

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:

- 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.

- 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 explanation that includes all of the following:

- Explain why you did not meet the satisfactory academic progress requirements
- Explain what has changed to ensure you will regain satisfactory progress.
- Focus on the **extraordinary circumstances** that prevented you from making satisfactory progress.
- You, the student, must write and sign the appeal.
- Be thoughtful and complete. You are requesting an exception to a federal regulation in order to receive a significant amount of 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