



## Financial Aid Appeal Form

Financial Aid Office: One Stop Center

Student's Legal Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Phone \_\_\_\_\_

Public Law 99-498 and federal regulations [34CFR 668.16(e)] require a student to maintain satisfactory academic progress in three areas: cumulative grade point average, cumulative completion rate, and maximum time frame for financial aid and military benefits. In accordance with this policy, a copy of Morton College's full Financial Aid Satisfactory Academic Progress (SAP) can be found at [www.morton.edu](http://www.morton.edu) or in the college's catalog.

**Directions:**

1. Select the semester for reinstatement of financial aid and reason for appeal (current page).
2. Read the following page entitled "Satisfactory Academic Progress Appeal Process" for information regarding the requirements for submitting an appeal.
3. **Type** a narrative statement describing the reasons and circumstances which impacted your ability to meet the standards. The statement must also include the measures you have taken to ensure success moving forward.
4. Attach all documents to support the situation referenced in your narrative statement.
5. Schedule an appointment with your advisor to complete your academic plan. Submit your complete appeal packet (cover page, narrative, and supporting documents) to your academic advisor during this meeting. Your academic advisor will submit your completed packet to the financial aid department for review.

**Please note:** Once an appeal is submitted it can take 2 to 3 weeks before a determination can be rendered. Students will be notified by email regarding the decision of the appeal committee. **Submission of an appeal is not a guarantee approval. You are financially responsible for all charges assessed to your account and the purchase of your books until your appeal is approved. If you decide NOT to attend Morton College, you are responsible for dropping your courses. Please see refund table for drop dates. The decision of the appeal committee is FINAL.**

The Financial Aid Office will accept SAP Appeals by semester based on the following schedule:		
	Semester	Dates
<input type="checkbox"/>	Fall 20____	June 1 to Sept. 1 <i>(Note: If taking summer courses, fall appeals will not be reviewed until Aug. 5.)</i>
<input type="checkbox"/>	Spring 20____	Oct. 1 to Feb. 1 <i>(Note: If taking fall courses, spring appeals will not be reviewed until Jan. 5.)</i>
<input type="checkbox"/>	Summer 20____	March 1 to June 15 <i>(Note: If taking spring courses, summer appeals will not be reviewed until June 1.)</i>

The reason for this appeal (check all that apply):	
<input type="checkbox"/>	I did not complete a minimum of 67% of the attempted credit hours registered. <b>Academic Plan must be attached.</b>
<input type="checkbox"/>	My cumulative grade point average is below 2.0. <b>Academic Plan must be attached.</b>
<input type="checkbox"/>	I am close to or exceeded the 150% time limitation for my program (roughly about 93 credit hours for degrees). <b>Academic Evaluation Plan must be attached.</b>
<input type="checkbox"/>	I already have a bachelor's degree. I understand that if reinstated, per federal regulations, I will only be eligible for student loans and only eligible for career programs. <b>Academic Plan must be attached.</b>

<input type="checkbox"/>	I am requesting a degree "Reset" for a new Academic Program. <b>Academic Plan must be attached.</b>
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Have you submitted an SAP Appeal before?      Yes      No

What is your anticipated graduation date?

\_\_\_\_\_

I understand that the Financial Aid Office will not approve any Financial Aid Satisfactory Academic Progress Appeal Form that is incomplete or lacks documentation. Therefore, I am submitting my complete appeal. Failure to provide documentation will mean a denial of my request. I understand that I will be notified in writing of the committee's decision. It may take approximately 2 to 3 weeks before a decision of eligibility can be reached.

**Certifications and Signatures**

**Federal Warning:** Any person who knowingly makes a false statement or misrepresentation on all forms submitted shall be subject to a fine up to \$20,000 or imprisonment or both under provisions of the U.S. Code.

I declare under penalty of perjury that all information reported on this form and all the information reported on the Free Application for Federal Student Aid which will be used to qualify for state and federal student aid is true, complete and accurate.

