

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

**CUYAMACA COLLEGE**  
**2019-2020 FINANCIAL AID PETITION APPEAL**  
Maximum unit limit

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**

By the time you have completed 71 units and/or attempted 90 units, federal regulations mandate that you should have completed your educational objective for an associate degree or transfer at the Community College level. Furthermore, students will be expected to complete their educational objective for a certificate by the time they have completed 36 units and/or attempted 45 units, **whichever comes first.**

1. REASON FOR APPEAL REQUEST: (IF YOU DO NOT KNOW, CHECK WITH THE FINANCIAL AID OFFICE)

- Maximum unit limit exceeded – associates or transfer program**
- Maximum unit limit exceeded – certificate program**

**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)

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

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

## FINANCIAL AID OFFICE USE ONLY

<u>APPROVED:</u>	<u>NOT APPROVED:</u>	<u>REGAINING ELIGIBILITY:</u>
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

## MAXIMUM UNIT LIMIT EXCEEDED

(36 or more units completed/45 or more units attempted for certificate or  
71 or more units completed/90 or more units attempted for associates or transfer)

Provide a typed signed statement explaining in detail why you have exceeded the maximum time frame at Cuyamaca College. Make sure your statement is **clear, concise and complete and specifically describes the following:**

### **What occurred:**

Explain in detail (clearly and specifically) your major/educational objective and why you have not completed your educational objective and need additional coursework at Cuyamaca College. If you had any changes in major or objective explain why those changes were made.

For any semesters where you received a W, F, NC, NP or I, explain any unforeseen extenuating circumstances that contributed to you receiving those grades. Extenuating circumstances are situations that happened in your life that were beyond your control and were a contributing factor to you not meeting satisfactory academic progress (SAP). The dates of the extenuating circumstances must correspond with the semester (s) during which you did not make SAP.

### **Plan for success:**

Explain in detail how you plan to succeed in your courses from now on and complete your educational goal at Cuyamaca College. If you had previous deficient units (W,F,NC,NP, I) describe the steps you have taken to resolve the issues so that those circumstances will not be a factor in your future success.

### **Required supporting documentation:**

**Educational plan** The counselor will provide you with one of these plans

In addition to your educational plan, if you are providing any other 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 you received any incomplete grades (W, F, NC, NP, I).*

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.