

**Middlesex Community College
Financial Aid Office
Satisfactory Academic Progress Appeal and Reinstatement Agreement**

Name: _____ ID #: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone number: _____ Email: _____

Major: _____ Prior Major: _____

You may file an appeal if you were unable to meet Satisfactory Academic Progress due to extenuating circumstances. A SAP Appeals Committee will review your appeal. All information will be kept confidential. Illegible and/or incomplete appeals will not be reviewed.

APPEAL REQUIREMENTS

Statement Requirements (must be typed or legibly written on a separate sheet of paper):

- Explain in detail what has prevented your ability to make Satisfactory Academic Progress.
- Explain how these circumstances no longer exist and how you will be academically successful if your aid is reinstated.
- Explain your college and career goals.

Additional Documentation Requirements (must be included with your statement of appeal):

- Documentation to support your appeal (i.e. doctor's note, social service letter, death certificate) if applicable.
- An unofficial copy of your Middlesex Community College Academic Transcript.

(See other side for instructions on how to print your transcript.)

I understand that I am not making Satisfactory Academic Progress (SAP) and therefore ineligible for all financial aid. I understand that if I am granted an appeal for reinstatement of financial aid, the appeal is granted on a semester-by-semester basis and that I must meet the following conditions to retain eligibility:

- I must complete 100% of ALL courses attempted.
- I must have a minimum 2.0 GPA in ALL courses attempted.
- I cannot drop any course after the 100% refund period is over.
- I cannot receive a "W" or "I" in any course attempted.
- I must complete any "I" or "IP" course(s) from the previous semester by the end of this semester.
- I have read, understand, and agree to all the conditions stated above.
- I understand that I will receive the decision notification of this appeal by mail.

Signature

Date

Appeals for the fall semester must be received no later than Friday, _____.

INSTRUCTIONS TO PRINT UNOFFICIAL TRANSCRIPT

1. Log onto Middlesex.mass.edu
2. Under “Quick Links”, on the left, click on Middlenet
3. Click on “MCC Faculty and Currently Enrolled Students”
4. Type in username and password
5. Click on “Enrollment Services and Financial Aid”
6. On the 3rd line down, click on “Transfer Information”
7. Click on “Unofficial Academic Transcript”
8. Hit submit
9. On top of page, hit File; then Print