2015-2016
Satisfactory Academic Progress Appeal

In accordance with Federal Regulations, the Financial Aid Office is required to develop a policy requiring that a student make Satisfactory Academic Progress toward his or her educational goal. Our records indicate that you are not meeting one or more of the MiraCosta College Satisfactory Academic Progress (SAP) Policy requirements.

If extenuating circumstances that were out of a student’s control caused the student not to meet the SAP requirements, the student may appeal for financial aid reinstatement. Students who feel they have a cause for reinstatement may complete and submit this appeal along with supporting documentation. A hospitalization due to illness or a car accident that required withdrawal from classes are examples of extenuating circumstances. Taking the wrong class, too difficult a class, too many units in the term, poor time management, transportation issues, etc. are examples of some things that typically are NOT considered extenuating circumstances.

Once the appeal is submitted to our office it will be reviewed within 10-15 business days. If clarification or additional information is needed, you will be contacted. You will receive written notification as soon as a decision has been reached.

In order for the Financial Aid Office to consider your Satisfactory Academic Progress (SAP) Appeal, you must complete the following steps:

☐ 1. Complete the student portion of the “Satisfactory Academic Progress Appeal” form.

☐ 2. Schedule an appointment to meet with an academic counselor to complete an Educational Plan and the Academic Counselor Certification section of the appeal form.

☐ 3. Attach a copy of your complete unofficial MiraCosta College transcript. All terms, including the term for which you are currently enrolled, must be listed on the transcript, even if official grades have not been posted.

☐ 4. Attach supporting documentation. Unfortunately, there is not a template for what may constitute supporting documentation. A number of possibilities exist and the burden of providing evidence pertinent to the written statement falls on the student.

☐ 5. If you are appealing on or after October 1st for the fall semester, March 1st for the spring semester or July 1st for summer semester, you must complete and attach an Academic Progress Report (http://www.miracosta.edu/studentservices/financialaid/downloads/ACADEMICPROGRESSREPORT.pdf)

☐ 6. Make a photocopy for your records of the appeal form and all applicable documents you are submitting. The Financial Aid Office will not be able to make copies for you.

Keep in mind that it is your responsibility to work with an academic counselor. If your appeal is approved, you will be placed on an academic plan based on the information provided in the Academic Counselor Certification section. It is important that this section is completed accurately. If your appeal is approved you will also need to complete all other items on your SURF To-Do List. Once all items on the To-Do List are complete your financial aid file will be placed into “Award Review/Revision”. You will need to continue to check you To-Do List for updates.

Additionally, you will be required to follow the academic plan the Financial Aid Office will provide on your reinstatement letter. Any deviation from the terms and conditions outlined in the academic plan will lead to disqualification from Financial Aid. Typically, only one appeal per academic year will be allowed.

Appeals will be reviewed within 10 to 15 business days of submission.

IMPORTANT DATES AND DEADLINES

Appeals will not be accepted after the 75% date (as published per the Academic Calendar) of the term in which the student wishes to appeal. The 75% date is November 20, 2015 for the fall 2015 term, April 28, 2016 for the spring 2016 term. The 75% date for summer 2016 is pending based on the published 2016-17 academic calendar. For students enrolled in spring 2016, no appeals for the summer 2016 term will be accepted between April 28, 2016 and the official posting of spring grades.

9/15/2015
Satisfactory Academic Progress Appeal

Reason for appealing: Please check all that apply. If multiple categories apply, only one appeal is required.

☐ I have not successfully completed 70% of all units attempted
☐ My cumulative/overall GPA at MiraCosta is below 2.0
☐ My units attempted and/or completed have exceeded 150% of my program requirements (typically 90.0 units)

Please explain the extenuating circumstances that kept you from maintaining Satisfactory Academic Progress. Attach documentation supporting your statement. You may attach additional sheets if necessary. Please remember our policy that an appeal for financial aid reinstatement will only be reviewed for documented extenuating circumstances (i.e. serious illness, severe injury, car accident, death in the family, etc.). Wrong or difficult class, too many units in the term, poor time management, transportation issues, etc. are typically NOT extenuating circumstances.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Please explain how this situation has been corrected, and demonstrate how you can make academic progress. You may attach additional sheets if necessary:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

____________________________________  ________________________________
Student Signature                        Date
Appeals will not be reviewed on a walk-in basis. Please be sure this section is completed thoroughly and accurately. If the appeal is approved, the student will be placed on an academic plan based on the information below.

Educational Goal: __________________________________________________________

Declared Program Major at MiraCosta College

☐ Certificate of _______________________
☐ AA
☐ AA for Transfer
☐ Other __________________________________________________________

Please initial below certifying that an Education Plan has been completed for this student outlining the path to achieve the educational goals listed above.

Student Initials: ___________ Counselor Initials: ___________

For Maximum Timeframe extension appeals, please list the number of remaining units required to transfer or graduate per the education plan (including the current term associated with this appeal): ______ units.

Academic Counselor Certification ____________________________ Date __________

______________________________________________________________

Academic Counselor’s Comments (OPTIONAL)

FINANCIAL AID OFFICE USE ONLY

Director or Lead Technician __________________________ Date __________

Approved ___________ Denied ___________ Pending ___________

Comments/Letter information to Student:

______________________________________________________________

______________________________________________________________

______________________________________________________________