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Lowell, MA 01852
(978) 656-3242

591 Spring Road
Bedford, MA 01730
(781) 280-3650

Middlesex Community College
Financial Aid Office
Satisfactory Academic Progress Academic Completion Appeal

Name: _____ MCC ID #: A _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone number: _____ Email: _____

Major: _____ Prior Major: _____

Federal regulations require students enrolled in a degree or certificate program to complete their program within a timeframe no longer than 150% of the published length of the educational program, as measured by attempted credits. For example, an associate's degree with a published program length of 64 credits must be completed within 96 credits. A certificate program with a published program length of 27 credits must be completed within 40 credits. Transfer credits, withdrawals (W), incompletes (I or IP), or failures (F) are counted in the attempted hours. Up to 30 credits may be excluded for any remedial coursework required for the educational program.

Per these regulations, as soon as Middlesex Community College determines that a student will not complete their degree or certificate program within the 150% timeframe the student becomes ineligible for financial aid. Based on your academic record, you no longer qualify for financial aid. You may appeal this decision if you can demonstrate that you had extenuating circumstances which prevented you from completing your academic goal by now. **YOU MUST COMPLETE ALL SIX STEPS.**

STEP ONE: This appeal is for fall semester spring semester summer semester

STEP TWO: What prevented you from completing your degree or certificate within the 150% timeframe?

Review examples below and check all that apply.

_____ **Changed majors:** Transcript includes coursework taken for prior program requirements

_____ **Took courses not required for major(s):** Transcript includes coursework that did not meet any program requirements)

Repeated courses because of failures and/or withdrawals due to:

_____ **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 child care in place; lost child care; could not afford child care , 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

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