

**Satisfactory Academic Progress Appeal 2023-2024**

Student Name: \_\_\_\_\_ Student ID: V00\_\_\_\_\_

Massasoit Community College is required by federal regulation to ensure students receiving financial aid are making satisfactory academic progress (SAP) toward the completion of their degree or certificate program. Students that do not meet the minimum requirements outlined in the SAP policy, which may be obtained online on the Massasoit website, are not eligible for federal or state financial assistance.

If extenuating circumstances interfered with your ability to meet SAP standards, you have a right to appeal. Extenuating circumstances may include, but are not limited to:

- Illness, accident or injury experienced by you or a significant person in your life
- Death of a family member or significant person in your life
- Severe personal, family and/or psychological problems
- Severe financial problems and/or homelessness
- Other unexpected circumstances beyond your control
- COVID-19 related circumstances

**All appeals must include the following information:**

1.) A typed statement answering these two questions:

- A. What problem(s) did you experience and how did they affect your ability to make academic progress? Please explain all semesters in which you were not successful in your courses. Appeals that fail to address your complete academic history will be denied.
- B. What changes have occurred in your circumstances, and what plans have you made to successfully complete your course work in the future?

2.) Documentation to support your appeal. For example,

- If you or a family member was hospitalized, attach a copy of your discharge paperwork or a letter from your attending doctor attesting to the dates of your hospitalization and any subsequent effect on your ability to return to school.
- If you had serious personal issues, you might attach a letter from your personal counselor, psychologist, or social services counselor.
- If you suffered a death in the family, you might attach a copy of the death certificate or obituary along with an explanation of the relationship.
- If you are unable to provide documentation, attach a typed explanation of why you are unable to provide it.

All documentation submitted is confidential, and must be retained by the College.

## Appeal Deadlines

Fall Semester: appeal and documentation must be submitted by **August 4, 2023** to receive a decision prior to the start of the semester.

- Final Deadline November 3, 2023
- Appeals received after this date will be considered for Spring semester

Spring Semester: must be submitted by **November 17, 2023** to receive a decision prior to the start of the semester.

- Final Deadline March 15, 2024
- Appeals received after this date will be considered for Summer or Fall (your next period of enrollment)

Summer Semester: must be submitted by **May 3, 2024** to receive a decision prior to the start of the semester

- Final Deadline June 28, 2024
- Appeals received after this date will be considered for Fall

Appeal decisions will be communicated to you by letter, which will be mailed to the address that the College has on file. If your address with the College is not current, please be sure to update this information at the Registrar's Office.

Please submit this form and supporting documentation by mail to:

Massasoit Community College  
Financial Aid Office  
One Massasoit Blvd.  
Brockton, MA 02302

Appeals and supporting documentation may also be submitted online at <https://massasoit.edu/enrollment/paying-for-college/financial-aid/financial-aid-form-submission/> or faxed to (508)-427-1232.

To ensure the protection of your personal information, please do not submit any documents with Personally Identifiable Information (PII) via email.

If you have any questions, please contact the Financial Aid Office at 508-588-9100, ext. 1479.