



# Counseling Department

## 100-unit appeal form

1100 N. Grand Avenue, Walnut, CA 91789

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[100unitappeal@mtsac.edu](mailto:100unitappeal@mtsac.edu)

**DEADLINE: Friday July 2nd, 2021**

**Fall Appeal 2021**

*(Please type or print legibly)*

Name: \_\_\_\_\_ Student ID Number: A \_\_\_\_\_  
Last name First Name Middle

Phone: (\_\_\_\_) \_\_\_\_\_ Mt. SAC Email: \_\_\_\_\_@student.mtsac.edu

If you receive services through ACCESS (formerly known as DSP&S), would you like your appeal to be reviewed by ACCESS?  Yes  No

**Educational Goal:** (Check all that apply)

**Major:** \_\_\_\_\_ Number of Mt. SAC Degree applicable units \_\_\_\_\_  
 Certificate  Associate  Transfer (If under 100 units, appeal is not necessary at this time)

**Is this your first time appealing?**  Yes  No

**Documents Required :**

- **Student Statement:** (Type student statement including your ID number on the body of the email)
  - Explain the nature of the unusual or mitigating circumstances and how it contributed to the accumulation of 100+ units. Include details and timelines regarding your circumstances (e.g., why you changed your major, health issues, etc.).
  - Explain in detail why you have not completed a degree or certificate despite accumulating 100+ units.
  - If you have completed a degree or certificate, explain why you will continue to take classes next term.
  - Explain how you decided upon your current major goal and clearly indicate what specific classes you have left and when you plan to finish.
- **Educational Plan:** No Educational plan needed for the appeal.
- **Supporting Documentation:** No supporting documentation needed for the appeal.

**NOTE:** The 100-Unit Appeal is granted on a case-by-case basis. If you have been approved for an appeal in the past, it is not guaranteed your current appeal will be approved automatically. You must be in good academic standing to qualify for an appeal. The Committee may request additional documentation in evaluating an appeal. Incomplete appeals will not be processed and automatically denied.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use only:

<b>INCOMPLETE:</b> ___ Missing documents: _____
<b>APPROVED:</b> ___ Comments: _____
<b>DENIED:</b> ___ Comments: _____
<b>APPEAL NOT NEEDED:</b> _____
<b>Reviewer Initials:</b> <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span>
<input type="checkbox"/> Cleared in Banner <input type="checkbox"/> Comment in SPACMNT