



**Student Financial Aid Academic Progress Spring Appeal Form
Saddleback College
Spring Deadline: April 27, 2012**

FOR OFFICE USE:

DATE:

Printed Name

Student Identification Number

Educational Goal (Associate, Transfer or Certificate)

Major

Expected Completion/Graduation Date: _____

- Complete of this form- This includes a written **Appeal Explanation**.
- Submit a current academic plan completed by a Saddleback College academic counselor
- Submit all academic transcripts from all previously attended colleges to admissions and records.
- Attach any additional supporting documentation.

Appeal Request:

I understand my appeal will be reviewed upon this submission of a completed and signed appeal with all appropriate documentation. If my appeal is not complete, no decision will be made and/or the request will be denied. Appeals must be filed during the term of enrollment. Regulations prohibit students from appealing retroactively for prior terms. No exceptions will be made for late submissions. All appeal decision notifications will be mailed. Please allow 30 days for review and notification. If you take classes that are not approved, and which are not required for your degree objective, causing you to need even more time to graduate, future petitions will be denied.

Reason for Appeal: *(Please check all reasons that apply to your disqualification of financial aid eligibility)*

1. _____ I achieved a cumulative grade point average (GPA) below 2.0., or I completed less than 70% of my attempted credit hours.
2. _____ I have attempted more than 150% of the total program credit hours needed to complete my currently declared educational goal, or I have completed an Associate degree or higher.

Appeal Explanation:

Your appeal must be in the form of a written letter that discusses the reason you wish to appeal. Be sure that your name, Student Id number and signature appear on all documents. Your appeal must include the following:

If you checked # 1

- You must describe in detail the extenuating circumstances that are associated with your inability to maintain the Standards of Satisfactory Academic Progress.
- Discuss what has changed in your situation so that you can now succeed.
- Attach additional documentation for extenuating circumstances such as:
 - Birth/death certificates, obituaries, funeral programs
 - Medical records that corroborate illness and length of recuperation
 - Court documents
 - Statements from physicians, counselors

If you checked # 2

- Explain why the Appeal Committee should grant your request for reinstatement of financial aid. Simply stating that you need more credits to complete your degree program is not sufficient. Explain why you have exceeded 150% of the credit hours to complete your program of study and why you need additional credits to graduate/transfer. If you already have a degree, explain why you are returning to school.

Student Signature

Date

For Office Use Only:	Review Date _____	Signature _____
{ } Approved	{ } Denied	{ } Pending
{ } New SEP	{ } Last Semester on Aid	{ } Needs Appointment with Director

Comments: _____

