



MADISON COLLEGE FINANCIAL AID

Satisfactory Academic Progress (SAP) Appeal

Instructions

U.S. federal regulations for financial aid and veteran education benefits require anyone receiving these benefits to meet certain academic standards. At Madison College, these academic standards are referred to as Satisfactory Academic Progress (SAP). These standards include a cumulative 2.0 GPA, a cumulative completion rate of 67%, and program completion within 150% of the credits required to graduate (Maximum Attempted Credits). SAP is evaluated at the end of each term and is calculated using all credits attempted. If you fail to meet SAP standards, you are no longer eligible for financial aid and veterans education benefits (if applicable). All ineligible students receive a message outlining which standards were not met.

OPTION 1: If there were circumstances outside of your control that caused your suspension, you have the option to appeal by submitting the following documents:

1. The SAP Appeal form
2. Supporting documentation based on a qualifying reason (see examples listed on page 2)

Please note, failure to submit supporting documentation will delay the review of your appeal.

Examples

- You had a medical emergency and had to withdraw from all of your classes. You would complete and submit the SAP Appeal form, and submit the SAP Medical Documentation form for review.
- You previously completed a program at Madison College. You were then suspended for exceeding the Maximum Attempted Credits in your current program. You would explain on the SAP Appeal form that you previously completed a program, how you plan to complete your current program in a timely manner, and indicate that the documentation is on file.

OPTION 2: If there were not circumstances outside of your control that caused your suspension, you have the option to appeal after you have shown Academic Improvement:

To appeal with a reason of Academic Improvement, you must meet the following requirements:

1. Pay for and complete at least six (6) credits in one semester at Madison College
2. Complete all classes with no drops on or after the course start dates;
3. Have no final grades of W, WNA, U, F, NCR and I;
4. Achieve a 2.0 term GPA; AND
5. Submit the SAP Appeal form after requirements are met.

Example

- Your first semester grades were not good because you didn't spend enough time on your homework. This is not a situation that is outside of your control. You may appeal after you have shown Academic Improvement. Once the requirements are met, you would submit the appeal form, and your successful grades will serve as documentation.

On the SAP Appeal Form, you will be asked to provide an explanation of the circumstances surrounding your suspension, and how the situation has changed and you are now able to return to school. The supporting documentation you submit must support your reason for appeal. Multiple pieces of documentation may be required to provide a complete picture of the situation.

If you have questions regarding your appeal or need assistance completing the SAP Appeal form, please contact the Financial Aid Office at (608) 246-6170 or financialaid@madisoncollege.edu.

Madison College Authorized Signature

All students appealing a financial aid and veterans education benefit (if applicable) suspension are required to meet with a Madison College Academic Advisor, Counselor or Student Success Coach, prior to submitting their appeal. An authorized Madison College signature is required on the appeal form. To schedule an appointment, please contact the Student Success Center at (608) 246-6076 or studentsuccess@madisoncollege.edu.

Academic Plan

If your appeal is granted, you will be placed on an Academic Plan status. The Academic Plan requirements are listed below. To stay financial aid and veterans education benefit (if applicable) eligible, you must meet the Academic Plan requirements each term until you meet all of the Satisfactory Academic Plan requirements, or complete your program. If you fail to meet the Academic Plan requirements, you will be placed back on suspension and will not be eligible for financial aid and veteran education benefits (if applicable).

1. Complete all classes with no drops on or after the course start dates;
2. Have no final grades of W, WNA, U, F, NCR and I; AND
3. Achieve at least a 2.0 term GPA.



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Financial Aid Appeal

STUDENT INFORMATION

Last Name _____ First Name _____ Student ID _____

What term are you requesting reinstatement? Fall Spring Summer Aid Year _____

Appeal deadlines: Fall term - third Monday in November, Spring term - third Monday in April and Summer term - third Monday of the term. Any documentation submitted after the deadline will be considered for the next term.

QUALIFYING REASON FOR APPEAL

- Medical emergency
- Death in immediate family
- Disaster (e.g., fire, flood, tornado)
- Military activation or deployment
- Employer-required work schedule changes
- Already completed a program or credential
- Maximum Timeframe
- Received a large amount of transfer credit
- Academic Improvement (**requirements on page 1**)
- Other

SUGGESTED DOCUMENTATION

- [Medical Documentation Form](#)
- Death certificate or obituary
- Insurance claims
- Copy of Orders or Call to Duty
- [Employer Required Schedule Changes Form](#) Transcripts*
- Admission letter*
- Transfer credit report*
- Grades*
- Other (court documents, police reports or other documents to support your appeal)

**This documentation is already on file as part of your student record.*

EXPLANATION *(Attach a separate, typed, and signed document if space is not sufficient.)*

Provide an explanation of the circumstances surrounding your financial aid suspension.

Provide an explanation of how the situation has changed and why you are now able to return to school and be successful.

SIGNATURE & AGREEMENT

By signing, I agree that the information provided is true and accurate and that I have met with an Madison College authorized party from the Student Success Center (Academic Advisor, Counselor, Student Success Coach). I also agree to meet the Academic Plan requirements (see end of page 1) in the event my appeal is granted.

Madison College Authorized Signature (REQUIRED) _____ Date _____

Electronic signatures are not accepted.

Student Signature (REQUIRED) _____ Date _____

Electronic signatures are not accepted.

SUBMISSION INSTRUCTIONS

Please sign and submit your completed form in **one** of the following ways:

- Email: financialaid@madisoncollege.edu
- Mail: Madison College Financial Aid, 1701 Wright Street, Madison, WI 53704
- Fax: (608) 243-4245
- In Person: At Enrollment Services located at the Truax campus or at any Regional or Metro campus