



## What is Satisfactory Academic Progress (SAP)?

[MCC's Satisfactory Academic Progress \(SAP\) Policy](#) will help you understand how SAP is evaluated and why it is important.

## What Happened – What Has Changed

Your SAP appeal explanation must include the following:

### ***Explain what happened***

Why were you unable to maintain satisfactory academic progress (SAP)?

- What the circumstance(s) was
- How this affected your ability to complete your coursework
- When the circumstance(s) occurred
- How long the circumstance(s) lasted

### ***Explain what has changed***

How has your situation changed so that you are now able to meet SAP requirements moving forward?

- What steps have you taken to manage the situation?
- How will these actions allow you to achieve satisfactory academic progress moving forward?

## Tips for Writing a Successful Appeal

### ***Identify your obstacles***

Reflect on your situation to determine what has kept you from making satisfactory academic progress. Perhaps you need help with time management or study skills. Identify the obstacle and explain how you plan to get help.

**Note:** Lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

### ***Attach any relevant supporting documentation***

This may include a copy of an obituary if you experienced loss of loved one, a note from a medical professional, photos of any damage incurred in instances of car accident, natural disaster, etc., police reports or court documents (as appropriate), copy of work schedule that includes hours worked, deployment information (for military affiliated students), apartment/leasing contracts, etc.

## ***Potential reasons for an SAP appeal***

- medical emergencies
- severe health issues
- severe personal or family problems
- financial or personal catastrophe
- death of a loved one
- return for a second degree or certificate (150% rule)\*

### **\*Addressing 150% rule**

This only applies to you if your Academic Standing Code listed at the top of your appeal form or noted in your academic standing email is GV, WV, or RV. Students must complete their educational program in no longer than 150% of the published length of the educational program. If the published length of your program is 60 credits, and you have completed 90 or more credits, then you have exceeded 150%.

Your explanation should include:

- if you have already graduated and are currently seeking a second degree
- if you have transferred credit hours into MCC
- if you have done a program change since first enrolling at MCC (include the names of previous programs)
- other reasons