



2023-2024 Financial Aid Satisfactory Academic Progress (SAP) Appeal Form & Process Guide

INSTRUCTIONS (in order):

1. Student Academic Plan (Academic Program Plan) from Counseling, based on your current Academic goal as stated on your Appeal Form. [NOTE: IF you appealed in 2022-2023 and are still following the same signed Academic Plan as is on file in the Financial Aid Office, you will not need to submit a new copy. Additionally you will only be permitted to follow 1 (ONE) Student Academic Plan] Visit the Counseling Center (K1-203) to make an appointment with an Academic Counselor. If you are an EOPS, DSPS or Veterans student, please see your assigned counselor in that program. Please visit the counseling web page for detailed information: <http://www.sdmiramar.edu/campus/counseling>
2. Appeal Form [pages 5 - 6]. Please NOTE: THIS IS AN APPEAL. You have been disqualified from receiving any Financial Aid. Submitting an appeal form will not guarantee that you will receive financial aid funding. Include hospital bills, death certificate(s), and/or other documentation to support your claim. Appeal forms may not be approved without supporting documentation of your extenuating circumstance as stated in the *Satisfactory Academic Progress (SAP) for Financial Aid* brochure. The Financial Aid Office highly recommends attending a workshop that focuses on the Appeal Process. There will be workshops offered during the semester Appeal Submission window. Please check with the Financial Aid office and/or check the website for more details (<http://www.sdmiramar.edu/campus/financial-aid>). Attendance does not guarantee an approval, but may help give you a better understanding of the appeal as a tool for re-instatement.

The decision of the Appeal Committee is FINAL.

Financial Aid Appeal Submission Deadlines

San Diego Miramar College 2023-2024 Schedule

The Miramar College Financial Aid Office will be accepting completed appeal forms & related documentation between the following dates:

Fall 2023 Semester – 7/24/2023 thru 12/01/2023

Spring 2024 Semester – 11/13/2023 thru 5/10/2024

Summer 2024 Session – 5/13/2024 thru 7/22/2024

Federal regulations do not permit you to appeal for a prior term.

FINANCIAL AID APPEAL FORM & PROCESS GUIDE (continued)

- Your completed Appeal Form along with all supporting documentation must be in the Financial Aid Office by 12:00pm according to the dates indicated on the appeal form or your last day of classes for the term (whichever comes first). See Appeal Processing Deadlines on page 1.
- All appeals are reviewed in the order with which they are received.
- During peak periods, which are July through October and December through February, the review process will take four to six weeks or more, beginning with the dates listed on page 1] due to the number of appeals received.
- Your completed Appeal Form must clearly state your academic *Program of Study* {formerly Major}. This Program of Study and your *Academic Goal* must match your Student Academic Plan. ALL courses you are enrolled in must be required based on the Academic Plan you submit with your appeal.
- Your explanation must be specific and concise. Incomplete information may cause a denial or delay in your appeal petition. **Incomplete forms will not be evaluated and may be denied.**
- Include a detailed explanation of the measures that you have taken to ensure that your academic performance will improve and/or what actions you have taken to correct the circumstances that created your prior lack of academic progress as defined.
- *Do not explain your need for financial aid as part of your rationale..* The Committee is aware that any student filing an appeal is doing so based on financial need.
- The Appeal Form will be reviewed as submitted. It is NOT the responsibility of the Financial Aid Office to know if an appeal is submitted “complete” and with all supporting documentation. Once the Appeal Committee has decided, no additional documents can be added. Suppose the Financial Aid office learns of any prior academic history not revealed when your appeal form is submitted to the Financial Aid office and your appeal was ‘approved’ by the Appeal Committee based on incomplete academic history. In that case, the decision may be rendered void, and the appeal denied. Any aid you may have received must be repaid.

NOTE: Your Financial Aid Appeal and the Financial Aid Appeal process is being evaluated for the following “Student Learning Outcomes”: ability to analyze problems, weight of evidence, ability to effectively communicate and civic and personal responsibility.

The decision of the Appeal Committee is FINAL.

Financial Aid Office Hours

Monday –Thursday

8:00am – 6:00pm

Friday 8:00am – 1:00pm

HELPFUL HINTS FOR PREPARING AN S.A.P. APPEAL FOR SUBMISSION

Each appeal submitted is reviewed for consideration based on its own merit and the evidence of circumstances beyond the student's control.

- ***What is considered a circumstance beyond the student's control?***

A few examples of situations that may contribute to a circumstance that is beyond the student's control are: documented death in the immediate family during the period(s) of poor progress, documented serious illness of the student or the student's immediate family, documented injury from car accident, documented conflict between job and school schedule not created by the student that has been resolved and is not expected to reoccur.

