



Mission College  
3000 Mission College Blvd  
Santa Clara, CA 95054

Name \_\_\_\_\_

ID# \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

**SATISFACTORY ACADEMIC PROGRESS (SAP)**  
**DISQUALIFICATION APPEAL REQUEST**

*This form may be used ONLY by students who have been disqualified from financial aid.*

Prior to submitting this request, your current year financial aid application must be completed (FAFSA filed and all supporting documents received and reviewed).

**Do not leave any of this form blank.** Answer the questions in **FULL**. If the request submitted is incomplete, it will be returned to you without committee review or decision.

Only ONE financial aid SAP appeal per academic year will be accepted by the Financial Aid Office with a maximum of THREE appeals during all the years of attendance at Mission College.

Deadlines to submit appeals: Fall 2011 - 11/15/2011; Spring 2012 - 04/16/2012; Summer 2012 - 07/09/2012

**LATE APPEALS WILL NOT BE ACCEPTED**

1. What is your current eligible program of study?
2. What is the anticipated completion date for your program?
3. Describe the issues in the past semester that led to disqualification. Attach supporting documentation, if applicable (ex. Doctor's note for medical condition). Use as much space as needed.

4. Describe the changes that you have put in place that has solved, resolved, eliminated, changed or improved the issues you stated in question 3 above. Use as much space as needed.

PLAN AHEAD. Make an appointment with an academic counselor.

**ATTENTION:** If you have a status of “Disqualified” because it appears that you have exceeded the maximum units allowed for your program of study, you should meet with a counselor to determine if ALL of the units being looked at should be used to determine this status. The Counselor will evaluate all units attempted at Mission College as well as any units that may have been transferred in from other colleges. The counselor must indicate on your revised Educational Plan for your current eligible program of study how many of your previous units attempted from all sources are counted as degree-applicable units.

**Attach the following documents:**

- **Your Program Evaluation** which you can obtain by going to MC Portal (under “Preparation for Semester”). Bring the Program evaluation with you to your counseling appointment or ask your counselor to run one to support your Educational plan which should show **ONLY** classes needed to complete your program of study.
- **A current Education Plan** (must be less than three months old) for your eligible program of study signed by Counseling Staff. We may provide financial aid only for those units required in order to complete your educational goal, therefore, your counselor should **ONLY** list those courses required to meet your goal and should clearly indicate your completion semester.
- **A Financial Aid Work In Progress (WIP) form** is **REQUIRED** if an appeal is submitted after the 4Th week of the semester.

**I certify that all statements made above and contained in the support documentation’s are true and correct to the best of my knowledge. I understand that I will be informed of the committee’s decision via e-mail at the address indicated below.**

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Student Signature

Student ID #

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E-mail

Date