



Appeal Workshop

Santiago Canyon College Financial Aid Office

Room E-104

(714) 628-4876

finaid@sccollege.edu



Please Understand:

Submission of appeal documentation does NOT guarantee that your appeal will be approved or that your financial aid will be reinstated.



Missing Documents

Do you have missing documents that need to be turned in to the Financial Aid Office?

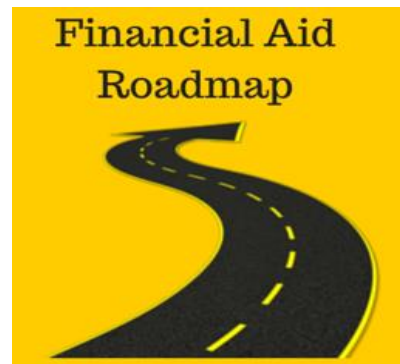
- Financial Aid Forms
 - Tax Transcripts
 - Official Transcripts, etc.
- Check your WebAdvisor or contact the Financial Aid Office to see if you need to submit documents to complete your file.

Satisfactory Academic Progress Policy (SAP)

What is a SAP Policy?

A policy to ensure that:

- **Students follow state & federal guidelines and meet required standards to maintain financial aid eligibility**
- **State & federal regulations require schools to measure students' academic progress towards a defined educational goal.**



SAP Policy: Definitions for Disqualified Students

- SCC Qualitative Standard
 - Minimum 2.0 Cumulative GPA
- SCC Quantitative Standard
 - Minimum course Completion Rate of 66.5% of all coursework attempted
- Definition of disqualification codes at SCC:
 - D1 - GPA < 2.0 Cumulative GPA
 - D2 - % of units earned < 64%
 - D3 – GPA < 2.0 AND % of units earned < 64%
 - DPF – Failed probation

What are Attempted Units:

- **Any coursework a student has actively enrolled in** beyond the first two weeks of school or “drop period”.
 - E.g., Enrolled in 6 units but completed only 3 units = 6 attempted units.
- Includes any Incompletes (I), Withdrawals (W) or unsatisfactory grades (F, & NP).
 - E.g. Enrolled in 6 units but pass only 3 units = 6 attempted units.
- To minimize attempted units:
be sure to drop all classes you are enrolled in but do not intend to take, within the first two weeks of school or by the “drop period”.

SAP Policy for Terminated Status:

- SCC Maximum Time Frame Standard:

Students should not exceed attempting more than 150% of the number of units required to complete your educational objective.

- Definition of termination codes at SCC:

- T1—Max time frame (Examples on the next slide)
- T2—Prior BA/BS or higher degree earned as reported on FAFSA
- T3—Prior BA/BS or higher degree earned as self-reported to A&R

SAP Policy for Terminated Status:

- Example of over 150% Time Standard Calculation:
 - 60 Units for an AA/AS X 150 % = 90 units
 - Thus, more than 90 attempted/completed units = Appeal required
- Example of over 150% Time Standard:
 - Student attempts 92 units but completes only 87 units.
 - Student must appeal because 90+ units have been attempted regardless of whether or not they have been completed.

Acceptable Coursework & Repeat Classes



- Your **educational goals must meet Department of Education's (DOE) standards**. All degrees and most certificates at SCC do!
- You may be paid only **twice** for the same class but **only** if you are attempting to improve a previous grade (D, F, NP, W, or I).
- A student may enroll in courses that offer assistance with developing English language skills (**ACE/ESL**) or pre-collegiate level (**remedial**) coursework.

Where to Check Your SAP Status on WebAdvisor



Financial Aid

Step One: My Financial Aid

Step Two: Choose your disbursement option (BankMobile)

Example of a SAP Status on WebAdvisor

SAP Status

Date Reviewed: 6/22/2018

Evaluation Period:

2018SI - 2018SP

Program:

Computer Information Systems | AS | SCC

SAP Status:

ⓘ D3-GPA & %Comp Disqualifi

^ What does D3-GPA & %Comp Disqualifi Academic Progress mean?

You have been disqualified from receiving financial aid because your cumulative GPA is below 2.0 and your cumulative course completion ratio is below 67%. You may be eligible for an appeal. Please visit the Financial Aid Office Website of your home campus to learn more about Satisfactory Academic Progress.

Know the Drop Dates for each Class

Section Information

Title	Introduction to Sociology
Course Section Number	SOC-100-41635
Description	The scientific study of human societies and behavior focusing on the process of social interaction, patterns of social inequality, and the influence of social institutions on individuals as members of social groups. Special emphasis provided to explain factors promoting social stability and social change.
Units	3.00

[Textbook Information - click here](#)

Term	2017FA Fall 2017
Start Date	28 August 2017
End Date	17 December 2017
Last Day to Add (add code required)	10 September 2017
Last Drop Date with 'W'	19 November 2017
Last Drop Date without 'W'	10 September 2017
Last Date to get Refund	10 September 2017



Appeal Process

All disqualified students must:

1. Meet with an academic counselor to complete a Comprehensive Student Education Plan (CSEP)
2. Write or type an Appeal Statement
3. Submit all appeal documents (and any supporting documentation you wish) by the Appeal Deadline
4. Use a pen (black or blue ink) on all Appeal documents. **NO PENCIL**

Appeal Process

- Have a **declared a major** on file with the SCC Admissions and Records (A&R) Office (Room **E-101**).
- **All official transcripts** from *any* other institutions you have previously attended *must be evaluated and on record* with the SCC A&R Office **prior** to your counseling appointment



Appeal Process – Counseling Office

- Appointments are not available until 48 business hours after this workshop.
- Located in Room **D-106**
- Telephone: 714.628.4800
- **It is your responsibility** to schedule an appointment with an academic Counselor in time to submit all required documents for an appeal by the appeal deadline.



