VENTURA COLLEGE

SET YOUR COURSE

FINANCIAL AID OFFICE
4667 TELEGRAPH ROAD, VENTURA, CA 93003 PHONE: (805) 289-6369
www.venturacollege.edu/finaid

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

LAST NAME _____ FIRST NAME _____ STUDENT ID# _____

INSTRUCTIONS:

1. **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.
2. Complete a comprehensive Student Educational Plan (SEP) with a Ventura College counselor *(bring SAP Appeal Counseling Certificate of Completion to your counseling appointment*).
   ***Please Note**: All outside academic transcripts must be on file prior to meeting with a Ventura College counselor.*
   If you are a CalWORKS, EOPS, EAC, or Veteran student you may meet with the appropriate program Counselor.
3. Answer all questions *(pages 1-2)* in the lines and boxes designated *(attach a separate sheet, if needed).*
4. Attach all documents supporting your explanation and/or resolution to this appeal.
5. Submit this completed SAP appeal packet to the Financial Aid Office by the deadline printed below.

APPEAL DEADLINES:

Fall 2016: October 25, 2016
Spring 2017: March 21, 2017
Summer 2017: June 27, 2017

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 e-mail and your MyVCCCD portal of the appeal decision.

I. ACADEMIC INFORMATION

Semester you are appealing for: ☐ **FALL 2016** ☐ **SPRING 2017** ☐ **SUMMER 2017**

Program of Study listed on your SEP **(must match Program of Study listed on your portal):** _____

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.

_____ I understand that, if approved, this appeal does not guarantee approval for Federal Direct Student Loans.

_____ I understand that if my Board of Governor's Fee Waiver (BOGW) has been revoked, this appeal will not reinstate it. A separate appeal will need to be submitted for BOGW reinstatement.

_____ 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:** _____

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III. EXPLANATION OF CIRCUMSTANCES – *Please answer in the space provided below:*

Explain why you have failed to complete 70% of all units attempted and/or maintain a cumulative 2.0 GPA:

- *Specifically address each semester that you failed to complete the minimum SAP requirements of 2.00 GPA and 70% completion rate.* Explain classes with grades of W, F, I, NP, NC, RP, RD on your transcript.
- Your explanation should include information regarding the **extenuating circumstances** that prevented you from completing your courses successfully **(see page 3).**
- Do not include statements of financial need (it is already assumed that financial aid applicants have financial need).

If you failed the terms of your previous financial aid probation:

- Explain why you failed the probation terms (grades of W, F, I, NP, NC, RP, RD on your transcript during the probation term).
- If you have changed your approved program of study, explain why.

IV. RESOLUTION OF CIRCUMSTANCES

- 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. Describe your plan for success at Ventura College.

Student's Last Name: _____ *Student ID:* _____

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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 <u>are not</u> 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.