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 **67%** 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 67% 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)*

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**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.
Satisfactory Academic Progress (SAP) workshops are available and you are strongly encouraged to attend. By attending a SAP workshop you will gain knowledge and valuable information regarding the Cerritos College SAP policies and procedures and it could benefit the outcome of your SAP Appeal. Please attach proof of attendance.

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.

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<th>Explain the situation and reason(s) for not meeting the SAP Standards.</th>
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<th>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.</th>
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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
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 10/21/15