

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
 - Must maintain the minimum cumulative GPA indicated below:

| Qualitative Standard | |
|-----------------------------|-----------------------|
| Attempted Units | Cumulative GPA |
| Less than 15 | At least 1.6 |
| 15 to less than 30 | At least 1.7 |
| 30 to less than 45 | At least 1.8 |
| 45 to less than 60 | At least 1.9 |
| 60 or more | At least 2.0 |

SAP Policy:

Definitions for Disqualified Students

- SCC Quantitative Standard
 - Must have a Completion Rate of 66% of all coursework attempted by the Maximum Time Frame
 - Must maintain the minimum Completion Rate indicated below:

| Quantitative Standard | |
|------------------------------|-----------------------------------|
| Attempted Units | Cumulative Completion Rate |
| Less than 15 | At least 45% |
| 15 to less than 30 | At least 50% |
| 30 to less than 45 | At least 55% |
| 45 to less than 60 | At least 60% |
| 60 or more | At least 66% |

SAP Policy: Definitions for Disqualified Students

- 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.

Example of a SAP Status on Self-Service

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

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.