- ***What is not considered a circumstance beyond the student's control?***

A few examples of situations that are **not** considered as beyond the student's control are: lack of knowledge of financial aid and/or college academic regulations, taking classes without an Academic plan, changing majors, failing to drop classes before deadlines, not getting along with instructors, not taking school seriously, unresolved daycare issues, returning to school to obtain a new degree because it pays more, thinking that any of the conditions given by the Appeal Committee during a prior appeal petition expired after one year or no longer applied.

- ***Do you know why you have been disqualified from receiving financial aid?***

It's possible to be disqualified in more than one area of academic progress as defined for financial aid recipients. Each area of disqualification must be clearly explained in your appeal petition. If you don't know why you have been disqualified please contact the Financial Aid Office.

- ***Is your Completion Rate below 67%?***

Your *Completion Rate* is the percentage of courses that you've enrolled in and did not complete successfully by earning or receiving a "W", "F", "NP", "I" (Incomplete) or an "RD" (Grade Report Delayed). You must explain and document each "W", "F", "NP", "I" (Incomplete) or an "RD" (Grade Report Delayed), as they will appear in your academic history for financial aid up to and including the most recently completed Spring Semester. It is of no consequence if the course(s) may have been taken a long time ago, been re-taken for a better grade, or removed from your transcript. They all count toward financial aid standards of academic progress

- ***Is your Cumulative G.P.A. below 2.0?***

Explain the reasons for your low G.P.A. Explain what personal or academic changes you have taken to successfully complete the units/courses attempted to improve your GPA.

- ***Do you already have a Degree?***

If you have earned a college or university degree in the U.S. or from a Foreign College or University, the Appeal Committee needs to know why you are back in school, not using the degree. Per federal regulations, waiving credits from a foreign degree does not waive your degree. You must explain your new Academic objective and why you have made this change. It is advised that you discuss this Academic objective thoroughly with an academic counselor in order to address your expected completion, graduation or transfer date.

- ***Have you attempted more than 90 units*** (or more than 180 units for the HIM Bachelor's Degree pilot program students)?

You must explain why, after attempting more than 90 units (or more than 180 units for the HIM Bachelor's Degree pilot program students), you have not yet earned or received a degree and/or transferred to a 4-year university. Just like a student with a low completion rate, you are required to explain and submit any existing documentation for each course attempted in which you have received a "W", "F", "NP", "I" (Incomplete), or "RD" (Grade Report Delayed) and/or ALL courses that do not apply to your current Student Academic Plan that appear in your academic history up to and including the most **recently completed Spring Semester**, regardless of how long ago you may have received the grades.

Make sure that:

- The declared program of study on the Appeal Form is the same as the major stated on your Student Academic Plan.
- You enroll in classes required and included in the Academic Plan submitted for your appeal

SUBMISSION DEADLINES *

FALL 2023

7/11/2023 thru 12/01/2023

SPRING 2024

11/15/2023 thru 5/10/2024

SUMMER 2023

5/09/2024 thru 7/22/2024

2023 - 2024**FINANCIAL AID APPEAL FORM**

SAN DIEGO MIRAMAR COLLEGE

10440 Black Mountain Road

San Diego, CA 92126

MiraAid@sdccd.edu

FA OFFICE USE ONLY #31

31-APPEAL

Date Rcvd:

Match ☐

Posted By:

* Due by Noon on the last date posted above for the semester for which you are appealing or your last day of classes for the semester for which you are appealing —whichever comes first. See more details on page 1 of this packet.

STUDENT INFO

1. Last Name:	2. First Name:	3. STUDENT ID #:
4. Phone #:	5. Email:	6. Student Academic Plan:

7. My Academic Goal is to:

- ☐ complete Associate's Degree with Transfer to: _____
- ☐ obtain a Certificate
- ☐ obtain an Associate's Degree
- ☐ complete the Bachelor's Degree program (only available through City and Mesa Colleges)

SEMESTER OF APPEAL REQUEST

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

- ☐ Fall 2023 ☐ Spring 2024 ☐ Summer 2024

Federal regulations do not permit retroactive payment for a prior term for students who have not made academic progress and later were reinstated through the appeal process after the term has ended.