Comprehensive Student Education Plan

SANTIAGO CANYON COLLEGE
2015-2016 Comprehensive Student Education Plan for Transfer/CSU – Plan B
California State University General Education Breadth Requirements

Name: _____ Student ID: _____
Student Email: _____ Counseling Appointment Date: _____

Area A: English Language Communication and Critical Thinking
Select ONE course in Area A.1, A.2, and A.3 with a grade of "C" or better in each course.
3 courses - minimum 9 semester or 12 quarter units required.

	Completed	In Progress	Need
A1 ORAL COMMUNICATION Communication 100/100H, 101, 110, 111* **Other Regionally Accredited College Course: _____			
A2 WRITTEN COMMUNICATION English 101/101H **Other Regionally Accredited College Course: _____ AP _____			
A3 CRITICAL THINKING Communication 111*, English 102*/102H* (F12), 103/103H; Philosophy 110/110H, 111; Reading 150 **Other Regionally Accredited College Course: _____			

Area B: The Physical Universe and Its Life Forms
Select ONE course from Area B1 and Area B2, one of these courses MUST have a corresponding lab from Area B3 (lab courses are underlined).
Complete ONE MATHS course from Area B4 with a grade of "C" or better.
3 courses plus a lab - minimum 10 semester or 12 quarter units required.

	Completed	In Progress	Need
B1 PHYSICAL SCIENCE Astronomy 109, 110, 112; Chemistry 209, 210, 219; Earth Science 110, 115; Geography 101, 130; Geology 101, 142 (F13), 150, 201; Physical Science 115; Physics 109, 150A, 150B, 210, 211, 250A **Other Regionally Accredited College Course: _____ A/P/CLEP/IB			
B2 LIFE SCIENCE Anthropology 101; Biology 109/109H, 139, 169, 177, 211, 212, 214, 221, 229, 231, 239, 259, 290; Environmental Studies 255 **Other Regionally Accredited College Course: _____ A/P/IB			
B3 LABORATORY ACTIVITIES Anthropology 101; Astronomy 140 (Lab Activity for ASTE 109, 110 and 112); Biology 109, 139, 169, 211, 212, 214, 221, 229, 231, 239, 259; Chemistry 209, 210, 219; Earth Science 115; Environmental Studies 255; Geography 101; Geology 101, 201; Physical Science 115; Physics 109, 150A, 150B, 210, 211, 250A **Other Regionally Accredited College Course: _____ AP			
B4 MATHEMATICS/QUANTITATIVE REASONING Mathematics 105, 140, 150, 160, 170, 180/180H, 203 (F13), 219/219H, 287; Social Science 219/219H **Other Regionally Accredited College Course: _____ A/P/CLEP/IB			

Area C: Arts, Literature, Philosophy and Foreign Language
Select ONE course from Area C1 and Area C2 and a 3RD course from either area.
3 courses - minimum 9 semester or 12 quarter units required.

	Completed	In Progress	Need
C1 ARTS (ART, DANCE, MUSIC, THEATRE) Art 100/100H, 101, 102; Dance 106; English 233A*, 233B* Music 101/101H, 102, 103, 104; TeleVision/Video Communications 103, 104; Theatre Arts 100 **Other Regionally Accredited College Course: _____ A/P/IB			
C2 HUMANITIES English 102*/102H*, 231, 232, 233A*, 233B*, 241, 242, 246, 270, 271, 272, 278*; French 101, 102, 194, 196, 207, 202; History 101*/101H*, 102*/102H*, 152, 162; Italian 101, 102, 194, 195, 201, 202; Philosophy 106/106H, 108, 112, 115, 118, 120; Sign Language 110, 111, 112, 116; Spanish 101/101H, 101A* & 101B*, 102/102H, 194, 195A, 196B, 201, 202 *Both courses (SPAN 101A & 101B) must be completed to meet the C2 requirement. **Other Regionally Accredited College Course: _____ A/P/CLEP/IB			
ADDITIONAL COURSE FROM C1 OR C2 **Other Regionally Accredited College Course: _____ A/P/CLEP/IB			

20__ - 20__ Student Education Plan (SEP) Comprehensive SEP Abbreviated SEP SEP Revision

Name: _____ Student I.D.: _____
SCC Course of Study (Major): AA/AS ADT Certificate Other

