



2021-2022 FEDERAL FINANCIAL AID SAP APPEAL PACKET

The Financial Aid Office is required to monitor each student's academic progress toward his/her declared program of study. **An eligible Financial Aid Program of Study is an AA/AS degree, a Transfer Program, or a certificate program that is at least 16 units and one academic-year long and is state approved.** In order to monitor your progress, this institution has established a Satisfactory Academic Progress Policy (SAP) and all students receiving financial aid must be in compliance.

SAP Appeal DEADLINES: **Fall 2021** must be received by **November 4, 2021**
Spring 2022 must be received by **April 17, 2022**
Summer 2022 must be received by **July 8, 2022**

IMPORTANT! Only ONE appeal per academic year is accepted, and **a maximum of three (3) appeals district-wide** will be considered by the appeals committee during a student's attendance at West Valley or Mission Colleges. No exceptions.

Satisfactory Academic Progress (SAP) Appeal: Will ONLY be reviewed for **documented extenuating circumstances (i.e., serious illness, severe injury, car accident, death in the family, homelessness, etc.)** which affected academic progress. Wrong or difficult class(es), too many units in the term, bad time management, transportation issues, too many work hours, not knowing policy, etc. are NOT extenuating circumstances. **Students who are Disqualified due to Over Units (exceeding more than 150% of program of study) are EXCLUDED** from the extenuating circumstances requirement.

Appeals MUST include an explanation of the contributing factors, **documentation of those circumstances (when not excluded for Over Units)**, and MUST outline corrective or preventative measures to ensure satisfactory progress in the future.

Maximum Timeframe (Over Units) Appeal: Federal guidelines state the total number of units attempted may not exceed 150% of the primary declared educational goal.

All Appeals will be reviewed by Financial Aid Staff and/or the Financial Aid SAP Appeals Committee. The student will be notified of the decision by campus email. The student must sign the Appeal approval results. Denied appeals may be appealed via the formal grievance process. Students who were previously denied and are now making satisfactory progress should notify our office for possible reinstatement.

PROCEDURE FOR FILING APPEALS

IMPORTANT!!!: An incomplete application will not be accepted or considered.

1. Complete the Financial Aid Appeal Packet and **include a copy of your unofficial transcript which you can obtain from inside your student portal**, following the criteria listed above. **Complete your responses before seeing a counselor.** Gather documentation to support your reason for appealing, if applicable.
2. Schedule an appointment with a counselor if you do not have a current (updated once a year) Comprehensive Educational Plan (CEP) for your PRIMARY program of study (POS) or if your CEP is no longer valid. Inform the Counseling Department that your appointment is supporting your financial aid SAP application and need an official CEP for your primary POS. If appropriate, **bring copies of transcripts from previous colleges from previous colleges attended and take them with you to the appointment with the counselor.**
3. If submitting the appeal after the 6th week of the semester, **A Work-In-Progress Form (WIP) is required. The form is located on the Mission College web site under Financial Aid forms.**
Fall 2021 – after October 9, 2021; Spring 2021 – after March 12, 2022

Submit completed form to: MCFinAid.Docs@missioncollege.edu

FAQs:

What is Financial Aid Warning? A student is placed on Financial Aid Warning when the minimum requirements of the Satisfactory Academic Policy are not met. (1) must have minimum cumulative GPA of 2.00, and (2) must successfully complete at 66.7% of the cumulative number of units attempted.

What is Financial Aid Disqualification? A student is on Financial Aid Disqualification (DQ) when the student has:

- (1) Two "Warning" semesters in a row, and/or
- (2) 90 or more attempted units, including transfer units. If in a certificate program has attempted 150% or more of units required to complete the program (e.g., Accounting Certificate requires 30 units to complete and disqualification occurs when 45 units (150% x 30) is reached, and/or
- (3) Been determined that it is NOT mathematically possible to complete the degree or certificate WITHIN or by the maximum timeframe allowed (150% of units required to complete the program).

