Appeal Maximum Timeframe – Summer 2014

2013-2014 Award Year

SUMMER 2014: Deadline – July 31, 2014

Name: _____ **Student ID#:** _____

Federal financial aid regulations require a college to establish a Satisfactory Academic Progress policy (SAP) governing the length of time during which a student must complete their educational goal.

The SAP policy for maximum timeframe within the Coast Community College District requires students to complete their educational goal by the time they have attempted 150% of the units required to obtain their degree or certificate. This total is **90 units** for students pursuing an **AA/AS degree**, or working towards **transfer** to a 4 year college/university.** For **certificate** programs, the maximum unit total is the **units required to earn the certificate, multiplied by 1.5**.**

APPEAL PROCEDURES –

Please complete all items below explaining how you will complete your academic goal in a timely manner and submit this appeal form to your campus Financial Aid Office. Incomplete or late appeals will not be processed. The Financial Aid Appeal Committee will review the appeal and you will be notified via email/mail of their decision. **Only coursework required to meet an approved educational goal may be eligible for financial aid.**

1. **WRITE AN APPEAL STATEMENT** (Refer to your denial letter and/or the Messages Tab via the MyCCC, "Check Financial Aid Status" system for further information regarding **the reason(s) for your disqualification and who is eligible to appeal**.**
2. **SCHEDULE AN APPOINTMENT WITH AN ACADEMIC COUNSELOR IN THE COUNSELING DEPARTMENT TO COMPLETE AN EDUCATIONAL PLAN** listing the courses required to meet your EDUCATIONAL GOAL. You are required to have a stated major or goal. You must have a valid Educational Plan approved by an academic counselor, in order for your appeal to be reviewed. You MUST attach a copy, if it is not available online through DegreeWorks.

****IMPORTANT!*: IF** you have completed less than 67% of the classes that you have attempted overall and/or your cumulative GPA is below 2.0, as stated in your denial letter or in the Messages Tab, you must also provide your *reasons for failing to meet SAP* in these areas as well. Please provide documentation of your reason such as seen in points **a**, **b**, and **c** below. In addition, explain *why* you will *now* be able to meet the academic progress requirements:

- **a.** Medical – Hospitalization, pregnancy, medical conditions, or a death in the family (immediate family members only)
- **b.** Extenuating Circumstances - Divorce, military service, loss of job/home
- **c.** Academic History - Your poor academic history took place over 2 years ago

APPEAL STATEMENT: (If you need additional space, please use back of form.)

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When will be your FINAL semester at Coast Community College District (CCCD)?: _____

TO THE BEST OF MY KNOWLEDGE ALL OF THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE. I understand the average wait time to receive an appeal decision via email/mail is 4-6 weeks, and I understand the Appeal Committee's Decision is FINAL.

Student Signature: _____ **Date:**_____