Transfer Course of Study (Major): _____ Transfer University: _____

Major Preparation Courses:	Completed	In-Progress	Needed	Elective or Additional Major Courses:	Completed	In-Progress	Needed	Prerequisite, Co-requisites, Non-Transferable and/or Basic Skills Courses:	Completed	In-Progress	Needed

Semester-by-Semester Plan

Units	Units	Units	Units

(5509-C) Total Degree Applicable Units: _____ Total CSU Transferable Units: _____ Total UC Transferable Units: _____

Comments: _____

Recommendation(s)/Referral(s): CalWORKS CAMP DSPS EOPS/CARE Financial Aid Health & Wellness Center Math Study Hall (MaSH)
 Tutoring/Success Centers Career Services Pathways to Teaching STEM Scholarships Transfer Success Center Other _____

Student: _____ Date: ___/___/___ Counselor: _____ Date: ___/___/___

➔

Be sure you and your counselor sign and date forms

Electronic CSEP's are Acceptable

Online Education Plan

Please note:

The Online Education Plan is a tool and cannot take the place of meeting with a counselor.

As part of the Appeal process, you must meet with an academic counselor at SCC to complete a CSEP.

Comprehensive Student Education Plan

If you are enrolled in one or more of the following programs:

- DSPS
- EOPS
- TRIO
- VSO (Veterans)
- First Year Support Center

You may have a counselor from one of the above departments complete your CSEP.

Appeal Statement

All appeals must be submitted in writing (use black or blue pen only) and should clearly explain the following:

1. What circumstances led to the decline of your SAP status
2. Remember that the Appeal Committee does not know your unique circumstances. This is your chance to represent yourself. Be your own advocate!
3. A plan on how you intend to improve your current SAP status

Appeal Process

What Documents need to be submitted?

1. Appeal Notification

- Sent to you via e-mail to notify you of your SAP status
- Be sure to thoroughly complete, initial where required, and sign

2. Your Appeal Statement

- Be sure to include the date, your student ID # and your signature

3. Your Comprehensive Student Education Plan (CSEP)

- Be sure it is thoroughly completed and includes your student ID #, yours and your counselor's signature, and the date

4. Any Supporting Documentation

- Supporting documentation is not required but you are welcome to include any relevant documentation to support your Appeal Statement

Appeal Decisions

- **There is no guarantee that your appeal will be approved**
- Results are e-mailed to the student a few weeks after the student has submitted their appeal documents to the SCC Financial Aid Office



Appeal Committee decisions are FINAL!

If Your Appeal is Approved:

- You are placed on a probationary status (SAP Code = P1)
- You must comply with the conditions of your approval
- If you comply with the conditions it may not be necessary for you to appeal the next term (even if you haven't been able to cure all your deficiencies within one term)
- **If you do not comply with these conditions you will not be eligible for at least one term. (You will need to show Satisfactory Academic Progress in order to be reconsidered for aid.)**

The key is to continue to make Satisfactory Academic Progress!

If Your Appeal is Denied:

- You will not receive any financial aid this term
- You may be required to complete a separate appeal for the California College Promise Grant (CCPG) *previously known as the Board of Governor's Fee Waiver (BOGW)*.
- To have your financial aid reinstated for following terms, you will need to show academic progress during the current term
- You may be required to re-appeal next term.
- If you make progress by the end of the current term, you might not have to re-appeal for financial aid during the next term

How to Maintain SAP

Consult with an academic Counselor for assistance to develop a Comprehensive Student Education Plan (CSEP) that meets your educational goals .

- A CSEP will guide you towards enrolling in the appropriate coursework to meet your learning objectives
- Enroll in coursework leading to an AA/AS Degree, to transfer to a four-year institution, or to completion of a certificate program.
- Use the campus resources. Their help is free!
 - **MATH STUDY HALL (MASH):** Room D-209, 628-4929; Provides tutoring for all math classes Monday through Thursday.
 - **TUTORING CENTER:** Room D-208, 628-4791; Provides tutoring for a variety of subjects Monday through Thursdays (drop-in and appointments welcome).

How to Receive Financial Aid if Your Appeal is Approved

- Students who were not previously awarded will be notified by email to accept their award on WebAdvisor.
- For students who were previously awarded, their financial aid will simply be reinstated for the approved term.
- Be sure to check WebAdvisor to ensure that you have accepted your financial aid award.
- Please refer to the Financial Aid Disbursement Schedule to determine your disbursement dates.

California College Promise Grant

Your Academic Standing can affect your eligibility to receive a California College Promise Grant (CCPG)

To maintain eligibility you must meet the following:

- ✓ Sustain a cumulative GPA of 2.0 or higher and
- ✓ Complete more than 50 percent of your cumulative coursework



California College Promise Grant

You will be *ineligible* for CCPG if:

1. For two consecutive primary terms your cumulative GPA has fallen below a 2.0 *and/or*
2. The cumulative number of units you complete is less than 50%

You will be notified if you are ineligible for a CCPG and you may appeal to have your CCPG eligibility reinstated. However, there is no guarantee that your appeal will be approved and this is *not* the same appeal process as appealing for financial aid.