Financial Aid Office   **2014-2015**

El Camino College (ECC) - 16007 Crenshaw Blvd. ◆ Torrance, CA 90506 ☎1-310-660- 3493 ◆ 💻 www.elcamino.edu
ECC Compton Center (COM) - 1111 E. Artesia Blvd., E-17 ◆ Compton, CA 90221 ☎1-310-900-1600 x 2935 ◆ 💻 www.compton.edu

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 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 Education Plan 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 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 <u>not</u> be accepted.
   The SAP appeal deadlines are as follows:

   Fall 2014 Semester = October 30, 2014
   Spring 2015 Semester = March 26, 2015
   Summer 2015 Term= July 23, 2015

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/studentservices/fao

8. **A STUDENT MAY ONLY SUBMIT ONE (1) SAP APPEAL PER AWARD YEAR.**

9. **ALL SAP APPEAL DECISIONS ARE <u>FINAL</u>.**

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 Education Plan or Lock-in-List (if applicable) is attached. Check only **one** box.

     Fall Semester 2014   Spring Semester 2015   Summer Term 2015

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

_____   _____@elcamino.edu

Telephone Number (no dashes)   My ECC Student Email (REQUIRED)

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 Education Plan 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 or immediate family member*
Submit a letter from a treating physician on professional letterhead stating the nature and dates of the illness that affected academic performance. If you, the student, were ill ensure that the documentation states 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*
Submit a death certificate, obituary notice, or funeral program.

Newly diagnosed disability or complications with an existing disability which contributed to poor academic performance
Submit supporting documentation by the College's Special Resource Center

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) prepared by an academic counselor 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) prepared by an academic counselor 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.

*"Immediate family" is defined as the mother, father, grandmother, grandfather, or grandchild of the student or of the spouse/registered domestic partner of the student, and the spouse/registered domestic partner, son, daughter, brother, or sister of the student. In addition, the following are considered "immediate family": stepparent, stepchild, foster child, dependent child or adult of the student or spouse/registered domestic partner of the student.

REQUIRED ESSAYS

All students must submit three essays using the fillable form below in order for the SAP Appeal Form to be considered complete for submission. Only typed essays will be considered. Incomplete, handwritten or late SAP Appeal Forms will **NOT** be accepted.

1. Explain why you were unable to meet Satisfactory Academic Progress (SAP) Policy standards. (150 word limit/1,000 character limit) For example:
   a. Why have you not earned a cumulative 2.0 or greater grade point average (GPA)?
   b. Why have you not completed at least 67% of your total attempted units?
   c. Why are you attending El Camino College if you already earned a degree?
   d. Why have you not completed your current educational goal in a timely manner?

2. Explain how circumstances have changed that make you feel you can now meet Satisfactory Academic Progress (SAP) Policy standards and complete your educational goals. (150 word limit/1,000 character limit)

3. Explain specifically what steps you will take to complete your educational goal. (150 word limit/1,000 character limit)

CERTIFICATION

By signing below, I certify that the information provided is accurate and complete to the best of my knowledge. I have read the instructions on the SAP Appeal Form and have attached all required documentation. **I understand that submitting a SAP Appeal Form does not guarantee approval and that all SAP appeal decisions are FINAL.**

Signature: _____Date: _____
Please sign and date in blue or black ink