



Muskegon Community College

221 South Quarterline Road ♦ Muskegon, MI 49442

Appeal Form for Satisfactory Academic Progress (SAP) and Loan Denial

DO NOT FILE THIS FORM WITH THE FINANCIAL AID OFFICE UNLESS YOU HAVE BEEN DENIED AID

Student Name: _____ Student Number: _____

Student Address: _____ Phone Number: _____

Appeals must be received no later than thirty days before the beginning of the semester you plan to attend or three business days after student notification from the financial aid office. If you need more information on why you are not meeting SAP standards, please review your academic history on Web Advisor under Academic Profile. The Financial Aid Review Committee will review only the documents attached to this appeal to reach a decision. The committee meets the first Monday of the month; if the college is closed that Monday another day during the week will be established. **A decision on this appeal will be mailed to the student's permanent address in approximately 2 weeks after the meeting date.**

Please submit this completed appeal form to the Student Welcome Center. Attach a written explanation identifying the reason(s) why you were denied aid, what steps you have taken to insure that you will be successful in the future and all required supporting documentation.

Please print clearly.

What semester are you asking for aid? Fall _____ Winter _____ Summer _____

What are you appealing? Pell/other aid _____ Loan _____

Before submitting your letter, have someone else read it for flow, grammar and proper spelling.

_____ Please include a well written, typed letter explaining:

- What circumstances have caused you to lose your eligibility for financial aid?
- What steps have you taken to overcome these circumstances?
- What are your specific academic goals for the future?
- What is your anticipated graduation date?
- Any further comments or information you would like to add would be helpful to the committee.

_____ Attach supporting documentation (if appropriate). Examples of documentation include:

- A statement from your doctor if you have had medical problems.
- A statement from your counselor if you have had personal problems.
- A copy of your grades if you have gone to another school since attending MCC.
- For SAP Appeals, a Financial Aid Academic Plan completed by an MCC Counselor must be attached. Contact the Counseling and Advising Center for details.