

FINANCIAL AID APPEAL FORM & PROCESS GUIDE

***** YOU MUST BE ENROLLED A MINIMUM OF 3 UNITS AT SAN DIEGO MESA COLLEGE TO SUBMIT AN APPEAL FORM *****

INSTRUCTIONS (in order):

1. Official [sealed] Academic Transcripts from all prior colleges attended, posted with Records Office (MV-7).

NOTE: this process can take several weeks

2. Student Education Plan (Educational Program Plan) from Counseling based on your current educational goal, as stated on your Appeal Form. Visit the Counseling Center [MV-27] to make an appointment with an Academic Counselor.

NOTE: If the Student Education Plan on file does not match your stated educational goal, the committee will not consider your appeal. See Page 2 of this packet for important instructions on getting your Student Education Plan.

3. Appeal Form [pages 3 & 4].

NOTE: Include hospital bills, death certificate(s), or other documentation to support your claim.

Appeal forms will not be accepted without supporting documentation of your extenuating circumstance as stated in the *Satisfactory Academic Progress (SAP) for Financial Aid* brochure.

- Your completed Appeal Form along with all supporting documentation must be in the Financial Aid Office by 12:00pm on the date indicated on the appeal form or your last day of classes for the term (whichever comes first). See Deadlines on page 2.
- All appeals are reviewed in the order in which they are received.
- Generally, appeals are reviewed within two to four weeks. However, during peak periods, which are July through October and December through February; the review process may have an additional four to six weeks waiting period.
- Your completed Appeal Form must clearly state your academic major and anticipated completion date for your program of study. This major should match the major in your Educational Plan.
- Your completed Appeal Form must be specific and concise in your explanation since incomplete information may cause a denial or delay in your appeal petition. Incomplete forms cannot be evaluated.
- 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 for reinstatement on federal aid.* The Committee assumes that any student filing an appeal is doing so based upon financial need.
- 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. The Appeal Form will be reviewed as submitted.

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.

Guidelines to obtain a Student Education Plan

A Student Education Plan is required by the Financial Aid Office if you a student has been disqualified and attempting to appeal or is requesting a sophomore level student loan amount. (If you are unsure if you need a Student Education Plan completed, please check with the Financial Aid Office.)

1. Know what your educational goal is.
2. If you already have a Student Educational Plan and it is for your current educational goal, attach a copy to your completed Appeal Form or bring a copy to the Financial Aid Office immediately.
3. If you do not have a Student Educational Plan or do not have based on your stated educational goal, please call **619-388-2672** or go to the Counseling Center, Room MV-27 [in the Student Services Village at the east end of student parking lot #1] to make an appointment with one of our academic counselors.
4. All OFFICIAL (sealed) Academic transcripts from all prior colleges you've attended must be on file in the District's Records Office. All previous course work from colleges and universities other than Mesa, City, or Miramar must be evaluated. **Please note that EOPS students should make an appointment to see their counselor in the EOPS Office. They are located in I3-202, and their phone number is 619-388-2706.**
5. You must have completed assessment testing in order to have an official Student Education Plan prepared. See the Admissions office for information to begin the Assessment Testing process.
6. Once you have the Student Education Plan prepared, you must submit a copy to the Financial Aid Office. This document will assist you in choosing which classes you need to take to complete your educational goal. You need to follow this plan in order to maintain financial aid eligibility. Failure to do so could result in aid being denied, especially if you have to go through the Appeal process because of lack of progress, or because you have reached the limits of eligibility at San Diego Mesa College or have a degree. PLEASE REVIEW **THE STANDARDS OF ACADEMIC PROGRESS**, pages 16 & 17 in the *Financial Aid Bulletin* or on-line at: <http://sdmesa.edu/financial-aid/pdf/StandardsAcademicProgress.pdf>
7. A Student Education Plan is not official unless it has been created and prepared by a SDCCD Academic Counselor.

