



2017–2018

# SATISFACTORY ACADEMIC PROGRESS & MAX TIMEFRAME APPEAL

Office of Financial Aid

**Note: Satisfactory Academic Progress Appeals will only be accepted from students who have experienced extenuating, documented circumstances (e.g.: student’s illness or medical issues, family death or emergency).** (Please complete form using blue or black ink.)

Last Name:	First Name:	Date:
Address:		Phone Number:
City, State & Zip:		SCCID#

### INSTRUCTIONS:

#### 6 Steps to Submit Your Appeal

1. Register for classes in the semester for which you are appealing
2. Complete and sign appeal form
3. A **signed**, typed statement of explanation (see below\*) **must** be attached
4. **Documentation to support your statement of explanation must be attached**
5. A complete a **comprehensive** Student Educational Plan (SEP) **must** be attached\*
  - \*Please bring the Verification of Prior Program Coursework form and any prior transcripts with you to your Counseling appointment. Comprehensive SEPs take approximately an hour, so mention that you need a **Comprehensive SEP** when making your appointment.
6. An NSDLDS print-out of your financial aid history **must** be attached. Go to: [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov)

### INFORMATION:

- A. Students may be granted only one appeal approval at SCC.
- B. SCC allows for only two changes in major
- C. Incomplete appeals and/or missing documentation or SEP will delay response time and/or may result in a denied appeal
- D. Allow up to 10 weeks for review and response
- E. An appeal notification will be mailed to you once a decision has been made – refer to pg. 5 for further instructions to check Appeal status
- F. Submission of an appeal does not guarantee approval. Plan ahead for alternative ways to fund your education, should your appeal be denied

**Term for which you are appealing:**  Fall 2017  Spring 2018  Summer 2018

(Check only one semester)

### **Reason you are appealing:**

(Check all that apply)

- Did not maintain minimum semester Grade Point Average of 2.0
- Did not complete minimum number of units for the semester, therefore did not meet the “Pace of Progression” standard (completed units / attempted units = 67% or better)
- Reached or exceeded maximum number of units allowed for educational goal

**Statement** – Attach a **signed, typed** statement which explains the following:

- A. What circumstances beyond your control prevented you from meeting the standard(s) checked above. Please provide a specific timeline and reference affected semesters.
- B. How the situation has changed or been resolved.
- C. Your plan for success during the semester checked above.
- D. If you exceeded the maximum time allowed for your educational goal, explain how you plan to reach your educational goal and please provide specific examples

## Deadline(s) for submitting an Appeal:

Deadline for Fall 2018: **October 1, 2017** Deadline for Spring 2019: **March 23, 2018** Deadline for Summer 2019: **July 6, 2018**

## Certification:

Please **read, initial** and **sign** below. Your signature indicates your understanding of the conditions of your appeal and that all information reported on this form and any attachments are true, complete, and accurate.

- \_\_\_\_\_ I understand I may be granted only one appeal approval at SCC.
- \_\_\_\_\_ I understand that if my appeal for reinstatement is APPROVED, I will be placed on Financial Aid Probation. Please see attached Satisfactory Academic Progress & Max Timeframe Policy.
- \_\_\_\_\_ I understand that while on Financial Aid Probation, I will be **REQUIRED** to follow my approved Student Education Plan which was submitted with my appeal.
- \_\_\_\_\_ I understand that failure to follow my approved Student Education Plan will result in immediate dismissal from financial aid.
- \_\_\_\_\_ I understand that I am permitted to appeal for only **two** changes in major.
- \_\_\_\_\_ I understand that ALL required documentation **must** be attached.
- \_\_\_\_\_ I understand that submission of an appeal does not guarantee approval – I must plan ahead for alternative ways to fund my education should my appeal be denied.
- \_\_\_\_\_ I understand that false statements and/or misrepresentations will result in denial, reduction, withdrawal, and/or repayment of aid disbursed and student disciplinary action may be taken.
- \_\_\_\_\_ I understand that if my appeal for reinstatement is APPROVED for subsequent terms, there may be a delay in disbursement while prior term grades are evaluated.

