



Office of Financial Aid

Phone: (740)389-4636

Email: [financial-aid@mtc.edu](mailto:financial-aid@mtc.edu)

2025-2026 Satisfactory Academic Progress Appeal

Form fields for student information: PRINT - Last Name, First Name, MI, Social Security #, Address, Date of Birth, City, State, ZIP Code, Phone Number.

Marion Technical College recognizes that occasionally emergency situations occur which prevent the completion of scheduled classes. When an emergency situation outside of the student’s control occurs, the student may appeal to have his/her financial aid suspension lifted and his/her eligibility reinstated. The following guidelines MUST be followed for financial aid SAP appeals:

Required documentation for completing the appeal process:

- 1. A personal statement is required. Explain (on a separate sheet of paper – typed preferred) in detail the reasons that caused your suspension status.
- What happened the term that caused you to go to warning/suspension status?
- State how you plan to improve upon past academic performance.
2. Provide documentation or statements that support your situation. Attach third party documentation on company letterhead to clarify/support your appeal such as: statements from academic advisors, faculty, employers, physician, attorney, copies of your plan of study, an obituary, insurance reports, or court filed documents.
3. An Academic Plan approved by your Advisor must also be submitted with this form.
- Deadline for submission of all appeals is the second Friday of the term.
- If the appeal is approved and the student fails to meet SAP a second time, there is no second appeal.

My signature attests to the accuracy of all information and documentation submitted pertaining to this appeal. I understand that if my appeal is approved, I will be placed on probation and sent an email detailing the terms of my probation for which I am responsible. I also understand that if I do not meet the terms of my probation, I may NOT appeal again regardless of the circumstances.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All documents and forms submitted to the Financial Aid Office becomes the property of Marion Technical College.

**For Internal Use ONLY**

Financial Aid Personnel Comments/Recommendation:

GPA \_\_\_\_\_ 150% \_\_\_\_\_ 67% \_\_\_\_\_

Prior Warnings - \_\_\_\_\_  
Prior Suspensions - \_\_\_\_\_  
Prior Appeal – Approved \_\_\_\_\_  
Prior Appeal – Denied \_\_\_\_\_  
PDC \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Aid Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reasons for Decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Terms of Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 1 term only
- \_\_\_\_\_ Must satisfactorily complete all courses of enrollment
- \_\_\_\_\_ Must maintain SAP
- \_\_\_\_\_ Student must provide schedule each term
- \_\_\_\_\_ Only for required courses specified in Academic Plan
- \_\_\_\_\_ Previously granted appeal
- \_\_\_\_\_ Other \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_