



## 2024-2025 Satisfactory Academic Progress Appeal

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

MTCC understands that uncontrollable events (i.e. death of family members, illness, etc.) happen in a student's life and some students have difficulty adjusting to college. The Financial Aid Office will consider special circumstances that occur not within the control of the student. However, each student must describe the impact the circumstance(s) had on academics, what the student has done to address the impact and how the student plans to be successful moving forward.

If the SAP Appeal Review Committee approves an appeal, the student **must** adhere to the Academic Action Plan given as a result of the approved appeal. Failure to meet the terms of the Academic Action Plan will result in the loss of financial aid eligibility.

### Step 1: Reason for Appeal

Identify the extenuating circumstance(s) that occurred during your last completed term of enrollment and provide supporting documentation. *Note: appeals submitted without any documentation will **not** be reviewed.*

- Death in the student's immediate family (provide copy of the obituary or death certificate)
- Illnesses (provide medical documentation such as a letter from a physician, documentation of hospitalization, etc.)
- Academic Disability (provide documentation from MTCC's Dean of Students or Chief Academic Officer indicating services are being provided)
- Other (please provide all appropriate documentation for the circumstance(s) being listed here)

### Step 2: Write Your Appeal Letter and Supporting Documentation

The appeal letter provides you with the opportunity to describe the impact and circumstance(s) that prevented you from meeting SAP standards. It outlines what will change to lead you to academic success at MTCC. It should also outline the timeframe of your extenuating circumstance(s) for the period that you were unable to meet SAP requirements.



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Extenuating or mitigating circumstances include, but are not limited to, the following:

- Death in the family. State how this person was related to you (i.e. parent, spouse, sibling, etc.) Include the name and relationship of this person to you.
- Illness or injury to the student and/or immediate family member.
- Emotional or mental health issues (for the student) that required professional care.
- Other unusual circumstances beyond your control.

Reminder: Supporting documentation of your circumstance(s) is **required** and must be noted during the timeframe referenced in the appeal. Documentation should be sacred from an objective party (i.e. medical bills, physicians, death certificate, counselor, teacher/professor, religious leaders, or other unbiased third parties).

Your appeal letter is your opportunity to describe the specific factors that adversely impacted your academic performance. It is also the place for you to outline measures you plan to take to return to good standing. Your SAP appeal **must** include the following:

- Explain what happened—why you were unable to maintain SAP.
- Explain what has changed—what corrective measures have you taken or will take to achieve and maintain SAP in the future.

### **Step 3: Meet with your academic advisor or Success Coach**

As part of the SAP appeal process, students are required to meet with their academic advisor or Success Coach to discuss how you will be successful in classes going forward. During this meeting, you and your advisor should discuss your program of study and the remaining courses you need to complete your program of study.

**Please attach a plan that shows your remaining courses and how you plan to take them in order to complete your program of study (listing courses by semester, as possible).**

Academic Advisor/Success Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### **Step 4: Print and attach an unofficial transcript out of your Self-Service Portal.**

Students are required to print an unofficial copy of their transcript out of their Self-Service portal to attach with their appeal letter and accompanying documentation. Appeals submitted without the unofficial transcript will **not** be considered.

*By signing below, I understand that my appeal and all supporting documentation will be reviewed by the SAP Appeals Committee of McDowell Technical Community College. I further understand that decisions made by the SAP Appeals Committee are final and may not be appealed to another member of the MTCC faculty or staff.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_