

## FINANCIAL AID APPEAL PROCESS

Documentation that is needed:

- Official [sealed] Academic Transcripts from **all** prior colleges attended, posted with Records Office (I-400).
- Student Education Plan (Educational Program Plan) from Counseling based on your current educational goal, as stated on your appeal form. Visit the Transfer Center [I3-202] to make an appointment with one of our Academic Counselors.

NOTE: If the Student Education Plan on file does not match your stated educational goal, the committee will not consider your appeal

- Appeal form.

NOTE: Include hospital bills, death certificate(s), or other documentation to support your claim.

1. Your appeal petition along with all supporting documentation must be in the Financial Aid Office by 12:00pm on the last day of the semester or your last day of classes for the term (whichever comes first). See Deadlines on page 2.
2. All appeals are reviewed in the order in which they are received.
3. Generally, appeals are reviewed within two to four weeks. However, during peak periods, which are July – September and December – February; the review process may have an additional four to six weeks waiting period.
4. Your petition must clearly state your academic major and anticipated completion date for your program of study. This major should match the major in your Educational Plan.
5. Your petition must be specific and concise in your explanation since incomplete information may cause a denial or delay in your appeal petition. Incomplete forms cannot be evaluated.
6. Include a detailed explanation of the measures that you have taken to ensure that your academic performance will improve and/or what actions you have taken to correct the circumstances that created your prior lack of academic progress as defined.
7. Do not include in your explanation your need for financial aid as part of your rationale for reinstatement on federal aid. The Committee assumes that any student filing an appeal is doing so based upon financial need.
8. It is NOT the responsibility of the Financial Aid Office to know if an appeal is submitted "complete" and with all supporting documentation. Once the appeal committee has reached a decision, no additional documents can be added. The appeal will be reviewed as submitted.

NOTE: Your Financial Aid Appeal and the Financial Aid Appeal process is being evaluated for the following "Student Learning Outcomes": ability to analyze problems, weight of evidence, ability to effectively communicate and civic and personal responsibility.

**The decision of the Appeal Committee is FINAL.**

## Guidelines to obtain a Student Education Plan

1. A Student Education Plan is required by our office if you are in an appeal situation or are requesting a sophomore level student loan amount.
2. If you are unsure if you need a Student Education Plan completed, please check with the Financial Aid Office.
3. Know what your educational goal is.
4. If you already have a Student Educational Plan and it is for your current educational goal, attach a copy to your appeal petition or bring a copy to the Financial Aid Office immediately.
5. If you do not have a Student Educational Plan or do not have based on your stated educational goal, please call 619-388-2473 or go to the Transfer Center, Room I3-202 [building I-300, second floor] to make an appointment with one of our academic counselors.
6. All OFFICIAL (sealed) Academic transcripts from all prior colleges you've attended must be on file in the District's Records Office. All previous course work from colleges and universities other than Mesa, City, or Miramar must be evaluated. **Please note that EOPS students should make an appointment to see their counselor in the EOPS Office. They are located in I3-101, and their phone number is 619-388-2706.**
7. Once you have the Student Education Plan prepared, you must submit a copy to the Financial Aid Office. This document will assist you in choosing which classes you need to take to complete your educational goal. You need to follow this plan in order to maintain financial aid eligibility. Failure to do so could result in aid being denied, especially if you have to go through the appeal process because of lack of progress, or because you have reached the limits of eligibility at San Diego Mesa College or have a degree. **PLEASE REVIEW THE STANDARDS OF ACADEMIC PROGRESS**, pages 16 & 17 in the *Financial Aid Bulletin* or on-line at:  
<http://sdmesa.edu/financial-aid/pdf/StandardsAcademicProgress.pdf>
8. A Student Education Plan is not official unless it has been created and prepared by a SDCCD Academic Counselor.

### Financial Aid Appeal Process Deadlines (due by Noon)

<b>Fall 2009 Semester</b>	-	<b>12/18/2009</b>
<b>Spring 2010 Semester</b>	-	<b>05/21/2010</b>
<b>Summer 2010 Session</b>	-	<b>08/13/2010</b>

**Federal regulations do not permit you to appeal for a prior term.**

#### *Financial Aid Office Hours*

##### FALL & SPRING SEMESTERS

M - TH 8:00 - 6:00

F 8:00 - 12:00

##### SUMMER SESSIONS

M - W 7:30 - 6:00

Th 8:30 - 6:00

F *CLOSED*

Fall 2009 12/18/2009  
Spring 2010 05/21/2010  
Summer 2010 08/13/2010

**SAN DIEGO MESA COLLEGE  
FINANCIAL AID APPEAL FORM  
2009/2010**

NAME: \_\_\_\_\_

CSID: \_\_\_\_\_

**DO NOT LEAVE ANY SECTION BLANK**

I certify that my current major is: \_\_\_\_\_

And that my Educational Goal is:  to obtain an Associate degree  to obtain a certificate

to complete a general education program before transferring to:  
\_\_\_\_\_

I understand that I must appeal for the following reason(s):

I have not made satisfactory academic progress in the past according to the Standards of Satisfactory Academic Progress for Financial Aid Recipients. Either I did not complete at least 67% of attempted units and/or my cumulative GPA is less than 2.0 at the San Diego Community College District.

I have attempted more than 90 units of college credit, or have received an Associate or higher degree.

Please initial the following statements. If there is any part that you do not understand, please ask to speak to a Financial Aid Technician.

\_\_\_\_\_ I understand that the appeal decision will be based on the most recent Student Education Plan, which I have submitted to the Financial Aid Office, for the degree objective that matches the Educational Goal stated above.

