Financial Aid Office
Satisfactory Academic Progress 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**
  The chart below will show how many units you are required to complete each semester with a passing grade, based on your enrollment status:

<table>
<thead>
<tr>
<th>Units Enrolled for Semester</th>
<th>Units Required to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+</td>
<td>at least 9</td>
</tr>
<tr>
<td>9 - 11.5</td>
<td>at least 7</td>
</tr>
<tr>
<td>6 - 8.5</td>
<td>at least 5</td>
</tr>
<tr>
<td>less than 6 units</td>
<td>all units</td>
</tr>
</tbody>
</table>

- **90 Unit Limit**
  You can earn a total of 90 units and remain eligible for financial aid. If your major/program requires more than 90 units you must complete and submit a Lock-In-List. You must schedule an appointment with an academic counselor to complete the Lock-In-List. The courses on the Lock-In-List must be approved by the Financial Aid Advisory Committee in order to receive financial aid.

**Appeal Process**

1. Please complete this appeal form to explain in detail your situation and reason(s) for not meeting the SAP Standards. Unexpected and/or unavoidable events, like medical problems (your own or those of a family member), a death in the family, changes in your work schedule (which were not initiated by you), or other things of similar nature which prevented you from being able to meet the SAP requirements are reasons for you to file an appeal.

2. In addition, please elaborate on what steps you have taken to ensure your academic success.

3. Include any supporting documentation with your appeal.

4. Submit your appeal to the Financial Aid Office. You will receive notification of the Financial Aid Advisory Committee decision by mail.

Revised on 02/16/10
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Student's Name: ________________________________                      Student ID #: ____________________

Write your statement below. Explain in detail your situation and reason(s) for not meeting the SAP Standards. (Please type or print clearly.) If more space is needed attach a separate sheet.

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Student's Signature: ____________________________                                   Date: ____/____/_____

Financial Aid Office Use Only

Term:                      Year:
☐ Fall       ______
☐ Spring     ______
☐ Summer     ______

Received by: Date:
               ____/____/_____

Financial Aid Advisory Committee Use Only

Current SAP Status: Probation ______  Termination ______  Date: _______
FAAC Decision: Approved ______  Denied ______  WIP ______  Date: _______
Revised SAP Status: Probation ______  Termination ______  Date: _______

Follow-up notes:_____________________________________________________________

______________________________________________________________

Phone: (562) 860-2451 Ext. 2397 Fax: (562) 467-5035 E-mail: finaid-staff-list@cerritos.edu
11110 Alondra Blvd. Norwalk, CA 90650 Website: www.cerritos.edu/finaid

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