



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 66.67% of all attempted units,
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. 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 Self-Service. The appeal decision will not be given over the phone.

YOU MUST FOLLOW THESE STEPS BEFORE SUBMITTING YOUR APPEAL:

- ✓ **ACADEMIC MAJOR** – Verify on Self-Service 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 66.67% completion rate. If you are unsure as to which semesters you did not make progress, you can review your unofficial transcript on Self-Service. 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). Keep in mind that only two major changes will be taken into consideration for appeal at Reedley College. Any appeals after this would be automatically denied.
- ✓ **SUPPORTING DOCUMENTATION** - Attach supporting documentation to verify your extenuating circumstances for semesters you did not complete 66.67% 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.
- ✓ **LIFETIME ELIGIBILITY USED** - Please log into www.studentaid.gov and list the percentage of Lifetime Pell you have used. Students are allowed a maximum of 600% Pell usage total.
- ✓ **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.

* The institution shall provide a second review process for an appeal that is denied if requested by the student. The second review shall be conducted by a reviewer who did not participate in the first review.

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

DEADLINES TO FILE APPEAL
Summer 2024: June 28, 2024 by 5pm
Fall 2024: November 22, 2024 by 5pm
Spring 2025: April 25, 2025 by 5pm
Summer 2025: July 3, 2025 by 5pm

_____ I have attended the following college(s):

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

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.

_____ If I have attended other colleges, or vocational/trade schools, I have attached academic transcripts from each college. Inability to do so may result in an automatic denial of the appeal application.

_____ I understand that the Pell Grant has a lifetime eligibility (LEU) of 600%. My current LEU is _____.
(Once my LEU is at 600% I know I will not qualify for any more Pell Grant at Reedley College or any other institution.)

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

_____ AB 789 Transfer Credit Appeal: Check this option if and only if you have transfer credits or have changed your major since transferring, we encourage you to appeal so that a transcript review can be conducted. As a result of the review, credits that do not count towards your current program of study may be excluded from your SAP calculations, potentially improving your current SAP standing.