



FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 ☎ (415) 239-3577 • www.ccsf.edu

Satisfactory Academic Progress (SAP) Appeal Instructions 2018-2019

DEADLINE: **Fall:** November 21, 2018 **Spring:** April 26, 2019 **Summer:** July 12, 2019

**Deadline dates are subject to change

The Financial Aid Office has established an Appeal Committee to review SAP Appeals. The Appeal Committee will use federal guidelines to determine if a student can be reinstated for financial aid. Submitting an appeal does not guarantee reinstatement of financial aid. All appeals must be submitted before the deadline. No exceptions will be made after the deadline, plan accordingly. Each case is reviewed and a decision determined on its individual merits. Due to the high volume of appeal submissions, it may take **4-5 weeks for a decision** to be emailed to you. Once an Appeal decision has been rendered, the decision of the Appeal Committee is final, there is NO SECOND Appeal to a denied decision.

While the appeal is in the review process, you should be prepared to pay your educational expenses from your own resources to secure required books and materials at the beginning of the semester. Check other available resources on and off campus. The City College of San Francisco Financial Aid Standards of Satisfactory Progress Policy can be found online at http://www.ccsf.edu/dam/Organizational_Assets/Department/Financial_Aid/2018-19Doc/CCSF-SAPPolicy.pdf

Prior to submitting an appeal packet for review to the Financial Aid Office, you must be registered in course(s) on Web4 for the semester that you would like to appeal. In addition, course enrollment must lead to the completion of a CCSF financial aid eligible educational program. Failure to include the items listed below may cause delay and result in an automatic denial.

A complete SAP Appeal Packet includes the following items AND submitted to the Financial Aid Office located in Cloud Hall, Room 324:

- 1. **Complete an Online Satisfactory Academic Progress (SAP) Workshop**
- 2. **Complete a SAP Appeal Application.** Application is attached on page 2.
- 3. **A typed statement** explaining your situation. See next page for tips on what to include in the statement.
- 4. A current comprehensive **Student Educational Plan (SEP)** outlining courses required to complete CCSF financial aid eligible educational program. A counseling appointment is needed to develop an Ed Plan. ***Note General Counseling appointments are not made during the first 2 weeks of the semesters. Please plan accordingly.
- 5. **Extenuating circumstances documentation** (Not needed for Maximum Timeframe Appeals). Documentation may include medical records, death certificates, police report, court orders, etc.

FRAUD A student who attempts to obtain financial aid fraudulently may be suspended or expelled from City College of San Francisco (CCSF), and from all financial aid program eligibility, as a result of formal student disciplinary action taken by the college. CCSF is required to report such instances to local law enforcement agencies and the U.S Department of Education Office of Inspector General. Restitution will be required of any financial aid received under fraud. Applications that are unusual or vary from normal activity may be flagged for further review. CCSF is required to resolve any discrepancies or conflicting information on the student's application.

KEEP FOR STUDENT RECORD



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**FOLLOW INSTRUCTIONS BELOW TO PREPARE YOUR TYPED STATEMENT
ACCORDING TO THE REASON(S) FOR YOUR APPEAL**

Below Grade Point Average and/or Completion Rate – Extenuating Circumstance Appeal

You are ineligible because of a grade point average (GPA) less than a cumulative 2.0 GPA and/or a completion rate of less than 67%. You can demonstrate extenuating circumstances by explaining your situation and supported by documentation. Student must be able to meet SAP standards at the end of their probation semester for appeal approval. Appeals will be denied if you are unable to meet SAP standards at the end of the semester for which an appeal is submitted.

You **MUST** include a typed, detailed personal statement which explains the extenuating circumstance AND

- Address **all semesters** (if more than one) by explaining what occurred and how this affected your academic progress and prevented you from meeting Satisfactory Academic Progress (SAP) standards.
- Explain what has changed that will allow you to meet SAP standards this semester and forward.
- Provide your current major and plan for completing required courses, date of graduation, the number of semesters you will need at CCSF to graduate and/or transfer to a four-year school to obtain a bachelor degree.

