

Satisfactory Academic Progress (SAP) is cumulative in nature and takes into account all classes attempted, not just the previous academic year. You should review the SAP policy on the web at: <http://www.mtech.edu/onestop/financial-aid/SAP.htm>

Please submit completed form & supporting documentation to:  
 (Mail) 1300 W. Park St., Butte, MT 59701  
 (Fax) 406.496.4705  
 (In Person) Mining & Geology Bldg., Rm. 207

If you have experienced extenuating circumstances that prevented you from satisfying the requirement, you may appeal using this form.

Student's name: \_\_\_\_\_  
Last First MI

E-mail: \_\_\_\_\_ Montana Tech ID: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

What type of appeal are you submitting?  Maximum Time Frame  GPA/Completion Ratio  Both  
 (Check only one)

### What to Submit for all Appeals

<input type="checkbox"/>	1. Complete and Print this form
<input type="checkbox"/>	2. For MAXIMUM TIME FRAME APPEALS, Have you completed one or more prior degrees? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	3. You will need to provide a <b>typewritten, signed, detailed explanation</b> of how extenuating circumstances beyond your control prevented you from meeting the requirements. <b>In addition, you must explain what has changed or been resolved that will allow you to maintain academic progress.</b> Extenuating circumstances include, but are not limited to: <ul style="list-style-type: none"> <li>• Documented medical condition or serious illness (mental or physical)</li> <li>• Documented learning disability</li> <li>• Death of a family member or friend</li> <li>• Involuntary call to active duty</li> <li>• Documented change in conditions of employment</li> <li>• Other extraordinary/emergency circumstances, such as natural disaster</li> <li>➤ MAXIMUM TIME FRAME APPEALS                 <ul style="list-style-type: none"> <li>• Explain why you have attempted more than 150% of the required number of credit hours for your current program without graduating</li> <li>• If you are pursuing an additional degree, explain why you need to do so</li> </ul> </li> </ul>
<input type="checkbox"/>	4. Attach date specific supporting documentation from a disinterested third party. Documentation includes, but is not limited to: <ul style="list-style-type: none"> <li>• Letter from physician or counselor on letterhead indicating the date you were under their care</li> <li>• Copy of death certificate, obituary or third party documentation of death</li> <li>• Accident reports, police reports, court records, etc.</li> <li>➤ MAXIMUM TIME FRAM APPEALS                 <ul style="list-style-type: none"> <li>• Attach documentation to support your explanation of attempting more than 150% of the required credit hours for your current degree program</li> </ul> </li> </ul> <p>* DO NOT submit original records – they will not be returned. All copies must be legible</p>
<input type="checkbox"/>	5. Copy of loan debt form NSLDS: <a href="https://www.nsls.ed.gov/nsls_SA/">https://www.nsls.ed.gov/nsls_SA/</a> (First page only)
<input type="checkbox"/>	6. Appeals submitted without documentation will be pending until the required documentation is received
<input type="checkbox"/>	7. Letters from family, relatives and friends are not recommended. If this is the ONLY information you can provide, you must meet with the Financial Aid Director/staff to determine what is acceptable

**Documents must be submitted according to the requirements listed above; however, this DOES NOT GUARANTEE approval.**

**TIME FRAME:** Appeals are reviewed by the SAP Committee within 15 working days of receipt of all required documentation in the Enrollment Services Office. SAP Committee results will be emailed to your Montana Tech student email.

**IF THE APPEAL IS DENIED:** An Additional appeal may be submitted **IF** additional information becomes available.

**APPEAL DEADLINES:** September 15<sup>th</sup> (fall term); February 15<sup>th</sup> (spring term); June 1 (summer term)

**Certification Statement:** By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information submitted with this appeal is accurate and true to the best of my knowledge, that all copies are unaltered, and that I have appropriately obtained all supporting documentation. I have read and understand the Satisfactory Academic Progress (SAP) Standards Policy and understand that submitting this form does not guarantee that my request will be granted.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date