



# Financial Aid Office

El Camino College (ECC) - 16007 Crenshaw Blvd. ♦ Torrance, CA 90506 ☎1-310-660- 3493 ♦ [www.elcamino.edu](http://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](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 2020 Semester = November 13, 2020**

**Spring 2021 Semester = May 21, 2021**

**Summer 2021 Term= July 22, 2021**

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**  
***Satisfactory Academic Progress & Loss of Fee Waiver Appeal Form***  
***2020-2021 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.

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**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 2020**

*Deadline: November 13, 2020*

**Spring Semester 2021**

*Deadline: May 21, 2021*

**Summer Term 2021**

*Deadline: July 22, 2021*

**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
- 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 Time frame 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:

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**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)

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**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: \_\_\_\_\_