I certify that the information on this form is true and correct to the best of my knowledge. I understand that if the information I have provided is incomplete or false, Financial Aid could be delayed or denied. I have read and understand the Financial Aid Satisfactory Academic Progress Policy (It can be viewed at: [www.solano.edu/financial\\_aid/](http://www.solano.edu/financial_aid/) (Academic Progress)). I authorize the Financial Aid Office to contact my instructors, other college departments, and/or related agencies to exchange information concerning my financial aid eligibility and/or academic progress.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

Attn: Mailed/Drop Box or Faxed copies will **NOT** be accepted. Originals **MUST** be submitted **in-person**. You may submit your Appeal packet in person at the Fairfield Campus or at one of the Centers, Vacaville, Vallejo or Travis AFB, provided all required documents are attached.

## Submit ALL FORMS AND DOCUMENTS TOGETHER at one of the following locations:

Fairfield Campus  
Financial Aid Office  
4000 Suisun Valley Rd.  
Fairfield, CA 94534

Vacaville Center  
2001 North Village Pkwy.  
Vacaville, CA 95688

Vallejo Center  
545 Columbus Pkwy.  
Vallejo, CA 94591

Travis AFB Center  
530 Hickam Ave.  
Bldg. 249  
Travis AFB, CA 94535



**SOLANO**  
COMMUNITY COLLEGE

Office of Financial Aid

# VERIFICATION OF PRIOR PROGRAM COURSEWORK FOR APPEAL APPLICATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
SCC ID

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email address

The section below must be completed and initialed by your counselor. This form serves as confirmation of all courses that have been completed in prior academic terms (including transfer units) that are applicable to the student's current program of study.

Current Aid Year: \_\_\_\_\_ Current Academic Program: \_\_\_\_\_

Educational Goal at SCC (circle one): Certificate Transfer AA/AS BS Counselors Initials: \_\_\_\_\_

Current Semester: \_\_\_\_\_

Course #	Class Name	Units

Most Recently Completed Semester: \_\_\_\_\_

Course #	Class Name	Units

Most Recently Completed Semester: \_\_\_\_\_

Course #	Class Name	Units



Federal and State financial aid regulations require Solano Community College (SCC) to establish, publish, and apply qualitative, quantitative and incremental standards by which SCC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length).

Solano Community College Financial Aid Office evaluates all three of the following standards at the end of each term, to determine a student's eligibility for Financial Aid. At the end of each semester, the student's academic record will be reviewed against the following standards:

#### **Qualitative-Grade Point Average (GPA)**

- Students must have a cumulative GPA of 2.0 on a 4.0 scale.
- Grades for remedial and ESL courses count in the GPA calculation.

#### **Quantitative-Pace of Progression**

- Students must complete at least 67% of the cumulative number of SCC units attempted at each SAP evaluation.
- Completion rate is computed by dividing the total number of institutional units completed by the total number of units attempted.

#### **Quantitative-Maximum Time Frame**

- A student may not exceed 150% of published units of the program in which the student is enrolled.
- Example: For degree and transfer programs of 60 units, maximum time frame is 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 units maximum).
- All completed units are counted in the calculation of the 150% program limits.

#### **Institutional Policies**

- Remedial/ESL coursework may be excluded from the Pace and Maximum Time Frame calculations.
- Institutional course Incompletes and Ws are included in the calculation.
- Only transfer credits that are applicable towards the student's current program must be counted. Incompletes, F's and W's transferred from other schools may be discounted from quantitative (pace) calculation upon appeal.
- Units from prior programs may be discounted upon appeal; only two changes of major allowed.

#### **Warning**

- Students not making SAP will be automatically placed on one term of "Warning" status.
- SCC uses SAP Warning status for students identified as not cumulatively meeting cumulative overall SAP standards for one term.
- Students may receive financial aid during the warning period.
- Students who meet the cumulative overall SAP standards at the end of their Warning semester become fully eligible again in the following term.
- Students not making SAP at the end of the warning period are determined to be ineligible for financial aid.

