

VENTURACOLLEGE

SET YOUR COURSE

FINANCIAL AID OFFICE

4667 TELEGRAPH ROAD, VENTURA, CA 93003

PHONE: (805) 289-6369

www.venturacollege.edu/finaid

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

FIRST NAME

LAST NAME

STUDENT ID#

INSTRUCTIONS:

- NEW!!! Complete SAP Appeal Counseling at: <http://venturacollege.get-counseling.com/flag-session/4416>**
You must complete SAP Appeal Counseling prior to scheduling your academic counseling appointment.
Attach the SAP Appeal Counseling Certificate of Completion when submitting this packet.
- Complete a comprehensive Student Educational Plan (SEP) with a Ventura College counselor (*bring SAP Appeal Counseling Certificate of Completion to your counseling appointment*).
- Answer the following questions (*pages 1-2*) in the lines and boxes designated (*attach a separate sheet, if needed*).
- Attach all documents supporting your explanation and/or resolution to this appeal.
- Submit this completed SAP appeal packet to the Financial Aid Office by the deadline printed below.

APPEAL DEADLINES:

Summer 2016: June 28, 2016

APPEAL PROCESS:

Appeals are reviewed on a case-by-case basis by the Financial Aid Appeals Committee based on the date in which they are received. This process may take up to 2 to 4 weeks to complete from the date submitted. You will be notified by e-mail and your MyVCCCD portal of the appeal decision.

I. ACADEMIC INFORMATION

Semester you are appealing for: ☐ SUMMER 2016

Program of Study listed on your SEP: _____

Educational Goal: ☐ AA/AS/ADT ☐ Certificate of Achievement ☐ Transfer to: _____
List School

Have you attended colleges outside of VCCCD? ☐ Yes ☐ No If yes, list the colleges: _____

II. STUDENT CERTIFICATION

READ AND INITIAL EACH ITEM BELOW:

_____ I understand that by submitting this appeal form, approval is not guaranteed. The Appeals Committee reviews each appeal on a case-by-case basis.

_____ I understand that I needed to address each semester that I did not complete the minimum SAP standards (withdrawals or failed classes, earned less than a 2.00 term GPA).

_____ I understand that, if approved, this appeal does not guarantee eligibility and/or approval for federal grant programs or Direct Student Loans.

_____ I certify the information contained in this appeal form, supporting documentation, and statements of circumstances are accurate and complete to the best of my knowledge.

_____ I have completed a Student Educational Plan (SEP) with an academic counselor at Ventura College.

_____ I understand any false information will be cause for denial, reduction, and/or repayment of financial aid.

Signature: _____

Date: _____

- ☐ Explain why you failed to complete 70% of all units attempted and/or maintain a cumulative 2.00 GPA. Specifically address each semester you failed to meet the minimum SAP requirements. Your explanation should address the ***extenuating circumstances (see page 3)*** which contributed towards your inability to maintain SAP. *Provide a detailed explanation of your academic history.*
- ☐ Explain why you failed the terms of your previous financial aid probation or changed your program of study from your last appeal.
- ☐ If you have exceeded 150% of your educational goal, explain why you have not completed your program within the maximum units allowed. If you have a Bachelor's degree or higher, explain why you are enrolled at the community college level and your purpose for returning to a two-year degree or certificate program. *Provide a detailed explanation of your academic history.*

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

- Describe the steps you have taken to resolve or improve the circumstance(s) in Section III. Emphasize what is different in your situation to ensure success for the current and future semesters.
- If you are appealing because of Maximum Time Frame or BA, include an explanation as to why you need additional time to complete your goal.

[illegible]

EXAMPLES OF EXTENUATING CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION

Reason for Appeal	Recommended Documentation
Medical Condition or Illness	Doctor's note (on letterhead) and/or hospital records
Death of an immediate relative	Obituary notice and/or death certificate AND explain the relationship between the student and the deceased
Divorce or separation	Divorce decree, signed letter from attorney (on letterhead), signed statement from counselor or therapist
Military Service	Copy of the military orders, a DD-214 showing dates of service, or a letter from the commanding officer describing the dates and duration of service
Illness, injury, or medical condition of a family member that required care	Provide documentation from a health care professional. Explain the relationship between the student and the family member.
Change in academic major or exceeded timeframe	Detailed explanation disclosing reasons for change in major and reasons for exceeding the maximum units allowed.
Other similar situations that affected academic performance that were beyond the student's control	Any documents that would help verify the student's circumstances. Should include date and duration.

PLEASE NOTE: This list is not all inclusive; there may be other types of documentation that are acceptable. Be sure the dates of the documentation coincide with the dates of attendance at VCCCD and the terms that have impacted academic performance. Submitting an appeal with supporting documentation does not guarantee an appeal will be approved.

The following situations are not considered extenuating circumstances:

- ✓ Lack of knowledge or understanding of the Satisfactory Academic Progress standards.
- ✓ Medical appeals for illness or hospitalization for dates that do not correspond to the semester(s) of substandard progress.
- ✓ Recurring or similarly recurring life circumstances affecting your academic ability to graduate within a reasonable timeframe.
- ✓ The state of being young and irresponsible.
- ✓ Voluntary employment overtime.
- ✓ Having good intentions or you tried your hardest to do well in school.
- ✓ Statements of financial need. Financial need is already assumed.