



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 FEE WAIVER APPEAL INSTRUCTIONS

INSTRUCTIONS

1. The Satisfactory Academic Progress and Loss of Fee Waiver 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. To request someone to contact you for a Financial Aid Lock-in-List Appointment for a Maximum Timeframe Appeal, follow this link:
https://elcamino.formstack.com/forms/lockinlist_appointment_request_form_1
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 2019 Semester = November 7, 2019

Spring 2020 Semester = May 21, 2020

Summer 2020 Term= July 16, 2020

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/studentservices/fao>
8. **ALL SAP APPEAL DECISIONS ARE FINAL.**

El Camino College
Satisfactory Academic Progress & Loss of Fee Waiver Appeal Form
2019-2020 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 2019

Deadline: November 7, 2019

Spring Semester 2020

Deadline: May 21, 2020

Summer Term 2020

Deadline: July 16, 2020

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

@elcamino.edu

MyECC Student E-mail Address (Required)

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
- 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
- Enrolled in a high unit academic program or major as reflected on the student educational plan (Applies to Maximum Timeframe only)

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.
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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 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.
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REQUIRED ESSAYS

All students must submit three essays using the fillable form below 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 Loss of Fee Waiver) 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: _____