Documentation of extenuating circumstances is required. If you are requesting an appeal due to extenuating circumstances, your appeal may only be accepted for the following reasons and must include supporting documentation such as:

- Death of immediate family member
- Major illness/hospitalization
- Mitigating circumstances beyond the student's control that affected the student's academic progress
- Death certificates, medical records, and other supporting documentation that relates to the extenuating circumstances

Maximum Timeframe Appeal:

You are ineligible due to your attempted units exceeding the 150% of the published length of your educational program. Students with 120 units attempted or more are not eligible to submit an appeal for review.

You must include a typed, detailed personal statement, which explains why you have attempted so many units without meeting graduation, and/or transfer requirements. Address what affected your ability to complete your program on time, your current major, plan for completing required courses, date of graduation, and the number of semesters you will need at CCSF.

Completion of an Associate Degree Appeal:

You are ineligible due to the completion of an Associate degree at CCSF or another college.

You must include a typed, detailed personal statement, which explains the need to return to CCSF or continue at the community college level after completion of an associate degree. What is your current major, educational goal, and plan for completing required courses, number of semester you will attend CCSF to complete your educational program, date of graduation, and the number of semesters you will need at CCSF.

Transition from Credit to Non-Credit or Non-Credit to Credit Program Appeal:

You must include a typed, detailed personal statement, which explains your current educational program and plan for completing required courses, year of graduation and/or transfer to a four-year school to obtain a bachelor degree, and reason for transitioning from credit to non-credit program. CCSF SAP Policy allows students to received federal financial aid for one eligible program.



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Satisfactory Academic Progress (SAP) Appeal Application

Submit to Financial Aid Office, Cloud Hall, Room 324

All information must be completed on this appeal form. Missing or incomplete information will result in automatic Appeal Denial.

A. STUDENT INFORMATION: PLEASE PRINT CLEARLY

Last Name _____ First Name _____ MI _____ CCSF Student ID # _____

B. REASON(S) FOR APPEAL (CHECK ALL APPLICABLE BOXES)

- Cumulative grade point average (GPA) below 2.0
- Completion rate below 67%
- Exceeded 150% of educational program – Reached Maximum Timeframe (MTF)
- Already received an Associate’s Degree or higher
- Transition from Credit Program to Non-Credit

C. CURRENT SEMESTER (CHECK ONLY ONE BOX) - REINSTATEMENT

Fall 20 _____ Spring 20 _____ Summer 20 _____

D. CCSF FINANCIAL AID ELIGIBLE EDUCATIONAL PROGRAM (CHECK APPLICABLE BOXES)

- Name of eligible Certificate Program: _____
- Name of Non-Credit Eligible Certificate Program: _____
- Name of Associate Program: _____
- Name of Transfer Major Leading to a BA/BS degree: _____

How many semester(s) will you need to complete your eligible educational program? _____

E. HAVE YOU EARNED A DEGREE?

- Yes – Complete information below No - Proceed to Section G

Name of College: _____

Name of Program: _____ Year Graduated: _____

Have your transcript(s) from outside college/university been evaluated by Admissions & Records? Yes No

F. CERTIFICATION AND SIGNATURE

I certify that all information provided with this request is complete, true and correct to the best of my knowledge. I understand that submitting an application does not guarantee reinstatement of financial aid and the APPEAL COMMITTEE’S DECISION IS FINAL and there is NO SECOND Appeal if this appeal is denied. I also understand the Appeal Committee may take up to 4-5 weeks to grant a decision. Providing false or misleading information can result in disqualification of financial aid. I understand that I must adhere to any and all conditions set forth on my appeal to remain eligible for financial aid. It is my responsibility to be aware and adhere to the Satisfactory Academic Progress standards.

Student Signature: _____

Date: _____