

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 TO EXTEND

LAST NAME _____

FIRST NAME _____

STUDENT ID# _____

INSTRUCTIONS:

1. Complete the [“Key Components to the Satisfactory Academic Progress \(SAP\) Appeal Process”](#) and attach the Certificate of Completion.
2. Develop a comprehensive Student Educational Plan (SEP) with a Ventura College academic counselor.
Please Note: *All outside academic transcripts must be on file prior to meeting with a Ventura College counselor.*
3. Answer all questions in the lines and boxes designated (*attach a separate sheet, if needed*).
4. Attach all documents supporting your explanation of Circumstances and/or Resolution of Circumstances.
5. Submit a completed SAP appeal packet to the Financial Aid Office by the deadline printed below.

APPEAL DEADLINES:

Fall 2018: October 23, 2018

Spring 2019: March 19, 2019

Summer 2019: TBD

APPEAL PROCESS:

Appeals are reviewed on a case-by-case basis by the Financial Aid Appeals Committee, based on the date on which they are received. This process may take up to 4 to 6 weeks to complete from the date submitted. You will receive a letter in the mail regarding the outcome of your appeal.

I. ACADEMIC INFORMATION

Semester you are appealing for: FALL 2018 SPRING 2019 SUMMER 2019

Program of Study: _____

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_____ I understand that if my California College Promise Grant (CCPG) (formerly Board of Governors Fee Waiver/BOGW) has been revoked, this appeal will not reinstate it. A separate appeal will need to be submitted for CCPG 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: _____

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

Explain why you have not completed your program within the maximum units allowed. Include information regarding:

- Program of Study changes (ex: completed 30 units of engineering courses, but have switched major to accounting)
- Units that were attempted but not completed (classes with grades of W, F, I, NP, NC, RP, RD on transcript). *Specifically address each semester that you failed to complete the minimum SAP requirements of 2.00 GPA and 67% completion rate.*
- Extenuating Circumstances that prevented you from completing your program within the units allowed (**see page 3**).
- Pursuing a high-unit major and/or remedial units were needed to complete college level math or English courses

If you already have a Bachelor's degree or higher, explain:

- Why you are enrolled now at the community college level and returning for a two-year degree or certificate program.
- *Your academic history, in detail.*

IV. RESOLUTION OF CIRCUMSTANCES

- Explain why you need additional time to complete your program of study.

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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 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.

Rev. 7/3/18