Academic Progress Appeal 2015–2016

Printed Name _______________________________ Student Identification Number _______________________________

Educational Goal (Associate, Transfer or Certificate) __________________________________________________________________________________________

Major __________________________________________________________________________________________

Appeal Check List:

☐ Attach a typed appeal letter.
☐ Attach a current academic plan completed by a Saddleback College academic counselor
☐ 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.


All appeal decision notifications will be e-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., and/or I completed less that 70% of my attempted credit hours. Attached a typed response to the following questions:

   Question 1 - Please describe in detail the extenuating circumstances that are associated with your inability to maintain a cumulative 2.0 and/or passing 70% of your classes. Be specific in your explanation since incomplete information will cause the denial of your request. NOTE: Poor study habits, an overload of coursework, or lack of preparedness do not qualify as extenuating circumstances.

   Question 2- Please explain in a separate paragraph the specific steps that you will and/or have take to improve your grade point average or the completion of your courses. This statement should be detailed and demonstrate your commitment to completing your degree at Saddleback College.

2. ______ I have enrolled in 90 units or more (including units attempted at other colleges). Attach a typed response to the question that applies to you:

   Question 1 If you are appealing because you have enrolled in 90 units or more on all of your combined academic transcripts and have not completed your degree; please explain why you have not completed your degree within this time frame. Also, add the number of credits needed to complete your degree. Only required classes for your major/goal can be considered.

   Question 2 If you are appealing because you have enrolled in 90 hours or more and have earned a certificate, and/or associate degrees, and/or a bachelor degree, please explain in detail why you are trying to get another degree under financial aid. Also, explain why you have transferred from the other postsecondary schools. In addition, note how many classes are needed to complete your new degree. Only required classes for your major/goal can be considered.

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.

_________________________________________  __________________________________________
Student Signature                                                                 Date