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## Satisfactory Academic Progress (SAP) Appeal Form

Students not meeting SAP may appeal IF unusual circumstances have impacted academic results (i.e., student's serious illness or accident; death; accident or serious illness in the student's immediate family; successful completion of one degree and attempting a second if appealing the 150% rule; other mitigating circumstances.) The complete SAP policy can be viewed at <https://www.mecc.edu/students/satisfactory-academic-progress-policy/>

**ALL INFORMATION MUST BE COMPLETED. INCOMPLETE APPEALS WILL BE RETURNED TO THE STUDENT WITH NO DECISION REGARDING REINSTATEMENT OF FINANCIAL AID.**

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**STEP 1:** Student ID Number: \_\_\_\_\_ Student Name: \_\_\_\_\_

**STEP 2:** Indicate the year and semester you are appealing (only select one):

Year: \_\_\_\_\_  Fall  Spring  Summer

**STEP 3:** Indicate the reason for your appeal. This can be found on the To Do List of the Student Center. The Student Center is located on the SIS tile of your myMECC online account.

- I have a low Grade Point Average (GPA).
- I have successfully completed less than 67% of the credits attempted.
- I have exceeded the Maximum Time Frame of 150% of credits required to graduate in my current program of study.

**STEP 4:** Answer the questions below explaining the specific reason(s) that you feel have contributed to your not meeting satisfactory academic progress (SAP).

1. What circumstances affected your ability to complete previous course(s) or semester(s) successfully?

2. What has changed with your situation that you feel will allow you to make satisfactory academic progress if your aid is reinstated?

3. In addition to your written statement, attach any necessary documentation that substantiates your claim. Examples include copies of death certificates/notices, physician's statements. If more space is needed, please attach additional pages. Include your name and Student ID number on all attached documents.

**STEP 5:** All students completing an appeal must meet with their advisor who will fill in the information requested below and attach a copy of their degree progress report to this form.

**Academic Program:** \_\_\_\_\_

**Est. Date of Graduation:** \_\_\_\_\_ **# of credits needed for program completion:** \_\_\_\_\_

I confirm that I have met with the student named above to discuss their current academic program, degree progress and course selection. I have provided the student with a copy of his or her degree progress report to attach to this appeal form.

**Advisor Name/Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STEP 6:** By signing this form, I certify that all information on this form (and any attachments) is truthful and accurate.

Saving and submitting this form (and any attachments) through my VCCS student email, serves as my electronic signature and I certify that this information is truthful and accurate.

\_\_\_\_\_  
Student Name/Signature

\_\_\_\_\_  
Date

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**MECC FINANCIAL AID OFFICE USE ONLY**

Student  **will**  **will not** be reinstated for the  Fall  Spring  Summer term of \_\_\_\_\_