



## 2018-2019 Financial Aid Satisfactory Academic Progress (SAP) Appeal Form & Process Guide

**\*\*\* YOU MUST BE ENROLLED IN REQUIRED SDCCD COURSEWORK with AT LEAST 1 COURSE AT SAN DIEGO MESA COLLEGE BASED ON YOUR COUNSELOR APPROVED EDUCATIONAL PLAN IN ORDER TO SUBMIT AN APPEAL FORM TO THE FINANCIAL AID OFFICE. See submission deadlines below. \*\*\***

### INSTRUCTIONS (in order):

1. Official [sealed] Academic Transcripts from all prior institutions attended, turned in to the Records Office (14-102), regardless of your desire to use that academic history. Once posted by the district you must formally request in the counseling office that all transcripts be evaluated. This may take several weeks. High School transcripts are not required.
2. Academic Plan (Student Academic Plan) from Counseling signed by the counselor, based on your current educational goal as stated on your Appeal Form. [NOTE: IF you appealed in 2017-2018 and are still following the same signed Academic Plan as is on file in the Financial Aid Office, you will not need to submit a new signed copy. Additionally you will only be permitted to follow 1 (ONE) Academic Plan] Visit the Counseling Center (14-303) to make an appointment with an Academic Counselor. If you are an EOPS, DSPS or Veterans student, please see your assigned counselor in that program. Please visit the counseling web page for detailed information: <http://sdmesa.edu/students/services/counseling/>
3. Appeal Form [pages 5 - 6]. Please NOTE: THIS IS AN APPEAL. You have been disqualified from receiving any Financial Aid. Submitting an appeal form will not guarantee that you will receive financial aid funding. Include hospital bills, death certificate(s), and/or other documentation to support your claim. Appeal forms may not be approved without supporting documentation of your extenuating circumstance as stated in the *Satisfactory Academic Progress (SAP) for Financial Aid* brochure. The Financial Aid Office highly recommends attending a workshop that focuses on the Appeal Process. There will be workshops offered during the semester Appeal Submission window. Please check with the Financial Aid office and/or check the website for more details ([www.sdmesa.edu/financial-aid](http://www.sdmesa.edu/financial-aid)). Attendance does not guarantee an approval, but may help give you a better understanding of the appeal as a tool for re-instatement.

**The decision of the Appeal Committee is FINAL.**

## Financial Aid Appeal Submission Deadlines

### San Diego Mesa College 2018-2019 Schedule

The Mesa College Financial Aid Office will be accepting completed appeal forms & related documentation between the following dates:

Fall 2018 Semester – 7/09/2018 thru 11/16/2018

Spring 2019 Semester – 11/26/2018 thru 5/03/2019

Summer 2019 Session – 6/03/2019 thru 7/12/2019

*Federal regulations do not permit you to appeal for a prior term.*

## FINANCIAL AID APPEAL FORM & PROCESS GUIDE (continued)

- Your completed Appeal Form along with all supporting documentation must be in the Financial Aid Office by 12:00pm according to the dates indicated on the appeal form or your last day of classes for the term (whichever comes first). See Appeal Processing Deadlines on page 1.
- All appeals are reviewed in the order with which they are received.
- During peak periods, which are July through October and December through February, the review process will take four to six or more weeks [total 8 weeks or more beginning with the dates listed on page 1] due to the number of appeals received.
- Your completed Appeal Form must clearly state your academic *Program of Study* {formerly Major}. This Program of Study and your *Educational Goal* must match your Academic Plan. ALL courses you are enrolled in must be required based on the Academic Plan you submit with your appeal.
- Your explanation must be specific and concise. Incomplete information may cause a denial or delay in your appeal petition. **Incomplete forms will not be evaluated and may be denied.**
- Include a detailed explanation of the measures that you have taken to ensure that your academic performance will improve and/or what actions you have taken to correct the circumstances that created your prior lack of academic progress as defined.
- *Do not include in your explanation your need for financial aid as part of your rationale.* The Committee is aware that any student filing an appeal is doing so based upon financial need.
- The Appeal Form will be reviewed as submitted. It is NOT the responsibility of the Financial Aid Office to know if an appeal is submitted “complete” and with all supporting documentation. Once the Appeal Committee has reached a decision, no additional documents can be added. If the Financial Aid office learns of any prior academic history not revealed at the time that your appeal form is submitted to the Financial Aid office and your appeal was ‘approved’ by the Appeal Committee based on incomplete academic history, the decision may be rendered void and the appeal denied. Any aid you may have received must be repaid.

