



Office of Financial Aid

Satisfactory Academic Progress Appeal Form

Student's Name – **Please Print**

Last 4 digits of Social Security Number

We recommend you carefully review the Martin Methodist College Satisfactory Academic Progress Policy (SAP). If you do not have a copy of the SAP Policy, please read the policy on the web or you may obtain a copy from the Financial Aid Office. **Submitting this appeal is not a guarantee that your eligibility will be reinstated.** It is your responsibility to submit all necessary documentation supporting circumstances of your appeal. Failure to supply all supporting documentation can seriously delay and/or affect the final appeal decision. Decisions on complete appeals should be available within two weeks and you will be notified by letter. An appeal decision may impose limitations upon aid eligibility, duration of aid eligibility, and/or future minimum academic standards.

Please provide the following information: (*Local Mailing Address*):

Name		
Address		
City	State/Zip	Phone Number:

1. Please note the term and year for which you are appealing your SAP status in the space provided.

___ **Fall**

___ **Spring**

___ **Summer**

2. Check the type of SAP violation you are appealing. (Check all that apply)

___ **Qualitative Progress**

___ **Quantitative Progress**

Please use the space on the next page for your personal appeal statement and include the following:

(*attach separate sheet if needed*). The reasons that you can appeal with financial aid must fall within the federal governments guidelines (such as, medical condition, child birth, death in family, divorce/separation, military, etc. Also, written statements and additional documents are required).

- 1.) State the reason(s) for not making satisfactory progress (include an explanation of extenuating circumstances) for each semester in violation of the SAP policy.
- 2.) State your “plan of action” and/or submit your academic plan that will ensure your future academic success (see the academic office).

Your signature certifies that the information contained within this appeal is complete and accurate. It also indicates your permission for the Financial Aid Office to verify any information you submit and authorizes the members of the Financial Aid Appeal Committee to review any or all materials contained in your file for the purpose of this appeal. All information presented with this appeal is confidential and will be treated accordingly. Any person who makes false statements or misrepresentations is subject to a fine or imprisonment, or both, under provision of the United States Criminal Code.

Student’s Signature

Date