

Please print clearly.

**Midlands Technical College**  
**Student Financial Services**  
**Satisfactory Academic Progress Appeal Form**

**\* Complete sections 1 and 2 of this form and return to the Student Financial Services Office at either the Airport or Beltline Campus.**

**Section 1: Student Information**

**Name** \_\_\_\_\_ **Student's ID#** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_  
**Major/Program of Study**

\_\_\_\_\_  
**Telephone Number**

**Statement:** On a separate sheet of paper please explain in detail why you have not done well academically, or exceeded maximum time frame for your program of study. Explain how your situation has changed or how you have addressed the issues that negatively impacted your performance. If the reason involves a medical or legal condition, death, or other unusual situation, **the appropriate documentation must be attached.** All responses and supporting documents should be submitted to the SFS office.

- 150% - explain why you have exceeded the number of credits required for your program of study.
- GPA – explain why you do not have a minimum cumulative GPA of 2.0.
- 70% - explain why you completed less than 70% of all classes attempted at MTC.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 2: Academic Information**

**Evaluation must be attached to this form.**

Print your Program Evaluation from MTC Online.

1. Log on to: <http://mtconline.midlandstech.edu>.
2. Select MTC Online for Students.
3. Select Log In located in the upper right hand corner. If you don't know how to log in then click on "How Do I Log In" located in the upper right corner of the page.
4. Select **Program Evaluation**.
5. Select your Active Program and follow the directions to your Program Evaluation.
6. Print the evaluation and attach it to this form.

**An Advisor's signature is not required.**

**Approved**

**Denied**