**NOTE:** Your Financial Aid Appeal and the Financial Aid Appeal process is being evaluated for the following “Student Learning Outcomes”: ability to analyze problems, weight of evidence, ability to effectively communicate and civic and personal responsibility.

### **The decision of the Appeal Committee is FINAL.**

#### *Financial Aid Office Hours*

Monday, Tuesday 8:00am - 7:00pm  
Wednesday, Thursday 8:00am – 6:00pm  
Friday 8:00am - 3:00pm

## HELPFUL HINTS FOR PREPARING AN S.A.P. APPEAL FOR SUBMISSION

Each appeal submitted is reviewed for consideration based on its own merit and the evidence of circumstances beyond the student's control.

- ***What is considered a circumstance beyond the student's control?***

A few examples of situations that may contribute to a circumstance that is beyond the student's control are: documented death in the immediate family during the period(s) of poor progress, documented serious illness of the student or the student's immediate family, documented injury from car accident, documented conflict between job and school schedule not created by the student that has been resolved and is not expected to reoccur.

- ***What is not considered a circumstance beyond the student's control?***

A few examples of situations that are **not** considered as beyond the student's control are: lack of knowledge of financial aid and/or college academic regulations, taking classes without an Academic Plan, changing majors, failing to drop classes before deadlines, not getting along with instructors, not taking school seriously, unresolved daycare issues, returning to school to obtain a new degree because it pays more, thinking that any of the conditions given by the Appeal Committee during a prior appeal petition expired after one year or no longer applied.

- ***Do you know why you have been disqualified from receiving financial aid?***

It's possible to be disqualified in more than one area of academic progress as defined for financial aid recipients. Each area of disqualification must be clearly explained in your appeal petition. If you don't know why you have been disqualified please contact the Financial Aid Office.

- ***Is your Completion Rate below 67%?***

Your *Completion Rate* is the percentage of courses that you've enrolled in and did not complete successfully by earning or receiving a "W", "F", "NP", "I" (Incomplete) or an "RD" (Grade Report Delayed). You must explain and document each "W", "F", "NP", "I" (Incomplete) or an "RD" (Grade Report Delayed), as they will appear in your academic history for financial aid up to and including the most recently completed Spring Semester. It is of no consequence if the course(s) may have been taken a long time ago, been re-taken for a better grade, or removed from your transcript. They all count toward financial aid standards of academic progress

- ***Is your Cumulative G.P.A. below 2.0?***

Explain the reasons for your low G.P.A. Explain what personal or academic changes you have taken to successfully complete the units/courses attempted to improve your G.P.A.

- ***Do you already have a Degree?***

If you have earned a college or university degree in the U.S. or from a Foreign College or University, the Appeal Committee needs to know why you are back in school, not using the degree. Per federal regulations, waiving credits from a foreign degree does not waive your degree. You must explain your new educational objective and why you have made this change. It is advised that you discuss this educational objective thoroughly with an academic counselor in order to address your expected completion, graduation or transfer date.

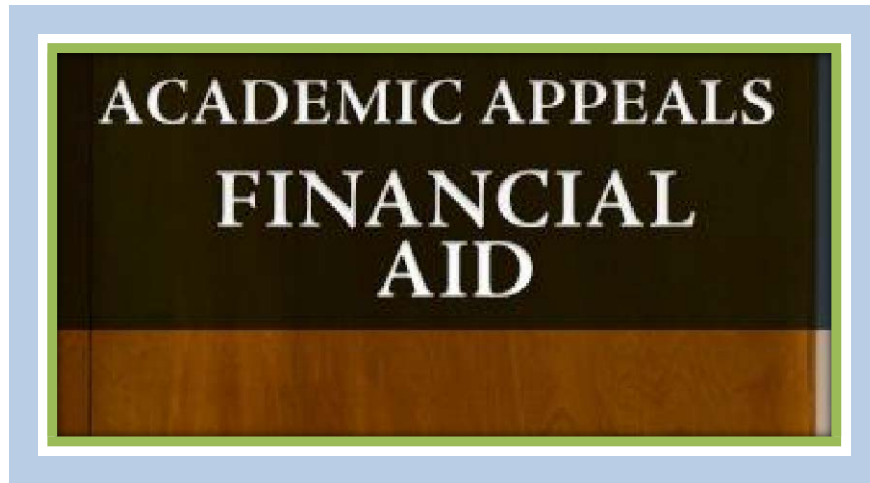
- ***Have you attempted more than 90 units*** (or more than 180 units for the HIM Bachelor's Degree pilot program students)?

