



Office of Financial Aid

2026-2027 Satisfactory Academic Progress Appeal

Students receiving financial aid at Marion Technical College must maintain satisfactory academic progress (SAP) in an eligible degree or certificate program. Evaluation of SAP is completed at the end of each semester. Students not meeting SAP two consecutive semesters will have their financial aid suspended. Students have the right to file an appeal to explain any unforeseen or extenuating circumstances (i.e., illness/injury of student, serious illness/death within the immediate family, or other circumstances beyond the reasonable control of the student), surrounding the suspension. He or she may submit an appeal (in writing) to the Financial Aid Office.

SECTION A: STUDENT INFORMATION

Name: _____ Student ID Number _____
Address: _____ City: _____ State: _____ Zip: _____
Email Address: _____

SECTION B: DOCUMENTATION

1. A personal statement (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. How has the situation improved that you may now be able to successfully complete the classes attempted? Failure to provide a plan for improvement may result in your appeal being denied.
2. Documentation or statements that support your situation.
 - Documentation of illness and treatment.
 - 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.
 - Obituary/death certificate

Note: All documentation must be date specific and address the circumstances that occurred during the terms your academic performance did not meet minimum standards. Failure to substantiate your circumstances will result in your appeal being denied for lack of documentation.

3. Academic Plan
 - Must be emailed to the Assistant Director of Financial Aid from your Advisor, or
 - Wet signed by your advisor and submitted with this form
- ❖ **Deadline for submission of appeals is the second Friday of the term.** Second session start dates will be allowed the second Friday deadline of their start date to submit appeals. Appeals received after this deadline will be considered for reinstatement in the next term.
 - ❖ If the appeal is approved and the student fails to meet SAP a second time, **there is no second appeal.**

SECTION C: CERTIFICATION STATEMENT

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: _____