Satisfactory Academic Progress Policy (Financial Aid)

Federal regulations require students to maintain Satisfactory Academic Progress in three areas - cumulative GPA, hours earned, and maximum timeframe - to be eligible for financial aid. It is the student's responsibility to stay informed of Morton College's Financial Aid Satisfactory Academic Progress and to monitor their own progress. As a courtesy, the Financial Aid Office will send notification to students who have not met these standards at the end of each semester.

Students who fail to meet Financial Aid Satisfactory Academic Progress are placed on financial aid suspension. You have the right to appeal your termination.

Appealing

I am appealing because:

☐ I did not receive a 67% completion rate.
☐ My grade point average is below 2.0.
☐ I have exceeded the maximum time allowable. (Equivalent to 93 credit hours)
☐ I have already completed an Associate’s degree and/or certificate.
☐ I already have a Bachelor’s degree. (I understand that if reinstated, I will only be eligible for student loans.)
☐ I have changed my degree program.

My new degree program is:

Standards of Academic Progress Policy (Academics)

Morton College requires students to uphold the Standards of Academic Progress by maintaining at least a cumulative 2.0 grade point average. It is the student's responsibility to stay informed and to monitor their own progress. As a courtesy, Morton College will send notification to students who have not met this standard at the end of each semester. Students who fail to meet the Standards of Academic Progress for two semesters are placed on academic suspension.

INSTRUCTIONS:

1. You must meet with an academic advisor to obtain the program summary and complete an academic plan on page 3.

2. Provide a typed statement and include the following:
   a. Describe the reasons and circumstances for your inability to meet standards
   b. If you withdrew (W), failed (E), or received an incomplete (I) from a class, explain the reasons.
c. If mitigating circumstances (i.e. death of a relative, medical situation, or significant emotional or physical trauma, etc.) which affected your inability to meet standards, indicate them and provide documentation.
d. If you were unable to satisfactorily complete your program of study in the allowed timeframe, provide a written explanation why.
e. Outline the steps you are taking to insure your future success. What changes have you made that will enable you to achieve academic success at Morton College?

Read and Sign
An appeal committee will review your appeal and notify you by letter of a decision within two weeks. **INCOMPLETE INFORMATION WILL CAUSE A DELAY IN THE REVIEW OF YOUR APPEAL.**

I understand that the committee will not accept any appeal that is incomplete or lacks documentation. Therefore, I am submitting my complete Standards of Academic Progress Appeal Form. Once a decision has been made the Financial Aid Office will notify me of the results. I understand that if I am reinstated, it may take up to 3 weeks for my financial aid to be posted to my account.

Student Signature: __________________________ Date: __________

Academic Advisor Signature: __________________________ Date: __________

NOTE:
Submission of an appeal form does not guarantee reinstatement of financial aid. If the appeal is denied, you will be responsible for all charges. If the appeal is approved, you will be reimbursed accordingly.

Submit Appeal Form
Complete this appeal form and attach your essay, a program summary, academic plan and supporting documents. Submit all required documents to the Financial Aid Office, Room 205 B.

Financial Aid Office

| □ Approved | SAP Committee: |
| □ Denied | □ Pending |
| □ Pending | DATE: |
| | DATE: |
| | DATE: |
| | DATE: |
| | DATE: |

COMMENTS:

___________________________________________

___________________________________________

___________________________________________

___________________________________________

___________________________________________

Morton College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability in its educational, admissions or employment policies.

Updated: 4/23/14
ACADEMIC PLAN

Name: ___________________________ Student ID: ___________________________
Major: ___________________________ Anticipated Graduation Date: ____________
Plan to transfer to: ______________________________________________________

Semester: ________________________
  • I plan to attend  □ Full-Time  □ Part-Time
  • I plan to earn a ______ GPA this semester.
  • I plan to earn _____ credit hours this semester.
  • I plan to register for the following courses:

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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TOTAL CREDIT HOURS

Semester: ________________________
  • I plan to attend  □ Full-Time  □ Part-Time
  • I plan to earn a ______ GPA this semester.
  • I plan to earn _____ credit hours this semester.
  • I plan to register for the following courses:

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TOTAL CREDIT HOURS

Student Signature: ___________________________ Date: _________________
Academic Advisor Signature: __________________________ Date: ________________

Updated: 4/23/14