*I certify that I have read and understand all items on this form and all information provided for my financial aid is true and correct.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FA OFFICE USE ONLY:**

Comments

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**Decision**

<input type="checkbox"/>	Approved with Financial Aid
<input type="checkbox"/>	Approved with NO Financial Aid
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Pending: _____

**Committee Signatures**

1.	_____
2.	_____
3.	_____
Date: _____	

# MORTON COLLEGE

## Academic Plan

Student's Legal Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Phone \_\_\_\_\_

This Academic Plan will structure a plan to regain financial aid eligibility and gain academic success. You MUST meet with your Academic Advisor each semester until you return to SAP standards to ensure your academic success and to allow time to make adjustments to your schedule. Together, you and your advisor will develop the Academic Plan.

### Enrollment

### Term

### Goals

Full-Time (12 credit hours or more)

I plan to earn a \_\_\_\_\_ GPA

3/4 Time (9 to 11 credit hours)

Fall 20\_\_\_\_\_

I plan to earn \_\_\_\_\_ credit hours.

1/2 Time (6 to 8 credit hours)

Spring 20\_\_\_\_\_

Less than 1/2 Time (1 to 5 credit hours)

Summer 20\_\_\_\_\_

<u>Course Code</u>	<u>Course Title</u>	<u>Credit Hours</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
<b><u>Total Credits</u></b>		

### **CAMPUS RESOURCES**

- Tutoring Center located in room 236 C, or ext. 2465.
  - Tutorial Services
  - Makeup Testing Services
- Library located on the 2<sup>nd</sup> floor of One Stop Center or ext. 2321.
- Academic Advising located in the One Stop Center, or ext. 2250.
  - Educational Planning
  - College/University transfer requirements
- Child Learning Center located in room 105 D, or ext. 2285.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

All financial aid students are required to meet the following minimum academic progress requirements:

- *Maintaining a 2.0 cumulative grade point average (GPA)*
- *Completing 67% of the total attempted hours*
- *Complete your program **within** 150% timeframe (roughly 93 credit hours for a two-year degree).*

Students, who have **mitigating circumstances** and are currently on a suspension/termination status as a result of not having met SAP requirements, may appeal for reinstatement. Circumstances related to the typical adjustment to college life such as working while attending school, normal pregnancy, financial issues related to paying bills, “not attending” for multiple terms, car maintenance/travel to campus is not considered as extenuating for purposes of appealing suspension/ termination of financial aid.

Examples of mitigating circumstances are:

- Serious illness or injury to the student;
- Serious illness or injury of an immediate family member (parent, spouse, sibling, child, grandparent) that required extended recovery time and you are the primary care giver (*must provide proof of relation*);
- Death of an immediate family member (*must provide proof of relation*);
- Significant trauma in student's life that impaired the student's emotional and/or physical health;
- Withdrawal due to military service

Appeals will not be granted for the repeated circumstances. For example, an appeal can be granted due to a medical issue (back surgery) placing the student on probation or an academic plan. If the student is placed on suspension/termination again, the same medical issue (back surgery) cannot be used as the basis for your appeal. The latter appeal must be based on a reason different from the first appeal.

**Directions:** Select the appropriate appeal for reinstatement and submit the specified items.

## Satisfactory Academic Progress Appeal

### 1. **Narrative Statement - (Typed narrative is required) Statement must include both A and B below:**

- A. Describe the reasons and circumstances for your inability to meet standards. If you withdrew (W) from or failed a class, explain the reason. Explain what mitigating circumstances were beyond your control.
- B. Steps taken to ensure success. What is now different in your situation to ensure your success at Morton College?

### 2. **Documentation**

It is required that you provided documentation that support the situation listed in your appeal narrative. If medical problems or other mitigating circumstances contributed to your inability to meet standards, supporting evidence should be attached (Death of an immediate relative (Must be able to provide proof of relation), significant emotional or physical trauma, etc.).

**Please Note: Appeals without supporting documentation will be denied.**

Examples of documentation: medical records, police reports, death certificate, letters from your counselor, hospital, physician, , employer, etc. that will support your situation.

## Maximum Timeframe Appeals (Students who can't complete their program within 150% timeframe)

### 1. **Narrative Statement - (Typed narrative is required)**

Describe the reasons and circumstances for your inability to complete your degree in the required time frame. If you withdrew (W) from or failed a class, explain the reason.

### 2. **Documentation**

Students who are close or exceeded the 150% maximum time frame (roughly about 93 credit hours for degrees) must submit an Academic Evaluation Plan signed by an academic advisor. **(Please note: After review of your appeal and academic plan, a determination will be made as to if an additional semester of eligibility can be granted).**