



## 2022-2023 Financial Aid Satisfactory Academic Progress (SAP) Appeal Form & Process Guide: Read Carefully

**\*\*\* YOU MUST BE ENROLLED IN REQUIRED SDCCD COURSEWORK BASED ON YOUR COUNSELOR APPROVED EDUCATIONAL PLAN BEFORE YOU CAN SUBMIT THIS APPEAL FORM TO THE FINANCIAL AID OFFICE. See submission deadlines below. \*\*\***

### INSTRUCTIONS (in order):

- 1. Strongly Recommended:** Academic Transcripts from all prior institutions attended, turned in to the Records Office (I4-102), 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. See school catalog on transcript submission requirements.
- 2. Required:** Copy of your official Comprehensive Academic Plan (All students must meet with a counselor for a comprehensive Financial Aid Appeal Education Plan appointment.) signed by the counselor, based on your current educational goal as stated on your Appeal Form must be included. **Additionally**, if you appealed during the 2021-2022 academic year and you are following the same Comprehensive Academic Plan on file in the Financial Aid Office with your prior appeal, then, you will not need to submit a new signed copy. You are allowed to follow only 1 (ONE) Academic Plan. Contact the Counseling Center (I4-303) 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. For more information, visit the counseling web page at: <http://sdmesa.edu/students/services/counseling/>
- 3. Required:** The Appeal Form (pages 5 and 6) fully completed including your detailed written explanation and supporting documentation, if available. **Please Note:** THIS IS AN APPEAL. You have been disqualified from receiving any Federal and/or State Financial Aid. Submitting an appeal form does not guarantee that you will receive financial aid funding. Make sure to include documentation that support statements made in your appeal letter such as (but not limited to) hospital bills, death certificate(s), etc. The Financial Aid Office highly recommends attending a workshop that focuses on the Appeal Process prior to submitting this form. Appeal workshops are offered throughout each semester Appeal Submission window. For more information, visit our website at: [www.sdmesa.edu/financial-aid](http://www.sdmesa.edu/financial-aid). Attending a workshop does not guarantee approval, but it may help you get a better understanding of the appeal process as a tool for re-instatement.

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

## Financial Aid Appeal Submission Deadlines

### San Diego Mesa College 2022-2023 Schedule

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

Fall 2022 Semester – 7/11/2022 thru 11/18/2022

Spring 2023 Semester – 11/14/2022 thru 5/12/2023

Summer 2023 Sessions – 5/08/2023 thru 7/21/2023

***Per Federal regulations you cannot appeal or submit an appeal for a term that has ended***

## 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 General Office Hours*

Monday, Thursday 8:00am - 6:00pm  
Friday 8:00am - 1:00pm

Please NOTE that hours are adjusted during the period of COVID-19 pandemic remote operations. Please see webpage for updates:  
<https://www.sdmesa.edu/financial-aid/index.shtml>

## 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 BA/BS or higher Degree?***

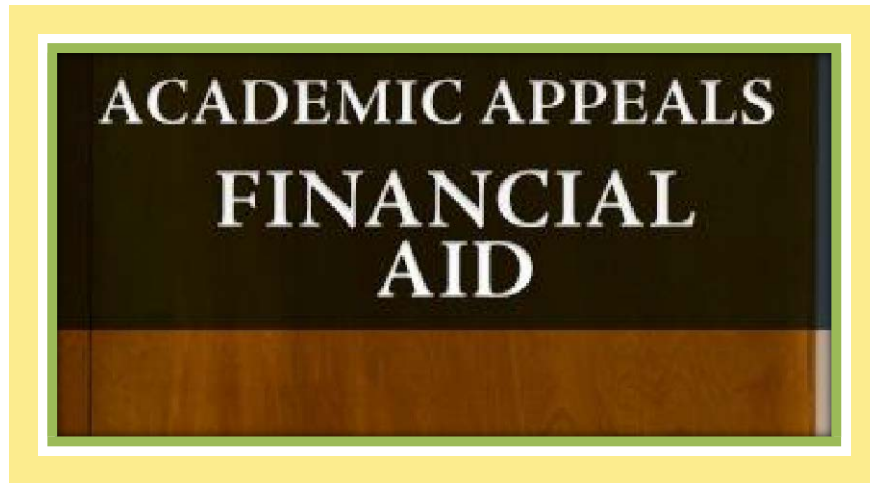
If you have earned a college or university degree equivalent to a BA/BS or higher in the U.S. or from a Foreign College or University, the Appeal Committee needs to know why you are back in school, not using the degree. Per federal regulations, waiving credits from a foreign degree does not waive your 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 as in the case of 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. Due to the amount of material covered at the workshop, please plan to be on time as the door will be closed after the session begins. Unfortunately, *Those who are 15 minutes or more late will need to reschedule.*

**Satisfactory Academic Progress (SAP) Appeals  
Workshop Information**  
**Posted on the Financial Aid website**  
[www.sdmesa.edu/financial-aid/appeal-workshops.shtml](http://www.sdmesa.edu/financial-aid/appeal-workshops.shtml)

**Appeal filing period Deadlines \***  
**FALL 2022**  
 7/11/2022 thru 11/18/2022  
**SPRING 2023**  
 11/14/2022 thru 5/12/2023  
**SUMMER 2023**  
 5/08/2023 thru 7/21/2023  
 \*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.

**2022 - 2023**  
**Financial Aid SAP Appeal**  
**(MSAPAP)**  
**SAN DIEGO MESA COLLEGE**  
 7250 Mesa College Drive, I4-107, San Diego, CA 92111  
 fax (619) 388-2824

FA OFFICE USE ONLY  
**LSAPAP #31**

Date Rcvd:  
 Match   
 Posted By:

**PLEASE COMPLETE ENTIRE FORM IN PEN**

**STUDENT INFO**

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 2022**     **Spring 2023**     **Summer 2023**

*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 explained in a detailed written statement included with the appeal form and that if I do not have documentation, my appeal may not be accepted for review.
- B. \_\_\_\_\_ I am currently enrolled only in classes that are required for the Student Academic Program of Study & Educational Goal listed above.
- 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. If I do not have an Academic Plan, I will need to see a counselor to develop a new Academic Plan. NOTE: You may only follow ONE (1) Academic Plan.
- 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. I should not rely on receiving any funds until a decision is made. (The CCPG Waiver is available to California Residents only, whether or not you have an advanced degree.)
- E. \_\_\_\_\_ 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 the school's website to view the complete information.
- 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. I **may** only be eligible for a Federal Direct Loan **IF** my appeal is approved **AND** I have REMAINING FEDERAL loan eligibility. (Please see your campus Loan Deadlines)
- 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. {Please refer to your **Lifetime Eligibility Used** on [www.nsls.ed.gov](http://www.nsls.ed.gov)}

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 CERTIFICATON

**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. [PLEASE NOTE: while the campus is in remote operations due to the declared COVID-19 National Emergency and students are on-line, the counselor’s signature on the Ed Plan requirement is being waived.
- 4. \_\_\_ My Academic Plan (submitted or on record from a prior appeal) matches my San Diego Mesa College Program of Study (Educational Goal).
- 5. \_\_\_ I am including with my appeal my detailed written statement and all documents available 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 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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_