

Satisfactory Academic Progress Appeal Form for 2021-2022

Student's Name: _____ MassBay ID#: _____

Financial Aid Standards for Satisfactory Progress (SAP) are established by the U.S. Department of Education to encourage students to successfully complete courses and progress satisfactorily toward program completion. Pursuant to federal regulations, students denied financial aid due to unsatisfactory progress may use this form to appeal for reconsideration of financial aid eligibility, as long as this happened as the result of mitigating or unusual (crisis) circumstances.

(Steps 1 - 5 must be completed prior to your SAP Appeal Appointment! Please send the Academic & Transfer Advising Center a copy of this form, so they can review this with you during your SAP Appeal Appointment.)

Step 1. Submit your 2021-2022 FAFSA (Free Application for Federal Student Aid) to the MassBay Financial Aid Office (if you have not already done so). Once you have submitted your FAFSA, please review and understand the Financial Aid Standards for Satisfactory Academic Progress. This information is available on the MassBay Financial Aid website, www.massbay.edu/finance/sap.

Please check the reason (below) that you were Suspended from Financial Aid:

_____ I have not completed 67% of my cumulative attempted credits.

_____ I do not have a cumulative Grade Point Average (GPA) of 2.0 or greater.

Step 2. Please check below why you are appealing your Satisfactory Academic Progress.

_____ **Appeal due to COVID-19 pandemic:** You, your spouse, or your dependent children were impacted due to the COVID-19 pandemic.

_____ **Appeal due to medical reasons:** You, your spouse, or your dependent children were injured or ill for an extended period of time. For example, you may attach a signed statement from your doctor on letterhead stating the nature of illness, current health condition and effect on your studies (past and future), AND/OR copies from hospital bill detailing dates involved and medical condition.

_____ **Appeal due to personal reasons:** For example, you may attach a professional signed statement of support from person(s) involved in or aware of the situation (i.e., counselor, advisor, priest, social worker or therapist), AND/OR birth or death certificate or obituary (if appropriate) indicating nature of relationship accordingly (immediate family includes parents, spouse, sibling, dependent child).

_____ **Appeal due to academic reasons:** For example, you may attach a professional signed statement from an academic advisor or faculty supporting your academic progress and providing reasoning behind your completion rate and/or GPA.

Step 3. You the student, must provide a typed explanation detailing the following items. All of the items below are required as part of your explanation. Missing items will result in a denied appeal.

- A. Explain the circumstances that prevented you from meeting the SAP Standards. You should address the unsatisfactory performance for **ALL** semesters that caused you to lose financial aid eligibility. Please consider reviewing your transcript through Bay Navigator to insure you are addressing all semesters that had unsatisfactory performance.
- B. Provide a thorough plan with details about the steps you are taking to ensure future success in attaining your academic goals. If you are meeting with an academic advisor, tutor, or counselor, or attending any type of study skills sessions on regular basis, please indicate this in your typed statement. Also include any steps you have taken to change your past situation(s).

Step 4. Attach supporting documents that verify your situation. If you cannot provide supporting documentation, please explain in your typed explanation why you cannot. Supporting documentation is **required** and if the missing documentation not addressed in your typed statement then your SAP Appeal will be denied.

Please complete the other side.

Student's Name: _____ MassBay ID#: _____

Step 5. I am completing this appeal form so that I may be reconsidered for financial aid for the (please check one):
Fall 2021 _____ Spring 2022 _____ Summer 2022 _____

Step 6. Please contact the Academic & Transfer Advising Center via email to request your SAP Appeal Appointment. Once your appointment is completed, your Academic Advisor will officially notify the Financial Aid Office that this requirement has been completed. This meeting is significant in the appeal process as Academic Advisors are certifying that they have met with you and advised you regarding appropriate coursework to achieve academic progress in your designated major/program at MassBay.

Academic & Transfer Advising Center department email is advisingcenter@massbay.edu

Academic Advisor: Please email finaid@massbay.edu the following information about this student's SAP Appeal Appointment that you conducted. Thank you.

- Student Name
- Student ID#
- Date of SAP Appeal Appointment
- Academic Advisor's Name

**Please state that you advised this student regarding appropriate coursework to achieve academic progress in their designated major/program.*

CHECKLIST for Student to Complete Prior to Submitting to Financial Aid Office

Please review the following and check off each box to insure all of your SAP Appeal Steps are complete **prior** to submitting this appeal to the MassBay Financial Aid Office. This Checklist is a tool to assist you to insure you are submitting a complete appeal. **Incomplete appeals will be denied.**

- Step 1 – Submit 2021-2022 FAFSA and Review SAP Standards and check the appropriate box(es).
- Step 2 – Check the appropriate box as to why you are appealing your SAP status.
- Step 3 – Typed Explanation that includes both the circumstances and your plan moving forward.
- Step 4 – Attach Supporting Documentation, or address why you are not submitting documentation in your typed explanation.
- Step 5 – Select what semester you are appealing.
- Step 6 – Request and meet with the Academic & Transfer Advising Center to review your SAP Appeal.
- Step 7 – Sign and submit your completed SAP Appeal Form to the MassBay Financial Aid Office.

Step 7. Certification and Signature

I understand that any falsified information will result in denial of this appeal form and incomplete information may cause delays. I understand that only under extreme situations will more than one (1) appeal be approved and that without sufficient documentation the appeal will be automatically denied. I also acknowledge that I will receive the results of the appeal through my MassBay email. I understand that appeals are reviewed for the current term until the published deadlines below. If received after the deadline, the appeal will be reviewed for the following semester. Appeal decisions are not retroactive. There is a limit of 1 appeal submission per term. If your appeal is approved, then your FAFSA will be placed in the queue to be reviewed. If you are missing documentation for your FAFSA, we will then email you at your MassBay email account. Please remember an approved appeal is not a guarantee of financial aid eligibility. It means we can move forward in reviewing your FAFSA to determine your financial aid eligibility.

DEADLINES:

Fall 2021 semester is 10/15/2021 Spring 2022 semester is 03/04/2022 Summer 2022 semester is 07/01/2022

Student's Signature: _____ **Date:** _____

Submit this completed Appeal Form and the attachments to the Financial Aid Office AFTER the items listed above are completed. 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.