MassBay Community College is required by Federal and State regulations to ensure that students receiving financial aid make satisfactory academic progress (SAP) towards their degree or certificate requirements. For this reason, your MassBay Community College transcript is reviewed to verify that you have completed the required number of credits and maintained the minimum grade point average needed to continue receiving financial aid. Students in a degree program are reviewed yearly, and students in a certificate program or students already on financial aid probation are reviewed each semester. As you were previously informed, you are not meeting the required academic standards and have been placed on financial aid suspension. As a result, you are not eligible to receive financial aid while on financial aid. See page 3 for MassBay’s SAP Policy.

While you are expected to meet minimum satisfactory academic progress requirements to maintain your financial aid eligibility, we understand that extenuating circumstances can sometimes prevent students from making satisfactory progress towards their degree or certificate. You have the right to appeal your suspension if you had documentable extenuating circumstances that interfered with your academic performance and compromised your ability to meet the required standards. An appeal must be made within three weeks of the notice of your failure to meet the standard of Satisfactory Academic Progress. During the appeal process, the student is responsible to pay his/her own expenses, such as tuition, fees, books, supplies, etc., without the expectation of financial aid reimbursement.

Below are samples of extenuating circumstances along with examples of appropriate documentation required to support an appeal:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Examples of Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student’s own newly diagnosed physical or mental illness, injury or disability, or newly diagnosed illness, injury or disability of a significant person in the student’s life.</td>
<td>Provide documentation (e.g. a physician's or counseling psychologist’s statement, police report or documentation from a third party professional) related to the care or support of the student, or the significant person in the student’s life. Letter should state how condition was resolved or is sufficiently under control, and that you can successfully attend school.</td>
</tr>
<tr>
<td>Death of a family member or significant person in the student’s life</td>
<td>Provide a copy of an obituary or death certificate.</td>
</tr>
<tr>
<td>The student’s own divorce or separation, or the divorce or separation of the student’s parent(s).</td>
<td>Provide an attorney's letter on law firm's letterhead, petition for dissolution, or copy of divorce decree.</td>
</tr>
<tr>
<td>The student had new child care issues.</td>
<td>Provide documentation of how you previously lost child care and documentation that you now have reliable child care.</td>
</tr>
</tbody>
</table>

Please complete the steps outlined on the back of this form and return the form along with supporting documentation. Incomplete forms or forms without the appropriate documentation will not be reviewed. The outcome of this appeal will depend on the nature of the circumstance(s), the quality of the documentation the student provides, and how well the student has displayed the ability to progress towards degree or certificate completion within a reasonable time period. All documentation submitted is confidential.

Please Note: For approved appeals, students will be placed on financial aid probation. At the end of each probationary semester students will be re-evaluated and will be placed back on Financial Aid Suspension if the student did not meet all requirements of their academic plan for each term. Second appeals are unlikely to be approved. Students placed on a 2nd financial aid suspension may regain eligibility by taking and paying for his/her classes, and raising his/her cumulative GPA and completion rate to meet the SAP Policy cited on page 3.
INSTRUCTIONS:

1. Identify the reason(s) for your suspension.
2. Complete and sign the student section.
4. Meet with your academic adviser to complete Step 3 and develop an academic plan that will result in you meeting SAP standards. (NOTE: If your appeal is approved, you will be required to meet the terms listed in your Academic Progress Plan each semester. Be realistic when planning. If the appeal is approved, you will be required to meet all of the terms outlined below or meet all of the academic requirements for Satisfactory Academic Progress to be eligible for continued financial aid. Students must complete all courses that are listed below with no W, I, F, WC, WR, UC, NC, or U grades at the end of the term. Your aid will be re-suspended if the terms of the plan are not met.)
5. Submit the completed form to the MassBay Financial Aid Office.

Step 1: Identify reason(s) for your suspension (Please Contact the Financial Aid Office for This Information.)

☑ GPA ☐ Completion Rate ☐ Maximum Timeframe

Step 2: Extenuating Circumstances (To Be Completed By Student)

If further explanation is necessary, attach a separate sheet of paper.

Explain circumstances related to why you did not meet Satisfactory Academic Progress standards:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Describe any adjustments you have made that will help resolve the issue(s) listed above:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Summarize your academic action plan to meet Satisfactory Academic Progress in the future:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Provide all appropriate supporting documentation.

