



# Mason County Promise Scholar Handbook

**I PROMISE ...**



- ...TO PLAN FOR THE FUTURE
- ...TO DO MY BEST WORK
- ...TO LEARN MORE EACH DAY
- ...TO SEEK OUT OPPORTUNITIES

*"A PROMISE FOR ALL" MEANS PAID TUITION FOR GRADUATES FROM MASON COUNTY! [MASONCOUNTPROMISE.ORG](http://MASONCOUNTPROMISE.ORG)*

# MAKE A P R O M I S E TO YOURSELF

## How to Submit an Appeal

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Promise Scholarships may be suspended without formal notice for scholars who do not meet the following scholarship requirements:

- Renewing the FAFSA (FAFSA.gov)
- Renewing the Promise (on the website)
- Maintaining an overall GPA of 2.0 or higher
- Passing at least 67% of attempted credits (Satisfactory Academic Progress)

If a special circumstance or situation has contributed to falling below the 2.0 GPA or not meeting Satisfactory Academic Progress, then you have the opportunity to appeal through the Mason County Promise website:

[masoncountypromise.org/appeal](https://masoncountypromise.org/appeal)  
Appeal as soon as you can by completing the online form and emailing a copy of your current transcript to [info@masoncountypromise.org](mailto:info@masoncountypromise.org). The Appeals Committee meets quarterly and will decide whether or not to grant your appeal and will promptly notify you of their decision.



## How to Contact the Promise

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119 S. Rath Ave.  
Ludington, MI 49431



231-239-8224



[info@masoncountypromise.org](mailto:info@masoncountypromise.org)



[MasonCountyPromise.org](https://MasonCountyPromise.org)



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at



@MasonCountyPromise

**This brochure is intended as a general guide, and does not supplant formal policies and procedures of the Promise. All information provided herein is subject to change. This brochure does not guarantee any award or funding.**



## Mason County Promise Scholarship

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### In this Brochure:

- What the Promise covers
- How funding works at WSCC
- How to stay eligible
- How to qualify for the educational supplies award
- How to appeal
- How to contact the Promise



## What the Promise Covers Once You're at WSCC:

- **Six-Year Maximum:** Students will have a maximum of six academic years from the date of high school graduation, or from the date of issuance of a GED or its equivalent, to use the 72 credits of the scholarship.
- **72 Credit Total:** The Promise Scholarship covers up to 72 attempted credits (from any college; pre-college credits are excluded), the approximate equivalent to an associate's degree from WSCC.
- **Educational Supplies:** Scholars can qualify for an educational supplies award in their first and second year at WSCC to help with books and other course supplies. Details will be sent to students when they are approved for the initial scholarship or their first renewal.
- **Middle Dollar Funding:** The Promise may be used to replace or supplement loans, work-study opportunities, private scholarships, or expected family contributions, but the Promise may not be used to replace federal or state grants. (TIP, Pell Grant, SEOG, etc.) .
- **Pays for Tuition & Fees:** The Promise Scholarship is not a set amount, and will not be paid directly to the student. It is paid directly to WSCC and applied to student bills after the drop/add period.
- **FAFSA and Promise Renewal:** Students intending to use the Promise must list WSCC as their first college of choice on their FAFSA. Scholars must renew the FAFSA between October 1--August 1 each year, and complete a Promise renewal after winter semester grades post each year

## How Promise Scholarship Funding Works at WSCC

- After eligible students enroll in classes, they have a tuition bill. If Scholars are approved to use the Promise and register for classes, the Promise will be applied to their bill after financial aid has been applied, and after the drop/add period has ended. The Promise at WSCC is not a set amount of money. Instead, the Promise covers tuition and fees after state and federal grant aid are applied. Registration deadlines apply.
- Some scholars will not ever need Promise Scholarship funding, because federal or state grant aid covers their tuition and fees.
- Summer guest students are allowed. Approved scholars who take WSCC credits as summer guest students (have a different home college or university) may qualify to use the Promise if they have 1) submitted a renewal application and transcript, 2) not exceeded the total attempted credits, and 3) met all other requirements (GPA, etc.).
- Scholars who didn't complete the renewal process, or who exceed 72 attempted credits/six years will no longer be covered by the Promise and may not receive advanced notice.

## How to Stay Eligible for the Promise Scholarship

After enrolling in classes, Scholars must:

- Maintain a GPA of 2.0 or higher
- Complete 67% of all the credits you attempt
- Renew the FAFSA every year, with WSCC listed as the first choice of college
- Renew the Promise Scholarship online after Winter semester grades each year
- Email your transcript to the Promise coordinator after winter final grades post (for renewal--credit & good standing verification)
- Not exceed the total attempted credit limit
- Use the Promise within six years of graduation

## How to Qualify for the Educational Supplies Award

Promise Scholars can qualify for up to two limited annual Educational Supplies awards. The award is available for a limit of two years, in the first year and the second year (renewal) of attendance. Awards may vary in amount from year-to-year. Awards will be distributed once per academic year (fall/winter only). Awards will be placed on a qualifying scholar's WSCC account and available to use through the WSCC online bookstore from mid-August through the fall drop deadline. Scholars who use a partial award and drop classes will forfeit the remaining amount of that year's award.

### To qualify for the Year 1 award (Fall award):

- Complete the Promise Application and be approved to use the Promise
- Apply to WSCC and complete online orientation
- Attend a summer in-person orientation session at WSCC
- Register for 12 or more credits in fall semester
- Complete the FAFSA--list WSCC as first choice--and submit proof of completion to the Promise
- All of the above must be completed by August 1

### To qualify for the Year 2 award (Fall award):

- Take First Year Seminar in your first year (or prior) and pass it with a "C" grade or better
- Complete your Promise Scholarship Renewal and be approved to use the Promise
- Register for 12 or more credits at WSCC
- Complete your FAFSA renewal and submit proof of FAFSA completion to the Promise
- All of the above must be completed by August 1 (prior to the start of renewal year fall classes)

Unused award amounts will be distributed by WSCC to approved scholars for use on educational supplies after the drop period. The award will be distributed once per academic year. ASM Tech graduates can substitute Core Time for orientation and FYS requirements. ESA qualification decisions are final and cannot be appealed. For other alternatives options, visit [masoncountypromise.org](http://masoncountypromise.org)

**Questions? Call: 231-239-8224**

**Email: [info@masoncountypromise.org](mailto:info@masoncountypromise.org)**

**Message us on [masoncountypromise.org](http://masoncountypromise.org)**



# 2025-26

## Promise Scholarship Requirements

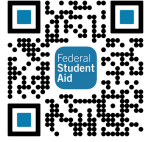
- Submit your initial application OR renewal application
- Submit Proof of FAFSA Completion (via your masoncountypromise.org application, or by email to info@masoncountypromise.org)
- Enroll at WSCC and register for Classes

<b>To Start in <u>SUMMER</u> <u>SEMESTER</u></b>	<b>Complete <u>Prior to</u> <u>MAY 1st</u></b>
<b>To Start in <u>FALL</u> <u>SEMESTER</u></b>	<b>Complete <u>Prior to</u> <u>AUGUST 1st</u></b>
<b>To Start in <u>WINTER</u> <u>SEMESTER</u></b>	<b>Complete <u>Prior to</u> <u>DECEMBER 1st</u></b>

# New Promise Scholar Checklist 2025



Complete the Promise Intake Form.  
Visit: <https://forms.gle/s6eDDQ44xQpFNd2b6>



Financial Aid: Send proof of this year's FAFSA completion to [info@masoncountypromise.org](mailto:info@masoncountypromise.org), as soon as possible, prior to August 1st. Be sure to include WSCC as your first college listed on your FAFSA to ensure WSCC gets your information. The best proof of completion is the FAFSA Completion email from MiStudentAid.



Apply to West Shore Community College at [westshore.edu](http://westshore.edu)--click on the "Apply Now" button to start and complete your application, if you haven't.



Complete online orientation. WSCC emails a link after applying to WSCC with your acceptance notice. (Check spam if you don't see it.) Attending in-person orientation & registering for classes with support from a WSCC advisor is highly recommended.



Educational Supplies: To qualify for the first-year Educational Supplies award (\$500, approved scholars must attend in-person orientation at WSCC in mid-July, register for 12 or more credits, and submit proof of FAFSA completion with WSCC listed 1st by August 1<sup>st</sup> (send this to [info@masoncountypromise.org](mailto:info@masoncountypromise.org)).

Alternative qualification options & form can be found here: <https://www.masoncountypromise.org/edsuppliesaward>  
Plan to order books early from the WSCC bookstore website, so that you will receive them before the first week of class. Use your WSCC email when you order.



Submit all materials, complete WSCC registration by August 1 for fall, December 1 for winter, and May 1 for summer. Call or email the Promise at 231-239-8224 or [info@masoncountypromise.org](mailto:info@masoncountypromise.org) if you need any help with your scholarship.



# Summer Guest Checklist



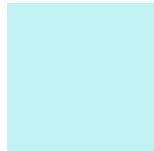
Complete an initial Promise Application--opens October 1st of senior year: Scan QR code to complete or visit [Masoncountypromise.org](http://Masoncountypromise.org)



FAFSA Application: It's best to complete the FAFSA at [fafsa.gov](http://fafsa.gov) as soon as possible. Apply to your college of choice. Be sure to list the college you intend to attend the fall after your graduation as the first choice on your FAFSA. List WSCC as an additional college.



Make sure you talk with your college's academic advisor to determine what, if any, summer classes you can take at WSCC to meet your program needs (starting summer after your first year). Students must also complete any summer guest forms that their home institution require.



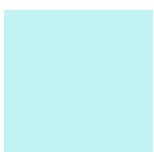
Once initially approved for the Promise, to be a summer guest student at WSCC, you should also submit a renewal application during the winter semester of your first year at [MasonCountyPromise.org](http://MasonCountyPromise.org) and provide an updated college transcript to the Promise. Credits from all colleges attended after high school count toward the available 72 credits.



Be sure to check the email used on your application, because any follow-up questions or additional documentation required, as well as your scholarship notice, will be sent there. You must receive an approval notice in order to use the Promise as a summer guest.



Apply to West Shore Community College at [westshore.edu](http://westshore.edu) in the winter of your first year of college--click on the "Apply Now" button to start and complete your summer guest application. Check your email after you apply (spam, too) for next steps toward registration for courses.



Renewal approval and course registration are required prior to May 1 for summer guests. Call or email the Promise at 231-239-8224 or [info@masoncountypromise.org](mailto:info@masoncountypromise.org) if you need any help with your scholarship.



# Promise Scholar College-Ready Checklist

Register for classes by August 1st (Fall deadline);  
Scholars returning for their 2nd year who completed  
First Year Seminar (FYS101) with a C or better may  
qualify for a year 2 ed. supplies award

Financial Aid: FAFSA & TIP--List WSCC as first choice;  
Check your WSCC Financial Aid tab to see if there are  
any missing documents & submit them by Aug. 1

Logistics: Make a plan for a consistent place  
to live & transportation to class

Work: Work with your job to eliminate class schedule  
conflicts & plan reasonable hours

Classes: Check your Westshore.edu email & Canvas for  
last minute updates

Books: Make a plan buy books prior to the first week  
of class

WSCC Academic Calendar: Find out when class  
starts & when important deadlines & breaks are

Campus Calendar: Check for events and make a  
plan to get involved

Planner: Use canvas or your phone calendar to  
track your class schedule, assignment due dates  
& set a study schedule

Syllabi: Read early and often to make sure you  
don't miss important deadlines

Success: Meet with your advisor for class  
recommendations and support, sign up for FYS, get  
involved in student groups & use campus resources  
offered through WSCC!



# Promise Scholar WSCC-MSU Institute of Ag. Tech Program Funding Process

**ALL IAT STUDENTS:** Complete your FAFSA and register for MSU and WSCC courses as soon as possible each year, preferably no later than August 1 for fall classes, December 1 for winter classes, and May 1 for summer classes, to optimize the payment process.

**IAT Students with Financial Aid:** WSCC will receive your financial aid first. Read your WSCC Financial Aid Award to understand whether you have federal and state grant aid.

**IAT Students Who Receive Grant Aid:** If you receive federal Pell grant, TIP grant, those funds will be applied to WSCC tuition first. If there is any amount left over, then an "overage refund check" will be issued to you. You must use these funds to pay MSU tuition.

**IAT Students Who Receive An Overage Check:** WSCC-MSU IAT Students who receive an overage refund can pick up their overage refund check at the WSCC Business Office (Admin. Bldg.). You will still owe MSU for tuition. Any amount owed to MSU for tuition must be paid by you from the amount provided in the overage refund check. To avoid late fees (for which you will be responsible), do this the same week as you receive your overage check. If you do not receive an overage refund check, or the amount of the check does not cover the total MSU tuition due, see the next step.

**ALL IAT Students with the Promise:** WSCC will use your Promise funding to fund any amount of tuition (at MSU and WSCC) that is not covered by state and federal grants from financial aid. This amount will be sent by WSCC to MSU. If you receive no grants, the Promise will cover both WSCC and MSU tuition. The WSCC Business Office will pay MSU directly for tuition not covered by federal and state grants. *(As a reminder, if you receive grants that result in a WSCC financial aid overage refund check, then that refunded amount must be paid toward MSU tuition by you, the student, first. If there is an amount owed after your full refund is applied, WSCC will use the Promise to cover the remaining amount.)*

**NOTE:** If you receive a refund from financial aid grants through an overage check and do not use your financial aid overage funding to pay your MSU tuition and mandatory fees, your unpaid tuition at MSU bill may be sent to collections and you may be prevented from registering for future classes.

**WSCC Billing and Financial Aid Contacts:** For questions related to your IAT program tuition and funding, connect with the WSCC Financial Aid and business office if you have questions. Financial Aid (finaid@westshore.edu) is in the Student Services Office in the Schoenherr Center. The WSCC Business Office (mmansour@westshore.edu) is in the Administrative Building

**Other Contacts:** To talk with the Promise: Jody Maloney, Director, 231-239-8224 or info@masoncountypromise.org

To get help with IAT program registration or information: Dr. Connie Schwass, cmschwass@westshore.edu

To login to your WSCC Student Portal (you can see your WSCC info here): <https://my.westshore.edu/ics>

To login to your MSU Student Information System (you can see your MSU bill and course schedule here): <https://student.msu.edu/splash.html>





**Advisor Approval for Promise Scholars Taking MCO/MWTEC Courses**

Mason County Promise Scholars taking courses for the following programs at MCO/MWTEC colleges must complete this form with their WSCC advisor: Computed Tomography (CT), Electroencephalogram (EEG), Magnetic Resonance Imaging (MRI), Medical Assistant (MA), or Surgical Technology.

**Scholar Information:**

Promise Scholar Name: \_\_\_\_\_

Major/Program: \_\_\_\_\_ Semester Starting the Program: \_\_\_\_\_

**Advisor Information:**

Approval by (Advisor Name): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Approved Promise Scholars:**

**1. Registration and Payment:**

- You are responsible for registering for required course(s) at the MCO/MWTEC partner college.
- You must arrange for advanced payment for the course(s) tuition. Note that tuition rates at MCO/MWTEC partner colleges may differ from WSCC’s course costs.
- If your financial aid grant-related refund at WSCC does not cover the amount of MCO/MWTEC tuition for the required courses, WSCC can reimburse you for the tuition and mandatory fee costs not covered by your financial aid grant-related refund amount.

**2. Documentation Submission:**

- To request reimbursement, provide proof of payment (receipt) and proof of current enrollment (schedule) to the WSCC Business Office (Admin. Building) as soon as possible after beginning the course and no later than the end of the semester in which the course was taken. Once your Promise Scholar status and financial aid award have been verified, reimbursement will be issued.
- WSCC will invoice the actual costs for tuition and fees to the Mason County Promise Zone.

