



Satisfactory Academic Progress (SAP) Appeal

Office of Financial Aid
18422 Bear Valley Road
Victorville, CA 92395
Telephone: 760.245.4271
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STUDENT ID	LAST NAME	FIRST NAME	PHONE NUMBER (with area code)
PLEASE PRINT IN INK			

APPEAL PROCESS NOTES

- This appeal is to request an exception to the Satisfactory Academic Progress (SAP) policy.
- An appeal is considered if you demonstrate that the lack of your academic progress was the result of circumstances that were **unforeseeable and beyond your control**.
- Appeals are reviewed by the Office of Financial Aid. Decisions are final and cannot be appealed.
- Incomplete appeals will not be processed.
- Appeal decisions will be sent to your VVC email account.
- If your appeal is denied, you are responsible for paying tuition and fees prior to the start of the term or by entering a payment plan.
- If your appeal is approved, it will be for **one** term of probation or will be based on a SAP academic plan by the Office of Financial Aid. At the end of a probation term, you must regain and meet **all** SAP requirements to continue to receive financial aid funding. If on a SAP academic plan, you must meet all requirements of your agreement or financial aid eligibility will be suspended until all SAP standards are met and eligibility can be regained.

Your appeal must include ALL of the following items:

- 1) Completed Satisfactory Academic Progress Appeal (SAP) Form.
- 2) A TYPED **one-page** statement, which gives details about each of the following questions:
 - a. What was the mitigating circumstance(s) that occurred during any term which caused you to not meet the standards for Satisfactory Academic Progress, including prior terms and/or years?
 - b. How have your circumstances changed since then so you are able to be successful going forward?
 - c. What steps have you taken to ensure you will make Satisfactory Academic Progress in the future?
 - d. For MAXIMUM TIMEFRAME SAP Appeals, include the circumstances that contributed to your excess attempted hours.
- 3) Provide supporting documentation that supports the reason(s) given in your statement:
 - a. The documentation may include, but is not limited to, a letter from your doctor, medical records, police records, court documents, death certificates, etc. (**Appeals without documentation are generally denied. Additional documentation may be requested by the Office of Financial Aid to make a determination on your appeal.**)
 - b. Financial hardship must be documented by bank statements, layoff notices, foreclosure notices, court documents, or other relevant legal documentation.
 - c. Please attach copies. Original documents will not be returned.
- 4) Copy of a Student Education Plan (SEP) plan, signed by your academic advisor on department letterhead

I am appealing for the following semester: Fall 20____ Spring 20____ Summer 20__

I certify that all attachments and information provided on/with this form are complete and accurate. I understand that additional information may be requested to make a decision on your appeal, and there is no guarantee that my appeal will be approved by submitting this information. I have also read and understand the VVC Satisfactory Academic Progress (SAP) policy and understand a failure to meet the requirements will result in a loss of financial aid funding.

Student's Signature _____ Date: _____

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Satisfactory Academic Progress (SAP) Appeal Statement

A statement which gives details about each of the following areas is required to submit your appeal:

1) What was the mitigating circumstance(s) that occurred during any term which caused you to not meet the standards for Satisfactory Academic Progress, including prior terms and/or years*?

*** For MAXIMUM TIMEFRAME SAP Appeals, include the circumstances that contributed to your excess attempted hours.**

2) How have your circumstances changed since then so you are able to be successful going forward?

3) What steps have you taken to ensure you will make Satisfactory Academic Progress in the future?

Please note: An appeal is considered if you demonstrate that the lack of your academic progress was the result of circumstances that were *unforeseeable and beyond your control*. Supporting documentation is required to be submitted with your appeal to validate your circumstances. Examples include, but are not limited to, the circumstances:

Circumstances	Examples of Documentation
Injury/Illness	Letter from Physician, medical records
Mental/Emotional Stress	Letter from Counselor
Legal Issues	Court Documents, police reports
Death in family	Death Certificates, obituaries
Extreme Financial Issues	Layoff notices, foreclosure notices

HOW SATISFACTORY ACADEMIC PROGRESS IS CALCULATED

At the end of each term or payment period, the Office of Financial Aid is required to review your reported credits and grades to determine whether you are meeting minimum SAP standards and remain eligible to receive financial aid the next term.

There are three major components of SAP that must be reviewed: cumulative GPA, pace of progression, and maximum timeframe for your program.

To successfully meet the SAP GPA component, a cumulative GPA is used to determine continued financial aid eligibility. The cumulative GPA will be reviewed at the end of each term/payment period.



To successfully meet the SAP Pace of Progression component, students must successfully complete a minimum of 67% (**NO** rounding) of the cumulative credit hours attempted (cumulative earned hours/cumulative attempted hours) at the end of each term/payment period. Grades of F, W, WC, WF, AU, U, IC, IP, and NR do not indicate successfully completed courses. They will be counted as attempted, but not earned hours.

To successfully meet the SAP Maximum Timeframe component, students must complete their program within **150%** of the published required units attempted for their program. Refer to the full SAP policy for more information on this component.

Incomplete/Grade Corrections

If you have failed SAP because of an incorrect and/or an incomplete grade(s), you must wait until the grade(s) have been updated by the Registrar Office. Once updated, notify the Office of Financial Aid so your SAP status can be re-evaluated at that time.

Re-establishing Financial Aid Eligibility

If your appeal is denied or if you were not eligible to file an appeal, you may reinstate your financial aid eligibility by successfully paying for and completing sufficient classes/hours to meet the minimum pace and cumulative GPA requirements. Once you have met all minimum SAP standards, your financial aid may be reinstated. Once you are meeting minimum SAP standards again, notify the Office of Financial Aid so your SAP status can be re-evaluated at that time.

SATISFACTORY ACADEMIC PROGRESS APPEALS

Your statement should be concise, however enough detail to explain what the extenuating circumstances were, how they were unforeseeable and beyond your control, and how they prevented you from meeting SAP standards. Such circumstances include illness, injury, death in the immediate family, compulsory military duty, or extreme changes in financial and legal circumstances.

Situations not considered extenuating and are **not appeal conditions** are lack of motivation, difficult work schedule, increased work hours, change in major, difficult courses, difficulty with an instructor, academic overload, participating in extracurricular activities and poor time management.

Your statement should also outline the steps you have taken and plan to take to help you improve and meet SAP in the upcoming term and academic year. Examples include, meeting with an academic advisor, getting tutoring, reducing course load, getting a "clean bill of health", reducing work hours, etc.

You cannot file an appeal with the same circumstance(s) as a previous appeal.

Finally, provide supporting documentation that supports your reason(s) for failing SAP.

If you do not show sufficient evidence that you will be able to meet SAP in the upcoming academic year, your appeal may be denied.

Circumstances	Examples of Documentation
Injury/Illness	Letter from Physician, medical records
Mental/Emotional Stress	Letter from Counselor
Legal Issues	Court Documents, police reports
Death in family	Death Certificates, obituaries
Extreme Financial Issues	Layoff notices, foreclosure notices