



## 2023-2024 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. Recommendation:** Have all 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 process may take several weeks or months. High School transcripts are not required. For more information, please see our school catalog on transcript submission requirements.
- 2. Required:** Copy of your Comprehensive or Abbreviated Academic Plan (All students must meet with a counselor for a Financial Aid Appeal educational 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 any prior 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: <https://www.sdmesa.edu/student-services/counseling/index.shtml>
- 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 2023-2024 Schedule

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

Fall 2023 Semester – 7/24/2023 thru 12/01/2023

Spring 2024 Semester – 11/13/2023 thru 5/10/2024

Summer 2024 Sessions – 5/13/2024 thru 7/26/2024

Deadline is 12:00pm 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.

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

# SAN DIEGO MESA COLLEGE

## Financial Aid Satisfactory Academic Progress Standards Information and SAP Appeal Guidance

### I. Overview of Satisfactory Academic Progress

Per federal regulations, the San Diego Mesa College Satisfactory Academic Progress (SAP) Standard requires the review of each student's academic record at the end of each academic year. The pace of progression/maximum time frame (quantitative) and GPA (qualitative) standards apply to all financial aid students regardless of their previous history of financial assistance. The standards outlined in this document must be met to maintain eligibility for all federal programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Loans, as well as the state Cal Grant programs and Chancellor's Office Programs such as the Student Success Completion Grant (SSCG). A similar but separate academic progress standard applies to the California Community College Promise Grant (CCPG) (formerly known as the Board of Governors [BOG] Fee Waiver).

The following pages serve as a guide for students who are appealing the loss Financial Aid to the Financial Aid Office with the exception to the loss of the California Community College Promise Grant which loss must be appealed to the Dean of Student Development. Note that completion of the suggested guidelines does not equate to guaranteed approval of the financial aid appeals. This document is designed to provide guidance with the process.

### II. Extenuating Circumstances and Supporting Documentation for an SAP Appeal

Extenuating circumstances are considered unforeseen situations or events beyond the student's control that directly impact academic performance. For appeals on Satisfactory Academic Progress (SAP), students must provide supporting documentation regarding the extenuating circumstances. The appeal must explain how the circumstances have been resolved and will no longer hinder academic performance and progress.

Examples of acceptable documentation are on letterhead and obtained through an objective third party. They include but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, daycare providers, state/government agencies, etc.

Below is a list of possible circumstances and examples of supporting documentation. Note that the list below is not exhaustive. Providing extenuating circumstances with supporting documentation from the list below does not guarantee approval. A committee reviews all appeals on a case-by-case basis for legitimacy and merit.

<b>POSSIBLE CIRCUMSTANCES</b>	<b>SUGGESTED DOCUMENTATION</b>
<b>Death in the family</b>	Death Certificate, Obituary
<b>Divorce or Separation</b>	Court documents, lawyer statement
<b>Domestic Violence</b>	Court documents, restraining orders, police records
<b>Crime Victim</b>	Legal documents, police records
<b>Physical and/or mental illness</b>	General statement from a medical provider
<b>Learning Disability</b>	Individualized Education Plan (IEP), Disability Accommodation letter
<b>Babysitter, Daycare Issues</b>	Daycare provider letter
<b>Change in economic situation</b>	Unemployment statement, employer letter of discharge, proof of funding stoppage
<b>Imposed residential changes</b>	Eviction notice, legal papers
<b>Improper grading practices</b>	Hearing documents, communication from instructor
<b>Unjust arrest or incarceration</b>	Court documents
<b>Involuntary call to military service</b>	Official military orders
<b>Jury duty/court appearance</b>	Court documents
<b>Ward of state/Foster care issues</b>	Municipal documents

### III. Sample Financial Aid Appeals Letter

Please use this letter as an example of how to frame your statement of appeal. The statement or appeal letter and your supporting documents are the items you must submit in your case for appeal.

**SAMPLE LETTER for reference only:**

Date

San Diego Mesa College Financial Aid Office  
7250 Mesa College Drive, I4-107  
San Diego, CA 92111-4998

Dear Financial Aid Appeals Committee:

My name is \_\_\_\_\_, and I have been a student at San Diego Mesa College since \_\_\_\_\_. Indicate your specific challenge(s) [extenuating circumstance(s)] in meeting your educational goals.

1. In this paragraph, explain who you are to the committee. Be concise but thorough. This is your opportunity to introduce and set the tone for the rest of the letter.

2. In this paragraph, explain your extenuating circumstance(s) in detail, how did you get into the situation(s). Be clear and provide details by class and semester. This is a place to indicate if you have evidence that can be attached for support.

3. In this paragraph, explain what has changed in your life. What has occurred since the semester/s in question that demonstrates your ability to succeed in classes? What is your plan moving forward that will help you with academic success. For example, did you switch jobs and now work for a supervisor that supports employees who are going to school while working? Did the situation at home improve? Were you able to seek counseling and student support to ensure your success, or perhaps you are now living in a safe place surrounded by those who love you and support your education and career goals? Be clear and concise.

