



Counseling Department

100-unit appeal form

1100 N. Grand Avenue, Walnut, CA 91789
(909) 274-4380 FAX (909) 274-2413

DEADLINE: Wednesday, Jan 5th 2022
100unitappeal@mtsac.edu **Spring Appeal 2022**

(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. If you are reapplying to Mt. SAC as a returning student and have not been enrolled for a year or more, you will not be able to appeal to restore your registration date at this time. You will, however, be eligible to appeal for the next semester after you complete your first semester back at Mt. SAC. You must be in good academic standing to qualify for an appeal. Incomplete appeals will not be processed and automatically denied.

Signature: _____ **Date:** _____

For Office Use only:

INCOMPLETE: ___ Missing documents: _____
APPROVED: ___ Comments: _____
DENIED: ___ Comments: _____
APPEAL NOT NEEDED: _____
<input type="checkbox"/> Cleared in Banner <input type="checkbox"/> Comment in SPACMNT
Reviewer Initials: