

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Student's Name _____ Phone _____

Email address _____ CCCC ID # _____

Complete the information below if you wish to appeal the Financial Aid Satisfactory Academic Progress Policy. Return this form to the Financial Aid Office as soon as possible. Allow up to two weeks for a reply.

1. Please check below the reason(s) why you are appealing the Satisfactory Academic Progress Policy (SAP):
 - College academic standing is Probation1 or Probation 2 status.
 - College academic standing was Dismissed. [Note: You must first be reinstated to the College.]
 - Did not complete 67% of attempted credits.
 - Taking longer than 150% of required time to complete program.
 - More than one full semester Withdrawal from the College.
2. Appeals will be considered based on the reasons below. Check the reason(s) that apply to your situation. When possible, attach documentation verifying your situation. Having one of the conditions does not automatically result in an appeal approval. Check your student email as more information may be requested before approval.
 - Prolonged illness, serious accident, or death involving student or close family member.
 - COVID19 disruption to educational progress (Spring 2020 through Spring 2023).
 - Learning disabilities documented with the College's O'Neill Center for Disability Services.
 - Recall to active military duty.
 - Other extraordinary, unanticipated circumstances.
3. Attach a detailed typed statement explaining all of the following:
 - Explain why you did not meet SAP requirements for each affected term. Explanation must include extraordinary circumstances that prevented you from making SAP not why you need financial aid.
 - Explain what has changed and that the situation that affected SAP is under control.
 - Explain your plan to continue to be successful and regain/meet SAP.
 - You, the student, must write the appeal statement (include your name and student ID number) and sign this form. To avoid possible delays in the review of your appeal, it is recommended to type your statement.
 - Be thoughtful and complete. You are requesting an exception to a federal regulation in order to receive a significant amount of **Federal and/or State funding**.

The information on this appeal form and its attachment(s) is complete and true. **I understand that I am responsible for paying any tuition and fees due to the College until my appeal has been reviewed.**

Student Signature

Date