I certify that all the information submitted is accurate and complete. I understand that I am required to meet all of the terms set forth in the academic progress summary report. I understand that I am responsible for paying all tuition and fees due to the College until my appeal has been reviewed.

Student Signature: ___________________________ Date: ___________________________
Step 3: **Academic Progress plan (To be completed by Academic Advisor)**

**Academic Advisor Statement:** The student listed above is currently filing an appeal with the MassBay Financial Aid Office regarding his or her Satisfactory Academic Progress status. If the appeal is approved, the student will be required to meet all of the Academic Progress Summary Report requirements outlined below during each semester of the probationary period or meet MassBay’s Satisfactory Academic Progress policy listed below, in order to continue to be eligible for financial aid. Before this appeal is reviewed, the Academic Progress Summary Report section must be signed by an academic advisor.

**MassBay Community College Satisfactory Academic Progress (SAP) Policy:**

- **Cumulative Grade Point Average (GPA):**
  - First year students must meet minimum of 1.5 GPA
  - Second year students must meet minimum of 2.0 GPA
- **Pace:** Student must progress towards their degree or certificate by completing a minimum number of credits based on their total years/terms of enrollment. At least 67% of all credits attempted must be completed with passing grades. The following grades are treated as attempted credits but are not considered passing W, I, F, WC, WR, UC, NC, or U.
- **Maximum Time Frame:** Student must complete their degree or certificate in no more than 150% of the average published length of the program.

**Academic Progress Summary Report**
(The student will be required to meet the enrollment goals outlined in the Academic Progress Summary Report each semester.)

College Degree Objective (Associate or Certificate) ____________________________________________________________

Estimated Graduation Date __________________________ Major __________________________

Number of credits required for degree objective? _______ Number of credits already completed for degree? _______

The following grid is required for all students (To be completed by Academic Advisor)

List the term (Fall 15, Spring 16 or Summer 16) and specific courses or list general enrollment requirements that the student is registered for or plans to enroll in, along with their credit amount. Carefully evaluate this plan as students will be expected to complete all courses listed below and earn the indicated minimum semester GPA. Understand that the student will lose aid eligibility if these terms are not met.

The example below demonstrates 12 credits of enrollment. If the student/advisor believes that the student will be better suited to enroll in less than 12 credits per semester during this SAP Academic Plan, please indicate below. List the most efficient plan for the student to meet the SAP standard or graduate if they have already exceeded 150% maximum time frame; the SAP Academic Plan should detail significant and reasonable progress. It is recommended that this plan be for a maximum of two terms.

<table>
<thead>
<tr>
<th>Example Academic Plan</th>
<th>Example Credits</th>
<th>Semester 1 Term:</th>
<th>Credits</th>
<th>Semester 2 Term:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 201</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MG 101</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS 101</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP 101</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If student does not currently have a cumulative GPA of 2.000 or above, list the minimum GPA needed to meet that requirement:

Does the student have an academic performance plan to ensure that they will be back on track to meeting SAP by the end of the next term (or two terms, if needed)? If so, please describe the steps in the plan:

______________________________________________________________________________________________
Was the student referred to other support services for assistance? If yes, please list the services:

_____________________________________________________________________

Will the student mathematically meet the College’s SAP requirements by the end of the academic progress plan?

_____________________________________________________________________

Do you support the student’s continued enrollment at MassBay Community College? ________________________________

Additional comments affecting this student’s academic performance that you would like the Financial Aid Office to be aware of when reviewing this appeal:

_____________________________________________________________________

_____________________________________________________________________

Academic Advisor (Signature): _____________________________ Date: ___________________________

Academic Advisor (Print name): ________________________________________________

_____________________________________________________________________

**To be completed by a Financial Aid Counselor**

_____ Appeal Approved*       _____ Appeal Denied

*Student must meet the following:

☐ Semester GPA: ________________

☐ Complete all attempted credits each semester. Credits receiving a W, I, F, WC, WR, UC, NC, or U and any courses deemed not complete by the Financial Aid office will not be considered completed.

☐ Complete College Degree Objective by: ____________________________________________

Comments:

_____________________________________________________________________

_____________________________________________________________________

Financial Aid Counselor (Signature): _____________________________ Date: __________________________

Financial Aid Counselor (Print name): ________________________________________________