

<b>Name of Financial Aid Applicant</b> <i>(Please print)</i>		
<b>Last</b>	<b>First</b>	<b>MI</b>
<b>Student ID Number:</b> _____		

**CUYAMACA COLLEGE**  
**2019-2020 FINANCIAL AID PETITION APPEAL**  
**GPA less than 2.0 / Did not complete required units/GPA Pace/More than 19 units deficient**

General Counseling: 660-4429 (All students)  
EOPS/CARE: 660-4204 (EOPS & CARE students only)

CalWORKs: 660-4344 (CalWORKs students only)  
DSPS: 660-4239 (DSPS students only)

**Return this completed appeal to the Financial Aid Office AFTER you have seen an academic counselor.**

**Section 1 - Completed by student - complete before seeing an academic counselor**

1. Reasons for appeal request: **(If you do not know the reason, CHECK WITH THE FINANCIAL AID OFFICE)**

- GPA:** I did not maintain the minimum 2.0 G.P.A. requirement.
  
- Completion Rate (Pace):** I did not complete the minimum required units for the prior semester or academic year.
  
- Completion Rate (Overall Pace):** I have more than 19 deficient units (W's, F's, NC's, NP's or I's).
  
- Financial Aid Reinstatement:** I am appealing for Financial Aid Reinstatement after being disqualified or my appeal was denied. I last attended: \_\_\_\_\_. Note: Please see instructions for financial aid reinstatement

**NOTE: Enrollment in the COUN 095 course is MANDATORY for Financial Aid applicants who have not made Satisfactory Academic Progress (SAP) while receiving financial aid. See current class schedule for available dates.**

If you attach a current (within the last 8 months) EOPS or DSPS or CalWORKS Educational Plan issued by your EOPS or DSPS or CalWORKS Counselor, you do not have to attend the COUN 095 class.

2. ATTACH A TYPED SIGNED STATEMENT (**SEE APPEAL FORM INSTRUCTIONS**)

3. In addition to your typed statement, have you included additional supporting documentation? \_\_\_\_ Yes \_\_\_\_ No

4. My initials and signature below indicates that:

- \_\_\_\_\_ All statements and any supporting documentation are true and correct to the best of my knowledge.
- \_\_\_\_\_ I understand I am responsible for presenting sufficient information and documentation to support my statements.
- \_\_\_\_\_ I understand I am responsible for knowing the Financial Aid Satisfactory Academic Progress (SAP) policies.
- \_\_\_\_\_ I understand that financial aid is intended for required coursework for my major/educational goal at Cuyamaca.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

## Section 2 – Completed by a Cuyamaca College Academic Counselor

In order to determine the student's eligibility for further financial aid, we need your assistance in evaluating the student's educational objective and academics to complete their proposed program of study. Please complete this section and return the appeal form to the student.

The educational objective at **CUYAMACA COLLEGE** (**CHOOSE ONLY ONE**)

Certificate       Associate Degree

The student's **CUYAMACA COLLEGE** major: \_\_\_\_\_

**OR**

The educational objective at **CUYAMACA COLLEGE** (**CHOOSE ONLY ONE**)

Transfer     Associate Degree Transfer (AD-T)

The student's **TRANSFER** major: \_\_\_\_\_

Is the declared major reported with Admissions and Records? Yes \_\_\_\_\_ No \_\_\_\_\_ (**if No, date updated** \_\_\_\_\_)

**Please provide the student with one of the following educational plans to submit with their appeal:**

- Comprehensive Educational Plan (CEP), which includes landscape or semester by semester plan from General Counseling, EOPS, CalWORKs or DSPS.
- Semester by semester CEP should be used for those that have two (2) or less semesters remaining at Cuyamaca College.

Counselor Comments (*optional*, additional information concerning the student's academic program of study)

\_\_\_\_\_  
\_\_\_\_\_

COUNSELOR'S NAME (PRINT) \_\_\_\_\_

COUNSELOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SEE COUN 095 EDUCATIONAL PLAN:**

## FINANCIAL AID OFFICE USE ONLY

<b><u>APPROVED:</u></b>	<b><u>NOT APPROVED:</u></b>	<b><u>REGAINING ELIGIBILITY:</u></b>
Fall only	History of NNP (GPA <2.0)	After making SAP by completing ....
Spring only	History of NNP ( def. units)	Same or similar circ. cannot be used
Summer only	Overall GPA < 2.0 after 4 terms	Successful completion required
Final semester	More than 19 def. units	Eligible to apply for fee waiver .....
Final year	No SAP on warning/probation semester	
Fall semester on probation	Has exceeded max time frame limit	
Spring semester on probation	Will not complete within max limit	
Summer semester on probation	Will not meet within pace	
Other conditions for probation status:	No documented ext. circ. or no documentation to support or documentation insufficient	
Reinstatement conditions met	Reinstatement conditions not met	
Same or similar circ. cannot be used	Consort not approved since appeal not approved	
Successful completion required		
Eligible to apply for fee waiver or scholarships	Eligible to apply for fee waiver or scholarships.	
Other comments:	Other comments:	Other comments:

