

---

## **GPA AND/OR COMPLETION RATE SATISFACTORY ACADEMIC PROGRESS APPEAL INSTRUCTIONS**

If you have experienced mitigating circumstances which impacted your performance, you may submit this appeal form and relevant supporting documentation to the Office of Financial Aid and Veteran Benefits. Your appeal will be reviewed by The Office of Financial Aid and Veteran Benefits to determine whether your individual situation merits an extended period FSA fund approval.

### **APPEALS FOR GPA and/or COMPLETION RATE MUST INCLUDE:**

- GPA and/or Completion Rate SAP Appeal Form
- Typed and signed letter of Explanation to include:
  - Mitigating circumstances which impacted your performance
  - What has changed or what changes am I making to allow me to reach the Minimum Academic Standard
- Documentation from a third party supporting the reason(s) why Minimum Academic Requirements were not met e.g., a letter from an official familiar with your situation, a police officer, medical or legal documentation, death certificate, etc.

**NOTE:** The Office of Financial Aid and Veteran Benefits may require an Academic Plan as part of your appeal process.

### **NOTIFICATION OF APPEAL STATUS**

After your appeal has been reviewed notification of the Office of Financial Aid's decision will be sent to you using the email address on file at MCC.

Please allow up to one week for appeal processing and notification.

Failure to complete any part of the appeal process could delay the review process and/or result in the loss of FSA funds.

**Submitting an appeal does not guarantee approval or FSA fund eligibility. All appeal decisions are final.**

**GPA AND/OR COMPLETION RATE  
SATISFACTORY ACADEMIC PROGRESS APPEAL INSTRUCTIONS**

Name: \_\_\_\_\_

MCC ID#: \_\_\_\_\_

What is your active academic program? \_\_\_\_\_

When do you intend to graduate from McHenry County College? Semester \_\_\_\_ Year \_\_\_\_

Were you in contact with your instructors? YES \_\_ NO \_\_

Did you visit the Sage Learning Center? YES \_\_ NO \_\_

By signing below, I acknowledge the following:

- If my appeal is granted, I will be placed in **Probation Status** and will be eligible to receive FSA funds for the approved semester. At the end of the approved Probation semester, I must meet MCC's *Minimum Academic Standard Requirements* to regain FSA fund eligibility.
- I must complete the requirements outlined in my Academic Plan, if required, and improve my academic standing to remain in **Probation Status** for FSA fund eligibility.
- If I am in **Suspension Status** and an appeal has not been granted, I may regain eligibility by meeting MCC's *Minimum Academic Standard Requirements* outlined in the Satisfactory Academic Progress (SAP) Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

-----  
*For OFA office use only*

\_\_ Appeal Granted  
\_\_ Award Act. Updated Date: \_\_\_\_\_

\_\_ Appeal Denied                      Date: \_\_\_\_\_

\_\_\_\_\_  
OFA Signature

\_\_\_\_\_  
Date