

**McDowell Technical Community College**  
**Financial Aid Satisfactory Academic Progress**  
**Appeal Request**

Student Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
MTCC Student ID # or Social Security Number \_\_\_\_\_  
Program of Study: \_\_\_\_\_  
Anticipated Graduation Date: \_\_\_\_\_

The Financial Aid Office at McDowell Technical Community College (MTCC) has determined that you are not meeting the satisfactory academic progress standards that are required for graduation at MTCC. Federal regulations require that institutions of higher education establish minimum standards of satisfactory academic progress including a minimum grade point average (GPA) and completion rate. At MTCC, students are required to maintain an overall GPA of 2.0 and completion rate of 67% in order to remain eligible for Federal and/or State Financial Aid. Students that fail to meet the minimum standards lose their eligibility for financial aid. Federal regulations allow Financial Aid Offices to extend eligibility to students not meeting minimum standards if the student provides proper documentation outlining any mitigating circumstances that have been experienced that might possibly have resulted in an unsatisfactory status. Examples of mitigating circumstances may include, but are not limited to: death of a relative, injury/ illness and/or hospitalization of the student or immediate family member, loss of home/ belongings/vehicle due to fire, accident or natural disaster, loss of employment/ income. Any circumstances cited in this appeal must have occurred in the semester with failing grades and/or withdrawn classes.

*Note:*

- *It is the student's responsibility to successfully complete all classes in which they are enrolled. Dropping, failing or withdrawing from a class is the student's decision and any classes within these categories will be considered in the calculation of satisfactory academic progress.*
- *Work will not be considered a hardship because the primary responsibility of financing an education remains with students and families. If eligible, students receive financial aid to supplement their educational expenses. These funds are not meant to cover the cost of all expenses if the student is not working.*
- *Childcare issues will not be considered a hardship as arrangements should have been made by the student prior to the beginning of classes.*
- *Any mitigating circumstances cited that relate to hospitalization/injury and/or illness should have accompanying documentation.*

**Incomplete appeals or those submitted without proper documentation will not be reviewed or considered.**

**Only one appeal per academic year will be considered.**

## Part I: Requirements for requesting an appeal for financial aid eligibility

Your reasons for requesting an appeal should be carefully documented and any mitigating circumstances that affected your ability to be successful in your academic pursuits should be explained.

Your appeal will consist of three sections:

- Identify which appeal category best applies to your circumstances
- Personal and detailed academic plan
- Explanation and documentation regarding any circumstances cited

### Section A: Appeal Categories

Which category best describes the circumstances that caused you to fall below the acceptable academic standards level:

\_\_\_\_\_ Death of immediate family member

\*\*Please explain your relationship to this person and how you were adversely affected by the death. Include copies of the death certificate, obituary or letter from funeral home.

\_\_\_\_\_ Illness/Injury and/or Hospitalization of yourself or immediate family member

\*\*Please describe the illness/ injury and how this experience has adversely affected your ability to maintain acceptable grades and completion standards. Include copies of documentation from the doctor or hospital. Please also explain any restrictions that you currently have as a result of your illness or injury.

\_\_\_\_\_ Change in academic program

\*\*This category will apply to you if you have reached the maximum time frame for the completion of your program. This maximum could have been reached due to a change in major. Please explain your reasons for changing programs and anticipated graduation date.

\_\_\_\_\_ Other extenuating circumstances

\*\*If you have experienced an unusual situation not described in the earlier sections, please give details about the situation and what you have done to resolve those issues

### Section B: Personalized Academic Plan

What is your program of study? \_\_\_\_\_

How many hours have you completed in this program of study thus far? \_\_\_\_\_

List all courses needed to complete declared major: \_\_\_\_\_

\_\_\_\_\_

How many semesters will be required to complete these courses? \_\_\_\_\_

\_\_\_\_\_ I have spoken with my advisor about this plan and have their approval (yes or no)

**\*\*This plan must ultimately culminate in the overall grade point average of 2.5 required by MTCC for graduation\*\***

## Section C: Explanation and Documentation Regarding Any Circumstances Cited

Please attach a separate sheet with your explanation related to the category that you chose from the above examples. This statement should include actions that you have taken to resolve any past issues and how you plan to be successful in the future.

### Part II: Understanding of the Financial Aid Appeal Process

By signing below, I am certifying that I understand the following:

- Decisions on appeals are made on a case-by-case basis
- If I am granted probationary status, I must maintain a semester grade point average of 2.5 and 100% completion rate
- If at any time during the probationary period, I fall below these standards or do not comply with the agreements I have created in my academic plan, my financial aid will be terminated
- The decision of the MTCC Financial Aid Subcommittee is final and may not be appealed
- I am only eligible to apply for one appeal each academic year

I certify that all the information provided on this form and the accompanying documents is true and accurate. According to the U. S. Department of Education, anyone that purposefully give false or misleading information in an attempt to gain eligibility for financial aid may be subject to a fine of up to \$25,000 or imprisonment up to five years, or both.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Attach a proposed class schedule for the term you are appealing.**

**\*\*Return this request with all accompanying documentation to the MTCC Financial Aid Office for consideration. Please remember that incomplete requests or those with inadequate documentation will not be considered.\*\***

#### Appeal Deadlines

Submit by:	Appeal Date:	Notification:
01/13/2012	week of Jan 23	02/01/2012
02/10/2012	week of Feb 20	03/01/2012
03/09/2012	week of Mar 19	04/02/2012
04/06/2012	week of Apr 16	04/30/2012
05/25/2012	week of June 4	06/15/2012
06/22/2012	week of July 9	07/20/2012