Financial Aid Appeal Process Deadlines (due by Noon)

[or your last day of classes for the term (whichever comes first)]

Fall 2011 Semester	-	12/16/2011
Spring 2012 Semester	-	05/18/2012
Summer 2012 Session	-	08/10/2012

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

Financial Aid Office Hours

FALL & SPRING SEMESTERS

M - TH 8:00 - 6:00
F 8:00 - 12:00

SUMMER SESSIONS

M - W 8:00 - 6:00
Th 9:00 - 6:00

F *CLOSED*

Appeal Deadlines*	
FALL 2011	12/16/2011
SPRING 2012	05/18/2012
SUMMER 2012	08/10/2012

*Due by Noon on the date posted above or your last day of classes for the semester— whichever comes first.

2011-2012
APPEAL FORM
SAN DIEGO MESA COLLEGE
 7250 Mesa College Drive, I3-100, San Diego, CA 92111
 fax (619) 388-2824

FA OFFICE USE ONLY
 31-APPEAL
 Date Rcvd:
 Posted By:

STUDENT INFO

1. Last Name	2. First Name	3. CSID#
4. Email	5. Phone #	6. Major

7. My Educational Goal is to: obtain an Associate degree obtain a certificate
 complete a general education program before transferring to: _____

SEMESTER OF APPEAL REQUEST

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

- Fall 2011** **Spring 2012** **Summer 2012**

Federal regulations do not permit retroactive payment for a prior term for students who have not made academic progress and later 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 to be eligible to appeal.
- B. ____ I am currently enrolled in at least 3 or more units for the semester checked above.
- C. ____ I am currently enrolled in classes that are applicable to my major/educational plan listed.
- D. ____ I am currently enrolled in at least one class at **SAN DIEGO MESA COLLEGE**.
- E. ____ I understand that the appeal decision will be based on the Student Education Plan, which I have submitted to the Financial Aid Office, for the degree objective that matches the Educational Goal stated above. If I do not have an official or temporary Ed Plan, I will need to see a counselor to develop a new Ed Plan.
- F. ____ I understand that I am currently **NOT eligible** to receive aid except for, if eligible, the Board of Governors Enrollment Fee Waiver. I should not rely on receiving any funds until a decision is made. (The Board of Governors Fee Waiver is available to California Residents only, whether or not you have an advanced degree.)
- G. ____ I understand that if I am appealing because I have attempted more than 90 units, or have an Associate's or higher degree, ALL CLASSES in which I enroll should be **required** to complete my degree objective as stated on my Student Education Plan. If one or more of the classes in which I am enrolled are not required (explanation required), my appeal may be denied.
- H. ____ I understand that if the appeal is approved, I must fulfill all conditions of the appeal approval. If I do not, I will not be able to receive aid until I meet the Standards of Satisfactory Academic Progress (SAP) requirements as stated in the SAP policy for financial aid. Please visit our website to view the information.
- I. ____ 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. I **may** only be eligible for a Federal Direct Loan **IF** my appeal is approved **AND** I have REMAINING FEDERAL loan eligibility.
- J. ____ I understand that at the time of my appeal, the Appeal Committee will review my entire academic history, including current semester enrollment.
- K. ____ I understand that an appeal approval cannot re-instate my aid for a prior semester.
- L. ____ 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.

REASON FOR APPEAL

10. Check all reasons that apply to your Disqualification:

- I have attempted more than 90 total units from all colleges attended in the United States and foreign countries.
- I have completed less than 67% of the classes I have enrolled in.
- I have attempted less than 25 units and my cumulative GPA is below 1.75
- I have attempted more than 24 units and my cumulative GPA is below 2.0.
- I have earned an Associate’s Degree (AA/AS), Bachelor’s Degree (BA/BS) or higher degree in the United States or foreign country.

PLEASE PROVIDE AN EXPLANATION TO THE QUESTIONS BELOW.

11. If you had extenuating circumstances, you MUST submit supporting documentation to verify your situation. Please do not indicate that you have a financial hardship since that is not relevant to this appeal. If you need more space, please attach additional sheets to this appeal.

a) Why have you failed to make satisfactory academic progress.

b) What has changed or what steps have you taken that will allow you to make satisfactory academic progress this semester?

c) If you have an Associate’s Degree or higher, please explain why you are enrolled at a community college and the purpose of returning to a two year program.

PLEASE MAKE SURE ALL SUPPORTING DOCUMENTATION IS ATTACHED.

