



FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL INSTRUCTIONS

In order to receive Title IV federal student aid, the U.S. Department of Education requires that a student be making satisfactory academic progress toward the completion of an associate degree, a vocational certificate of at least sixteen (16) units, or a plan to transfer to a four-year college or university.

Students who have not met satisfactory academic progress standards, have been disqualified, and wish to appeal their status may do so by completing and submitting a Satisfactory Academic Progress (SAP) Appeal Form with supporting documents. Instructions for submitting an appeal are printed below.

INSTRUCTIONS

1. The SAP Appeal Form and three essays must be typed using the fillable form below.
2. The SAP Appeal Form must be submitted with a current, counselor-approved comprehensive Student Educational Plan (SEP) or Lock-in-List (if applicable) that includes all coursework required to complete an associate degree, a vocational certificate of at least sixteen (16) units, or a plan to transfer to a four-year college or university.
3. The student must be enrolled in program-required courses for the term of appeal.
4. The student is advised to make a copy of the entire SAP Appeal Form and all supporting documentation prior to submitting to the Financial Aid Office.
5. The student must submit a completed SAP Appeal Form and all supporting documentation to the Financial Aid Office by the established deadline. Incomplete, handwritten or late submissions will not be accepted. The SAP appeal deadlines are as follows:

Fall 2013 Semester = October 31st

Spring 2014 Semester = March 27th

Summer 2014 Term= Inquire directly with the Financial Aid Office

6. The SAP appeal decision will be sent to the student via his or her college issued e-mail account (MyECC) approximately 4 to 6 weeks after submission.
7. For additional information, see the Satisfactory Academic Progress (SAP) Policy available on the Financial Aid Office webpage at <http://www.elcamino.edu/student-services/fao>
8. **A STUDENT MAY ONLY SUBMIT ONE (1) SAP APPEAL PER ACADEMIC YEAR (Fall, Spring or Summer).**
9. **ALL SAP APPEAL DECISIONS ARE FINAL.**

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Complete the entire SAP Appeal Form using the fillable form below and submit to the Financial Aid Office by the established deadline. Incomplete, handwritten, or late submissions will **not** be accepted.

TERM OF SAP APPEAL

I am submitting the SAP Appeal Form for the following semester. My counselor-approved comprehensive Student Educational Plan (SEP) or Lock-in-List (if applicable) is attached. Check only **one** box.

Fall Semester 2013

Spring Semester 2014

Summer Term 2014

GENERAL INFORMATION

El Camino College ID #

Last 4 Digits of Social Security Number

Date of Birth (mm/dd/yyyy)

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

Telephone Number (no dashes)

My ECC Student Email (REQUIRED)

@elcamino.edu

EDUCATIONAL GOAL(S)

What is your educational goal? If you check a box, you must write in the name of the certificate, associate degree and/or transfer major and four-year college or university. This information should match your comprehensive Student Educational Plan (SEP) or Lock-in-List (if applicable). **Check all that apply.**

Certificate

Associate of Arts (A.A.) and/or Associate of Science (A.S.) Degree

Transfer Major

Transfer College/University:

SAP DISQUALIFICATION STATUSES

Please review the SAP Disqualification Statuses listed below. Check only **one** box.

Financial Aid Disqualification – I have less than a cumulative 2.0 grade point average (GPA) and/or less than a cumulative 67% attempted unit completion rate. You must have at least one of the allowable appeal circumstances. Documentation is required and must support why satisfactory academic progress was not made. The SAP Appeal Form will be considered incomplete without proper documentation and will not be accepted.

Maximum Timeframe with Good Academic Standing – Cumulative 2.0 or higher grade point average (GPA) and a cumulative 67% or greater attempted unit completion rate. Documentation required. The SAP Appeal Form will be considered incomplete without proper documentation and will not be accepted.

Maximum Timeframe without Good Academic Standing – Less than a cumulative 2.0 grade point average (GPA) and/or less than a cumulative 67% attempted unit completion rate. Documentation required. The SAP Appeal Form will be considered incomplete without proper documentation and will not be accepted.

ALLOWABLE SAP APPEAL CIRCUMSTANCES

Please review the allowable SAP appeal circumstances listed below. **Check all that apply.**

Illness or accident of the student

Submit a letter from a treating physician on professional letterhead stating the nature and dates of the illness that affected academic performance and when you are (or were) cleared to return to school. In the case of an accident, submit a hospital report showing the date of the accident, orders for school absence, and release date.

Death of immediate family member

Immediate family members include spouse, registered domestic partner, child, parent, or sibling. Submit a death certificate, an obituary notice, or a funeral program.

U.S. military service orders

Submit a copy of military orders.

Additional time needed to complete an educational goal beyond an associate degree or higher

Submit a comprehensive Lock-in-List (LIL) that specifically indicates that you need additional time to complete an educational goal beyond an associate degree or higher.

Exceeded 150% maximum timeframe allowed due to changes of major or transfer units completed that do not apply to student's declared educational program

Submit a comprehensive Lock-in-List (LIL) that specifically indicates that the transfer or completed units do not apply to your newly declared educational program. Your new program/major cannot be changed if your SAP appeal is approved.

