



Financial Aid Office

800 South College Drive
Santa Maria, CA 93454-6399
805-922-6966 Ext. 3200

NAME _____

PHONE # _____

STUDENT ID # **H** _____

Satisfactory Academic Progress (SAP) Appeal

Your financial aid offer is contingent on you maintaining financial aid Satisfactory Academic Progress (SAP) standards. If you do not meet minimum SAP standards for two consecutive semesters, your financial aid will be placed on a canceled status until you meet financial aid SAP standards. You may use this form to appeal a canceled status if you have experienced extenuating circumstances that have impacted your academic progress.

DETERMINING YOUR FINANCIAL AID STATUS:

In your MyHancock portal under the Financial Aid heading, click on My Financial Aid. Choose the current academic year. At the top of the page, click on the Satisfactory Academic Progress link to reveal your current SAP status and the calculations that were used to determine your eligibility (list the calculations in the blanks below).

Why are you cancelled? (check all that apply and fill in all the blanks):

- ☐ My cumulative GPA is below a 2.00. My current cumulative GPA is: _____
- ☐ My unit completion rate is below 67%. My cumulative unit completion rate is: _____
- ☐ I have exceeded the maximum attempted unit limit. My cumulative units attempted are: _____

SAP CHECKLIST-Make sure all the below items are submitted with your SAP appeal.

<input type="checkbox"/> Signed and dated SAP Appeal Form	<input type="checkbox"/> Unofficial transcript from MyHancock
<input type="checkbox"/> Typed personal statement explaining your extenuating circumstances	<input type="checkbox"/> Your current Comprehensive Student Education Plan (CSEP) activated and locked by your academic counselor
<input type="checkbox"/> All supporting Documentation	<input type="checkbox"/> Academic progress report form (to be used after these dates): October 1 for the fall, March 1 for the spring, June 30 for summer.
<input type="checkbox"/> All external college transcripts	

Documentation

Supporting documentation for extenuating circumstances is required. This may include letters from medical providers, degree or academic planning materials from a college advisor, or supporting statements from other on-campus support services such as the Learning Assistance Program (LAP). Allan Hancock College recognizes that, in some instances, it can be unreasonable or potentially re-traumatizing to produce supporting documentation. In such cases, the Appeals Committee may waive the documentation requirement.

Special circumstances include but are not limited to:

- Death of an immediate family member or other significant person
- Pregnancy or birth of a child
- Homelessness
- Change of major
- Family problems or issue related to divorce
- Loss of childcare and/or loss or change in employment.
- Injury or illness to student or immediate family member (parent, spouse or significant other, sibling, child)
- Inability to access support services
- Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability.

Resolution of Circumstances

You must further demonstrate and explain how the extenuating circumstances have been resolved. If it is not clear that the circumstances have been resolved, your appeal may be denied. Simply stating that a student dropped a course or changed a major or “was young”, in and of itself, would not be grounds to support an SAP appeal. More information supporting an extenuating circumstance related to these actions would need to be provided.

Note: Lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.

SAP Appeal Deadlines

We cannot reinstate financial aid eligibility for terms that have ended. Appeals must be submitted by the term deadlines listed below.

Deadlines: **Fall term:** November 22nd, **Spring term:** May 2nd, **Summer term:** July 12th

Appeal Time Frame and Notification

You are encouraged to submit an appeal as soon as you become aware that you are on a canceled status. SAP appeals must be submitted within the academic year in which you are requesting your financial aid eligibility to be restored. You will be notified of the committee’s decision, typically within ten days of the committee meeting. You will be notified by email of the final decision and the terms and conditions of an approved appeal or any applicable comments if the appeal was denied.

SAP Appeal Outcomes:

If your SAP Appeal is approved, you may continue to receive financial aid as long as you meet the terms and conditions set by the Appeals Committee. The Financial Aid office will review your progress after each term.