4. In this closing paragraph reiterate the situation, the plan for change/ solutions.

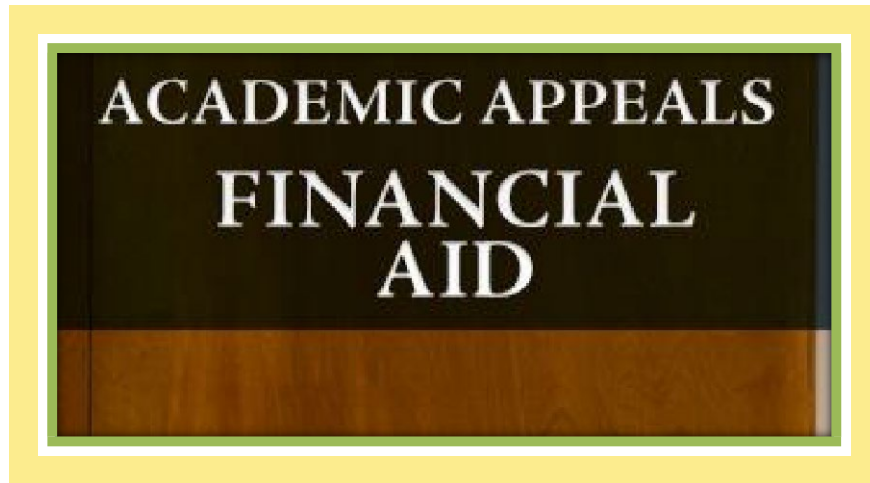
Sincerely,

Signature here

Student ID here

# San Diego Mesa College Appeal Process Workshop

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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 2023  
7/24/2023 thru 12/01/2023  
SPRING 2024  
11/13/2023 thru 5/10/2024  
SUMMER 2024  
5/13/2024 thru 7/26/2024

**\*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.**

**2023 - 2024**

**Financial Aid SAP Appeal  
(MSAPAP)**

**SAN DIEGO MESA COLLEGE**

7250 Mesa College Drive, I4-107, San Diego, CA 92111

fax (619) 388-2824

**General Office Hours** Monday-Thursday 8:00am - 6:00pm  
Friday 9:00am - 1:00pm [Friday closed during Summer]

FA OFFICE USE ONLY

**MSAPAP #31**

Date Rcvd:

Posted By:

**STUDENT INFO**

**PLEASE COMPLETE ENTIRE FORM. Do not use Pencil**

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 the HIM Bachelor's Degree program [AT MESA ONLY]
- complete my general education or Associate's degree before transferring to: \_\_\_\_\_

[YOU CAN ONLY LIST ONE TRANSFER SCHOOL]

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

- Fall 2023     Spring 2024     Summer 2024

*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.*

**My last day of classes for the semester for which I am appealing is:** \_\_\_\_\_

**REASON FOR APPEAL**

**PLEASE COMPLETE ENTIRE FORM. Do not use Pencil**

**8. 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 150% of the maximum unit count allowed by my academic plan from all colleges attended in the United States and foreign countries. (ie: a 60 unit associate plan x 150% = 90 units. 180 units max for the HIM Bachelor's Degree program students)
- I have earned a Bachelor's Degree (BA/BS) or higher degree in the United States or foreign country.

**9. 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 documentable extenuating circumstances explained in a detailed written statement included with the appeal form. If I do not have supporting documentation I must explain why.
- 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.nslsds.edu.gov](http://www.nslsds.edu.gov)}

**9a. \_\_\_\_\_ Please initial to indicate that you have met ALL of these requirements.**

*Continue on next page*

**PLEASE PROVIDE AN EXPLANATION**

PLEASE COMPLETE ENTIRE FORM. Do not use Pencil MSAPAP-#31

10. Please answer the following questions on a separate piece of paper and attach your detailed explanations to this appeal form. You should submit supporting documentation to verify your extenuating circumstances with factual references to your situation(s). You do not have to indicate that you need financial aid 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 a 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 ANY SUPPORTING DOCUMENTATION IS ATTACHED with YOUR NAME AND STUDENT ID NUMBER ARE PRINTED 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).”

**STUDENT CERTIFICATON *Is my appeal petition ready for submission to the Financial Aid Office?***

PLEASE COMPLETE ENTIRE FORM. Do not use Pencil

11. **Personal Verification List:** By signing this appeal form I acknowledge all of the following:
- The Appeal Form is complete and I have addressed all areas necessary.
  - I have met with an academic counselor to discuss my Financial Aid appeal and prepare my official Academic Plan.
  - 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.
  - My Academic Plan (submitted or on record from a prior appeal) matches my San Diego Mesa College Program of Study and Educational Goal [written in boxes 6 and 7 of this Appeal Form].
  - I am including with my appeal my detailed written statement and all documents available that support my statements of circumstances beyond my control.
  - I am currently enrolled and ALL of my units are required according to my Academic Plan included with this appeal form.
  - 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.

SIGNATURE \_\_\_\_\_  
SIGN IN PEN ONLY

DATE \_\_\_\_\_

**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 spelled out on Appeal Committee Decision Page