

## Financial Aid

### 2025 – 2026 Satisfactory Academic Progress (SAP) Appeal

In order to maintain financial aid eligibility, students must meet [satisfactory academic progress](#). Students who fail to meet the minimum criteria, and have extenuating circumstances, such as injury or illness, death of a relative or other circumstance that affected their ability to meet the minimum requirements, may submit an appeal to the Financial Aid Office.

#### A. Student's Information

Last Name	First Name	M.I.	Student ID Number (10 Digits)
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#### B. Additional Information

What is your educational goal?      Obtain a Certificate      Obtain an Associate's Degree      Obtain a Bachelor's Degree

Complete my general education or Associate's Degree for Transfer to: \_\_\_\_\_

What is your Major/Program of Study as shown on your Academic Plan? \_\_\_\_\_

I am requesting a review for the following semester (check only one):

Fall 2025

Spring 2026

Summer 2026

My last day of class for the semester I am appealing for is: \_\_\_\_\_

#### C. Reason for Appeal (check all that apply):

- I have completed less than 67% of the units I have attempted
- My cumulative GPA is below 2.0
- I have attempted more than 150% of the maximum unit count allowed by my academic plan. (i.e. 60-unit associate plan x 150% = 90 units. 180 units is the maximum number of units for students pursuing the Health Information Management (HIM) Bachelors Degree.
- I have earned a Bachelor's Degree (BA/BS) or a graduate or professional degree in the United States or a foreign country

#### D. Statement of Circumstance:

On a separate piece of paper, please provide a detailed statement that addresses **both** of the following:

- What were the circumstances that prevented you from meeting the minimum satisfactory academic progress criteria?
- What has changed or what steps have you taken that will allow you to make satisfactory academic progress moving forward?

#### E. Supporting Documentation:

- Please submit supporting documentation that verifies your extenuating circumstances. If you do not have supporting documentation, please be sure to explain why in your statement of circumstance.

#### F. Academic Plan:

- Please submit a counselor-approved and signed educational plan with your appeal. If you need a plan, please contact [Counseling Services](#) to schedule an appointment. If you are a participant of a program that offers counseling services, such as EOPS or DSPS, please contact their office to obtain an education plan.

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Last Name

First Name

M.I.

Student ID Number (10 Digits)

### G. Student Certification and Signature:

Please check each of the boxes acknowledging that you have read and understand the following:

- I have completed sections **A-F** of this appeal form and have attached all required documentation along with this appeal form, if appropriate.
- I understand that I must have extenuating circumstances explained in a detailed written statement included with the appeal form and what I've done to resolve the circumstances. If I do not have supporting documentation, I must explain why.
- I am aware that if my education plan does not match my stated program of study listed on this appeal form, my appeal cannot be approved.
- I am currently enrolled and ALL of my units are required according to my education plan included with this appeal form.
- I understand that at the time of my appeal, the Appeal Committee will review my entire academic history, including current semester enrollment.
- I understand that an appeal approval cannot reinstate aid for a prior semester or prior academic year.
- I understand that if my appeal is approved, I must fulfill all conditions of the appeal approval. If I do not, I will not be able to receive aid unless I successfully appeal once again or I meet the Standards of Satisfactory Academic Progress (SAP) requirements as stated in the SAP policy for financial aid.
- I understand that if my appeal is denied, I can have my appeal revisited by requesting a [2025-26 SAP Appeal Secondary Review](#).
- I understand that the SAP Appeal Deadlines for the 2025-26 academic year are as follows:
  - **Fall 2025:** December 5, 2025      **Spring 2026:** May 15, 2026      **Summer 2026:** July 24, 2026
- I have reviewed the SAP Appeal Form Process Guide to learn more about the appeal process and to maximize the probability of my appeal being approved.

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Student's Signature [SIGN BY HAND ONLY]

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Date