



**FINANCIAL AID OFFICE**

BEDFORD CAMPUS: 591 Springs Rd ♦ Bedford, MA 01730 ♦ (781) 280-3650 ♦ FAX: (781) 280-3603  
LOWELL CAMPUS: 33 Kearney Square ♦ Lowell, MA 01852 ♦ (978) 656-3242 ♦ FAX: (978) 656-3322

**Satisfactory Academic Progress Appeal and Reinstatement Agreement**

Complete this form if you did not meet Financial Aid satisfactory academic progress standards *due to extenuating circumstances*. The information on this form applies only to your academic eligibility for financial aid and is not a form to appeal your College academic standing.

MCC ID #: \_\_\_\_\_ Name: \_\_\_\_\_

**Step 1:** Check one box:

For which semester are you seeking financial aid?  fall 2019  spring 2020  summer 2020

**Step 2:** From the Middlesex Community College website, log in to MyMCC and determine your GPA and Completion rate; enter the results below.

- Select: My Student Records
- Select: My Grades
- Select: The most recent term
- Select: Undergraduate summary
- Write: Your completion rate in the box provided below. Completion rate is determined by the dividing your total earned credits by your total attempted credits. **Cumulative completion rate:**
- Write your **Cumulative grade point average (GPA)**

**Step 3:** What prevented you from making satisfactory academic progress at Middlesex Community College? Review examples in the box below and check all that apply:

- Academic:** Not academically prepared; missed classes; did not complete assignments, etc.
- Employment:** Had scheduling problems with work and classes; worked too many hours, etc.
- Transportation:** Did not arrange for transportation; lost transportation after classes began, etc.
- Childcare:** Did not have adequate childcare in place; lost childcare; could not afford childcare, etc.
- Health:** Missed classes due to recurring health issues; withdrew due to unexpected health crisis, etc.
- Personal:** Family member’s illness; family member’s death, etc.
- Other:** please specify in your written statement

**Step 4:** For all items checked in Step 3, follow the guidelines in the box below

- Attach a separate typed page with your explanations and include necessary documentation.
- Explain your circumstances in detail; what steps you took at the time to correct these circumstances; and why you were unsuccessful. Indicate when these circumstances occurred (semester and/or year) Refer to your academic transcript.
- Explain how these circumstances have been resolved and will no longer prevent your academic success. Explain what steps you are taking now to be academically successful.

**Step 5:** Certification: read, sign, and date in the box below:

*I understand that I am not making Satisfactory Academic Progress (SAP) and therefore ineligible for all types of financial aid, including federal student loans. I understand that if I am granted reinstatement of financial aid, the reinstatement is granted on a semester-by-semester basis and that I must meet the following conditions to retain eligibility. If I fail to meet these conditions, I will lose future financial aid eligibility. By signing below, I acknowledge I have read, understand, and agree to all the conditions stated below:*

- \* I must satisfactorily complete 100% of ALL courses attempted during the reinstatement period.
- \* I must achieve a minimum 2.2 semester GPA during the reinstatement period.
- \* I must complete any “I” or “IP” grades from the previous semester by the end of this semester.
- \* I can only receive financial aid for courses that apply to my major.
- \* I will receive notification of the decision of this appeal by email to my MCC email address.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date