Can I still get my grant money, Work Study job or apply for a loan if I am on Financial Aid DQ?

No, you may not benefit from these programs without submitting an Appeal, having it approved and the SAP Contract signed. A DQ status does not affect the California College Promise Grant (CCPG) at this time. CCPG has its own academic requirements separate from the federal requirements.

What is a Financial Aid Appeal?

The appeal allows you to explain in writing any circumstances that may have contributed to your inability to meet the minimum requirements of our Satisfactory Academic Progress Policy. Appeals should be prepared thoughtfully and should focus on the reason(s) for the appeal. Attach the required supporting documentation, for the committee to review. **Please, complete your responses before seeing a counselor. Incomplete appeals will NOT be accepted.**

Do I have to meet with a counselor?

It is advisable to meet with a counselor to review and discuss your particular situation and to have your Comprehensive Educational plan (CEP) updated or created, as needed. **The CEP and current semester enrollment should be consistent with the courses required for your current primary POS for the term you are appealing and future terms.** An appointment is required for a CEP as it cannot be done on a drop-in basis.

Can I be paid for last semester if my appeal is approved this semester?

No, a student regains eligibility only for the semester in which the appeal is approved.

I just need a few classes in order to be admitted to a degree program at another school. Can I get financial aid?

Yes, if you meet the program eligibility criteria.

I have a double major. How does that affect financial aid?

Financial Aid can only pay for one program of study at a time. This program is identified in our computer system as the primary POS.

What if my appeal is denied? Can I appeal to a higher authority?

Yes. Appeals made by the Financial Aid Appeals Committee have to follow the formal Student Grievance Process to the Vice President of Student Services.

Evaluation of an Appeal

1. The Appeals Committee generally meets weekly to review Appeals and are reviewed in the order that it is received.
2. The Appeal packets are reviewed by Financial Aid staff for an initial determination of eligibility. If not eligible, the packet will be returned to the student. If eligible, the packet is forwarded for further review.
3. The Appeals Committee will approve, deny, or if needed, request additional supporting information for review.
4. The Financial Aid staff will contact students (generally by the student's campus e-mail) to inform them of the committee's decision.
5. If the appeal has been approved, the student will be emailed the **SAP Appeal Decision letter which must be read, signed and returned** via email to the SAP Appeals Coordinator.
6. Once the approved appeal packet is signed, the student will be reinstated and may be eligible for federal financial aid at that time.
7. A student regains eligibility for the semester(s) in which the appeal is approved. **(No Financial Aid eligibility is granted for previous term(s)).**

Student Name _____

ID# _____

Please print clearly: Last

First

FINANCIAL AID APPEAL PACKET

Your responses **must be complete and legible**. Attach additional pages if necessary.

This appeal is for: ___ SAP (unit/grade/pace deficiency). Answer questions 1 through 4 only.

___ Over units or reached 150% of program units. (Answer questions 1, 2 and 5 only.)

This is my 1st 2nd 3rd Appeal (Check one)

1. Which semester are you requesting financial aid? _____

2. Please state your educational objective and/or goal. _____

Name of Primary Program of Study at Mission College

* Please check one: AA/AS Certificate Transfer

3. Please explain the extenuating circumstances, if applicable, that prevented you from not making academic progress. **(Examples include, but are not limited to, illness, injury, car accident, natural disasters, death in the family, family emergency, divorce, homelessness, etc.). Please attach appropriate documentation such as a doctor's note, death notice/certificate, police report, etc.** (If additional space is needed write on separate paper.)

4. Based on your explanation provided in #3, what are you planning to do now to ensure academic success in your current goal? (If additional space is needed write on separate paper.)

5. Answer only if you have exceeded 150% of your coursework (Over Units): Please explain why you did not complete your program of study within the allowable timeframe. (If additional space is needed write on separate paper.)

I certify that all statements made on this form are true and correct to the best of my knowledge.

Student Signature

Date