You must explain why, after attempting more than 90 units (or more than 180 units for the HIM Bachelor's Degree pilot program students), you have not yet earned or received a degree and/or transferred to a 4 year university. Just like a student with a low completion rate, you are required to explain and submit any existing documentation for each course attempted in which you have received a "W", "F", "NP", "I" (Incomplete), or "RD" (Grade Report Delayed) and/or ALL courses that do not apply to your current Academic Plan that appear in your academic history up to and including the most **recently completed Spring Semester**, regardless of how long ago you may have received the grades.

**Make sure that:**

- The declared program of study on the Appeal Form is the same as the major stated on your Student Academic Plan.
- You are currently enrolled only in classes required and included in the Academic Plan submitted for your appeal and signed by the counselor.

# San Diego Mesa College Appeal Process Workshop



The Financial Aid Office of San Diego Mesa College offers Financial Aid Appeal workshops during each semester's Appeal Submission window. The Financial Aid Office highly recommends attending one of these workshops that focuses on the Financial Aid Appeal Process. Please contact the Financial Aid Office to sign up for a workshop or check the website for more details as well as a link to sign up. ([www.sdmesa.edu/financial-aid](http://www.sdmesa.edu/financial-aid)).

**Please Note:** Attendance at a workshop is not mandatory nor does it guarantee an approval, but may help give you a better understanding of the Financial Aid Appeal process as a tool for potential re-instatement. The information you will learn by attending a workshop prior to submitting your Financial Aid Appeal (such as key terminology, what may constitute an extenuating circumstance, detailed written statement and required supporting documentation), may help you to submit a more thorough appeal or come to an understanding if you don't have a case to appeal for .

**Satisfactory Academic Progress (SAP) Academic Appeals**

**Workshop Information**

**Posted on the Financial Aid website**

**[www.sdmesa.edu/financial-aid](http://www.sdmesa.edu/financial-aid)**

Financial Aid SAP Appeal (LSAPAP)

SAN DIEGO MESA COLLEGE

7250 Mesa College Drive, I4-107, San Diego, CA 92111 fax (619) 388-2824

Appeal filing period Deadlines \*

FALL 2017 7/09/2018 thru 11/16/2018

SPRING 2019 11/26/2018 thru 5/03/2019

SUMMER 2018 6/03/2019 thru 7/12/2019

\*Due by Noon on the last date posted above for the semester for which you are appealing or your last day of classes for the semester for which you are appealing —whichever comes first. See more details on page 1 of this packet.

PLEASE COMPLETE ENTIRE FORM IN PEN

STUDENT INFO

Table with 6 columns: 1. Last Name, 2. First Name, 3. STUDENT ID #, 4. Email, 5. Phone #, 6. Program of Study

- 7. My Educational Goal is to: [ ] obtain a certificate [ ] obtain an Associate's degree [ ] complete my general education or Associate's degree before transferring to: [ ] complete the HIM Bachelor's Degree pilot program [AT MESA ONLY]

My last day of classes for the semester that I am appealing for is:

PLEASE COMPLETE ENTIRE FORM IN PEN

SEMESTER OF APPEAL REQUEST

8. I am requesting a review for the following semester: (check only one)

- [ ] Fall 2018 [ ] Spring 2019 [ ] Summer 2019

Federal regulations do not permit retroactive payment for a prior term for students who have not made academic progress and later were reinstated through the appeal process after the term has ended.

9. Please initial each statement to indicate that you have met these requirements. You must meet all of the following criteria to submit an appeal. If you do not meet all of the criteria below, your appeal form will be returned to you.

