

## 2011-2012 Satisfactory Academic Progress Appeal

<b>*Name:</b> Last name: _____ First name: _____	<b>*Date:</b> _____
<b>*Address</b> _____ _____	<b>*Phone no.</b> _____
<b>*City, State &amp; Zip</b> _____	<b>*SBCC ID No.:</b> <b><i>KOO</i></b>

### ***INSTRUCTIONS***

**5 Steps to Submit Your Appeal**

1. File 2011-2012 FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
2. Register for classes in the semester for which you are appealing
3. Complete and sign Appeal Form
4. Attach a typed statement of explanation to Appeal (See below)
5. Attach a current SEP to Appeal (see below)

### ***INFORMATION***

- A. Incomplete Appeals will be returned, delaying response time
- B. Allow 2 to 4 weeks for review and response
- C. Appeal notification is via Pipeline Email
- D. Submission of an Appeal does not guarantee approval -- plan ahead for alternative ways to fund your education should your appeal be denied

***~Submit your Appeal by mail , fax or drop off in person~***

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**\*Term for which you are appealing:** (check only one)

Fall 2011  
 (Fall Appeal deadline  
 Oct. 28, 2011)

Spring 2012  
 (Spring Appeal deadline  
 Mar. 30, 2012)

Summer 2012  
 (Summer Appeal deadline  
 July 3, 2012)

**\*Reason you are appealing:** (check all that apply)

- Did not maintain minimum semester Grade Point Average of 2.0
- Did not complete minimum number of units for the semester
- Not meeting "pace of progression" towards your degree/certificate
- Reached or exceeded maximum number of units allowed for educational goal

**\*Statement --** Attach a ***typed statement*** which explains the following:

- A. What circumstances beyond your control prevented you from meeting the standard(s) checked above, e.g., student's illness or medical issues, family emergency, long break in attending college, or other documented extenuating circumstances
- B. How the situation has changed or been resolved
- C. Your plan for success for the semester checked above
- D. If you exceeded the maximum time allowed for your educational goal, explain why you need more time to complete your goal, and how much longer you need

**\*Required Information**

**\*Student Educational Plan -- Attach a current Student Educational Plan (SEP)**

- A. **Most Students:** Contact the Financial Aid Office to schedule an appointment with Eli Villanueva, Academic Counselor, (805) 730-5157, or e-mail [villanue@sbcc.edu](mailto:villanue@sbcc.edu).
- B. **HIT/CIM/Medical Coding Students:** "Prepare a Student Educational Plan" at <http://www.sbcc.edu/hit/hitcimakademicplanning.php>. After Gwyer Shhuyler approves the SEP, attach it to the Appeal and submit to Financial Aid Office.
- C. **EOPS/CARE Students:** Contact EOPS/CARE Office at (805) 965-0581 ext. 2279 for a Counseling appointment, or to request a copy of your current SEP.
- D. **Student Athletes:** Contact Scott Brewer, Academic Counselor at (805) 637-688, or JoAnn Graham, Academic Counselor at (805) 965-0581 ext. 4741, to request an SEP.

**\*Student Certification**

I hereby certify that all information provided on this form, and all attachments, is true, complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student ID No. K00 \_\_\_\_\_

**\*Required information**

<b>FA Office Use Only</b>		
Appeal Approved	Appeal Pending	Appeal Denied
Comments: _____		
_____		
_____		
Date _____	FAO _____	