

STUDENT FINANCIAL SERVICES

STUDENT INSTRUCTIONS FOR SAP APPEAL FORM



Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – **Cumulative GPA, Hours Earned, and Maximum Time Limit** – to be eligible for financial aid. It is the student's responsibility to stay informed of the college's SAP Standards and to monitor his/her own progress. MTC evaluates each student's progress at the end of each semester. In some cases, a student's failure to remain in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "extenuating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit a completed SAP appeal, along with all required documentation. Students will receive notification of all appeal decisions by MyMTC email. All appeal decisions are final and will not be reviewed unless additional documentation not included with the original appeal is submitted within 14 calendar days of the appeal denial notification. A student may only appeal three times throughout his or her academic career at MTC.

Appeals will only be considered for extreme cases, including but not limited to:

1. A death in the student's immediate family, such as parents, grandparents, or siblings. A copy of the obituary, death certificate, and proof of relationship must be submitted.
2. Mitigating circumstances including, but not limited to, the student's medical condition, hospitalization, documented emotional distress, or other situations beyond the student's control. A letter from the treating physician, counselor, or therapist is required. Proof of hospitalization may be submitted in lieu of a doctor's statement.
3. A student missing class to care for a dependent must have missed two or more scheduled classes or one exam and provide documentation from the treating physician that the student needed to be there to provide care for the dependent (parent, spouse, or child).
4. Physical or mental abuse may be substantiated with documentation from a qualified third party such as a minister, therapist, or police reports. (All documentation must be on official letterhead.)
5. A change in work hours, if the change in schedule was initiated by the employer after the term began, and this information is substantiated by the employer on company letterhead.

Appeals may not be granted under the following circumstances:

1. Student withdrew to avoid failing the course.
2. Student withdrew or failed due to working too many hours.
3. Death or illness of friends.
4. Several semesters of low unsuccessful grades because of an on-going situation.
5. A student enrolled in a certificate, diploma, or degree program and has previously attempted the equivalent of 180 credit hours or more.
6. Student is on an approved appeal and changes his/her program of study.

Required documentation to be provided by student – All responses should be typed on a separate sheet of paper and attached to the appeal.

If you have failed to maintain a satisfactory grade point average (2.0) and/or meet the minimum credit hour pace requirement (67%), please answer the following questions. Be specific and concise in your explanation and focus your attention on the academic terms in which you received a withdrawal, incomplete, or failing grades, and you did not meet the requirements for satisfactory academic progress.

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1. Explain in detail the nature of your difficulty. Indicate reasons such as academic, medical, emotional, etc. Include all appropriate information and documentation.
 2. State why you believe it is possible for you to improve upon your past academic performance and what corrective action you have taken.

If you have failed to complete your degree within the allotted time frame (150%), please answer the following questions.

Be specific and concise in your explanation.

Why has it taken more than the allotted time to complete your degree? Please address all change of majors, withdrawals, unsuccessful coursework and any other extenuating circumstance.

Examples of documentation, which might be used to support an appeal, include, but are not limited to the following:

- > Medical documentation pertaining to the time period in question and indicating that the student was unable to perform normal school-related activities;
- > Documents from a counselor, therapist, or social worker relating to emotional or family difficulties, which affected the student's performance;
- > Police reports of incidents in which the student was the victim of a crime; or
- > Documentation from a student's employer explaining work-related difficulties.

Please note that all documentation should include the student's name and relate to the specific period of time during which the student's academic performance was affected. It is important that the documentation is as explicit as possible in detailing the student's problem and how it affected his/her academic performance. In the appeal letter, the student should explain why he/she believes that these difficulties will not impact his/her performance in the future.

Additional information regarding SAP policy and procedures is available on the Student Financial Services website under Satisfactory Academic Progress.

The inclusion of the documentation as outlined above does not guarantee that an appeal will be approved. Each case must be considered individually. In general, appeals for subsequent terms cannot be granted based on the same circumstance. Once all necessary items are received, appeals are considered and a reply will be issued as quickly as possible.

Note: If you have a balance due on your account, submission of an appeal does not provide financial aid coverage. Your classes may be dropped for nonpayment if your appeal is denied or not approved.

STUDENT FINANCIAL SERVICES

SATISFACTORY ACADEMIC PROGRESS

APPEAL FORM



Read the student instructions first. Complete sections 1 and 2 of this form and return to the Student Financial Services Office at either the Airport, Beltline, or Northeast campus with your statement and supporting documentation.

SECTION 1: STUDENT INFORMATION

Name: _____ MTC ID: _____

Mailing Address: _____

Major/Program of Study: _____ Telephone Number: _____

Projected MTC Graduation Date: _____

- ☐ 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.
- ☐ 67% – explain why you completed less than 67% of all classes attempted at MTC.

On a separate sheet of paper, please explain in detail why you have not done well academically or exceeded maximum time limit for your program of study. See “Student Instructions” for specific information that should be submitted with your appeal.

I certify that the information in this appeal is true and complete to the best of my knowledge. I further acknowledge that I have read and understand the SAP Appeal instructions provided with this form.

Student Signature

Date

SECTION 2: ACADEMIC INFORMATION

Evaluation must be attached to this form.

Print your Program Evaluation from MyMTC.

1. Log in to MyMTC using your Username and Password.
2. Select **Program Evaluation** under Academic Profile.
3. Select your Active Program and include “all” work.
4. Print the evaluation and attach it to this form.
5. Are you pursuing a second degree? ☐ Yes ☐ No
6. Have you completed a degree? ☐ Yes ☐ No
7. If yes, what program? _____ Date of Completion _____
☐ 1st Appeal ☐ 2nd Appeal ☐ 3rd and Final Appeal