

2012-2013 Satisfactory Academic Progress Appeal

Name: <small>Last name: _____ First name: _____</small>	Date: _____
Address	Phone No.
City, State & Zip	SBCC ID No.: <i>KOO</i>

INSTRUCTIONS

5 Steps to Submit Your Appeal

1. File 2012-2013 FAFSA (www.fafsa.gov)
2. Register for classes in the semester for which you are appealing
3. Complete and sign Appeal Form
4. Attach a typed statement of explanation to Appeal (see page 2)
5. Attach a **current** SEP to Appeal (see page 2)

INFORMATION

- A. Incomplete Appeals will be returned, delaying response time
- B. Allow 2 to 4 weeks for review and response
- C. Appeal response is via Pipeline Email
- D. Submission of an Appeal does not guarantee approval -- plan ahead for alternative ways to fund your education should your appeal be denied

~Submit your complete Appeal by mail , fax or drop off in person~

Semester for which you are appealing: (check only one)

Fall 2012* Spring 2013* Summer 2013*
(Fall Appeal deadline: Oct. 5, 2012) (Spring Appeal deadline: Mar. 8, 2013) (Summer Appeal deadline: To be Determined)

*Deadlines for new Cosmetology students who will begin in Fall 2012, Spring 2013 or Summer 2013, see page 2.

Reason you are appealing: (check all that apply)

Did not maintain cumulative Grade Point Average of 2.0
 Not meeting "pace of progression" towards degree/certificate
 Exceeded maximum units allowed for educational goal

Documents Required: -- Appeal Form, Statement and SEP:

1. **Appeal Form** -- read, complete and sign below
2. **Statement** -- Attach a ***typed statement*** (see page 2 for detailed instructions)
3. **Student Educational Plan (SEP)** (see page 2 for detailed instructions)

Student Certification

I hereby certify that all information provided on this form, and all attachments, are true, complete and accurate.

I understand that if my Appeal is approved based on a Financial Aid Academic Plan (AP), that I will be required to adhere to the AP.

Signature _____

Date _____

2012-2013 SAP Appeal Instructions

I. Statement -- Attach to this Appeal form, a **typed statement** which explains the following:

- A. What circumstances beyond your control prevented you from meeting the standard(s) checked above? For example: Student’s illness or medical issues, family emergency, long break in attending college, or other documented extenuating circumstances.
- B. How the situation has changed, or been resolved.
- C. Your plan for success for the semester checked above.
- D. If you exceeded the maximum number of units allowed for your educational goal, explain why you need more time to complete your goal, and how much longer you need.

II. Student Educational Plan -- Attach to this Appeal form a **current** Student Educational Plan (SEP). A current SEP is one prepared after the end of the last semester a student was enrolled at SBCC and did not meet Satisfactory Academic Progress.

- A. **Most Students:** Contact the Financial Aid Office to schedule an appointment with Eli Villanueva, Academic Counselor, (805) 730-5157, or e-mail Elli at: villanue@sbcc.edu.
- B. **HIT/CIM/Medical Coding Students:** Follow steps to "Prepare a Student Educational Plan" at <http://www.sbcc.edu/hit/hitcimacademicplanning.php>. After Gwyer Schuyler approves your SEP, attach it to your Appeal and submit the completed Appeal and attachments to Financial Aid Office by fax, mail or e-mail.
- C. **EOPS/CARE Students:** Contact EOPS/CARE Office at (805) 965-0581 ext. 2279 to request current SEP.
- D. **Student Athletes:** Request a current SEP from either Scott Brewer, Academic Counselor at (805) 637-688, or JoAnn Graham, Academic Counselor at (805) 965-0581 ext. 4741.

***New Cosmetology Students who will begin in Fall 2012, Spring 2013, or Summer 2013:**
Please Note: Satisfactory Academic Progress Appeal Deadlines:
Fall 2012: October 26, 2012
Spring 2013: To be Determined
Summer 2013: To be Determined

FA Office Use Only	___ Fall 2012	___ Spring 2013	___ Summer 2013
	___ Appeal Approved	___ Appeal Approved with Academic Plan	
	___ Appeal Pending	___ Appeal Denied	
Comments: _____			

Date _____	FAO _____		