9. You must meet all of the following criteria to submit an appeal. If you do not meet all of the criteria below, your appeal form will not be reviewed. Please **checkmark or initial** each statement to indicate that you understand and have met these requirements:

- A. ☐ I must attach documentation that supports my statement of extenuating circumstances to this appeal form. If I do not have documentation; my appeal will not be accepted for review.
- B. ☐ I am currently enrolled in 3 or more units for the semester checked above and these units are required for the Student Academic Plan, Program of Study & Academic Goal listed above.
- C. ☐ Only applicable courses required for my Student Academic Plan will be considered towards this Appeal Form review. Any financial aid grants that are approved will be calculated using those applicable courses approved from this Appeal Form. In other words, if any additional courses are added after an approved Appeal Form, those courses will not increase your financial aid payment values.
- D. ☐ I understand that the appeal decision will be based on my Student Academic Plan for the Program of Study that matches the Academic Goal stated above. Students can obtain a Student Academic Plan from the Counseling Department. NOTE: You may only use ONE (1) Official Student Academic Plan for this Appeal Form.
- E. ☐ With the exception of the California Promise Grant (CCPG), I understand that I am currently **disqualified** to receive financial aid. I understand the purpose of this Appeal Form is to request financial aid REINSTATEMENT, and approval is not guaranteed. I should not rely on receiving any funds until a positive decision is made. (The California Promise Grant is available to California Residents only, whether or not you have an advanced degree.)
- F. ☐ I understand that if the appeal is approved, I must complete all the classes for the semester, and receive grades of C or better. If I do not, I will not be able to receive aid until I meet the Standards of Satisfactory Academic Progress (SAP) requirements as stated in the SAP policy for financial aid. Please visit the school's website to view the complete information.
- G. ☐ I understand that **IF I HAVE** a Bachelor's or higher degree, that I am automatically ineligible to receive grants. I understand that this Appeal Form is required to be approved to allow me to apply for a LOAN. I **may** only apply for a Federal Direct Loan **IF** my appeal is approved **AND** I have REMAINING FEDERAL loan eligibility. I understand that Loan Applications may have a separate deadline that I must adhere to. My Appeal Form must explain why I am enrolled at a community college and the purpose of returning to a two-year program.
- H. ☐ I understand that at the time of my appeal, the Appeal Committee will review my entire academic history, including current semester enrollment.
- I. ☐ I understand that an appeal approval cannot re-instate my aid for a prior semester.
- K. ☐ I understand that if the appeal is denied, the decision is final. If the appeal is approved, the appeal decision is for one semester only and does not guarantee that I will receive any grant aid.
- L. ☐ I understand that Pell Grants have a limited amount of eligibility. Please refer to your *Lifetime Eligibility Used* at studentaid.gov.

REASON FOR APPEAL

LSAPAP-#31

10. Check all reasons that apply to your Financial Aid disqualification status:

- ☐ I have completed less than 67% of the classes I have enrolled in. (answer question #11A and 11C)
- ☐ My cumulative GPA is below 2.0. (answer question #11A and 11C)
- ☐ I have attempted more than 90 units from all colleges attended in the United States and foreign countries. (answer question #11B and 11C)
- ☐ I have earned a Bachelor's Degree (BA/BS) or higher degree in the United States or from a foreign country. (answer question #11B and 11C)

PLEASE PROVIDE AN EXPLANATION TO THE QUESTIONS BELOW.**PLEASE INCLUDE YOUR STATEMENT TYPED OR IN PEN ONLY**

11. On a sheet of paper, please answer the appropriate questions as directed on question #10. Attach your detailed explanations to this appeal form. You MUST submit supporting documentation to verify your extenuating circumstances. Please do not indicate that you have a financial hardship since that is not relevant to this appeal.

- A. For students who've completed less Why have you failed to complete 67% of all units attempted OR maintain a cumulative 2.0 GPA.
- B. If you have attempted more than 90 units (or more than 180 units for the HIM Bachelor's Degree pilot program students). For student with a Bachelor's or higher degree, please explain why you are enrolled at a community college and the purpose of returning to a two-year program.
- C. What personal or academic changes have you made to improve your academic progress and/or complete your Academic progress?

NOTE: San Diego Miramar College (part of the SDCCD) is obligated to report any information it receives concerning possible sex or gender-based misconduct, including sexual assault, to the District's Title IX Coordinator. More information is available at www.sdccd.edu/titleix.

STUDENT CERTIFICATION *Personal Verification List:*

12. Is my appeal petition ready for submission to the Financial Aid Office? **CHECKMARK OR INITIAL** all of the following:

- ☐ My Appeal Form is complete and I have signed/initialed any appropriate areas of this form.
- ☐ I have previously met with my academic counselor to obtain a Student Academic Plan, discuss my Financial Aid appeal, and verify that my Student Academic Plan matches my Program of Study (Academic Goal).
- ☐ I have attached a copy of my Student Academic Plan with my appeal form.
- ☐ I have attached supporting documentation to this Appeal Form.

13. SIGNATURE _____ DATE _____

APPEAL PROCESS WAITING PERIOD

Appeals are reviewed based on the order with which they are received. Typically, the Appeal Form may take 3 to 4 weeks for review. However, during peak processing periods, the review process can be longer. You will be notified by email of the appeal decision.

FINANCIAL AID OFFICE USE ONLY

Appeal decision:

Approved _____ Denied _____ Date _____ Unable to Process Date: _____ By: _____

Appeal Committee Comments

Staff Member