



Reedley College
(559) 638-0312

◆ Madera Center
(559) 675-4800

◆ Oakhurst
(559) 683-3940

Students placed on DISQUALIFICATION or MAXIMUM TIME FRAME may file an appeal for consideration of reinstatement of financial aid. The Financial Aid Office limits the number of academic appeals a student may file to one appeal per semester. All decisions made by the Appeal Committee are final and there is no higher appeal process.

Please allow at least 3 weeks for your appeal to be reviewed. The appeal decision will be sent via e-mail to your student issued e-mail account and will also be available through Web Advisor under Financial Aid – My Documents. The appeal decision will not be given over the phone.

YOU MUST FOLLOW THESE STEPS BEFORE SUBMITTING YOUR APPEAL:

ACADEMIC MAJOR – Verify on WebAdvisor that your academic major you declared on this appeal match your current major with Admissions & Records. If your major is inaccurate, you must update your major before submitting your appeal. You may do that by scheduling an appointment with an Academic Counselor. If you need to meet with an Academic Counselor, your appeal form and typed statement must be completed prior to the meeting.

STUDENT EDUCATION PLAN (SEP) – Attach an SEP that matches your current major. If you do not have an accurate SEP, you must make an appointment with an Academic Counselor to develop one. If you need to meet with an Academic Counselor, your appeal form and typed statement must be completed prior to meeting with an Academic Counselor.

MAJOR SHEET(S) OR DEGREE/CERTIFICATE EVALUATION PROGRESS REPORT – You must attach major sheet(s) OR a Degree/Certificate Evaluation Progress Report to your appeal. Major sheets are available from the Reedley College Counseling Department or online at www.assist.org for some transfer majors. Degree Audit Reports are available on your WebAdvisor account under the Academic Planning section.

OTHER COLLEGE TRANSCRIPTS – If you have attended other college(s) or vocational school(s), attach academic transcript(s) from each college to your appeal, even if the school is closed or the major you chose at that school is not offered at SCCCD. If you request official transcripts from other colleges, have them mailed to your home address and submit the unopened transcript with your appeal.

TYPED STATEMENT - Attach a typed statement indicating which standard(s) you did not meet, what prevented you from making progress, what has changed, and what you plan to do to ensure academic success in the future.

In your statement you must explain *every semester* that you did not receive a 2.0 GPA and/or did not meet the 67% completion rate. If you are unsure as to which semesters you did not make progress, you can review your unofficial transcript under your Academic Profile on WebAdvisor.

If you have exceeded the Maximum Time Frame to complete your program, you must also explain why you have not been able to complete your program within the allowed time frame and why you have changed your academic major (if applicable).

SUPPORTING DOCUMENTATION - Attach supporting documentation to verify your extenuating circumstances for semesters you did not complete 67% of your classes and/or did not get a 2.0 GPA. Examples of supporting documentation may include: doctor's statement, accident claim, police report, death certificate, legal documents, or any other documentation that you feel supports your appeal.



Financial Aid Office
Satisfactory Academic Progress (SAP) Appeal

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Name: _____

ID # _____

Primary Major: _____

Phone # _____

Primary educational goal (check one): Certificate AA/AS Transfer _____
(Name of Transfer School)

Estimated completion date or transfer date: ____ / ____
Month / Year

List all other colleges you have attended, even if you did not receive financial aid:

I have not attended any other colleges besides Reedley College, Fresno City College, Clovis Community College, or the Madera and Oakhurst Centers.

I have attended the following college(s):

DEADLINES TO FILE APPEAL:
Summer 2018: July 2, 2018
Fall 2018: November 2, 2018
Spring 2019: April 5, 2019
Summer 2019: June 28, 2019

Name of College:	Dates Attended:	Units Attempted:	Degree/Certificate Earned:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INITIAL EACH STATEMENT TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE FOLLOWING REQUIREMENTS (REFER TO THE INSTRUCTION SHEET FOR MORE INFORMATION ON THESE REQUIREMENTS):

_____ I verified that the major I have declared on my appeal matches my current major with Admissions and Records.

_____ I understand that I can appeal only once per semester, and decision of the Appeal Committee is final and is not subject to further appeal.

_____ I reviewed the instructions on how to file an appeal and have attached the following supporting documents to my appeal:

- Student Education Plan (SEP)
- Major Sheets and/or Degree/Certificate Evaluation Progress Report
- Typed statement to support appeal
- Supporting documentation, if applicable
- Transcripts from any other college/vocational school attended, if applicable

By signing this form, I certify that I understand the terms of this appeal. I certify that the information in this appeal is true and accurate. I understand that if I purposely provide false or misleading information, my appeal will be denied and I may be fined up to \$20,000, sent to prison, or both.

Student Signature

Date