



Satisfactory Academic Progress (SAP) Appeal

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In order to remain eligible for financial aid, federal regulations require that students maintain Satisfactory Academic Progress (SAP) by:

1. Completing 67% of all attempted units at SCCCD,
2. Maintaining a 2.0 cumulative GPA, and
3. Attempting less than 150% of the units required for their program/major.

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 and will also be available through Web Advisor. 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.
- ✓ **TYPED STATEMENT** - Attach a typed statement indicating which standard(s) you did not meet, 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 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.
- ✓ **STUDENT EDUCATION PLAN (SEP)** – Attach an SEP that matches your current major. If you do not have a current 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 AUDIT REPORT** – You must attach major sheet(s) OR a Degree Audit 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.
- ✓ **OTHER COLLEGE TRANSCRIPTS** – If you have attended other colleges, attach academic transcript(s) from each college to your appeal. If you request official transcripts from other colleges, have them mailed to your home address and submit the unopened transcript with your appeal. Failure to disclose any college/vocational school you attended will cause your appeal to be denied. Do not forget to include any closed schools such as Heald College. Ask your Financial Aid Office how to obtain transcripts from closed schools.



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 C.C., Madera C.C., or Oakhurst C.C.C.

I have attended the following college(s):

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

DEADLINES TO FILE APPEAL:
Summer 2023: June 30, 2023
Fall 2023: November 10, 2023
Spring 2024: April 12, 2024
Summer 2024: June 28, 2024

INITIAL EACH STATEMENT TO INDICATE THAT YOU HAVE READ AND UNDERSTAND THE FOLLOWING REQUIREMENTS:

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

____ I have attached a typed statement indicating which standard(s) I did not meet, what has changed, and what I plan to do to ensure academic success in the future.

____ I have attached supporting documentation to verify my extenuating circumstances for any semester that I did not get a 2.0 G.P.A. and/or did not compete 67% of my classes.

____ I have attached a Student Education Plan (SEP) AND major sheets or Degree Audit Report.

____ If I have attended other colleges, or vocational/trade schools, I have attached academic transcripts from each college.

____ 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.

____ 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