



OFFICE OF FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS (SAP)
Appeal Request Form

Date: \_\_\_\_\_ SSN: \_\_\_\_\_
Name: \_\_\_\_\_ ID#: \_\_\_\_\_
Address: \_\_\_\_\_

- INSTRUCTIONS:
1. Complete this form, AND
2. Attach a detailed typed, personal statement which describes the extenuating circumstances, AND
3. Attach photocopies of all relevant third-party documentation (such as doctor's letter to support medical claims or transcripts to verify units taken) give dates of incidents, AND
4. Educational Plan prepared by an academic counselor
5. Submit copies of the completed form and all attachments to the Financial Aid Office

I am requesting review of extenuating circumstances or have attempted 90 units or more appeal to reinstate my eligibility for financial aid at Rio Hondo College. Please consider the attached statement and documentation. I understand that the Director of Financial Aid and the Financial Aid Appeals Committee will take one of four specific steps:

- Approve reinstatement unconditionally, OR
• Approve reinstatement with specific conditions, OR
• Postpone my appeal and request that I provide additional information, OR
• Deny my appeal for reinstatement.

I understand if the appeal is not submitted complete or is missing information stated above the committee will deny the appeal. I also understand that I will hear back from the committee within 15 working days of the receipt of this form. I also understand the Director of Financial Aid's decision is final.

I certify that all information provided with this request is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

SUBMIT THE COMPLETED FORM TO:
Rio Hondo Office of Financial Aid
F/A Appeals
3600 Workman Mill Road
Whittier, CA 90601-1699

Office Use Only

- Approved reinstatement of financial aid eligibility unconditionally.
Approved reinstatement of financial aid eligibility with specific conditions:
Denied appeal for reinstatement.



## OFFICE OF FINANCIAL AID SAP APPEAL INSTRUCTIONS

Once a student has had a probationary semester, but still does not meet the SAP standard (GPA below 2.0 and/or failed to complete attempted units, and/or has attempted 90.0 or more units), this student will become ineligible for Financial Aid. Once the student has become ineligible, he/she has the right to Appeal this status.

- To appeal for reinstatement of financial aid eligibility, you must submit a typed, clear and detailed statement explaining your extenuating circumstances which caused you to be unable to meet the Satisfactory Academic Progress standards due to:
  - GPA below 2.0 and/or
  - Completion rate is below 100%
- An ineligible student may submit an Extenuating Circumstances SAP Appeal Form if the student believes there are Extenuating Circumstances surrounding his/her failure to maintain SAP. Examples of Extenuating Circumstances that must be supported by Official Documentation are:
  - Death of an immediate family member
  - Illness (Self, child or parent) where care was needed
  - Major car accident
  - Homeless or eviction
  - Victim of a crime or unexpected disaster

### Information Required: The appeal packet must include:

- Official documentation of Extenuating Circumstances. The Extenuating Circumstances must have occurred during a semester that caused you to fall below the SAP standard.
- A current Educational Plan
- Typed, clear and detailed statement explaining your extenuating circumstance including dates along with a statement indicating the changes you have made to ensure that you will meet the Satisfactory Academic Progress Standard if you are given another probationary period

If you are ineligible only because you have attempted 90 units or more, you will not need to submit Official Documentation. However, you will need to complete a statement indicating that you have attempted 60 units or more due to one or more of the following reason:

- One time change of major or goal
- Returning for a second goal
- Completing a number of ESL courses, Basic Skills courses
- High unit requirements for your transfer major (Nursing program, etc.)

### For students whose GPA is a 2.0 or higher and has attempted 90 units or more, the appeal packet must include:

- Typed, clear and detailed statement indicating the reason(s) for attempting 90 units or more (e.g. Basic Skills classes, Change of Major once only, returning for second goal, or high unit major – Nursing). Your major area of study (Major) and degree objective (AA/AS, Certificate, Transfer).
- Your expected date of graduation and, if applicable, transfer school and expected date of transfer.
- Proposed schedule of classes to be taken and number of units needed for graduation or transfer Reference to all enclosures/documentation submitted and how they relate to your appeal.
- Full Educational Plan for the duration of program.
- If your appeal is approved, you will be required to follow your educational plan as submitted.

**\*\*\*If appeal is missing any required documentation or submitted incomplete the appeal will automatically be denied by the committee. If no extenuating circumstances are present it is recommended you successfully complete 2 academic semesters to meet SAP before submitting an appeal.**