



Financial Aid Office

El Camino College (ECC) - 16007 Crenshaw Blvd. ♦ Torrance, CA 90506 ☎1-310-660-3493 ♦ www.elcamino.edu

SATISFACTORY ACADEMIC PROGRESS (SAP) AND LOSS OF BOARD OF GOVERNOR'S FEE WAIVER APPEAL INSTRUCTIONS

INSTRUCTIONS

1. The Satisfactory Academic Progress and Loss of Board of Governor's Fee Appeal Form (hereinafter called the "Appeal Form" and supporting essays must be typed using the fillable form below.
2. The Appeal Form must be submitted with a current, counselor-approved educational plan. All appeals for Satisfactory Academic Progress must include a 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 meet one of the acceptable reasons for submitting an Appeal Form. Students who do not have an acceptable reason should not submit an Appeal Form.
4. The student is advised to make a copy of the entire Appeal Form and all supporting documentation prior to submitting to the Financial Aid Office.
5. The student must submit a completed 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 Appeal deadlines are as follows:

Fall 2018 Semester = November 8, 2018

Spring 2019 Semester = May 9, 2019

Summer 2019 Term= July 18, 2019

6. The Appeal decision will be sent to the student via his or her college issued e-mail account (MyECC) approximately four (4) to six (6) weeks after submission.
7. For additional information, visit the Financial Aid Office webpage at:
<http://www.elcamino.edu/student/services/fao>

8. ALL SAP APPEAL DECISIONS ARE FINAL.

El Camino College & El Camino College Compton Center
Satisfactory Academic Progress & Board of Governors Fee Waiver Appeal Form
2018-2019 Academic Year

Complete the entire 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 APPEAL

I am submitting the 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 2018

Deadline: November 8, 2018

Spring Semester 2019

Deadline: May 9, 2019

Summer Term 2019

Deadline: July 18, 2019

STUDENT INFORMATION

El Camino College Student ID#

Last 4 Digits of Social Security Number

Date of Birth (mm/dd/yyyy)

Last Name

First Name

Middle Name

(_____)_____
Telephone Number

MyECC Student E-mail Address (Required) @elcamino.edu

ACCEPTABLE CIRCUMSTANCES FOR SUBMITTING AN APPEAL

Supporting documentation must be submitted.

Check all that apply.

- Illness or accident of the student or immediate family member or death of an immediate family member
- Newly diagnosed disability which contributed to poor academic performance
- Complications with an existing disability which contributed to poor academic performance
- Student applied for a disability accommodation but was not received in a timely manner
- Evidence the student was unable to obtain essential support services
- Enrolled in a high unit academic program or major as reflected on the student educational plan
- Extenuating circumstances beyond the control of the student
- Change in economic situation of the student or parent(s), if dependent
- Special consideration of factors for CalWORKs, EOPS, SRC, and Veteran students
- Homeless or at-risk of becoming homeless

ACCEPTABLE REASON FOR SUBMITTING BOG APPEAL ONLY

(This is not an acceptable reason for SAP Appeal)

- Significant academic improvement in meeting academic and/or progress standards
(Attach current academic transcripts)

PLEASE CHECK THE REASON(S) FOR YOUR APPEAL

CHECK ALL THAT APPLY:

SAP DISQUALIFICATION STATUSES

Please review the SAP Disqualification Statuses listed below. Students may only submit (1) SAP APPEAL per award year. SAP Appeals may be approved for up to three terms. 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. Current, counselor-approved comprehensive Education Plan must be attached. The 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 Appeal Form will be considered incomplete without proper documentation and will not be accepted. Current, counselor-approved Lock-in-List must be attached.

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 Appeal Form will be considered incomplete without proper documentation and will not be accepted. Current, counselor-approved Lock-in-List must be attached.

BOARD OF GOVERNOR FEE WAIVER DISQUALIFICATION STATUS

Students must submit a BOGFW Appeal each term that the student does not meet Academic and Progress Standards. BOGFW Appeals can only be approved for one term at a time.

Loss of Board of Governor’s Fee Waiver– I have less than a cumulative 2.0 grade point average (GPA) and/or a cumulative completion rate of 50% or less. You must have at least one of the allowable appeal circumstances. Documentation is required and must support why Academic and Progress standard were not made. Current, counselor-approved comprehensive Education Plan must be attached. The Appeal Form will be considered incomplete without proper documentation and will not be accepted.

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% (or 50% for BOGFW) 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 and/or Academic and Progress 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 understand that submitting an appeal form does not guarantee approval and that all decisions are final.

Signature: _____

Date: _____