



Financial Aid Office
 PO Box 8106
 San Luis Obispo, CA 93403

NAME:

ID#

PHONE #:

ADDRESS:

Satisfactory Academic Progress Appeal Form and Instructions

REASON FOR APPEAL

Area(s) of noncompliance [check applicable area(s)]:

- GPA-cumulative GPA is below a 2.00
- Unit Progression-did not complete minimum units required
- Time limit-Attempted more than 150% of my Program.

CHECKLIST

- Signed Appeal Form
- Personal Statement
- Supporting Documentation
- Updated SEP
- Transcripts from other colleges
- Progress Report Form (if submitting appeal after October 1 for the fall semester or after March 1 for the spring semester), the form is available on our website

APPEAL DEADLINES

July 1 for summer semester
 December 1 for fall semester
 May 1 for spring semester

THE COMPLETE FINANCIAL AID ACADEMIC PROGRESS STANDARDS

Can be found online at www.academic.cuesta.edu/finaid

Your financial aid has been suspended due to noncompliance with Cuesta College's Financial Aid Standards of Satisfactory Academic Progress (SAP). Use this form to request reinstatement of your aid. Carefully read and follow the instructions below.

- 1) Prepare a typed, detailed personal statement explaining the following points:
 - a) The nature and exact dates of the extenuating circumstances that prevented you from meeting the Academic Progress Standards. Examples of extenuating circumstances include, but are not limited to:
 - Death or major hospitalization of an immediate family member (i.e. parent, spouse, child, etc.)
 - Extended hospitalization or medical condition of student
 - Victimization of a violent crime or natural disaster
 - Recent diagnosis of a learning disability
 - b) If you are appealing for more time to complete your degree, please indicate how many more semesters you need. Examples of this might be;
 - If you have changed your major or academic goal, please explain thoroughly your reason(s) for doing so.
 - If you had prerequisite, remedial classes, or courses that were required for your major, please explain.

Work conflicts or lack of transportation to school is NOT generally considered extenuating circumstances.

- c) How the circumstances that prevented you from meeting satisfactory academic progress standards have now been resolved.
- d) Your contact information. Please provide your current mailing address and telephone number.
- e) Sign and date your personal statement. Make sure to include your student ID number.

(OVER)

Financial Aid Office Use Only

Decision: Appeal Approved Appeal Denied Need Additional Information

Comments Supporting Decision: _____

Date of Review: _____

Reviewed by: _____

Update: _____

Date of Update: _____

Updated by: _____

- 2) Provide copies of documentation to validate your personal statement. Documentation may include, but is not limited to: Doctors' letter, death certificate, obituary, police report, court documents, letter from Learning Assistance, etc.

Documentation must be in written form and must be legible. The dates on the documentation must correspond with the semester(s) during which you failed to make satisfactory academic progress. If documentation is not available, you must explain why it is not available.
- 3) You may provide a letter of support from an individual, possibly a faculty member, counselor, minister, or an otherwise informed individual from an agency who is knowledgeable of your situation. The letter must include the name, signature, agency name and phone number of the individual. If you provide a third-party letter, you still must submit your own personal statement.
- 4) Submit a Student Education Plan (SEP) that has been updated by an academic counselor.
- 5) Submit a copy of your transcripts (you can find this on myCuesta) and all other college transcripts.
- 6) Complete a Progress Report Form (if submitting appeal after October 1 for the fall semester or after March 1 for the spring semester). Progress report can be found on our website under forms at www.academic.cuesta.edu/finaid/

AFTER SUBMITTING YOUR APPEAL

Your appeal will be reviewed on a first-come, first-serve basis by the appeals committee typically within two to four weeks. The review of your appeal may take longer during peak periods. If the appeal is incomplete, the documentation is inadequate, or there are no extenuating circumstances, your appeal may be returned or denied.

I understand that the Financial Aid Office will not process any appeal that is incomplete or lacks documentation. I am submitting my complete appeal. I further understand that decisions are made on a case-by-case basis and that submitting an appeal does not guarantee my request will be granted. I have read and understand the Cuesta College Academic Progress Standards. I will be notified in writing of the committee's decision, and I understand that all of the decisions made by the Financial Aid Appeals Committee are **final**.

Student Signature

Date