

2023-2024 Satisfactory Academic Progress (SAP) Appeal Form & Instructions

Student's Name: _____ MassBay ID#: _____

Federal and State regulations governing student financial aid require aid recipients to maintain standards of reasonable academic progress towards completion of their degree or certificate. Click here to view our [Satisfactory Academic Progress Policy](#) for more information.

Appeal Process: Students who are **ineligible to receive financial aid** for not meeting satisfactory academic progress (SAP) standards and have extenuating circumstances beyond their control may submit a SAP appeal to the Office of Financial Aid. Here are examples of conditions that would be considered: Death of family member, your own serious illness or injury, approved medical withdrawal, compulsory military duty, and extreme personal hardship.

Appeals will NOT be viewed favorably for reasons such as: Situations that could have been anticipated, dissatisfaction with course materials or instructor, lack of motivation, change in majors, participation of extracurricular activities, or credit overload.

For a more details, please refer to the [SAP Policy](#) and our [Award Guide](#)

Special Note: Appeal review may take a minimum of 4-6 weeks. You will be notified by email of our decision.

- ***Incomplete Appeals will be placed in pending for 30 days or until all documentation is received.*** If you have registered for classes or intend to register for classes, **you are responsible for paying your tuition, fees, books, and expenses by the payment deadline.**
- **All appeals must be submitted within the term you are requesting consideration for aid re-establishment by the following deadlines:**

Fall 2023 semester: 11/13/2023

Spring 2024 semester is 04/12/2024

Summer 2024 semester is 07/12/2024

APPEAL REASONS

Select the reason(s) for your appeal (check all that apply; this information can be found on your suspension notification):

- ☐ **Minimum Cumulative Grade Point Average:** I do not have a cumulative Grade Point Average (GPA) of 2.0 or greater.
- ☐ **Completion Rate:** I have not completed 67% of my cumulative attempted credits.
- ☐ **Maximum Time Frame or Credits Allowed of Aid Eligibility for Degree Completion Exceeded:** I have not completed my program in less than 150% of the published length of the educational program.

I am completing this appeal form so that I may be reconsidered for financial aid for (please check one):

Fall 2023 _____

Spring 2024 _____

Summer 2024 _____

Student's Name: _____

MassBay ID#: _____

APPEAL INSTRUCTIONS

Depending on your circumstances and the nature of the appeal, please submit the following:

➤ **Minimum Cumulative Grade Point Average & Completion Rate Appeals:**

1. **Appeal form, and a signed, detailed statement explaining the following:**
 - 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 ensure you are addressing all semesters that had unsatisfactory performance.**
 - How have your circumstances changed so that you can be academically successful?
 - What steps have you taken to ensure you will meet SAP standards in the future? 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).
2. **Supporting documentation**
 - Attach supporting documents that verify your situation. Supporting documentation is required and if the missing documentation is not addressed in your typed statement, then your SAP Appeal will not be processed (i.e., letter from your doctor---must explain how your health has improved, copy of a death certificate, proof of housing, etc.)
3. **Confirmation of meeting with your Academic Advisors**
 - Please contact the Academic & Transfer Advising Center at advisingcenter@massbay.edu to meet with your Academic Advisor. Your Academic Advisor will officially notify the Financial Aid Office that this requirement has been completed. The 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.

➤ **Maximum Time Frame 150% Appeals:**

1. **Appeal form, and a signed, detailed statement explaining:** what 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.
2. **Academic Plan** (This is provided by your academic advisor)
 - A completed Academic Plan which lists ALL remaining courses required to complete your degree and expected term of graduation.
3. **Confirmation of meeting with your Academic Advisor**
 - Please contact the Academic & Transfer Advising Center at advisingcenter@massbay.edu to meet with your Academic Advisor. Your Academic Advisor will notify the Financial Aid Office that this requirement has been completed. The 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.

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 understand that the submission of this appeal does not guarantee reinstatement of financial aid and that I will be responsible for any account balance should I decide to continue enrollment. I am responsible to pay my own expenses: such as tuition, fees, books, supplies, etc., without the expectation of financial aid reimbursement.
- I understand if I have already earned a grade of W, F, or I for the term I am appealing, my appeal will be denied.
- I 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 above. If received after the deadline, the appeal will be denied. 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.
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 eligibility.
- I understand that if my appeal is approved, I must complete the SAP Acknowledgment Form prior to my aid being disbursed.
- I understand that if my appeal is approved, I must not violate the terms of the probationary period as outlined in the SAP Acknowledgment Form.

Student's Signature: _____

Date: _____