2015-2016 Satisfactory Academic Progress (SAP) Appeal Form

For which semester are you appealing?
Check the box. Dates shown are firm deadlines*.

- Fall 2015 (Submit by Dec. 1st, 2015)
- Spring 2016 (Submit by May 2nd, 2016)
- Summer 2016 (Submit by June 30th, 2016)

(*Psychiatric Technicians: please contact the Financial Aid office as your deadlines may differ due to your different start dates.)

Indicate the reason you need to appeal below. Mark all that apply.

- A. Term or cumulative GPA was below 2.00.
- B. Completed less than 80%* of the units attempted either term or cumulative. (*After Fall 2015: 67%.)
- C. I have attempted more than 36 credits (certificate) or 90 credits (associate’s degree).
- D. Reset request: I have changed my program recently, but I have attempted excessive units for my old program

Attach a typed appeal letter along with documentation of your unusual circumstances to this form.

Your letter must include a statement of why you have had difficulties meeting SAP standards and what you are doing to correct that. You must also attach documentation (e.g. statements from physicians/counselors, birth/death certificates, court documents) for any special circumstances you mention in the appeal letter. Unless you are only requesting a program “reset,” you MUST provide third-party documentation for a circumstance that was beyond your control.

Attach a Progress Form signed by your instructor(s) if you submit this appeal form after the following dates:

- Fall 2015 appeals: September 30
- Spring 2016 appeals: March 1
- Summer 2016 appeals: June 24

Link to “Student Progress and Attendance” Form: [http://www.cuesta.edu/student/aboutmoney/finaid/application_process/financial_aid_forms_b.html](http://www.cuesta.edu/student/aboutmoney/finaid/application_process/financial_aid_forms_b.html)

Submit this form— with your letter, documentation, and Progress Form (if required) to the Financial Aid Office.

Your appeal will be reviewed on a first-come, first-served basis within four to six weeks. At the beginning of semesters, review may take longer, so plan accordingly. We will email the results of the review to your Cuesta email address.

IF YOUR APPEAL IS APPROVED, YOU MUST FOLLOW THIS PLAN EACH TERM TO RECEIVE FINANCIAL AID

Pass all of the classes that you attempt (no withdrawals allowed);
Earn a term GPA of 2.0 or greater; AND
Only take classes that count toward your certificate or degree program.

We look at the program that we have on file for you in our student information system, so make sure it is up-to-date. If, after the term is over, the Financial Aid Office determines that you took extraneous courses (e.g. an Engineering major taking a yoga class), your financial aid eligibility will be removed for the remainder of the academic year. If you do not know what program you are enrolled in or which classes count towards your goal, please contact the Counseling department to make an appointment to speak with a counselor.

Certification

I certify the information included in my written appeal and any supporting documentation is accurate, true, and complete to the best of my knowledge. I understand if my petition is approved, any future receipt of financial aid depends upon fulfilling the conditions of my academic plan and/or meeting Cuesta College satisfactory academic progress standards.

I understand approval is not guaranteed and that the Financial Aid Office’s decision is final.

Student Signature

Date

Office Stamp