- Scenario 1:** Students whose SAP appeal is approved will receive financial aid for the term in which their SAP appeal is approved. Students are expected to meet SAP standards on their own following the end of the term. Should a student meet SAP after the end of the term, their financial aid eligibility will be re-established to satisfactory and they will be eligible to receive financial aid for the following term. If the student fails to meet SAP standards at the end of the term, their SAP status will be updated to cancelled.

- Scenario 2:** For a student whose SAP appeal is approved but will not be able to meet SAP standards after one term, they will be placed on an **Academic Plan**. If you are placed on an academic plan, you must follow the approved plan submitted and make forward progress after each term. The Financial Aid office will review your enrollment and final grades to ensure forward progress is being met. If you are meeting the terms and conditions outlined in your approval notification and plan, you will remain eligible for financial aid.

If your SAP appeal is denied, you have two (2) options:

- Option 1:** You must meet financial aid SAP standards without the use of federal financial aid. Once you achieve those standards, your financial aid eligibility will be reinstated.

- Option 2:** *You may request a 2nd review of your appeal with any added extenuating circumstance or supporting documentation. Your denied appeal will then be reviewed a 2nd time according to standard procedures.*

I understand that the Financial Aid office will not approve any appeal that is incomplete or lacks documentation. I am submitting my complete SAP 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 AHC Financial Aid SAP Standards and I understand that appeals can only be approved for the current or future semesters. Federal regulations do not allow financial aid eligibility to be reinstated to semesters that have already ended. I will be notified by email of the committee’s decision, and I understand that if my SAP appeal is denied, I can request a second review of my appeal. I will not contact the Financial Aid office until after I have received notification from the Appeals Committee. The Financial Aid office cannot release any information regarding pending appeals.

Student Signature _____ **Date** _____



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Satisfactory Academic Progress (SAP) Report to be used on/or after Oct 1st, March 1st, June 30th

This Progress Report must be completed **by each of your instructors** and returned to the Financial Aid office. If you are filing an appeal, this form must be attached to your appeal. If you are submitting this form in response to a letter or email you received, please attach a copy of that letter or email.

Instructors: This student is required to get current grades and instructor signatures for all courses of enrollment. All sections must be completed. This form is to be returned to the Financial Aid office by the student.

Course Title: _____

Current Grade: ☐ A ☐ B ☐ C ☐ D ☐ F ☐ P ☐ NP

Does the student attend class regularly? ☐ Yes ☐ No

Do you recommend Tutorial services: ☐ Yes ☐ No

Comments: _____

Instructor's Signature: _____ Date: _____

Course Title: _____

Current Grade: ☐ A ☐ B ☐ C ☐ D ☐ F ☐ P ☐ NP

Does the student attend class regularly? ☐ Yes ☐ No

Do you recommend Tutorial services: ☐ Yes ☐ No

Comments: _____

Instructor's Signature: _____ Date: _____

Course Title: _____

Current Grade: ☐ A ☐ B ☐ C ☐ D ☐ F ☐ P ☐ NP

Does the student attend class regularly? ☐ Yes ☐ No

Do you recommend Tutorial services: ☐ Yes ☐ No

Comments: _____

Instructor's Signature: _____ Date: _____

Course Title: _____

Current Grade: ☐ A ☐ B ☐ C ☐ D ☐ F ☐ P ☐ NP

Does the student attend class regularly? ☐ Yes ☐ No

Do you recommend Tutorial services: ☐ Yes ☐ No

Comments: _____

Instructor's Signature: _____ Date: _____

Course Title: _____

Current Grade: ☐ A ☐ B ☐ C ☐ D ☐ F ☐ P ☐ NP

Does the student attend class regularly? ☐ Yes ☐ No

Do you recommend Tutorial services: ☐ Yes ☐ No

Comments: _____

Instructor's Signature: _____ Date: _____

Course Title: _____

Current Grade: ☐ A ☐ B ☐ C ☐ D ☐ F ☐ P ☐ NP

Does the student attend class regularly? ☐ Yes ☐ No

Do you recommend Tutorial services: ☐ Yes ☐ No

Comments: _____

Instructor's Signature: _____ Date: _____