



**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

Mount Marty College • 1105 West 8<sup>th</sup> Street • Yankton, SD 57078  
(605) 668-1589

In order to appeal your Federal Financial Aid suspension, **complete all information below** and return this form, along with documentation to support your appeal, to the Mount Marty College Financial Assistance Office. Your appeal must be based on extenuating circumstances that were beyond your control, failure to attend class or complete assignments **will not** be considered as circumstances beyond your control. In addition, students cannot appeal for aid for a past term. To ensure a timely review, students should make an appeal at least one month in advance of the start of the term for which they wish to receive aid.

The Financial Assistance Committee will review your appeal. Based on the Satisfactory Academic Progress Policy as defined on the Mount Marty College website, [www.mtmc.edu/financial/policies/sap.aspx](http://www.mtmc.edu/financial/policies/sap.aspx), the Committee will either accept or deny your appeal. You will be informed in writing of their decision.

**Submission of this form does not guarantee the reinstatement of your financial aid eligibility.**

Please Print

Name _____	Student ID# _____
Address _____	Phone # _____
City _____	State _____ Zip _____
Major(s) _____	Expected Graduation Date _____
Last Semester Attended _____	Cumulative GPA _____

**Documentation** (must include both items below)

1. **On an attached sheet explain clearly and in full detail the circumstances that resulted in you not meeting satisfactory academic progress and what has changed now that will allow you to make satisfactory academic progress at the next evaluation.**
  - In clear and concise terms, outline your plan to improve your academic program.
  - Your appeal must be based on extenuating circumstances that were beyond your control, **failure to attend class or complete assignments** will not be considered as circumstances beyond your control.
  - If you have 3<sup>rd</sup> party documentation to support your appeal (EX: faculty, attending physician, counseling center, etc.), it should be attached to your completed appeal form.
2. **Meet with your academic advisor and together submit an academic plan which will ensure that you will be able to meet satisfactory academic progress. The academic plan must contain (per term) scheduled classes, cumulative grade point average and timeline you will need to follow and achieve in order to meet satisfactory academic progress guidelines. This academic plan must be attached with your appeal. Please contact one of the following offices to schedule an appointment to formulate your academic plan. For the Yankton Campus contact the Student Advising Office (605) 668-1554, Scholastica Learning Center, Rm 105A . For the Watertown Campus contact the Assistant to the Director (605) 886-6777 and for the Sioux Falls Campus contact the Program Director (605) 322-8090.**

I certify the information provided with the appeal form is accurate to the best of my knowledge and constitutes my complete request for appeal of my Financial Aid Suspension.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by the Financial Assistance Committee:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Signature \_\_\_\_\_

Review after one semester \_\_\_\_\_ Date \_\_\_\_\_