



2019-2020 Morton College Satisfactory Academic Progress Appeal Form

APPEAL DEADLINES	
Fall 2019	September 3, 2019
Spring 2020	February 3, 2020
Summer 2020	June 22, 2020

Student's Name _____ Student's ID _____ Phone Number _____

Mailing Address _____ City, State, Zip Code _____

Appealing Term (Select one):

☐ Fall 2019

☐ Spring 2020

☐ Summer 2020

- Appeal process may take several weeks from time of submission. **If you are currently enrolled in an on-going semester; your appeal cannot be considered until your grades have been posted.**
- The Financial Aid Office will notify you when you do not meet SAP standards. However, it is your responsibility to know your academic progress status and how it affects your financial aid eligibility.
- All charges on your account are your responsibility if your appeal status has not been determined by the time the payment is due. You must sign up for a payment plan or pay in full.
- If your appeal is denied, it is your responsibility to drop any courses you do not wish to pay for before the final drop date.

Please Select One:

<input type="checkbox"/> Standards of Academic Progress Policy (Academics) Morton College requires students to uphold the Standards of Academic Progress by maintaining at least a cumulative 2.0 grade point average. It is the student's responsibility to stay informed and to monitor their own progress. Students who fail to meet the Standards of Academic Progress for two semesters are placed on academic suspension.	<input type="checkbox"/> Satisfactory Academic Progress Policy (Financial Aid) Public Law 99-498 and Federal regulations [34CFR 668.16(e).] require a student to maintain satisfactory progress in three areas- cumulative GPA, hours earned, and maximum timeframe. In accordance with this policy, a copy of Morton College's Standards of Academic Progress can be obtained in the Financial Aid Office.
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Have you submitted a SAP Appeal before? ☐ Yes ☐ No

What degree or certificate are you pursuing at Morton College? _____

What is your anticipated graduation date? _____

APPEALING

I am appealing because:

- ☐ I did not receive a 67% completion rate.
- ☐ My grade point average is below 2.0
- ☐ I have exceeded the maximum time allowable (Equivalent to 93 credit hours).
- ☐ I have already completed an Associate's Degree and/or certificate.
- ☐ I already have a Bachelor's Degree (I understand that if reinstated, I will only be eligible for student loans).

INSTRUCTIONS

1. Type a statement and attach it to this appeal. Statement must include the following:
 - a. Detailed explanation why you were unable to meet Satisfactory Academic Progress standards.
 - b. If you withdrew (W), failed (U/F), or received an incomplete (I) from a class, explain reasons.
 - c. If mitigating circumstances (i.e. death of a relative, medical situation, or significant emotional or physical trauma, etc.) which affected your inability to meet standards, indicate them and provide additional supporting documentation.
 - d. If you were unable to satisfactorily complete your program of study in the allowed timeframe, provide an explanation why.
 - e. Outline the steps you will take to insure your future success. What changes will you make that will enable you to achieve academic success at Morton College?
2. You must meet with an academic advisor for the following:
 - a. Obtain a current program summary.
 - b. Complete an Academic Plan on page 3.

I understand the committee will not accept any appeal that is incomplete or lacks documentation. I certify that the information provided in this appeal is true and correct. I understand the submission of this appeal does not guarantee approval and that I may be required to pay for future enrollment at Morton College. I understand that I will be notified of the decision in writing, mailed to the address I provided to the Office of Admission and Records. I understand that if I am reinstated, it may take 2-4 weeks for my financial aid to be posted to my account.

Student's Signature

Date

Academic Advisor's Signature

Date

Complete this appeal form and attach your typed statement, your program summary, and supporting documents. Submit all required documents to the Financial Aid Office, Room 232B.

NOTE: Submission of this appeal form does not guarantee reinstatement of federal financial aid. If your appeal is denied, you will be responsible for all charges on your account.

FINANCIAL AID USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending	Comments: _____ _____ _____ _____ _____ _____ _____	<div style="text-align: center;">SAP Committee</div> _____ _____ _____ _____ <div style="display: flex; justify-content: space-between;"> Signatures Date </div>
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ACADEMIC PLAN

Student's Name _____

Student's ID _____

I plan to transfer to: _____

The purpose of Academic Plan is to identify the problem(s) that contribute to a student's lack of academic success resulting in academic probation. Students should meet with their Academic Advisor prior to the beginning of the first semester that they are on probation to allow time to make adjustments to their schedule. Together, the student and advisor will develop the Academic Plan.

Semester: ☐ Fall 2019 ☐ Spring 2020 ☐ Summer 2020

- I plan to attend ☐ Full-Time (12 credit hours or more) ☐ Part-Time (1-11 credit hours)
- I plan to earn a _____ GPA this semester.
- I plan to earn _____ credit hours this semester.
- I plan to register for the following courses:

Course Code	Course Title	Credit Hours
Total Credit Hours		

CAMPUS RESOURCES

- Tutoring Center located in room 201 C, or ext. 2465.
 - ✓ Tutorial Services
 - ✓ Makeup Testing Services
- Library located on the 1st floor or ext. 2321.
- Academic Advising Center located 1st floor building B, or ext. 2250.
 - ✓ Educational Planning
 - ✓ College/University transfer requirements
- Child Learning Center located in room 105 D, or ext. 2284 & 2285.

Student's Signature _____

Date _____

Academic Advisor's Signature _____

Date _____