

E-mail: [FinancialAid@Montgomerycollege.edu](mailto:FinancialAid@Montgomerycollege.edu)

MC ID Number

M

Last Name

First Name

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## ***Checklist for Preparing an Appeal of Financial Aid Suspension due to Academic Progress***

You are no longer eligible to receive financial assistance at Montgomery College because you did not meet the standards of Satisfactory Academic Progress (SAP). Adherence to these standards is required by Federal and State regulations governing academic progress toward the completion of a college degree or certificate. These standards apply to all financial aid applicants and recipients at Montgomery College.

Your suspension was based upon two semesters of failing to meet minimum academic standards. If there were unusual circumstances that affected your academic progress, you have the right to appeal your status.

In order to appeal your suspension, please review the **Montgomery College Standards of Satisfactory Academic Progress**. Check the box below which refers to your appeal and follow the list of instructions. Submit this form with your appeal. **Appeals for special circumstance, along with all supporting documentation, should be submitted within 30 days of notification of your suspension. Appeals received after 30 days may not be processed.**

**Appeal for Special Circumstances**

- ✓ Your appeal must be in writing addressed to the Financial Aid Office. Appointments to discuss your appeal cannot be made until after you have been notified of your appeal status.
- ✓ Attach a statement explaining your unusual circumstances and how they affected your grades or your ability to complete your classes. (Example: car accident, illness, family problems). You must include steps you have taken to resolve the situation. If it was health-related, are you ready to return to school? If you had difficulties with a day care provider, is this situation now stable? A letter of support from your Montgomery College academic advisor or counselor would be very helpful and demonstrates your commitment to improving your progress.
- ✓ Documentation must be included with your appeal to support your claim. For example, if your problem was health-related, provide a note from your doctor.

**Appeal of Reinstatement**

- ✓ Reinstatement of aid eligibility after financial aid suspension is not automatic when students improve their GPA or completion rate. To be considered for reinstatement, student must successfully complete a minimum of 6 billed hours during one semester with grades of A, B, C, or S in all hours taken. You must submit a written request to your Financial Aid Office to review your academic progress along with proof of your academic performance.

If you have any questions about preparing your appeal, call your campus Financial Aid Office at 240-567-5100.

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Rockville Campus  
51 Mannakee Street  
Rockville, MD 20850

Germentown Campus  
20200 Observation Drive  
Germentown, MD 20786

Takoma Park Campus/Silver Spring  
7600 Takoma Avenue  
Takoma Park, MD 20912