



Satisfactory Academic Progress Appeal

COCID Number:

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Last Name

First Name

INSTRUCTIONS: If you have received a notice of **financial aid dismissal** for failure to maintain satisfactory academic progress, you may have the option to appeal this decision. If eligible, provide a detailed statement and attach **REQUIRED** documents supporting your appeal. Once you have completed your appeal, contact the Financial Aid Office at (661) 362-3215 for an appointment with the Financial Aid Counselor. Your appeal will be reviewed to determine if you presented documentation that supports permitted circumstances that may have caused or contributed to unsatisfactory academic progress. Financial aid satisfactory academic progress is reviewed after the Fall, Spring and Summer semesters of every academic year. There is no secondary appeal process for Financial Aid appeals. All decisions rendered by the Financial Aid Administrator are final.

DEADLINES: Appeals for satisfactory academic progress **must be submitted by the LAST DAY OF THE TERM** to qualify for a reinstatement for that term. Appeals received **AFTER** the last day of the term are eligible for reinstatement for future terms only.

SECTION 1: SATISFACTORY ACADEMIC PROGRESS

Please indicate the reason for your disqualification. You may be required to address one or more of the conditions.

Grade Point Average

A financial aid student is expected to maintain a cumulative 2.0 grade point average (GPA). The GPA is based on cumulative (not term) units at College of the Canyons and will include ALL transfer units submitted.

Pace of Progress

A financial aid student is expected to complete 67% of ALL attempted units with acceptable grades. An attempted unit is an enrolled course that must be completed with an acceptable grade of: A, B, C, D, or Pass. Unacceptable grades are W, F, FW, No Pass and Incomplete. A repeated course is an attempted unit even if it is successfully completed in a later term.

Maximum Time Frame

A financial aid student must complete his/her educational objective within the maximum time frame allowed. The maximum time frame may not exceed 150% of the published length of the COC program measured in total units attempted. Example: An associate degree requires 60 units with a 2.0 grade point average. A student enrolled in an associate degree program must complete his/her goal by the time he/she has attempted 90 units.

SECTION 2: REQUIRED DOCUMENTATION

*Please attach the following **REQUIRED** documentation. Students appealing for **ONLY** an extension of eligibility, Maximum Time Frame, are not required to provide supporting documentation.*

Student Education Plan (dated within the last 90 days)

ALL Satisfactory Academic Progress Appeals must include a current Student Educational Plan. You will need to schedule an appointment with the financial aid counselor through the Financial Aid Office. The financial aid counselor will assist you in mapping your educational goal at College of the Canyons and provide the tools you need to select the required courses to complete your program in a prompt manner. **ALL prior college transcripts are REQUIRED** to be **SUBMITTED** to the Admissions Office **AND EVALUATED** before making a financial aid counseling appointment. Failure to submit ALL prior college transcripts will result in an invalid Student Education Plan and a denial of your appeal.

Supporting Documentation

If you are appealing for **Maximum Time Frame ONLY**, or if you are **current or former foster youth receiving CHAFEE**, you are **NOT REQUIRED** to provide supporting documentation.

If you are appealing for **Grade Point Average** or **Pace of Progress**, you **MUST** attach documentation to support the circumstances in your appeal. **Circumstances are limited to severe illness or injury to the student, or death of an immediate family member** (i.e. parent, sibling, child or extended relative living in the same home). Examples of acceptable documentation include a doctor's note, a police report, or a death certificate. These **REQUIRED** documents should support the circumstances in your appeal. Proper documentation is **REQUIRED** and must be included. Appeals submitted without documentation will be considered incomplete and will be denied.

SECTION 3: EDUCATIONAL GOAL & PERSONAL STATEMENTWhat is your current **Academic Major**? What is your current **Educational Goal**? Associate's Degree Transfer to 4 year Certificate

*Please provide a detailed statement of the circumstance(s) which resulted in your failure to maintain satisfactory academic progress. Make sure your information is clear and concise. Avoid vague statements such as "I had personal problems." Your appeal should not include statements based on financial need. You must indicate what has changed and/or what circumstances are different now that will allow you to maintain satisfactory academic progress. If you are appealing for Maximum Time Frame, you must indicate WHY you have exceeded the maximum allowable units (i.e. change of major, high unit program). **You may attach additional pages if more space is needed.***

SECTION 4: CONDITIONS OF APPEAL

My initials and signature below certify that I have READ and UNDERSTAND that if my appeal for reinstatement is APPROVED, I will be placed on Financial Aid Probation and will be required to adhere to the conditions of my appeal.

_____ I understand that I am limited to appeal for an extension of my eligibility for only ONE change of academic program. (See *Financial Aid Eligibility and Academic Standards*)

_____ I understand that ALL prior college transcripts are required to be submitted and evaluated before submitting this appeal.

_____ I understand that while on Financial Aid Probation, I will be REQUIRED to follow my approved Student Education Plan which was submitted with my appeal. Following my Student Education Plan means completing the required courses for my declared program of study with a minimum 2.0 GPA. Grades of "F", "W", "FW" or "I" will NOT be considered complete. A "D" grade will not be considered complete for a course that requires a "C" or better to advance to the next level or transfer.

_____ I understand that failure to follow my approved Student Education Plan will result in immediate dismissal from financial aid.

_____ I understand that enrollment in courses not listed on my approved Student Education Plan will result in a denial of my appeal or dismissal from probation.

_____ I understand that there are NO REINSTATEMENTS after dismissal from probation. (See *Financial Aid Eligibility and Academic Standards*)

_____ I understand that false statements and/or misrepresentations will result in denial, reduction, withdrawal, and/or repayment of aid disbursed and student disciplinary action may be taken.

Student Signature _____

Date _____

FOR OFFICE USE ONLY

Reviewed by: _____

Date: _____

NSLDS: Recommendation: Approval / Denial / Further Review

FA Administrator: _____

Date: _____

Decision: Approved / Denied