



Office of Financial Aid

Phone: (740)389-4636

Email: financial-aid@mtc.edu

2023-2024 Satisfactory Academic Progress Appeal

Form with fields: PRINT - Last Name, First Name, MI, Social Security #, Address, Date of Birth, City, State, ZIP Code, Phone Number

Marion Technical College recognizes that occasionally emergency situations occur which prevent the completion of scheduled classes. When an emergency situation outside of the student’s control occurs, the student may appeal to have his/her financial aid suspension lifted and his/her eligibility reinstated. The following guidelines MUST be followed for financial aid SAP appeals:

Required documentation for completing the appeal process:

- 1. A personal statement is required. Explain (on a separate sheet of paper – typed preferred) in detail the reasons that caused your suspension status.
- What happened the term that caused you to go to warning/suspension status?
- State how you plan to improve upon past academic performance.
2. Provide documentation or statements that support your situation. Attach third party documentation on company letterhead to clarify/support your appeal such as: statements from academic advisors, faculty, employers, physician, attorney, copies of your plan of study, an obituary, insurance reports, or court filed documents.
3. An Academic Plan approved by your Advisor must also be submitted with this form.
- Deadline for submission of all appeals is the second Friday of the term.
- If the appeal is approved and the student fails to meet SAP a second time, there is no second appeal.

My signature attests to the accuracy of all information and documentation submitted pertaining to this appeal. I understand that if my appeal is approved, I will be placed on probation and sent an email detailing the terms of my probation for which I am responsible. I also understand that if I do not meet the terms of my probation, I may NOT appeal again regardless of the circumstances.

Student Signature: _____ Date: _____

All documents and forms submitted to the Financial Aid Office becomes the property of Marion Technical College.

For Internal Use ONLY

Financial Aid Personnel Comments/Recommendation:

GPA _____ 150% _____ 67% _____

Prior Warnings - _____
Prior Suspensions - _____
Prior Appeal – Approved _____
Prior Appeal – Denied _____
PDC _____

Financial Aid Personnel Signature: _____ Date: _____

Decision: _____ Approved _____ Denied

Reasons for Decision:

Terms of Appeal:

- _____ 1 term only
- _____ Must satisfactorily complete all courses of enrollment
- _____ Must maintain SAP
- _____ Student must provide schedule each term
- _____ Only for required courses specified in Academic Plan
- _____ Previously granted appeal
- _____ Other _____

Director Signature: _____ Date: _____