is not resolved, we will not review your appeal.

If your appeal is approved, you will be put on Probation for the next term and be able to receive aid for that term. At the end of your term on Probation you must meet SAP standards and be in Good Standing.

If your appeal is denied, the financial aid office will let you know why. It could be your appeal was incomplete, more information is needed, you did not have a good reason for appeal, or it is not possible for you to meet SAP standards in one term on Probation (i.e., more than 12 credits). If the credits you need to get back in Good Standing will take more than one term, you will be asked to submit an education plan to get there.

If you have an approved education plan with your appeal, you must follow your plan. Your progress will be monitored at the end of each term. If you do not follow the plan or pass your classes, your aid will be denied again. You can always appeal again.