



Office of Financial Aid

# 2019–2020 SATISFACTORY ACADEMIC PROGRESS & MAXIMUM TIME FRAME APPEAL

**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

SCC ID#

Address

Phone Number

City

State

Zip Code

E-mail Address

## **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 **Comprehensive** Student Educational Plan (SEP) **must** be attached
  - o Comprehensive SEPs take approximately an hour, you must mention that you need a **Comprehensive SEP** when making your Counseling appointment.
6. An NSLDS print-out of your financial aid history **must** be attached. Go to: [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov)

### **Term for which you are appealing:**

(Check only one semester)

Fall 2019 / **Deadline:** November 22, 2019

Spring 2020 / **Deadline:** April 3, 2020

Summer 2020 / **Deadline:** June 26, 2020

### **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 example

**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 that incomplete appeals and/or missing documentation or Student Education Plan (SEP) will delay response time and/or may result in a denial.

\_\_\_\_\_ I understand that Progress Report(s) may be required prior to final determination.

\_\_\_\_\_ I understand that I must allow up to 10 weeks for review and response of my appeal application.

\_\_\_\_\_ I understand that an appeal notification will be mailed to me once a decision has been made (refer to pg. 4 for further instructions to check appeal status).

\_\_\_\_\_ I understand that if my appeal for reinstatement is APPROVED, I will be placed on Financial Aid Probation.

\_\_\_\_\_ I have read and understand the Financial Aid Satisfactory Academic Progress & Max Time Frame Policy that is attached to the appeal application.

\_\_\_\_\_ I understand that while on Financial Aid Probation, I will be **REQUIRED** to follow my approved Student Education Plan (SEP) which was submitted with my appeal.

\_\_\_\_\_ I understand that failure to follow my approved SEP will result in immediate dismissal from financial aid.

\_\_\_\_\_ I understand that I must meet the SAP standards and make consistent academic improvement by the end of each probationary term (completion of 67% of units attempted with a 2.0 GPA each semester while on probation).

\_\_\_\_\_ 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 and that I am continuing to follow my approved SEP.

\_\_\_\_\_ 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 certify that the information on this form and the required documents attached are true and correct to the best of my knowledge. 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

### **Satisfactory Academic Progress (SAP)**

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 standards at the end of each term to determine a student's eligibility. Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. Each SAP evaluation includes both the semester and cumulative grade point average (GPA) and pace of progression completion rate.

**At the end of each term, 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

#### **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

#### **Reestablishing Eligibility**

- Students may reestablish their eligibility by taking classes without receiving Federal financial aid, and meeting the 67% cumulative pace of progression and minimum cumulative GPA of 2.0
- Any grade changes will be assessed at the request of the student.
- 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 for GPA/Pace, or Maximum Time Frame, based on extenuating circumstances.

#### **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)
- 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 by the Director of Financial Aid.

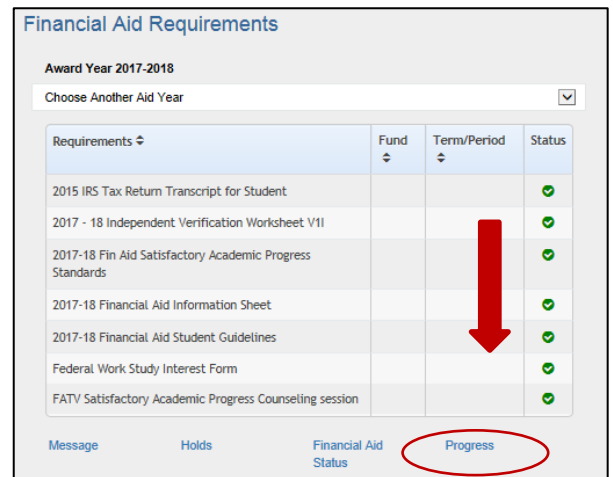
## Probation

- 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 their units attempted with a 2.0 GPA each semester while on probation.

**PLEASE NOTE: Students will become ineligible if they have exceeded the Maximum Timeframe of 90 units attempted, which supersedes the SAP status standings of Satisfactory, Warning, and Probation.**


## Financial Aid MySolano account 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



Requirements	Fund	Term/Period	Status
2015 IRS Tax Return Transcript for Student			✓
2017 - 18 Independent Verification Worksheet VII			✓
2017-18 Fin Aid Satisfactory Academic Progress Standards			✓
2017-18 Financial Aid Information Sheet			✓
2017-18 Financial Aid Student Guidelines			✓
Federal Work Study Interest Form			✓
FATV Satisfactory Academic Progress Counseling session			✓

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		