Process for Filing a Financial Aid
Academic Progress Appeal

Important Information

- Students have the right to appeal their financial aid ineligibility due to lack of academic progress (not meeting GPA and pace requirements) by submitting an Academic Progress Appeal. For additional information on the College’s Academic Progress policy, visit: https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/satisfactory-academic-progress.

- Decisions to approve or deny Academic Progress Appeals will be made by the Financial Aid Office based on:
  - Documentation of the extent and severity of the unique circumstance(s) affecting academic progress.
  - Adequacy of the resolution or planned resolution of the above circumstance(s).
  - Recommendation from Academic Advising.

- Submission of this form does not guarantee that you will be eligible for financial aid. If you decide NOT to attend MCCC due to your current ineligibility for financial aid, you should officially drop your classes prior to the start of the semester to avoid being charged the tuition and fees. If you decide to stay enrolled, you must make payment to the Business Office by the final payment due date for the semester.

- You will receive a notification in Self Service (log into the MyMC3 student portal at www.mc3.edu to access) after your appeal has been reviewed indicating an approval or denial.

Deadline
There is not a deadline to submit this form; it will be reviewed for the semester in which you’re handing it in or for the upcoming semester, if you’re not currently registered. IMPORTANT: if you are currently registered, you should arrange payment for your current tuition and fees due; it is not guaranteed your appeal will be approved.

Instructions

1. Submit your FAFSA for the academic year for which you’re appealing online at www.fafsa.gov (if you have not already).

2. Fill in the Financial Aid Academic Progress Appeal form, located on the following pages.

3. Gather and attach your supporting documentation to the form. Documentation should include information that confirms the situation(s) you indicate below. For example; medical documents, doctor notes and records, death certificate, third party confirmations, leases, accident reports, etc.

4. Plan out the remaining courses required for your degree in Student Planner through the Student Portal.

5. Meet with an academic advisor. Stop into the Student Success Center for a walk-in appointment. You must bring your completed Academic Progress Appeal Form, including your supporting documentation, with you! The advisor will submit your appeal to the Financial Aid Office.

6. Register (or adjust pre-registered schedule) for the exact number of credits recommended for the semester. Students registering for more than the exact number will be ineligible for financial aid for that semester.

No appeals will be considered unless all steps listed above are complete!
Financial Aid Academic Progress Appeal

Student Name ____________________________     Student ID ___________________

Instructions
Read through this entire worksheet first, then complete all steps on the next 2 pages. After filling in the required information, you will need to give your completed form to the academic advisor assisting with your appeal. You will receive a notice after your appeal has been reviewed indicating an approval or denial.

1. I am appealing the determination of my ineligibility for financial aid based on academic progress.
   My progress was affected by the following extenuating circumstance(s) (Check applicable boxes):
   - [ ] Severe illness
   - [ ] Death in the family
   - [ ] Severe injury
   - [ ] Family emergency
   - [ ] Other: __________________________

2. Explain the unique circumstance(s) that impacted your academic performance negatively:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Provide an explanation regarding how above circumstance(s) have been or will be, resolved:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. Attach supporting documentation. You may not hand in this form without supporting documentation!

* CONTINUE ON NEXT PAGE! *

SSC USE ONLY:
I recommend _________ credits for _________ semester. Signed ______________________ Dated ______
Notes ________________________________________________________________

OFFICE USE: Doc code – FAXCNPAP (use applicable year) | CRI – mark RCVD in Rev | ImageNow – SAP Appeal Form
5. Plan out all of the remaining courses in your degree program using Student Planner. Ensure your major is correct – you must submit a change of major if it is not!

To get started: log into the Student Portal at mc3.edu, click on the image of the graduation cap at the top of the page, and then click Go to Plan & Schedule.

Need help? Stop into the Student Services Resource Center (formerly the Registration Lab) at either campus or access instructions through the Student Portal at mc3.edu, under Resources, click Knowledge Base, and search for Plan My Courses.

DATE & INITIAL HERE WHEN COMPLETE: ____ / ____ / ____ Initials: __________ [FAO Staff confirmation ___ ]

6. Detail the specific strategies you will use to successfully complete ALL future courses with C or higher grades:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. Meet with an academic advisor to discuss and submit your appeal.

Stop into the Student Success Center to schedule your appointment. You must 1) bring this completed form (including your supporting documentation), and 2) have planned out all of your remaining degree requirements in Student Planner before you meet with an advisor!

8. Read the following statement and sign, below.

By signing this form, I understand that, if my appeal is approved, I must complete ALL SUBSEQUENT courses with a grade of C or better. Grades below C, incompletes, withdrawals, or audits in future classes will result in loss of Financial Aid until I meet the standards of academic progress as outlined at: https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/satisfactory-academic-progress.

__________________________________________ Date ____________________________
Student Signature Daytime Phone Number

Do not submit this form and your supporting documentation to the Financial Aid Office; your Advisor/Counselor will submit the paperwork to Financial Aid Office on your behalf.