#### **Re-establishing Eligibility**

- Students may reestablish their eligibility by taking classes without receiving Federal financial aid, and meeting the 67% completion rate and minimum cumulative GPA of 2.0.
- It is the responsibility of the student to notify the Financial Aid Office of any grade changes or academic renewal.
- Sitting out one semester or longer will not reestablish eligibility.

#### **Student Appeals for Extenuating Circumstance**

- Students determined ineligible for Federal Financial Aid due to unsatisfactory academic progress may submit an appeal one-time only for GPA/Pace, and once for Max Timeframe, based on extenuating circumstances.
- Students who have appealed prior to effective date of the current policy may appeal one time only under the current policy.

**Appeals require the following documentation:**


- Typed, signed, and dated statement indicating what extenuating circumstance caused the student to fall below the SAP standards, and what has changed that will allow the students to meet the standards and successfully complete their program of study
- Any applicable documentation of extenuating circumstances
- A comprehensive Student Education Plan (SEP)
- A Financial Aid Review from National Student Loan Data System (NSLDS)
- A Financial Aid Progress Report may be required prior to final determination

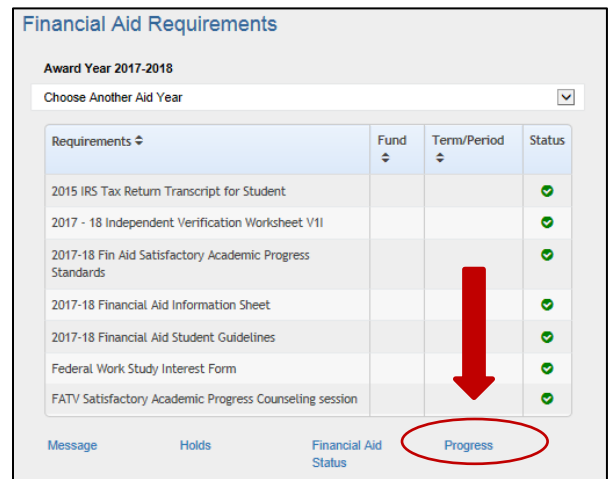
**Outcome is a Professional Judgment decision, case-by-case and not capricious nor discriminatory. Exceptions to SAP Policy and/or requests for additional documentation may be made on a case-by-case basis.**

**Probation**


- Approved appeals result in the student being placed on SAP probation.
- Students may receive financial aid during terms of probation.
- Students must meet the SAP standards and make consistent academic improvement by the end of each probationary term.
- Students must complete 67% of the units attempted along with a 2.0 GPA each semester while on probation.
- Students may be approved for up to four terms of probation, except for those with higher-unit majors (e.g., Engineering, RN, Bachelor’s Degree Program), which may be approved for up to eight probationary terms.

**Financial Aid MySolano Guide for Appeal Applications**

1. Sign into your mySolano account
2. Click on the Financial Aid tab -  **Financial Aid**
3. Click on **Progress**, listed under your Financial Aid Requirements
4. If you have submitted your Financial Aid Appeal Application, it may be marked the following under **Status**:
  - Needed – new form that needs to be submitted
  - Incomplete – may need revisions due to missing criteria
  - Received – received, but has not been reviewed
    - Allow up to 10 weeks from the date of submission for final decision on appeal application
  - Pending – may be awaiting final decision or pending due to needed or incomplete requirements
  - Approved
  - Denied



Unsatisfied Requirements					
Requirement	Status	As of Date	Fund	Term	
Student Appeal for Max Time Frame	Denied	Jun 07, 2018			

 The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements					
Requirement	Status	As of Date	Fund	Term	
Copy of NSLDS printout for Financial Aid APPEAL	Received	Jun 07, 2018			
Student Appeal for Academic Progress	Approved	Jun 07, 2018			
Student Educational Plan developed by a Counselor	Satisfied	Jun 07, 2018			