



MOORPARK COLLEGE

Moorpark College Financial Aid Office

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FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

FALL _____ SPRING _____ SUMMER _____

First Name _____ Last Name: _____ Student ID: _____

INSTRUCTIONS

1. **Complete the Financial Aid SAP Appeal Counseling Session: "The Essentials to Understanding Satisfactory Academic Progress (SAP) and what it means to you" at: <https://moorparkcollege.get-counseling.com/> Please print and attach confirmation page.**
2. Please attach a **Typed and signed appeal letter, explaining the extenuating circumstances that were beyond your control. YOUR APPEAL LETTER SHOULD ADDRESS REASONS OTHER THAN FINANCIAL NEED; OTHERWISE YOUR APPEAL WILL BE DENIED.**
3. **Meet with an academic counselor for Student Educational Plan (SEP). Academic Information to be completed and signed by an academic counselor only. Please attach updated Ed Plan.**
4. Submit Appeal Form (once complete) with **ALL REQUIRED DOCUMENTS** to the Financial Aid Office **IN PERSON**.
5. If you are having difficulty filling out the Appeal form please refer to FATV: <https://moorparkcollege.financialaidtv.com/play/43073-appeal-process-satisfactory-academic-progress-sap/42625-how-do-i-complete-financial-aid-satisfactory-academic-progress-sap-appeal-form>

APPEAL PROCESS

The Financial Aid Appeals Committee reviews appeals in the order they are received. You will be notified of the committee's decision by e-mail. Please check your student email for the decision.

REASON FOR FINANCIAL AID SUSPENSION

Students are required to:

- Maintain a 2.00 GPA **AND** complete 70% of all attempted coursework.
- Complete their program within the maximum timeframe*(150% of the published program length or associate/transfer degree- seekers – 90 units). **Certificate programs' length varies.*
- Maintain a 2.00 GPA **AND** complete 100% of all attempted coursework when the appeal is reinstated on probation or you are placed on a plan.

APPEAL DEADLINES:

November 30, 2018-Fall Appeal

April 24, 2019-Spring Appeal

July 20, 2019-Summer Appeal (Or prior to end of session if the summer session ends earlier)



I was unable to maintain Satisfactory Academic Progress during the previous semesters/terms because (please check one of the following extenuating circumstances and provide documentation if applicable):

- I experienced a death or major illness within my immediate family (i.e. spouse, parent, sibling)
 - Copy of the obituary, funeral announcement or death certificate
- I experienced a personal illness or injury.
 - Documentation from your medical provider or physician of your illness or injury
- I experienced emotional or mental health issue.
 - Documentation from your treating physician
- I experienced other extenuating or mitigating circumstances outside of my control.
 - Documentation to support your statement or proof that the circumstances have changed, resolved, or under control.
- I have exceeded maximum time frame or 150% of the program length for my educational goal or I failed terms of financial aid probation/plan or changed my approved program of study

1. Provide a detailed explanation of the circumstance(s) indicated above that resulted in you not meeting the Satisfactory Academic Progress Policy (SAP). Your explanation must include the nature of the problem, address all semester(s) and course(s) you did poorly in, how your studies were affected, how the problem was resolved, and a plan of action to ensure you will successfully progress toward meeting SAP Policy and completion of your educational goal at Moorpark Community College. Your appeal letter should address reasons **other than financial need**; otherwise your appeal will be denied.
2. If you exceeded the maximum time frame, explain why you need more time to complete your goal, and how much longer you need.
3. See attached sample letter

By submitting this appeal, I certify that all of the information reported on this appeal is complete and correct and I agree to the terms of the VCCCD SAP policy. If I purposely give false or misleading information on this appeal, I may be referred to the behavioral intervention team (BIT) for violation of student conduct which could lead to expulsion.

Review the following and attach all documents before submitting to our office.

- Financial Aid SAP Counseling Confirmation Page
- SAP APPEAL Letter.
- Outside Transcripts (if applicable)
- Supporting documentation, progress report (if applicable).
- I have attached my Student Educational Plan (AA/AS, DegreeWorks audits, or Transfer check sheets) that were completed by an academic counselor at Moorpark Community College.

Student's Signature _____ **Date** _____



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SAP APPEAL SAMPLE LETTER

Please use this as an example of how to structure your appeal letter. Please be CONCISE, but make the statement as long as necessary to explain each section listed below. Please note this is not a statement of good intentions or a place to make emotional pleas to the committee. This is a statement of the facts of the extenuating circumstances, being circumstances beyond your control, which caused your disqualification from financial aid.

Date

Your name

Your ID Number

Re: Satisfactory Academic Progress Appeal Letter

Dear Appeal Committee:

My name is [insert your name] and I am submitting this appeal letter regarding my disqualification of financial aid due to not meeting the conditions of the Satisfactory Academic Progress policy. I did not meet the conditions of the policy because...

(Please explain in full the extenuating circumstances that prevented you from meeting the SAP policy. Please address all semesters in which you performed poorly and the specific reasons why each course resulted in an "F" grade, "I" grade, or "W" grade. Please attach any documentation to support your claims, if applicable.)

I did not meet the conditions of the policy during my Warning/Probation semester because

(Please address your academic performance specifically in the Warning/Probation semester with any relevant documentation to support any issues during this time).

I would like to address what has changed in my life that will now allow me to meet the SAP policy in future semesters.

(Please describe how you have resolved all of the specific extenuating circumstance(s) you described above. Provide any corresponding documentation.)

I will be taking the following actions in an effort to restore my academic standing for financial aid purposes even if my appeal is DENIED.

(Please explain the specific plan of action you plan to implement in an effort to meet the Satisfactory Academic Progress policy, such as utilizing tutoring, study groups, Library learning resources, the Writing Center, ACCESS, EOPS, VETERANS RESOURCE CENTER etc. Provide any corresponding documentation.)

Sincerely,

Signature

Your name



TO BE COMPLETED BY AN ACADEMIC COUNSELOR ONLY

Student's Name: _____ ID: _____

Has an approved DegreeWorks plan been developed by an academic counselor? Yes No

If no, please develop a Student Educational Plan on DegreeWorks and ***only include coursework the student needs to meet his/her educational objective listed below.*** Coursework not required will not be considered for funding. Please attach **ALL** appropriate check sheets (AA/AS, Transfer, Prep Course work, IGETC, DegreeWorks audits, and/or Certificate check sheets).

Student's Program of Study (program must be offered by Moorpark Community College)*: _____

*Program of Study must match the program listed on the student's portal.

Student's Goal: AA/AS/ADT Certificate of Achievement

Has the student attended colleges outside of Ventura County Community College District? Yes No

If yes, please list college(s):

Have official academic transcripts from the above college(s) been evaluated by VCCCD? Yes No

Notes:

I certify that I have met with the student listed above and evaluated any prior coursework (including transfer credits if requested) and have established a Student Educational Plan (AA/AS, Transfer, Prep Course work, or Certificate check sheets) for the student on DegreeWorks.

Counselor's Name: _____

Counselor's Signature: _____ Date: _____