\_\_\_\_\_ I understand that I will be notified by mail or e-mail of the Financial Aid Appeal Committee's decision.

\_\_\_\_\_ I understand that I am currently **NOT eligible** to receive aid except for, if eligible, the Board of Governors Enrollment Fee Waiver. I should not rely on receiving any funds until a decision is made. (The Board of Governors Fee Waiver is available to California Residents only, whether or not you have an advanced degree.)

\_\_\_\_\_ I understand that if I am appealing because I have attempted more than 90, or have an Associate or higher degree, ALL classes in which I enroll should be **required** to complete my degree objective as stated on my Student Education Plan. If one or more of the classes in which I am enrolled are not required (explanation required), my appeal may be denied. In addition, I will not be able to submit a new appeal for the current Financial Aid year.

\_\_\_\_\_ I understand that if the appeal is approved, I must fulfill all conditions of the appeal approval. If I do not, I will not be able to receive aid until I meet the Standards of Satisfactory Academic Progress requirements as stated in the "How to Qualify and Keep Your Financial Aid" brochure.

\_\_\_\_\_ I understand that **IF I HAVE** a Bachelors or higher degree, I **may** only be eligible for a Federal Direct Loan **IF** my appeal is approved **AND** I have REMAINING FEDERAL DIRECT SUBSIDIZED loan eligibility.

\_\_\_\_\_ I understand that at the time of my appeal, the appeal committee will review all history available, including current semester activity.

\_\_\_\_\_ I understand that an appeal approval cannot re-instate my aid for a prior semester. I must submit all appeal paper work to the Financial Aid Office by noon on the last day of the semester for which I am seeking financial aid in order for the appeal committee to make a decision.

\_\_\_\_\_ I understand that the appeal decision is for the entire academic aid year and that **the decision is final.**



# HELPFUL HINTS FOR SUBMITTING AN APPEAL

**EACH APPEAL IS REVIEWED FOR CONSIDERATION ON ITS OWN MERIT AND FOR CIRCUMSTANCES BEYOND THE STUDENT'S CONTROL.**

## **DO YOU KNOW WHY YOU ARE DISQUALIFIED?**

IT'S POSSIBLE TO BE DISQUALIFIED IN MORE THAN ONE AREA. EACH AREA OF DISQUALIFICATION MUST BE EXPLAINED IN YOUR APPEAL. IF YOU DON'T KNOW WHY YOU ARE DISQUALIFIED, CONTACT THE FINANCIAL AID OFFICE AND WE WILL ASSIST YOU. ONCE YOU HAVE DETERMINED WHY YOU ARE DISQUALIFIED, YOU CAN REFER TO THE COMMENTS BELOW FOR HELP WITH YOUR SPECIFIC AREA(S):

### **A. YOUR COMPLETION RATE IS BELOW 67%**

THIS OCCURS WHEN COURSES ARE ATTEMPTED BUT YOU RECEIVE EITHER A "W" OR AN "F", "NC" or Incomplete [I].

YOU NEED TO EXPLAIN AND DOCUMENT, IF POSSIBLE, EACH INSTANCE OF POOR PROGRESS UP TO YOUR MOST RECENT SEMSTER ACTIVITY, REGARDLESS OF HOW LONG AGO. EXAMPLES OF DOCUMENTATION COULD INCLUDE ACCIDENT REPORTS, DEATH CERTIFICATES, HOSPITAL BILLS, ETC.

IF THERE WERE ISSUES/ PROBLEMS THAT CANNOT BE DOCUMENTED, PLEASE BE VERY CLEAR AS TO THE DATE(S) THE ISSUES/PROBLEMS OCCURRED AND THE NATURE OF EACH ISSUE/PROBLEM.

IT'S ALSO VERY HELPFUL TO EXPLAIN HOW YOU HAVE RESOLVED THESE ISSUES/PROBLEMS.

### **B. YOUR CUMULATIVE G.P.A HAS BEEN BELOW 2.0 FOR 2 OR MORE YEARS**

EXPLAIN AND DOCUMENT REASONS. ALSO EXPLAIN WHAT STEPS YOU ARE TAKING TO IMPROVE YOUR G.P.A.

### **C. YOU HAVE A DEGREE**

IF YOU HAVE A DEGREE, THE COMMITTEE NEEDS TO KNOW WHY YOU ARE BACK AT OR STILL AT MESA. IF YOU ARE PURSUING A NEW DEGREE OBJECTIVE, YOU MUST EXPLAIN WHY. YOU INDICATE YOUR NEW DEGREE OBJECTIVE ON THE FRONT OF THE APPEAL FROM AND SUBMIT A STUDENT EDUCATIONAL PLAN FOR THAT NEW OBJECTIVE.

IF YOU ARE COMPLETING TRANSFER REQUIREMENTS, MAKE SURE YOUR STUDENT EDUCATIONAL PLAN REFLECTS ALL THE UNITS YOU STILL NEED TO COMPLETE BEFORE TRANSFERRING.

### **D. YOU ATTEMPTED MORE THAN 90 UNITS**

EXPLAIN WHY YOU ARE STILL AT MESA COLLEGE AND HAVE NOT ACHIEVED A DEGREE **ADD/OR TRANSFERRED**. SUBMIT EDUCATIONAL PLAN THAT REFLECTS THE GOAL YOU STATED ON YOUR APPEAL FORM. ALSO, PLEASE EXPLAIN ALL OCCURRENCES OF "W"s, "F"s, "NC"s, "INCOMPLETE"s ETC IN YOUR SDCCD ACADEMIC RECORD.

**NOTE: Make sure that the major declared on the front page of the appeal form is the same as the major stated on your Student Educational Plan.**