- A. I understand that I must have documented extenuating circumstances attached with the appeal form and that if I do not have documentation, my appeal will not be accepted for review.
B. I am currently enrolled only in SDCCD classes that are required for the Academic Plan, Program of Study & Educational Goal listed above with at least 1 class at San Diego Mesa College.
C. I understand that the appeal decision will be based on the Academic Plan, which I have submitted to the Financial Aid Office, for the degree objective that matches the Educational Goal stated above.
D. I understand that I am currently NOT eligible to receive aid except for (if eligible) the California College Promise Grant (CCPG) Enrollment Fee Waiver.
E. I understand that if the appeal is approved, I must fulfill all conditions of the appeal approval.
F. I understand that IF I HAVE a Bachelor's or higher degree, I must explain why I am enrolled at a community college and the purpose of returning to a two year program.
G. I understand that at the time of my appeal, the Appeal Committee will review my entire academic history, including current semester enrollment.
H. I understand that an appeal approval cannot re-instate my aid for a prior semester.
I. I understand that if the appeal is denied, the decision is final. If the appeal is approved, the appeal decision is for one semester only and does not guarantee that I will receive any grant aid.

**REASON FOR APPEAL**

10. Check all reasons that apply to your Disqualification:

- I have completed less than 67% of the classes I have enrolled in.
- My cumulative GPA is below 2.0.
- I have attempted more than 90 units (or more than 180 units for the HIM Bachelor’s Degree pilot program students) from all colleges attended in the United States and foreign countries.
- I have earned a Bachelor’s Degree (BA/BS) or higher degree in the United States or foreign country.

PLEASE INCLUDE YOUR STATEMENT TYPED OR IN PEN ONLY

**PLEASE PROVIDE AN EXPLANATION TO THE QUESTIONS BELOW.**

11. Please answer the following questions on a separate piece of paper and attach your detailed explanations to this appeal form. You MUST submit supporting documentation to verify your extenuating circumstances. Please do not indicate that you have a financial hardship since that is not relevant to this appeal.

- a) Why have you failed to complete 67% of all units attempted OR maintain a cumulative 2.0 GPA.
- b) If you have an Bachelor’s or higher Degree, AND/OR have attempted more than 90 units (or more than 180 units for the HIM Bachelor’s Degree pilot program students), please explain why you are enrolled at a community college and the purpose of returning to a two year program.
- c) What personal or academic changes have you made to improve your academic progress and/or complete your Academic Plan this semester?

PLEASE MAKE SURE ALL SUPPORTING DOCUMENTATION IS ATTACHED. PLEASE PRINT YOUR STUDENT ID NUMBER ON EACH ADDITIONAL PAGE YOU PROVIDE. PLEASE NOTE: San Diego Mesa College (part of the SDCCD) is obligated to report any information it receives concerning possible sex or gender-based misconduct, including sexual assault, to the District’s Title IX Coordinator. More information is available at [www.sdccd.edu/titleix](http://www.sdccd.edu/titleix).”

PLEASE COMPLETE ENTIRE FORM IN PEN

**STUDENT CERTIFICATION**

**Personal Verification List:** *Is my appeal petition ready for submission to the Financial Aid Office? Please initial all of the following:*

- 1. \_\_\_ The Appeal Form is complete and I have addressed all areas necessary.
- 2. \_\_\_ I have met with an academic counselor to discuss my Financial Aid appeal and prepare my official Academic Plan.
- 3. \_\_\_ I am including the Academic Plan, signed by the academic counselor, with my appeal form {unless it is already on record in the Financial Aid Office from my prior appeal}.
- 4. \_\_\_ My Academic Plan {submitted or on record from a prior appeal} matches my San Diego Mesa College Program of Study {Education Goal}.
- 5. \_\_\_ I am including with my appeal all documents that support my statements of circumstances beyond my control.
- 6. \_\_\_ I am currently enrolled and ALL of my units are required according to my Academic Plan included with this appeal form.
- 7. \_\_\_ I am aware that if my Academic Plan does not match my stated Program of Study & Educational Goal listed on this Appeal Form, my appeal will be automatically denied. I am also aware that all Appeal Decisions are Final.

12. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
**SIGN IN PEN ONLY**

**APPEAL PROCESS**

Appeals are reviewed based on the order with which they are received. However, during peak processing periods, which are July – September and December – February, the review process will take up to 6 to 8 weeks or longer. You will be notified by email of the appeal decision.

**The decision of the Appeal Committee is FINAL.**

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**Financial Aid Office Use Only**

Appeal decision:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Unable to Process Date: \_\_\_\_\_ By: \_\_\_\_\_  
Staff Name

Appeal Committee Comments

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