**3. Additional Costs:**

- Non-tuition costs (travel, testing, course materials, etc.) are your responsibility.
- The Promise Zone will cover each required MCO/MWTEC course one time per scholar. Course repeats due to failure or withdrawal will not be covered without an approved appeal through the Promise appeals process. Appeals can be filed at [MasonCountyPromise.org](http://MasonCountyPromise.org).

**Scholar Agreement:**

- I understand and agree to the terms outlined above. I will submit this advisor-approved and scholar-signed form to the Mason County Promise Zone by the specified deadlines for reimbursement eligibility.
- **Scholar Signature:** \_\_\_\_\_

**Submission Deadlines:** Fall Semester: **August 1**; Winter Semester: **December 1**; Summer Semester: **May 1**

**Submit this form to:** [info@masoncountypromise.org](mailto:info@masoncountypromise.org)



# YEAR 1 & YEAR 2 EDUCATIONAL SUPPLIES AWARD

## HOW DO I QUALIFY BY AUGUST 1ST?

1

### Year 1 Award: Approved Scholar w/Completed FAFSA

In order to receive the Year 1 Educational Supplies Award (ESA) in fall, Scholars must be approved to use the Promise and have a completed FAFSA & submit proof of completion to the Promise prior to August 1.

2

### Year 1 Award: Attend Orientation In-Person

All WSCC students are required to complete online orientation after they apply to WSCC. The Promise requires Scholars to attend an in-person Summer Orientation Session ("Ramp It Up") prior to August 1st to qualify for the ESA.

3

### Year 1 Award: Register for Full- Time (12+Credits)

Register for 12 or more credits prior to August 1st to qualify for the ESA. We recommend that you consult with an academic advisor to make sure the classes fit with your program. Students must remain registered for 12+ credits through the drop period for the full award.

1

### Year 2 Award: Pass FYS 101 with a C or Better

In order to receive the Year 2 Educational Supplies Award (ESA) in fall of a scholar's first returning year, scholars must complete and pass First Year Seminar (FYS 101) with a C or better in (or prior to) their first year at WSCC. Returning students can qualify for the ESA once.

2

### Year 2 Award: Complete Promise & FAFSA Renewals

All Promise Scholars are required to renew their Promise each year. To qualify for the Year 2 ESA, renewal of the Promise Scholarship and FAFSA must be completed by August 1 prior to a Scholar's second year.

3

### Year 2 Award: Register for Full- Time (12+ Credits)

Scholars who wish to receive the ESA must be eligible for the Promise Scholarship, must be registered for at least 12 credits by August 1, and still be registered for 12 or more credits after the fall drop period has passed for the full fall semester ESA to be awarded.

Alternatives to qualifications can be found at [MasonCountyPromise.org/edsuppliesaward](https://MasonCountyPromise.org/edsuppliesaward)

## I've Qualified by August 1, Now How Do I Use the Funding?

The Promise Educational Supplies Award is available in the fall of a student's first year and second year, if they qualify. Students will be notified of fund availability in their approval/renewal letter. If all qualification steps are met by August 1, the funding will be available in your WSCC student account for use at the WSCC Online Bookstore in mid-August, prior to the start of the semester. **Use the online bookstore to order available books and supplies listed on your syllabus. Be sure to use your westshore.edu email address when ordering.** Funds will be available for bookstore use until the end of the drop-period. Unused funds will be distributed after the drop period in alignment with the WSCC Financial Aid disbursement process, for the purchase of other educational supplies. Those who use a partial award and then drop below 12 credits will forfeit any remaining award. The award will be distributed once per academic year to qualifying Promise Scholars, for a maximum of two years. The award may vary in amount from year-to-year. Related appeals are unavailable.

RESOURCES TO  
SEEK OUT

**WHEN YOU  
NEED SUPPORT**

## **ACADEMIC OR DEGREE-RELATED SUPPORT SERVICES LOCATED ON CAMPUS**

### **Academic Advisor**

In college, an advisor is your first stop for support. They can assist with academic needs like encouragement, degree path info and registration help. They can also refer you to other sources of support. Promise Scholars are encouraged to meet with an advisor each semester.

