Financial Aid Office
Satisfactory Academic Progress (SAP) Appeal

To be eligible for federal and state student aid funds (excluding the Board of Governors Fee Waiver), a student must make satisfactory academic progress. The Financial Aid Office at Cerritos College has established the following Satisfactory Academic Progress (SAP) Standards to determine if a student is making satisfactory academic progress.

**Grade Point Average Requirement**
You must maintain a **2.0** cumulative Grade Point Average (GPA).

**Unit Completion Requirement**
You are required to complete **70%** of the units which you have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the unit completion requirement. All units are considered in this calculation. Units for which a grade of W, I, NP, NC, and/or F was received are considered as units attempted, but not completed.

*Example: Student attended Fall and Spring for one year. Attempted 24 units and completed 15 units. Unit Completion is calculated as 15 ÷ 24 = 62% (student did not meet the 70% requirement.)*

**Maximum Time Frame Requirement**
You must complete your educational program within a maximum time frame of **150%** of the published program's required units at Cerritos College.

*Example: Associate in Arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be **90 units** (60 units x 1.5)*

**Appeal Process**

*Please note: If you were previously placed on a Probationary Academic Student (PAS) Agreement and did not meet the terms of that agreement, you are not allowed to submit an appeal.*

1. Complete this appeal form detailing your situation and reason(s) for not meeting SAP, what has changed and your plan to improve your progress.

You are required to attach supporting documentation with your appeal (ex. death certificate, doctor’s note, court documentation, other)

*Acceptable reasons to submit an appeal include unexpected events that were out of your control:*

- Medical problems (your own or those of a family member)
- Changes in your work schedule (not initiated by you)
- Death in the family
- Other reasons of similar nature

2. Submit your appeal to the Financial Aid Office by the appropriate deadline.

You will receive notification of the Financial Aid Advisory Committee decision by mail.
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Fall 2014 Deadline: September 15, 2014

Student’s Name: ____________________________  Student ID #: ____________________

Purpose of Appeal:  □ Termination  □ Denied Financial Aid Educational Plan

You are required to attach documentation to support your reasons. Please type or print clearly. If more space is needed attach a separate sheet.

Explain the situation and reason(s) for not meeting the SAP Standards.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Explain what has changed in your situation and how you plan to improve your progress to meet the SAP standards. List all Cerritos College resources you are using to ensure your success.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student’s Signature:_________________________________________  Date: ______/_____/____

Financial Aid Office Use Only
Term:  Year:
□ Fall  _____
□ Spring  _____
□ Summer  _____
Received by:  Date:  ______/_____/____

Financial Aid Advisory Committee Use Only
FAAC Decision:  Approved _____  Denied _____  PAS Agreement _____  Date: ______
Revised SAP Status:  Probation _____  Termination _____  Date: ______
FA Ed Plan:  Approved _____  Denied _____  Pending _____  Date: ______
Denied FA Ed Plan:  Approved _____  Denied _____  Date: ______
Follow-up Notes:__________________________

Revised on 05/14/14