

Palomar College
Satisfactory Academic Progress Status
FINANCIAL AID APPEALS

(Appeal to the Director of Financial Aid)

Fall 2009—November 12, 2009 Deadline & Spring 2010—April 9, 2010 Deadline

In accordance with Federal Regulations, the Financial Aid Office is required to monitor a student's academic progress towards his/her declared program of study. In order to monitor your progress, the institution has established a Satisfactory Academic Progress Policy with which all students receiving financial aid must be in compliance.

According to the policy, you have been determined to be ineligible or disqualified for financial aid for the term specified in your official notification. Furthermore, you have initially submitted a Request for Review of Satisfactory Academic Progress Status that was denied or restrictions/conditions were established.

REQUIRED DOCUMENTATION

To consider your Appeal to the Director of Financial Aid for a review of your Satisfactory Academic Progress status, **you must perform the following:**

- Complete the "Financial Aid Appeals" form
- Your appeal statement or supporting documents **MUST BE AN ADDITION** to what you have already provided in your petition form (Request for Review of Satisfactory Academic Progress Status).
 - **Do not** reiterate what you have already stated in documents previously submitted.
 - Make a photocopy of your request form and all applicable documents you are submitting for your records.

If you fall into any of the following categories, your request must contain specific explanations.

• **Financial Aid Disqualification/Ineligibility (Satisfactory Academic Progress Criteria)**

Explain further why you were unable to maintain satisfactory academic progress. This means explain why you did not complete courses enrolled or maintained a 2.0 GPA for the semester. Describe corrective or preventive actions taken to ensure that you will maintain satisfactory academic progress in the future. Include supporting documentation, if possible.

• **Attempted Units Beyond Established Limits**

Explain further the reason why you have not completed:

- AA Degree requirements after attempting 60 units.
- Certificate requirements after attempting 45 units.
- Transferred to a four-year college after attempting 60units.

Also explain your current educational goal(s), including expected date of achieving goal(s), and what has happened to hinder your progress. **Include any extenuating circumstances that would support your request for extension beyond the established unit limit.**

Appeals should be prepared thoughtfully and should focus on the reason(s) for the petition.

Do Not Submit this Instruction Sheet

Student Name: _____

Student ID#: _____

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Instructions

- **Complete the bottom portion of this form** (*you may attach another sheet if needed*)
- **If you have not met with an Academic Counselor, it is suggested that you meet with one and request that he/she complete the back-side of this form.**
- **Submit completed and signed form to the Financial Aid Office**

I have been informed by the Financial Aid & Scholarships Office that my Petition for Review of Satisfactory Academic Progress Status has been denied or specific restrictions/conditions were established with the approval. I am submitting this appeal for the Director to reconsider the decision made.

- I was approved for financial aid for the semester, BUT wish to appeal the restriction/condition under which it was granted.
- I have been denied financial aid as a result of one or more of the following situations”
 - Did not make Satisfactory Academic Progress
 - Did not complete units attempted in the previous semester
 - Did not maintain a 2.0 GPA
 - Did not make Satisfactory Academic Progress after petition or appeal was granted
 - Complete withdrawal OR did not complete any units during the semester
 - Have attempted total units beyond the established limit.
 - Other: _____

I would like the Director of Financial Aid & Scholarships to reconsider the decision for the following reasons:

Student's Signature

Date

Student Name: _____

Student ID#: _____

Academic Counselor's Comments

To: Academic Counselor

In your discussion with the above named student regarding this appeals process, please provide additional justification or indicate what extenuating circumstances occurred to support the student's appeal for financial aid eligibility.

Print Academic Counselor's Name

Academic Counselor's Signature

Date