**Visit:** Schoenherr Campus Center, Student Services Office, 1st Floor

**Call:** 231-843-5510

**Email:** [studentservices@westshore.edu](mailto:studentservices@westshore.edu)

### **Your Professors**

If you have questions about class materials or how to prepare, or if you're feeling confused or stressed out about managing course requirements, your professors are your best resource for getting the help you need for class. Office hours are time set aside for you to get help.

**Contact:** By phone, on Canvas, by email (see your syllabus) or in their office during posted office hours (see your syllabus)

### **Tutoring Center**

Often, the first sign of needing help is the feeling of being lost, confused or stressed. A great place to sort out your next steps and how to approach a new subject or academic challenge is the Tutoring Center. Professional and peer tutors are available to assist you. Online services are available as well. This service is free.

**Visit** Schoenherr Campus Ctr., Learning & Testing Ctr., 2nd Floor

**Call:** 231-843-5877

**Email:** [tutoring@westshore.edu](mailto:tutoring@westshore.edu)

### **Writing Support**

Students in all majors need to know how to write well for the workplace. Even exceptional writers benefit from having another person review their work. If you need support to learn how to structure, proofread, cite, or edit written work, or if you need help brainstorming or refining a topic, Writing Center staff are available. Make an appointment!

**Visit:** Schoenherr Campus Ctr., Learning & Testing Ctr., 2nd Floor

**Call:** 231-843-5556

**Email:** [jseymour@westshore.edu](mailto:jseymour@westshore.edu)

### **Library**

Reading and research are a major part of college-level coursework, and the Library is a great place to do both of these things. The text and digital resources available at WSCC's library are on par with any large public university. WSCC's library also offers study rooms for individuals and groups.

**Visit:** Schoenherr Campus Ctr., Library, 1st Floor

**Call:** 231-843-5869

**Email:** [library@westshore.edu](mailto:library@westshore.edu)

### **Testing Center**

Students can take admissions placement tests, college-credit tests like CLEP, and other career-related tests (GED, WorkKeys, etc.) at the Testing Center. Professors may request for tests to be proctored by staff and taken by students at this location. Students who receive testing accommodations can take tests through this Center.

**Visit:** Schoenherr Campus Ctr., Learning & Testing Ctr., 2nd Floor

**Call:** (231) 843-5528

**Email:** [testingcenter@westshore.edu](mailto:testingcenter@westshore.edu)

# RESOURCES TO SEEK OUT

# WHEN YOU NEED SUPPORT

## PERSONAL, EMOTIONAL, FINANCIAL, TRANSPORTATION & CHILDCARE SERVICES LOCATED ON-CAMPUS OR AROUND MASON COUNTY

### Mental Health Support

**Support for:** Personal & emotional support & professional counseling  
**Contact:** mentalhealthservices@westshore.edu  
**Visit:** Schoenherr Ctr., 2nd Floor  
**Call:** 231-843-5510

### The CARE Team

**Support for:** Referring yourself or a friend for help or support with anything personal, emotional, financial, or other need  
**Web:** www.westshore.edu/campus-life/care-team/

### Director of Access & Support

**Support for:** On-campus personal support, disability support & referral  
**Email:** disabilityservices@westshore.edu  
**Visit:** Schoenherr Ctr., 1st Floor  
**Call:** 231-843-5510

### Financial Aid

**Support for:** FAFSA help, student financial aid, scholarships  
**Contact:** Kristi Hiltz, or Jessica Cooper  
**Visit:** Schoenherr Ctr., 1st Floor  
**Call:** 231-843-5518  
**Email:** finaid@westshore.edu

### Student Accounts

**Support for:** Paying your bill, payment plans, understanding bills  
**Contact:** Mackenzie Mansour  
**Visit:** Admin. & Conf. Building  
**Call:** 231-843-5889  
**Email:** businessoffice@westshore.edu

