

**Standards for Academic Success and Financial Aid
Appeal Form**

Complete this form and attach all additional documentation needed for your appeal.

Name (Please Print)	Student ID Number
Current Address	City, State, Zip Code
Current Telephone number where you can be reached.	Program Name /Program Code CAMPUS: <input type="checkbox"/> MILW <input type="checkbox"/> OAK CREEK <input type="checkbox"/> MEQUON <input type="checkbox"/> WEST ALLIS

Please indicate the circumstances that have contributed to your inability to maintain satisfactory academic progress by checking any category that applies to you and attach all required supporting documentation.

- I successfully completed my courses this semester but did not meet cumulative requirements.
- Serious illness or injury to student or immediate family member (parent, spouse, sibling, and child) that required extended recovery time. **Attach a statement** from the physician and explain the nature and dates of the illness or injury.
- Death of an immediate family member. **Attach a photocopy** of the death certificate and include the name of the deceased and relationship to you.
- Significant trauma in student's life that impaired the student's emotional and/or physical health. Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome this condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) also must be attached.
- Other unexpected documented circumstances beyond the control of the student. Please explain in detail the nature and dates of the unexpected circumstances. **Supporting documentation** also must be provided.

I certify that all information and documentation I have submitted pertaining to this appeal is true. I understand that the decision of the Appeals Committee is final. **I also understand that if my appeal is granted with Probation without Financial Aid (PNFA), or with a Monitored Academic Plan without Financial Aid (MAPN) that it is my responsibility to pay for my classes or drop them because my classes will not be dropped by MATC.**

Signature	Date
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For Office Use Only	
CAREER-423 _____	Appeal Decision _____

Appeal Instructions—For Students Suspended for the First Time

1. Complete the Suspension Appeal Form on the other side of this sheet.
 2. Register for the course, CAREER-423 Path to College Success (Use INFOnline at MATC.edu).
 3. Return the Appeal Form to the campus where your program counselor is located (downtown Milwaukee Campus Counseling Department or regional Student Services Office) in person by 3:00 p.m. on or before Wednesday, June 6, 2012.
 4. When you return the Suspension Appeal Form you will speak with an advising representative to review your paperwork.
 5. Your program counselor and you will work together to develop a “Plan for Academic Success” (PAS).
 6. After submitting the PAS and appeal form, you will be notified of the appeal decisions within 7-10 business days via your MATC Gmail account. Your academic status will also be updated on your program plan found within INFOnline. If you have trouble accessing these resources, contact the Helpdesk at 414-297-6541 for assistance.
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Appeal Instructions—For Students Suspended Two or More Times

1. Complete the Suspension Appeal Form on the other side of this sheet.
2. Return the Appeal Form to the campus where your program counselor is located (downtown Milwaukee Campus Counseling Department or regional Student Services Office) in person by 3:00 p.m. on or before Wednesday, June 6, 2012.
3. When you return the Suspension Appeal Form you will speak with an advising representative to review your paperwork.
4. Your program counselor and you will work together to develop a Monitored Academic Plan (MAP).
5. After submitting the MAP and appeal form, you will be notified of the appeal decisions within 7-10 business days via your MATC Gmail account. Your academic status will also be updated on your program plan found within INFOnline. If you have trouble accessing these resources, contact the Helpdesk at 414-297-6541 for assistance.