



# Checklist

## Continuation Appeal Request

The Appeal Continuation Request is **ONLY** available to students who were approved in 2022-2023 and met **ALL** probation requirements in their last semester of attendance.

- Semester GPA – 2.0 or above
- Complete 75% of attempted units

*Students who DID NOT meet probation must complete the regular appeal.*

### ✓ **Complete: Appeal Form / Appeal Contract**

- **Appeal Form:** Complete the Appeal Continuation Form and sign the Statement of Understanding
- **Appeal Contract:** Read, initial, and sign the Appeal Contract to accept the conditions of probation

### ✓ **Attach: Educational Plan**

Contact the Counseling Office if you do not have an up-to-date Educational Plan that has been approved by a counselor. *(Not required for students accepted into Nursing or Respiratory Care Program).*

- Meet with a counselor to make a new comprehensive Educational Plan or update your old one. Call the MJC Counseling Office at (209) 575-6080 to schedule an appointment. (**Note:** *Abbreviated Educational Plans and Degree Audits will not be accepted*).

### ✓ **Submit: Appeal Documents**

**IMPORTANT!!** Submit your completed Appeal request and Educational Plan **by email** as follows:

- Complete the “fillable” Continuation Appeal Request
- Save Appeal request as a PDF before submitting
- Attach your comprehensive Educational Plan (*see instructions on our webpage*)
- Use your MJC assigned email **ONLY** to submit
- Email request to: [MJC\\_FA\\_Appeal@mjc.edu](mailto:MJC_FA_Appeal@mjc.edu) **ONLY**



Email: [mjc\\_fa\\_appeal@mjc.edu](mailto:mjc_fa_appeal@mjc.edu)





# Appeal Contract

## 2023-2024

You are required to initial all items below to confirm your understanding and agreement to the following MJC Financial Aid Satisfactory Progress (SAP) 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 understand that if my appeal is approved, I will be on **Financial Aid Probation**.  
*Initial*
- \_\_\_\_\_ 2. **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. I further understand that if I fail to meet these requirements I will be back in disqualification status for the following semester.**  
*Initial*
- \_\_\_\_\_ 3. 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.  
*Initial*
- \_\_\_\_\_ 4. I understand that I must follow my student Educational Plan. It is my responsibility to provide an updated Educational Plan for my appeal if my plan changes.  
*Initial*
- \_\_\_\_\_ 5. I understand that class repeats, activity courses and/or other courses **not required** to achieve my stated educational goal may be eliminated from funding **without notice**.  
*Initial*
- \_\_\_\_\_ 6. I understand that it is my responsibility to be aware of drop deadlines each semester, and agree to withdraw from a course prior to receiving a "W" that I no longer intend to take.  
*Initial*
- \_\_\_\_\_ 7. I understand that I should seek advice from the Student Financial Services Office **BEFORE** dropping a class or changing my schedule which can affect my future appeal status.  
*Initial*
- \_\_\_\_\_ 8. I am aware of various academic and student support services on campus (e.g. tutoring, counseling, DSPS, EOP&S, etc.) and understand that it is my responsibility to seek help from support services to successfully complete my courses.  
*Initial*
- \_\_\_\_\_ 9. I know the importance of course load and time management when planning my schedule and agree to meet with an MJC counselor to create or update my Educational Plan as needed.  
*Initial*
- \_\_\_\_\_ 10. I read and understand the MJC Satisfactory Academic Progress (SAP) policy at mjc.edu.  
*Initial*

### 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: \_\_\_\_\_

