Federal regulations mandate that schools participating in Federal Student Aid Programs establish a Satisfactory Academic Progress (SAP) policy that monitors student progress for financial aid eligibility. Monitoring is done after each term.

**SAP Progress/GPA:**
- **Progress** - If the ratio of units attempted compared to units passed is less than the required 67%
  \[ \frac{\text{Total Units With "W", "I", "F", "NC", "IP" and "NP"}}{\text{Total Units Attempted}} = \text{Must Be 67\% or higher} \]
- **GPA** – If your cumulative grade point average (GPA) is lower than a 2.0, then you must address the issue of completing courses with a low GPA;
  \[ \frac{\text{Total Grade Point Earned}}{\text{Total Units Attempted}} = \text{Must Be 2.00 or higher} \]

**Instructions:**

**Step 1** Typed letter of explanation for progress and/or GPA: Your appeal must address the reasons **for each term in which you did not maintain Satisfactory Academic Progress (SAP) at SCC.** Consider your entire academic history at SCC. Explain unavoidable events, how they affected you, rather than offering excuses or promises to do better in the future. Include a detailed explanation of the measures that you have taken to ensure that your academic performance will improve and/or what actions you have taken to correct the circumstances that created your prior lack of academic progress and attach supporting documentation as indicated on the appeal form. Lack of funding or work schedule changes are not considered mitigating circumstances.

**Step 2** Have all required financial aid documents on file in our office prior to the Financial Aid SAP Appeal Deadline.

**Step 3** Attend a SAP Workshop (See online schedule).

**Step 4** Complete and return the attached Financial Aid Appeal Form, a typed Letter of Explanation, and the required supporting documentation (see Item #2 on the Appeal Form) to the Financial Aid Office BEFORE the deadline. Failure to include these items will result in an automatic denial.

**Financial Aid Appeal Process Deadlines**
Due by the date posted below or your last day of classes for the semester - whichever comes first.

- **Fall 2016 Semester - November 07, 2016**
- **Spring 2017 Semester - April 10, 2017**
- **Summer 2017 Semester - July 10, 2017**

**Important Note:**

The Appeals Committee will begin meeting as soon as grades are posted and will continue until all appeals are considered. **This process may take up to 6 weeks to complete from the date submitted.** You will be notified by e-mail as soon as the committee's decision has been made. While your appeal is in the review process you should be prepared to pay your educational expenses from your own resources. If an appeal is denied this decision is final and cannot be appealed for the remainder of the academic year.
Last name: __________________________ First: ________________________ ID# W ______________

Please check only one term you are requesting an Appeal:

☐ Fall 2016 ☐ Spring 2017 ☐ Summer 2017

I. Types of Appeals

Please check the appropriate category (More than one category may apply)

☐ Progress - Ratio of units attempted compared to units passed is less than the required 67%
☐ GPA - Cumulative grade point average (GPA), address the issue of completing courses with a GPA lower than 2.0.

II. Attachments: Attach a typed letter of explanation and supporting documentation. Failure to include these two items may result in an automatic denial.

1. Personal Statement: A typed letter of explanation from you detailing the reason for the deficiencies.

   A. Address all terms (term by term) with the reason for each incident in which you did not maintain Satisfactory Academic Progress (Progress and/or GPA). You must consider your entire academic history, explain unavoidable events, and how they affected you.

   B. Include a detailed explanation of the measures that you have taken to ensure that your academic performance will improve and/or what actions you have taken to correct the circumstances that created your prior lack of academic progress.

2. Documentation: You must provide the following documentation that covers all terms in which you did not maintain Satisfactory Academic Progress.

   Appropriate documentation includes:

   o Medical documentation that supports that you were medically unable to attend classes for reasons beyond your control (Please Note: the Financial Aid Office only requires a doctor's note covering each term that you are appealing); or

   o Verification (obituary or death certificate) of a death in your immediate family. Immediate family for purposes of a financial aid appeal is parents, siblings, children, spouse or grandparents (explain the relationship if not a family member); or

   o Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service; or

   o Verification of natural disasters beyond your control that impacted your academic performance; or

   o Personal tragedies that were beyond your control and are documented by a 3rd party professional, i.e. police, courts or medical.
III. An Academic Plan Acknowledgment: Please initial all items to indicate your understanding and agreement of the following Financial Aid Satisfactory Academic Progress expectations and services available at Sacramento City College:

_____ I have reviewed a copy of the financial aid satisfactory academic progress policy (SAP).

_____ I understand I am expected to maintain a 2.0 grade point average (GPA) or higher for every term enrolled.

_____ I understand I am expected to complete at least 67% of all units attempted for every term enrolled.

_____ I am aware of how Withdrawals (W), Incompletes (I), No Pass (NP), In Progress (IP) and Failing (F) grades can impact my financial aid status.

_____ I know the importance of course load and time management guidelines when planning my semester schedule.

_____ I understand it is my responsibility to be aware of drop deadlines as outlined in the college catalog and class schedule, and to withdraw from classes I no longer intend to take before the "W" grade deadline.

_____ I am aware of the various academic and student support services on campus (e.g. tutoring services, general counseling, DSPS, EOP&S, etc.).

_____ I understand that it is my responsibility to seek help at any of the support services available at Sacramento City College when needed and that I must make satisfactory progress in order to continue to be eligible for financial aid.

_____ I have attended a SAP workshop in order to gain a greater understanding of the SAP policy and guidelines.

IV. Student Certification:

- I understand that by submitting this appeal form, approval is not guaranteed.
- I certify the information contained in this Financial Aid Appeal form, supporting documentation, and statements are accurate and complete to the best of my knowledge.
- I realize my Financial Aid Appeal form will be denied if I failed to submit documentation.
- I understand any false information will be the cause for denial, reduction, and/or repayment of student financial aid received.

Student Signature:_____________________________ Date:_________________________