2019-2020 Satisfactory Academic Progress (SAP) Appeal

Please complete this form and attach any necessary documentation for consideration.

Name: ____________________________  Student ID #: ____________________________

Telephone Number: ____________________________  Email: ____________________________

You MUST list your major: ____________________________ and goal: □ AA/AS Degree □ Certificate □ Transfer

Deadlines to appeal: Fall 2019 is 12/6/2019; Spring 2020 is 05/08/2020; Summer 2020 is 7/02/2020.

REASONS FOR TERMINATION: Check all that apply.

☐ GPA Standard: Did not maintain a minimum cumulative 2.0 Grade Point Average
☐ GPA Units Completed Standard: Did not complete at least 67% of all units attempted
☐ Maximum Unit Standard: Exceeds 90 allowable units (time frame)

If you already registered for classes, you must make arrangements to pay the balance of your educational expenses. If no extenuating circumstances are present it is recommended you successfully complete 1 academic semester demonstrating satisfactory academic progress before submitting an appeal. *This appeal will only consider your eligibility for federal student aid and does not consider you for reinstatement of CCPG if you are also on academic dismissal.

For all students submitting a Satisfactory Academic Progress (SAP) Appeal you must complete the following:

1. Meet with an academic counselor to obtain a current Student Educational Plan (SEP). SEP must be dated within the last 60 days when submitting your SAP Appeal.

2. Have your counselor complete AND sign the academic certification parts a – c below:
   a. The total REQUIRED remaining units to complete the selected program is: ____________________________
   b. The expected transfer/graduation date for this student is ____________________________
   c. Counselor Comments: ____________________________

3. Provide a typed detailed statement addressing all terms where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and explain what has changed that will allow you to make SAP progress at the next evaluation. You must attach all supporting documentation such as death certificates, medical records and other supporting documentation that relates to the mitigating circumstances.

4. Complete the Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process AND The Essentials of Understanding SAP and What It Means to You for An Associates or Certificate Program online counseling sessions at sanbernardino.get-counseling.com***Attach email or confirmation of completion of this counseling

Student Statements of Understanding
I certify all information provided with this request is true and correct to the best of my knowledge. I understand that decisions on appeals are processed on a case-by-case basis. If approved, I agree to the terms of my probation to correct my deficiencies and to maintain SAP standards each semester. I understand the completion of this request does not constitute an approval of my appeal. I also understand the Financial Aid Appeals committee decision is final. I understand that the SAP Appeal review process may take a minimum of 6 – 8 weeks and I will be notified by mail of the final decision made on my specific circumstances presented in this appeal packet. I acknowledge that an incomplete packet will not be considered.

Student’s Name (Please PRINT) ____________________________  Student’s Signature ____________________________  Date: ____________________________

Office of Financial Aid • San Bernardino Valley College
701 South Mount Vernon Avenue • San Bernardino, California 92410 • (909) 384-44033/28