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 $15 \div 24 = 62\%$ (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 ($60 \times 1.5$)

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)
- Death in the family
- Changes in your work schedule (not initiated by you)
- 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.

Revised on 03/7/14
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Summer 2015 Deadline: June 22, 2015

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: ____________________________