APPEAL PROCESS

Appeals are reviewed based on the order of which they are received. However, during peak processing periods, which are July – September and December – February, the review process may take 4 to 6 weeks or longer. You will be notified by email of the appeal decision.

STUDENT CERTIFICATION

12. SIGNATURE _____ DATE _____

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Financial Aid Office Use Only

Appeal decision: Approved _____ Denied _____ Date _____ By _____ Unable to Process Date: _____

HELPFUL HINTS FOR SUBMITTING AN APPEAL

EACH APPEAL IS REVIEWED FOR CONSIDERATION ON ITS OWN MERIT AND FOR CIRCUMSTANCES BEYOND THE STUDENT'S CONTROL.

DO YOU KNOW WHY YOU ARE DISQUALIFIED?

IT'S POSSIBLE TO BE DISQUALIFIED IN MORE THAN ONE AREA. EACH AREA OF DISQUALIFICATION MUST BE EXPLAINED IN YOUR APPEAL. IF YOU DON'T KNOW WHY YOU ARE DISQUALIFIED, CONTACT THE FINANCIAL AID OFFICE AND WE WILL ASSIST YOU. ONCE YOU HAVE DETERMINED WHY YOU ARE DISQUALIFIED, YOU CAN REFER TO THE COMMENTS BELOW FOR HELP WITH YOUR SPECIFIC AREA(S):

A. YOUR COMPLETION RATE IS BELOW 67%

THIS OCCURS WHEN COURSES ARE ATTEMPTED BUT YOU RECEIVE EITHER A "W" OR AN "F", "NP" or Incomplete "I".

YOU NEED TO EXPLAIN AND DOCUMENT, IF POSSIBLE, EACH INSTANCE OF POOR PROGRESS UP TO YOUR MOST RECENT SEMSTER ACTIVITY, REGARDLESS OF HOW LONG AGO YOU'VE EARNED THOSE GRADES. EXAMPLES OF DOCUMENTATION COULD INCLUDE ACCIDENT REPORTS, DEATH CERTIFICATES, HOSPITAL BILLS, ETC.

IF THERE WERE ISSUES/ PROBLEMS THAT CANNOT BE DOCUMENTED, PLEASE BE VERY CLEAR AS TO THE DATE(S) THE ISSUES/PROBLEMS OCCURRED, THE NATURE OF EACH ISSUE/PROBLEM, AND HOW THEY HAVE BEEN RESOLVED.

B. YOUR CUMULATIVE G.P.A IS BELOW 2.0.

EXPLAIN AND DOCUMENT REASONS. ALSO EXPLAIN WHAT STEPS YOU ARE TAKING TO IMPROVE YOUR G.P.A.

C. YOU HAVE A DEGREE

IF YOU HAVE A DEGREE, THE COMMITTEE NEEDS TO KNOW WHY YOU ARE BACK AT, OR STILL AT MESA. IF YOUR EDUCATIONAL OBJECTIVE IS TO PURSUING A NEW DEGREE, YOU MUST EXPLAIN WHY. YOU MUST INDICATE YOUR NEW SDCCD APPROVED MAJOR AND DEGREE OBJECTIVE ON THE FRONT OF THE APPEAL FORM AND SUBMIT A STUDENT EDUCATION PLAN FOR THAT NEW GOAL.

IF YOU ARE COMPLETING TRANSFER REQUIREMENTS, MAKE SURE YOUR STUDENT EDUCATION PLAN REFLECTS ALL THE UNITS YOU STILL NEED TO COMPLETE BEFORE TRANSFERRING.

D. YOU ATTEMPTED MORE THAN 90 UNITS

EXPLAIN WHY YOU ARE STILL AT MESA COLLEGE AND HAVE NOT ACHIEVED A DEGREE **ADD/OR TRANSFERRED**. SUBMIT EDUCATION PLAN THAT REFLECTS THE GOAL YOU STATED ON YOUR APPEAL FORM. ALSO, PLEASE EXPLAIN ALL OCCURRENCES OF "W"s, "F"s, "NP"s, "I"s ETC IN YOUR SDCCD ACADEMIC RECORD.

NOTE: Make sure that the major declared on the front page of the Appeal Form is the same as the SDCCD approved Mesa College major stated on your Student Education Plan.