



SBVC Financial Aid Office
701 S. Mt. Vernon Ave.
San Bernardino, CA 92410
AD/SS Building, Room# 106

2014-2015 Satisfactory Academic Progress (SAP) Appeal

Please complete this form and **include** any necessary attachments for consideration.

Name: _____ Student ID # _____

Telephone Number: _____ Email: _____

You **MUST** list your major: _____ and goal: ☐ AA /AS Degree ☐ Certificate ☐ Transfer

STEP 1: Please check one (or more) of the reasons for your appeal:

- ☐ **GPA Standard:** (Did not maintain a minimum cumulative 2.0 Grade Point Average /GPA)
- ☐ **Units Completed Standard:** (Did not complete at least 2/3 or 67 % of all units attempted)
- ☐ **Maximum Unit Standard:** (Exceeds allowable units for educational goal) **MUST complete 1 & 2 below:**

1. **Meet with an academic counselor to obtain a current Student Educational Plan (SEP).**

****Only ONE SEP will be considered, must be CORRECT & include ALL current courses. NO REVISIONS!****

2. **Have your counselor complete AND sign the academic certification parts a – c below:**

- a. The total REQUIRED Units remaining to complete the educational goal is _____.
- b. The expected transfer/graduation date for this student is _____.
- c. Counselor Comments: _____

Counselor's Name (Please PRINT)

Counselor's Signature

Date

STEP 2: Statement of Explanation (A typed written sheet may be attached to answer this section.)

1. Please state the reasons why you failed to meet the SAP standard(s) listed in Step 1.

2. What circumstances have changed that will allow you to meet the SAP standards now and in the future?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Special Note: You must respond to both questions#1 & #2 in detail and include specific dates with proof where appropriate. If details are not included your appeal will be denied. Attach a separate sheet if necessary.*

STEP 3: Attach Supporting Documentation

- SAP Appeals for Excessive Units **must** include: A completed **Student Educational Plan** which lists **ALL** remaining courses required to complete your degree or certificate and the expected completion date.
- For ALL appeals, extenuating circumstances must be supported by official documents which further substantiate your explanation for not meeting SAP standards (i.e., letter from your doctor, copy of birth or death certificate, notice of military service, proof of incarceration, police reports, acceptance letters, etc.)

Student Statements of Understanding

I have read and understand the Satisfactory Academic Progress Policy which is available on the Financial Aid website at : www.valleycollege.edu/finanica_aid. If approved, I agree to the terms of my probation to correct my deficiencies and to maintain SAP standards each semester. I understand that the SAP Appeal review process may take a minimum of **4-6 weeks (or longer)** and I will be notified by mail of the results. I acknowledge that any incomplete packets will not be considered. **I also understand the Financial Aid Appeals committee will consider my appeal and the committee decisions are final.**

Student's Name (Please PRINT)

Student's Signature

Date _____