When submitting an appeal, use this checklist!!

☐ Appeal Form / Quiz / Appeal Contract

Complete and submit the following forms to the Student Financial Services Office:

- **Appeal Form:**
  Complete the Appeal Form to explain why you have not met SAP standards and/or have not completed your educational goal(s) within the unit maximum allowed.

- **Quiz:**
  Read and answer questions.

- **Contract:**
  Read and sign the appeal contract

☐ Educational Plan

Provide an Educational Plan. Choose 1 option below if you do not have an up-to-date Educational Plan. *(Not required for students accepted into the Nursing Program).*

- **Option #1:**
  Meet with a counselor to make a new Educational Plan or update your old one. Call MJC Counseling at (209) 575-6080 to schedule an appointment. On-line appointments available on a limited basis.

- **Option #2:**
  Enroll in and complete a guidance course which will require you to complete an Educational Plan.

- **Option #3:**
  Provide your Degree Audit (Available in Pirates Net). Your program must be current.

☐ Provide Documentation

Attach supporting documentation for any circumstance as indicated on the appeal form.