Federal regulations require post-secondary institutions to assess and measure a student’s academic progress toward the completion of a degree, certificate or transfer program within a specified time frame.

Modesto Junior College Satisfactory Academic Progress (SAP) policy includes the criteria listed below. Students who are disqualified for one or more of the following reasons are not eligible for financial aid funding.

- Cumulative GPA of less than 2.0
- Completed less than 67% of ALL attempted units
- Attempted excessive units (units exceed 150% of the published length of indicated program)
  
  * 90 Units Allowed: To complete a 60-unit AA/AS degree, 4-yr transfer, or vocational program.
  * 45 Units Allowed: To earn a Certificate of Achievement
- Already earned an AA/AS degree or beyond. (BA/BS degree holders may appeal for nursing loan only)

Disqualified students with extenuating circumstances may submit an appeal for financial aid consideration.

- Your extenuating circumstance must have occurred during the semester(s) of academic difficulty.
- You may only appeal for the same situation once.

1. What is your educational objective at MJC?
   - ☐ Transfer  ☐ AA Degree  ☐ AS Degree  ☐ Certificate  ☐ Other: ______________________

2. What is your current major? ______________________

3. What will be your final semester at MJC? (semester / year) ______________________

4. What is your Pell Grant Lifetime Eligibility Used (LEU) Percentage? ______________________
   → Go to https://www.nslds.ed.gov/nslds_SA to view your LEU percentage.

Complete questions 5 through 8 to determine what section(s) you need to complete on page 2.

5. Have you already earned an AA / AS Degree or beyond?
   - ☐ No  ☐ Yes  If yes, complete Section A on the next page

6. Have you attempted excessive units (includes all repeats, withdrawals or failed coursework)?
   - ☐ No  ☐ Yes  If yes, complete Section A on the next page

7. Is your cumulative GPA below a 2.0?
   - ☐ No  ☐ Yes  If yes, complete Section B on the next page

8. Have you completed less than 67% of ALL attempted units (includes repeats, W’s and F’s)
   - ☐ No  ☐ Yes  If yes, complete Section B on the next page
Reason(s) for Appeal:  Check appropriate box(es) in Section A and/or Section B below.

Section A

<table>
<thead>
<tr>
<th>☐ Lack of Meeting Time Frame Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Already Earned an AA/AS Degree</td>
</tr>
<tr>
<td>Attempted Excessive Units (exceeds 150% of published length of program)</td>
</tr>
</tbody>
</table>

I was unable to complete my educational goal(s) within the maximum time frame allowed because (please check one or more of the following circumstances):

1. Have you earned an AA/AS Degree and are continuing to take transfer courses?
   - ☐ No  ☐ Yes - If yes, provide an updated Educational Plan that includes courses still required.

2. Have you changed your major?
   - ☐ No  ☐ Yes - If yes, list your previous major(s):

3. Are you currently enrolled in the Nursing Program or taking pre-requisites?
   - ☐ No  ☐ Yes - If you are taking pre-requisites, when will you be eligible to apply for the program?

4. Were there other extenuating circumstances outside of your control?
   - ☐ No  ☐ Yes - If yes, provide documentation to support your statement.

Section B

<table>
<thead>
<tr>
<th>☐ Below Satisfactory Academic Progress Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA Under 2.0</td>
</tr>
<tr>
<td>Completed Less Than 67% of ALL Attempted Units</td>
</tr>
</tbody>
</table>

I was unable to maintain Satisfactory Academic Progress during the previous semester(s) because (please check one or more of the following circumstances):

1. I experienced a death or major illness within my immediate family (i.e. spouse, parent, sibling).
   - ☐ No  ☐ Yes - If yes, provide a copy of the obituary, funeral announcement or death certificate

2. I experienced a personal illness or injury.
   - ☐ No  ☐ Yes - If yes, provide documentation from your medical provider or physician

3. I experienced an emotional or mental health issue.
   - ☐ No  ☐ Yes - If yes, provide documentation from your treating physician, social worker, etc.

4. Mobilization to active military service, deployment or training.
   - ☐ No  ☐ Yes - If yes, provide documentation of military deployment or training

5. Other extenuating circumstances outside of my control.
   - ☐ No  ☐ Yes - If yes, provide documentation to support your statement. Include proof that the circumstance has changed or is resolved.
# Appeal Statement

**Explain your extenuating circumstances** (attach an additional sheet, if more space is needed):

|                                                                 |                                                                 |                                                                 |
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**What steps have you taken to resolve your situation** (attach an additional sheet, if more space is needed):

|                                                                 |                                                                 |                                                                 |
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**ACADEMIC COUNSELOR’S EVALUATION:** You may ask your academic counselor to provide you with a statement in support of your request; however, it is **NOT REQUIRED**.

