



1100 N. Grand Avenue, Walnut, CA 91789

2016-2017 Financial Aid Appeal

(Please type or print legibly)

Student Information:

Name: _____
Last name First Name Middle

Mt. SAC ID Number: _____

Phone: (____) _____ Major: _____

Semester requesting reinstatement (Check one): ☐ Fall 2016 ☐ Spring 2017

Educational Goal (Check all that apply): ☐ Certificate ☐ Associate ☐ Transfer

Reason for Disqualification (Check all that apply):

- ☐ I have earned 150% or more of self declared program of study
☐ Disqualified –Below 2.00 GPA ☐ Disqualified – minimum units not completed

Student Attachments (required):

- ☐ Educational plan ☐ Other Collegiate Work Transcript Evaluation
☐ Student Statement ☐ Supporting verification (ex. medical, death certificate)

Student Statement:

*Please explain the mitigating or unusual circumstances that resulted in your deficiency in meeting the Satisfactory Academic Progress Standards. **Describe in detail how these circumstances impacted or contributed towards your failure to make satisfactory academic progress (include timelines).** Explain your plan to rectify the deficiency and what you have changed to ensure academic progress. Please do not be vague; your statement is required in evaluating the appeal (attach as many pages as necessary). All attachments must have the student's name, Mt. SAC ID number, and signatures.*

Certification Statement

I certify that the submitted information is true and correct. I agree to provide additional information if requested. I understand that regulations do not allow for prior terms to be appealed. I understand that purposely providing false or misleading information violates the College's Standards of Conduct Policy and may result in denial, reduction or repayment of aid. I understand that I must adhere to any and all conditions set forth on my appeal to remain eligible for financial aid. It is my responsibility to be aware and adhere to the Satisfactory Academic Progress standards.

Signature: _____ Date: _____

MT. SAN ANTONIO College
Satisfactory Academic Progress
For federal and state financial aid programs
APPEAL INSTRUCTIONS & COMMITTEE SCHEDULE

Satisfactory Academic Progress – Eligibility for financial aid requires that all applicants maintain Satisfactory Academic Progress. Academic year progress is measured after every term. In addition, the college has other academic policies. Those policies are outlined in the college catalog. The financial aid academic progress standards apply to all periods of the student's enrollment, even periods in which a student did not receive financial aid. A student that does not meet the standards will lose eligibility for financial aid. A student can appeal if extenuating circumstances exist or can reestablish eligibility by taking action that brings them into compliance with the standards. Appeals must be filed during the term of enrollment. Regulations prohibit students from appealing retroactively for prior terms. No exceptions will be made for late submissions. Your financial aid file must be complete prior to submitting an appeal.

Measures for Academic Progress:

- Maximum Time Frame & Program Completion** - Financial Aid regulations require that students complete their self declared program of study within 150% of the time frame required of each program. However, students will be required to appeal when they reach 150% or attain a degree. **Example:** 60 units divided by 90 units = 67% or 30 units divided by 45 units = 67%.
- Minimum Cumulative Grade Point Average** - All applicants are required to maintain a cumulative grade point average of a 2.0 or better.
- Minimum Units Completed** – Students must successfully complete at least 67% of the cumulative units attempted (see chart below for examples). Courses in which a grade of "F", "NC", "IP", "I", "NP," or "W" is received do not count as successfully completed courses.
- Pace of Progression** - Will be measured at each evaluation on a cumulative basis. Pace will be measured as follows: cumulative number of units completed divided by the cumulative number of units attempted. Students are required to maintain progress at a pace of no less than 67% of the units attempted (see guidelines below).

<u>ENROLLMENT STATUS</u>	<u>UNITS ATTEMPTED</u>	<u>MINIMUM TO COMPLETE</u>
Full time	15	11
Full time	12	8
3/4 time	9	6
1/2 time	6	4

Students enrolled in less than 6 units must complete at least 67% of the cumulative units attempted;
e.g. student enrolled in 4 units must complete 3 units (4 x 67%= 2.68)

The Appeal Process –Extenuating circumstances which warrant an exception to the Satisfactory Academic Progress (SAP) policy may be considered by submitting an appeal. Appeals are reviewed for unusual or mitigating circumstance and are granted on a case-by-case basis. Submission of an appeal is not a guarantee that it will be approved. All appeals are assessed by the information provided. Unusual or extenuating circumstance includes injury, illness, personal crisis, change of major/objective and other circumstances. A student has the right to appear before the board. All requests must be received in writing and one week prior to board meeting date. Requests are to be submitted at the financial aid front counter. The Committee may request additional documents in evaluating an appeal. Incomplete appeals will not be processed. **All applicants will be notified of their status through the Financial Aid portal.**

Required items to file an Appeal:

- Appeal Form:** This includes a written statement which explains the circumstance that prevented the student from making academic progress and which will support a reinstatement.
- Educational Plan:** Required for all students. This document will need to be prepared by a Counselor or Advisor. All plans must be current and all the courses outlined to complete the student's educational goal. The form must be signed and dated by the Counselor or Advisor. All Evaluated Academic Transcripts of other collegiate work must be provided to the Counselor or Advisor at the meeting to have a complete plan.
- Evaluated academic transcripts:** from all other previously attended colleges. (See the Admission Office for details)
- Supporting verification:** Proof of Unusual and Mitigating Circumstances.

Appeals Committee Schedule:

<u>Appeal Review Schedule for Fall 2016*</u>	
<u>Student to Submit Appeal by:</u>	<u>Committee to Review by:</u>
August 26, 2016	September 6, 2016
September 9, 2016	September 20, 2016
September 23, 2016	October 4, 2016
October 7, 2016	October 18, 2016
October 21, 2016	November 1, 2016
November 4, 2016	November 15, 2016
November 23, 2016	December 6, 2016

<u>Appeal Review Schedule for Spring 2017*</u>	
<u>Student to Submit Appeal by:</u>	<u>Committee to Review by:</u>
February 10, 2017	February 21, 2017
February 24, 2017	March 7, 2017
March 10, 2017	March 21, 2017
March 24, 2017	April 4, 2017
April 7, 2017	April 18, 2017
April 21, 2017	May 2, 2017
May 5, 2017	May 16, 2017
May 26, 2017	June 6, 2017

*All dates are subject to change.