



**ALLAN  
HANCOCK  
COLLEGE**

Financial Aid Office  
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(805) 922-6966, Ext. 3200

NAME: \_\_\_\_\_

ID# : \_\_\_\_\_

H

PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Satisfactory Academic Progress (SAP) Appeal Form and Instructions

Your financial aid has been canceled due to not meeting the Allan Hancock College's Financial Aid Satisfactory Academic Progress (SAP) standards. Use this form to appeal the cancelation of your aid.

Appeals can only be considered for the current or for future semesters. Federal regulations do not allow financial aid eligibility to be reinstated to semesters that have already ended. The complete financial aid academic progress standards can be found in the Allan Hancock College catalog under Student Services at: [www.hancockcollege.edu](http://www.hancockcollege.edu) or on your MyHancock portal under My Financial Aid. Click on "Progress".

### DETERMINING YOUR FINANCIAL AID DEFICIENCY(S)

Under your MyHancock Financial Aid heading, click on "View My Financial Aid". Choose the current academic year and submit. 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 calculations in the blanks below). If you need assistance, contact the financial aid office in regards to attending a SAP workshop. Why are you cancelled? (check all that apply and fill in all of the blanks):

- GPA-cumulative GPA is below a 2.00. Your current cumulative GPA is: \_\_\_\_\_
- Unit Progression-unit completion rate below 67%. Current cumulative unit completion rate is: \_\_\_\_\_
- Exceeded maximum unit limit of 90 units. Your cumulative units attempted: \_\_\_\_\_

### DETERMINING YOUR SEMESTER(S) OF POOR PERFORMANCE

Review your AHC transcripts to determine during which semesters you were not progressing academically. Take into consideration all F's, W's, NP's, and NC's . If you need assistance, contact the financial aid office in regards to attending a SAP workshop. List all of those semesters here:

(EX: Fall 2014)					

### COMPLETING THE APPEAL FORM-Carefully read and follow the instructions below.

- 1) Prepare a typed, brief personal statement detailing the following points:
  - a) If you are appealing for more units to complete your degree, please indicate how many more units you need and why you have not completed your goal within 150% of the units required for your program. If you have changed your major, please explain thoroughly your reason(s) for doing so including any physical constraints, economic situations and job trends that affected your decision. Only one academic goal at a time will be funded, so do not discuss multiple goals in your statement.
  - b) Discuss the nature and timing of the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress (SAP) Standards. Extenuating circumstances are situations that happened in your life that are beyond your control. The dates of the extenuating circumstances must correspond with the semester(s) (listed above) during which you failed to make satisfactory academic progress. 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

Work conflicts, lack of transportation, poor time management, or being unaware of academic progress policies or other college requirements are NOT generally considered extenuating circumstances.

Do not discuss your need for financial aid as a part of your rationale for reinstatement of financial aid. The committee assumes that any student filing an appeal is doing so based upon financial need.

(Form Continues)

- c) How the circumstances that prevented you from meeting satisfactory academic progress standards have now been resolved. How do you now plan to be successful in your courses?
- 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 (H) number.

**If you are appealing for additional units due solely to a major change and are not canceled for GPA or unit progression, skip the next two items and go directly to items 4), 5) and 6) below.**

- 2) Provide documentation to verify the situation(s) and date(s) in your personal statement. Documentation may include, but is not limited to: doctors' letter, death certificate, obituary, police report, court documents, letter from the Learning Assistance Program, etc. Highlight the dates and relevant information on each page.  
  
Documentation must be in written form and must be legible. The dates on the documentation must correspond with the semester(s) identified above 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, such as a faculty member, counselor, minister, or an otherwise informed individual from an agency who is knowledgeable of your situation and the date it occurred. The letter must be on agency letterhead and include the name, title and signature of the individual.
- 4) If you are requesting additional units, submit a DegreeWorks Degree Audit, and a Student Education Plan (SEP) that has been updated by an academic counselor. The SEP must contain the current semester, and all subsequent semesters needed to complete your educational goal. Student Education Plans are not required for students canceled for GPA or unit progression. Only one academic goal at a time will be funded.
- 5) Submit a copy of your unofficial transcript from the myHancock portal along with copies of all other college transcripts.
- 6) Complete a Progress Report Form (if submitting appeal after September 30 for the fall semester or after March 4 for the spring semester).

**AFTER SUBMITTING YOUR APPEAL**

Your appeal will be reviewed on a first-come, first-serve basis by the appeals committee typically within 30 days. 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 will not be approved. You will be notified in writing of the committee's decision. Notification will be sent via email to your myHancock email address. Do not contact the financial aid office until after you have received your notification as they cannot release any information regarding pending appeals.

**I understand that the Financial Aid Office will not approve 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 AHC Financial Aid Satisfactory Academic Progress Standards and understand that appeals can only be approved for the current or for future semesters. I have retained a copy of this form and all documents for my records. Federal regulations do not allow financial aid eligibility to be reinstated to semesters that have already ended. 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**. I will not contact the financial aid office until after I have received notification from the committee as they cannot release any information regarding pending appeals.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT CHECKLIST**-Submit all of the following items unless otherwise noted:

- Signed and dated Appeal Form
- Supporting Documentation
- Unofficial Transcript from MyHancock
- Progress Report Form (if submitting appeal after September 24 for the fall or after March 4 for the spring)
- Typed Personal Statement
- All other college transcripts
- Updated Ed Plan (only if requesting additional units)

**DEADLINES**-July 9 for summer semester, November 5 for the fall semester, and April 15 for the spring semester. Appeals are not retroactive.