

**APPEAL OF SATISFACTORY ACADEMIC PROGRESS  
STATUS FOR FINANCIAL AID STUDENTS**

Complete Section A and return this form to Financial Aid, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, Virginia 24219. **All items must be completed.** You will receive a written notification of the decision.

\*(Failure to include ID# will delay the processing of your request from one to two business days.)

**NAME:** (Please print) **PROGRAM OF STUDY (PLAN):** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_ **ID:** \_\_\_\_\_  
Last First Middle

\_\_\_\_\_ **ADDRESS** SS#: \_\_\_\_\_

\_\_\_\_\_ **City, State and ZIP**

**SECTION A** (Student **must complete all items** in Section A and attach required documentation.)

I am appealing my satisfactory academic progress status and requesting reinstatement of my financial aid eligibility for:

Summer \_\_\_\_\_  
Fall \_\_\_\_\_  
Spring \_\_\_\_\_

1. Check the reason(s) you lost financial aid eligibility (See information on the reverse on reasons for appeals):  
\_\_\_\_ Exceeded Maximum Time Frame of 150% of Credits required to graduate in my current program  
\_\_\_\_ Low Grade Point Average  
\_\_\_\_ Completed less than 67% of the Credits Attempted

Explain the circumstances that caused you to exceed the maximum time frame, earn a low grade point average, or complete less than 67% of the credits attempted. (Very carefully follow instructions on the next page when writing your explanation. In some cases documentation must be attached):

2. If you have graduated indicate the curriculum/plan and year of graduation for each certificate/degree earned:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION B – Decision:** (FOR FINANCIAL AID OFFICE USE ONLY)

Based upon a thorough review of your explanation, documentation, and academic record, it has been determined that your receipt of financial aid **will / will not** be reinstated effective **Summer /Fall /Spring** Semester 200\_\_.

Mitigating Circumstances:

(Note: It is very important that you enroll only in classes that lead toward graduation in your present curriculum/plan.)

## REASONS FOR FINANCIAL AID APPEALS

- a. **Maximum Time Frame** – Federal regulations allow a student to attempt up to 150% of the credits required to graduate in the current program of study. These credits include all courses attempted, even those in which the student received a grade of ‘W’ for withdrawal, as well as all courses transferred from another college and all developmental course attempts. Students usually exceed the maximum time frame because they have changed their program of study or because of excessive ‘W’ grades. Even in the case of mitigating circumstances the student may not receive federal financial aid after attempting more than 130 credits, including grades of ‘W’.
- b. **Low GPA or a Less Than 66 2/3% Completion Rate** – A student whose financial aid eligibility was terminated because he/she has a low GPA or a less than 66 2/3% completion rate must document completely that “extremely extenuating circumstances” existed during the term in which his/her academic progress was determined to be unsatisfactory such as:
- The student experienced death of an immediate family member or death of a person who shared the student’s household.
  - The student experienced a severe illness or injury that required hospitalization, convalescence in an institutional setting, or confinement at home for at least seven (7) consecutive days. NOTE: Recurring chronic conditions, pregnancy, and/or childbirth will not be considered under these criteria.
  - A student’s minor child experienced a severe illness or injury that required hospitalization, convalescence in an institutional setting, or confinement at home for at least seven (7) consecutive days. NOTE: Recurring chronic conditions will not be considered under these criteria.

**The student may be required to completely document any of the circumstances described above.** If the circumstance was a death, a copy of the death certificate and/or notice from a newspaper may be required. If the circumstance was severe illness or injury, the student may be required to obtain documentation from an appropriate medical professional on official letterhead stationery and attach it to this appeal form. Proof of relationship (third-party verification, birth certificate, or court document) is required for any of the circumstances that involve a family member.

Financial Aid will render a decision and notify the student in writing no later than ten (10) business days after receiving the appeal.