

VENTURA COLLEGE

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

FALL 2015 SPRING 2016 SUMMER 2016

Name: _____

Student ID: _____

INSTRUCTIONS

1. Answer the following questions in the lines and boxes designated below (attach a separate sheet, if needed).
2. **Provide a detailed explanation of each semester you failed to make satisfactory academic progress (explanation of circumstances).** Your explanation should address the *extenuating circumstances* which contributed towards your inability to maintain academic progress and not include statements based on financial need. Financial need is already assumed.
3. **Provide a detailed explanation of the steps you have taken to alleviate any obstacles discussed in the explanation of circumstances (resolution of circumstances).**
4. Meet with an academic counselor to create a comprehensive Student Educational Plan (SEP) prior to submitting the appeal.
5. Attach all documents supporting your explanation and/or resolution to this appeal.

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 4 to 6 weeks to complete from the date submitted. You will be notified by mail and your MyVCCCD portal of the appeal decision.

APPEAL DEADLINES

Fall 2015: Tuesday, October 20, 2015
Spring 2016: Tuesday, March 15, 2016
Summer 2016: TBD

I. 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 generally for associate /transfer degree seekers – 90 units). *Certificate programs' length vary. See the college catalog for program length.
- Have not earned a Bachelor's or higher degree.

To calculate your SAP standing, please follow the directions below:

1. Login to the My.VCCCD.edu portal.
2. While in the "MyCollege" tab, click on the link inside the "My Student Records" box titled "Unofficial Academic Transcript".
3. Scroll to the bottom of the page in the "TRANSCRIPT TOTALS" section, divide the "Earned Hours" by the "Attempt Hours" for your completion rate. *Example: 45 earned ÷ 65 attempted = 69%.* Write the answer as a percentage here: _____
4. While staying in the "Transcript Totals" section, write down the GPA listed in the "GPA" section: _____
5. Not sure if you exceeded the maximum timeframe? Write down the number of units listed under "Attempt Hours": _____
6. If, after following the directions above, you are still unsure why you are suspended, please contact the Financial Aid Office.

II. ACADEMIC INFORMATION

Program of Study at Ventura College: _____

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

Have you attended other colleges? Yes No If yes, list the colleges: _____

III. EXPLANATION OF CIRCUMSTANCES – *Based on the information in Section I, please check the box for each reason you are appealing and answer the questions in the space provided below:*

- Explain why you failed to complete 70% of all units attempted and/or maintain a cumulative 2.00 GPA? *Provide a detailed explanation of your academic history.*
- Explain why you failed the terms of your financial aid probation or changed your approved program of study.
- If you have exceeded 150% of your educational goal, explain why you have not completed your program within the maximum units allowed. *Provide a detailed explanation of your academic history.*
- 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.*

IV. RESOLUTION OF CIRCUMSTANCES

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

V. STUDENT CERTIFICATION

- 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 understand that by submitting this appeal form, approval is not guaranteed.
- I understand any false information will be the cause for denial, reduction, and/or repayment of student financial aid received.

Student's Signature: _____

Date: _____

Student's Last Name: _____ Student ID: _____