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Counselor’s Signature ___________________________________________ Date __________________

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**I understand that submission of an appeal and appeal contract does not guarantee approval.**

**I understand that if my request is approved, I must continue to meet Satisfactory Academic Progress standards to continue the approval for the following semester. I further understand that if I plan to continue my education during 2016/2017 at MJC, I will need to request a renewal of my appeal for the following academic year.**

**I understand that decisions regarding this appeal for extension of aid will be sent to me within three to six weeks from the date of submission.**

Student’s Signature ___________________________________________ Date __________________

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Student Financial Services  
435 College Avenue ● Modesto, CA 95350-5808  
Email Inquiries to: mjc_fa_appeal@mjc.edu
Modesto Junior College
SATISFACTORY ACADEMIC QUIZ

STUDENT NAME: __________________________W# __________________

This quiz must be submitted with your financial aid appeal.

1. To comply with MJC Satisfactory Academic Progress (SAP), what is the cumulative Grade Point Average (GPA) that you must maintain?
   a. 1.5
   b. 2.0
   c. 2.5
   d. 2.7

2. You must complete ____% of the courses you attempt in order to stay on track with the Pace Rate.
   a. 50%
   b. 67%
   c. 72%
   d. 80%

3. If your Educational Goal is to earn an AA/AS Degree or Transfer, you must file an appeal once you have attempted _____ units, in order to be considered for financial aid.
   a. 80
   b. 85
   c. 90
   d. 100

4. If your Educational Goal is to earn a Certificate, you must file an appeal once you have attempted 45 units to be considered for financial aid.

   TRUE or FALSE

5. Receiving W’s on your record can affect your financial aid pace rate and are included in the number of attempted units toward the maximum time frame.

   TRUE or FALSE

6. If your appeal is approved, funding will continue the following semester even if your semester Grade Point Average (GPA) is 1.95.

   TRUE or FALSE

7. You may be subject to repaying your financial aid funds if you withdraw from a course, do not attend (no show), and/or you receive all non-passing grades.

   TRUE or FALSE
You are required to initial (**typed initials and signature will not be accepted**) all items below to confirm your understanding and agreement to the following MJC Financial Aid Satisfactory Progress requirements (regulations/expectations) and services available at MJC.

I agree to the following requirements, and understand that my Financial Aid will be suspended if I fail to comply: (**initial each statement**)

1. I have read and understand the MJC Financial Aid Satisfactory Academic Progress (SAP) policy.

2. I understand that I must follow my student educational plan.

3. I understand that class repeats, activity courses, and/or other courses not required to achieve my stated educational goal may be eliminated from funding.

4. I understand that I am required to maintain a semester Grade Point Average of 2.0 or above AND complete at least 75% of my attempted units each semester while on Financial Aid Probation.

5. I understand that federal law limits the Federal Pell Grant to 600% (an equivalent of 6 years) lifetime eligibility. The maximum amount of Pell Grant funding available is 100% per year.

6. I understand that it is my responsibility to be aware of drop deadlines each semester, and agree to withdrawal from a course prior to receiving a “W” that I no longer intend to take.

7. I am aware of various academic and student support services on campus (e.g. tutoring, counseling, DSPS, EOP&S, etc.) and that it is my responsibility to seek help from support services to successfully complete my courses with an A, B, C, or P (pass).

8. I know the importance of course load and time management when planning my schedule.

9. I understand that while I am on probation, my refunds each semester will be **delayed** and I should plan to be able to purchase books & supplies on my own which will contribute toward a successful semester.

10. I understand that if I do NOT understand one or more of the conditions stated above, I agree to contact the Student Financial Services Office to seek clarification before accepting full responsibility of this contract.

CERTIFICATION:

I, ____________________________ *(print name)*, agree to the conditions of this Appeal Contract, AND I understand, if my appeal is approved, that failure to meet the requirements in which I initialed will negatively impact my future eligibility for financial aid.

Signature: ____________________________ W#: __________ Date: ___

**SUBMIT APPEAL DOCUMENTS (See Checklist Below):** *(Use one of the following methods)*

**MAIL:** Modesto Junior College  
Student Financial Services Office  
435 College Ave.  
Modesto, CA 95350

**FAX:** (209) 575-6127

**EMAIL:** MJC_FA_APPEAL@mjc.edu

**IN PERSON:** West Campus, Yosemite Hall Rm 147
Appeal Checklist

Submit the following appeal documents:

- Appeal Forms / Financial Aid 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.

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

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

- 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 Nursing or Respiratory Care Program).*

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

  - **Option #2**: 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.

Incomplete requests will not be processed.