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Bedford, MA 01730  
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**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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**STEP THREE:** For all items checked in Step Two; on a separate page, explain:

1. Your circumstances in detail (be sure to indicate when these circumstances occurred - semester and year). Include documentation where appropriate (for example health issues).
2. What steps you took at the time to correct these circumstances, and why you were unsuccessful.
3. Explain how these circumstances have been resolved and will no longer prevent your academic success.
4. List all the majors you have attempted at MCC and if you received a degree or certificate for the major.

**STEP FOUR:** Log into your MiddleNet account and print out a DegreeWorks degree audit for your current major. From the audit indicate:

\_\_\_\_\_ credits completed toward major  
\_\_\_\_\_ credits still needed to complete requirements of current major  
\_\_\_\_\_ how many semesters are needed to complete requirements  
\_\_\_\_\_ expected graduation date

Attach a copy of your degree audit to this appeal. On the audit indicate when you plan to enroll in the remaining courses. If you are unsure how to complete Step Four, schedule an appointment with your Academic Advisor.

**STEP FIVE:** Do you expect to enroll in another major at MCC in the future?  No – skip to Step Six  
 Yes – complete Step Five

What new major do you expect to enroll in: \_\_\_\_\_

When do you expect to enroll: \_\_\_\_\_

Note: This appeal specifically relates to the major you are currently enrolled in. If you plan to take courses for the new major while enrolled in your current major and these courses are not required for the current major, your appeal cannot be approved.

**STEP SIX:**

- I understand that I am not making Satisfactory Academic Progress (SAP) and am therefore ineligible for all financial aid.
- I understand that if I am granted an appeal for reinstatement of financial aid, the appeal is granted on a semester-by-semester basis.
- I understand I will lose my current and future financial aid eligibility if I enroll in courses other than those required by my current program.
- I have read, understand, and agree to all the conditions stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date