

Mid-America Christian University

Satisfactory Academic Progress Appeal

2024-25

NAME

PHONE

Student ID#

DATE

Step 1. Use this form as a cover page.

Step 2. Please provide a detailed statement (typed that includes your name and student ID) that includes the extenuating circumstances that occurred that prevented you from meeting Satisfactory Academic Progress standards.

Examples of extenuating circumstances where an appeal may be considered:

Medical emergencies, severe personal illness or injury to the student or immediate family member, death of a relative, divorce, job loss, excessive work requirements, financial hardship and/or return for a second degree.

Step 3. Please provide a detailed statement that includes your academic plan to ensure success going forward. This may include a time management plan that includes study hours devoted to your schoolwork each week/day, tutoring resources and/or proactively reaching out to your instructor for assistance.

Step 4. Provide supporting documentation of your extenuating circumstance(s). ***Appeals will not be considered without supporting documentation.***

Examples of acceptable supporting documentation may include but are not limited to:

Medical documentation, letter of separation from employer, death certificate, police report, court documents and/or signed letter on official letterhead from a therapist, counselor, physician, clergy or other professional aware of the circumstances disclosed in the appeal.

Examples of unacceptable documentation would include pictures and/or a letter from a family member or friend.

Step 5. Return this completed form to the Financial Aid Office. Email: financialaid@macu.edu; or Mail: Mid-America Christian University, 3500 SW 119th St., Oklahoma City, OK 73170, Attn: Financial Aid Office.

****OFFICE USE ONLY****

Appeal Approved _____ Appeal Approved/Aid Modified _____ Appeal Denied _____

Comments from the Financial Aid Committee:

Official Signature

Date