

Massasoit Community College  
Satisfactory Academic Progress Appeal 2019-2020

Student Name: \_\_\_\_\_ Student ID: V00\_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Massasoit Community College is required by federal regulation to ensure students receiving financial aid are making satisfactory academic progress (SAP) toward the completion of their degree or certificate program. Students that do not meet the minimum requirements outlined in the SAP policy, which may be obtained online on the Massasoit website, are not eligible for federal or state financial assistance.

If extenuating circumstances interfered with your ability to meet SAP standards, you have a right to appeal. Extenuating circumstances may include, but are not limited to:

- Illness, accident or injury experienced by you or a significant person in your life
- Death of a family member or significant person in your life
- Severe personal, family and/or psychological problems
- Severe financial problems and/or homelessness
- Other unexpected circumstances beyond your control

**All appeals must include the following information:**

- 1.) Documentation to support your appeal. For example,
  - If you or a family member was hospitalized, attach a copy of your discharge paperwork or a letter from your attending doctor attesting to the dates of your hospitalization and any subsequent effect on your ability to return to school.
  - If you had serious personal issues, you might attach a letter from your personal counselor, psychologist, or social services counselor.
  - If you suffered a death in the family, you might attach a copy of the death certificate or obituary along with an explanation of the relationship.
  - If you are unable to provide documentation, attach a typed explanation of why you are unable to provide it.
- 2.) A typed statement answering these two questions:
  - a. What problem(s) did you experience and how did they affect your ability to make academic progress? Please explain all semester difficulties, not just the most recent. Your eligibility for financial aid may be suspended because you have received poor grades, or withdrawn from classes several times, not just once. Appeals that fail to address your complete academic history will be denied.
  - b. What changes have occurred in your circumstances, and what plans have you made to successfully complete your course work in the future?

The outcome of this appeal will depend on the nature of your circumstances, the quality of the documentation that you provide, and your demonstrated ability to progress towards degree completion within a reasonable time period. All documentation submitted is confidential, and must be retained by the College.

For **Fall** semester appeals, the Satisfactory Academic Progress Appeal Form and supporting documentation must be submitted by **July 19, 2019** to receive a decision prior to the start of the Fall Semester. Appeals submitted after that date, and before the **final Fall deadline of November 1, 2019**, will be reviewed after the semester has begun. Appeals submitted after November 1, 2019 will be considered for the Spring semester only.

For **Spring** semester appeals, the Satisfactory Academic Progress Appeal Form and supporting documentation must be submitted by **November 15, 2019** to receive a decision prior to the start of the Spring Semester. Appeals submitted after that date, and before the **final Spring deadline of March 13, 2020**, will be reviewed after the semester has begun. Appeals submitted after March 13, 2020 will be considered for the following Fall semester only.

There is no SAP appeal process for the Summer sessions. Exceptions may be made on a case-by-case basis, but will typically only be made for students appealing to receive aid for a second degree or who have exceeded their maximum time frame.

Appeal decisions will be communicated to you by letter, which will be mailed to the address that the College has on file. If your address with the College is not current, please be sure to update this information at the Registrar's Office.

Please submit this form and supporting documentation by mail to:

Massasoit Community College  
Financial Aid Office  
One Massasoit Blvd.  
Brockton, MA 02302

To submit your appeal and documentation in person, please visit us in Student Central, located in the Upper Level of the Student Center on the Brockton Campus, the Enrollment Center on the Canton Campus, or in the main office at the Middleboro Instructional Site.

Appeals and supporting documentation may also be faxed to (508)-427-1232.

To ensure the protection of your personal information, please do not submit any documents with Personally Identifiable Information (PII) via email.

If you have any questions, please contact the Financial Aid Office at 508-588-9100, ext. 1479.

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