### Promise Zone

**Support for:** Understanding your scholarship & related support  
**Web:** MasonCountyPromise.org  
**Contact:** Jody Maloney  
**Call:** 231-239-8224  
**Email:** jodym@ludington.org

### Success Coaching

**Support for:** Motivation, getting connected, referrals to support when you don't know where to start  
**Visit:** Amanda Babcock, Completion Coach in Student Services  
**Email:** ababcock@westshore.edu

### Lakeshore Resource Network/United Way

**Support for:** Food Club, MI Works employment services, bill-pay help  
**Campus Contact:** Molly McCarthy  
**Visit:** Schoenherr Ctr., 2nd Floor  
**Call:** 231-843-5722 (campus) or 211  
**Email:** molly@masoncountyuw.org

### West MI Community Mental Health

**Support for:** Behavioral health, disabilities, substance use services  
**Web:** https://www.wmcmhs.org/  
**Visit:** Office on Diana in Ludington  
**Call:** 231-845-6294  
**Crisis Line:** 1-800-992-2061

### COVE

**Support for:** Support services & housing for women/children in domestic violence & abuse  
**Web:** www.callcove.com  
**Visit:** Ludington Ave. in Ludington  
**Call:** 231-843-2541

### Department of Health & Human Services

**Support for:** Food, heat, housing, childcare, healthcare, substance use, abuse reporting & cash assistance  
**Web:** www.michigan.gov/mdhhs/  
**Visit:** Office on Diana in Ludington  
**Call:** 231-845-7391

### Health Department & WIC

**Support for:** Child & Maternal Health Services, WIC food program  
**Web:** DHD10.org  
**Visit:** Office on Diana in Ludington  
**Call:** 231-845-7381 (WIC-8584)

## *How to Appeal*

# FOR THE PROMISE

*step*

**1**

### **FOR GPA-RELATED APPEALS: REACH OUT TO YOUR ADVISOR**

Your advisor, or a student services professional, can help you understand if you might need a financial aid SAP (Satisfactory Academic Progress) appeal, identify what steps you can take to improve your academic performance, and discuss course repeats, major requirements, and navigating complicated processes in order to get you back on track to your degree.

*step*

**2**

### **FOR GPA RELATED APPEALS: SUBMIT YOUR SAP APPEAL**

If you need a SAP appeal (GPA falls below 2.0 cumulative or you have successfully completed fewer than 67% of your cumulative credits), you can complete a SAP appeal with Financial Aid, using the forms provided on the WSCC Financial Aid SAP page. If this is required by WSCC, you should complete this before requesting a Promise appeal, if possible.

*step*

**3**

### **FOR ALL APPEALS: SUBMIT YOUR PROMISE APPEAL**

The Promise appeal request is required for any student who is not meeting scholarship standards (Meeting SAP requirements for Financial Aid). Appeals should be submitted as soon as possible after a denial notice (or after a SAP appeal is approved) if applicable, at [masoncountypromise.org](http://masoncountypromise.org)

*step*

**4**

### **SEND DOCUMENTATION**

All students requesting an appeal must submit a copy of their transcript (.pdf or .jpg) that includes all courses attempted and grades to [info@masoncountypromise.org](mailto:info@masoncountypromise.org) before an appeal can be considered.

If you feel that additional documentation (like a letter of support from a professional at WSCC, for example) could back up your appeal, you may send it, but it's not required.

*step*

**5**

### **WAIT FOR NOTICE**

Before submitting your appeal request to the Appeals Committee of the Mason County Promise Board, the coordinator will reach out to you. Be sure to respond. When your request is fully completed, it will be submitted to the Appeals Committee for review and they will make a recommendation to the full Board. The Committee meets four times a year. Board decisions are final. Appeals are submitted to the Board without student identifying information, since all Promise Board meetings are public.

*step*

**6**

### **FOLLOW-UP ON RESULTS**

You will be notified of the decision related to your appeal in the same week following the Board meeting at which your request was considered. You may attend these meetings but it is not required. If your appeal is approved, you can move forward with the Promise Scholarship. Up to three appeals can be requested (one per issue).