SAP Appeal Form

Name: ___________________________ Phone Number: ___________________________

Student ID: _____________________ Planned Program of Study: _______________________

During which semester(s) was your satisfactory academic progress impacted? (Ex. Winter 2023, Summer 2024)

_______________________________________________________________________________________

REASON FOR APPEAL

☐ SAP- My overall GPA and/or completion rate of attempted credits falls below the minimum requirements
☐ MTF- I have attempted more than 150% of the maximum number of credits required for the completion
          of my degree (this includes transfer credits)

STEP 1-

SAP- Explain in detail the circumstances for each semester you failed to meet the minimum requirements of Satisfactory
    Academic Progress. Any relevant factors such as serious personal illness, or illness and/or death of an immediate family member.
    (Circumstances not considered to be mitigating are: work conflicts, lack of transportation, or a minor illness of a student or family
    member).

MTF- Explain in detail the circumstances that have caused you to exceed the maximum timeframe threshold of
    Satisfactory Academic Progress. If you have already earned a degree and are seeking another, explain why you are seeking
    the additional degree.
STEP 2-
Explain in detail the actions you have taken that will allow you to successfully meet satisfactory academic progress standards. Include resources you intend to use to assist you in becoming successful.

STEP 3-
Provide Third-party documentation supporting your appeal
(Important: Submitted documents will not be returned. Be sure to submit copies of your original documents.)

- **SAP Appeals** provide a signed note from a doctor on professional letterhead if mitigating circumstance is related to personal illness, copy of obituary or death certificate if mitigating circumstance is related to death of an immediate family member).
- **MTF Appeals** provide a job search in your field of study

ADDITIONAL REQUIREMENTS FOR ALL STUDENTS If not applicable please list N/A

___ I have completed my FAFSA and all verification.
___ I have satisfied any outstanding balances owed to Mid.
**SAP Academic Plan**
Answer the following questions below. Please note that this allows us to take into account our decision on Approving or Denying your SAP Appeal. You need to show that you are prepared for every situation that may arise if you start failing your courses again and what resources you are going to turn to if this occurs. This will also help you have this information at the ready if any situation arises.

**RESOURCES**
What resources from Mid Michigan College or any other organization do you plan to use to successfully complete your courses. Provide links to these resources or contact information.

**CONTACT INFORMATION**
Provide the contact information, email or phone, for each instructor for your courses and your Mid Mentor.

**SCENARIO**
It is week 3 of the semester, and you have missed your assignments and/or are failing. How do you plan to use the resources you listed above to improve your situation, academic performance, and end results?

I understand that this appeal is for financial aid purposes only. I understand that I am responsible for any outstanding bills (including enrollment fees) regardless of the appeal decision. All correspondence will be sent to my Mid email account.

Signature __________________________________________ Date __________________________