**1<sup>st</sup> review:**

**2<sup>nd</sup> review:**

UC \_\_\_\_\_ UA \_\_\_\_\_ GPA \_\_\_\_\_ Completion rate: \_\_\_\_\_ %

REM: \_\_\_\_\_ ESL: \_\_\_\_\_

Assessment/Placement Scores: Math: \_\_\_\_\_ English: \_\_\_\_\_ ESL: \_\_\_\_\_

Notes: \_\_\_\_\_

Previous appeals? \_\_\_\_\_ Yes \_\_\_\_\_ No

Previous Warning status? \_\_\_\_\_ Yes (terms/years: \_\_\_\_\_) \_\_\_\_\_ No

Previous Probation Status? \_\_\_\_\_ Yes (terms/years: \_\_\_\_\_) \_\_\_\_\_ No

NOTES:

## APPEAL FORM INSTRUCTIONS

### Reinstatement request after Disqualification or Disapproved Appeal

If you are appealing for reinstatement after being disqualified from financial aid or denial of appeal, please make sure your typed signed statement is **clear, concise and complete and specifically describes the following**:

**Resolution:**

Explain how you have resolved the circumstances that caused you to not make Financial Aid Satisfactory Academic Progress (SAP) in the past and how you will avoid same or similar circumstances in the future.

**Plan for success:**

Explain in detail how you plan to succeed in your courses from now on, including what steps/changes you have taken that will allow you to continue to meet SAP standards

**If any of the information is not addressed in your personal statement, your appeal may be denied.**

Reinstatement is not an automatic process and is not guaranteed. Students may attempt to regain eligibility for financial aid after disqualification and/or denial of appeal for lack of progress by:

- Enrolling in a minimum of six (6) units and meeting the General SAP standards which includes obtaining a semester and overall GPA of 2.0 or higher
- Submitting a Financial Aid appeal form and appropriate information/documentation as outlined in the above instructions (check box for Financial Aid Reinstatement in section 1)
- Complying with any other specific conditions that were set in the original denied appeal decision
- Having your appeal approved

Please make sure that you have met the reinstatement qualifications before submitting your request. Review your denial letter or if applicable, the general Financial Aid Satisfactory Academic Progress (SAP) standards for the reinstatement requirements.

The SAP standards can be found on our website at [www.cuyamaca.edu/services/finaid](http://www.cuyamaca.edu/services/finaid) under Satisfactory Academic Progress (SAP).

If you have questions, please ask the Financial Aid Office.

# APPEAL FORM INSTRUCTIONS

## GPA or COMPLETION RATE (PACE)

GPA less than 2.0 or insufficient completion rate (excessive W's, F's, NC's, NP's or I's on your record regardless of how long ago you received that grade)

Provide a typed signed statement explaining in detail the unforeseen extenuating circumstances that prevented you from meeting the Financial Aid Satisfactory Academic Progress (SAP) standards. Make sure your statement is **clear, concise and complete and specifically describes the following:**

### **What occurred:**

Explain in detail any unforeseen extenuating circumstances that prevented you from meeting the Financial Aid Satisfactory Academic Progress (SAP) standards. Extenuating circumstances are situations that happened in your life that were beyond your control and were a contributing factor to you not meeting SAP. The dates of the extenuating circumstances must correspond with the semester (s) during which you did not make SAP.

### **Resolution:**

Describe in detail the steps you have taken to resolve the issues, so that those circumstances will not be a factor in your future academic progress. If you had multiple circumstances, address each one.

### **Plan for success:**

Explain in detail how you plan to succeed in your courses from now on, including what steps/changes you have taken that will allow you to meet SAP standards. Provide specific examples of your efforts to improve your academic performance.

### **Required supporting documentation:**

Please include your name and student ID # on every page of your documentation and notate on the documentation what part in your statement is being supported by this documentation (i.e. why you are submitting that particular documentation)

**If any of the information is not addressed in your personal statement, your appeal may be denied.**

NOTE: Federal regulations identify some examples of scenarios that in and of themselves are not considered as unforeseen extenuating circumstances: wrong or difficult class, too many units in the term, poor time management, financial aid processing delayed or late, etc.

*We encourage you to print your academic history to help you address the specific semester(s) that affected your overall academic performance and caused you to not make SAP.*

The SAP standards can be found on our website at [www.cuyamaca.edu/services/finaid](http://www.cuyamaca.edu/services/finaid) under Satisfactory Academic Progress (SAP).

If you have questions, please ask the Financial Aid Office.

**NOTE: Enrollment in the COUN 095 course is MANDATORY for Financial Aid applicants who have not made Satisfactory Academic Progress (SAP) while receiving financial aid. See current class schedule for available dates and times for this mandatory course. Students may register by logging into WebAdvisor and registering for the course like any other Cuyamaca College class.**