



Financial Aid Offices:
50 Oakland Street, Wellesley Hills, MA 02481 19 Flagg Drive, Framingham, MA 01702
Phone (781) 239-2600 Phone (508) 270-4010
Fax (781) 239-2607
Email: finaid@massbay.edu

Satisfactory Academic Progress Appeal Form for 2021-2022 Maximum Credit Limit (150%)

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 - 2 must be completed prior to your SAP Appeal Appointment with your Academic Advisor.)

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. This form can be used to appeal a student's ineligibility for Financial Aid due to the failure to meet the Satisfactory Academic Progress Requirements (SAP) specifically pertaining to Maximum Credit Limit.

Step 2. Required Personal Statement – Please explain in a typed letter, the extenuating circumstances that prevented you from completing your degree within the allowed number of credits. Be certain to address the following within your letter:

- Credits that do not apply toward your current degree program.
- Change of major while at MassBay Community College.
- Courses that you did not complete, for example W, I and or F grades on your MassBay transcript.

Step 3. 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 _____

Have you appealed your financial aid before? YES NO

Please understand that only under extreme circumstances, will a second appeal be approved. You are expected to provide as much supporting documentation and letters of recommendations as possible.

Please complete the other side.

Student's Name: _____ MassBay ID#: _____

Step 4. 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
 - Student's Program
 - Student's Curriculum Sheet detailing the specific courses that the student needs to complete.
 - Academic Advisor's Name
- *Please state that you advised this student regarding appropriate coursework to achieve academic progress in their designated major/program.*

Step 5. 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.**