

Students who do not meet Palomar College's Financial Aid, Veterans & Scholarship Services (FAVSS) Satisfactory Academic Progress (SAP) standards are not eligible for Cal Grants or any federal financial aid including Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study (FWS) and direct loans at the College. Students may request reinstatement of their eligibility for federal aid based on an extenuating circumstance by submitting a SAP Appeal by June 23, 2017.

To view our Federal Financial Aid Satisfactory Academic Progress policy, go to the Palomar College Financial Aid webpage and select the [Satisfactory Academic Progress](#) link.

Extenuating Circumstances include:

- Severe illness or injury,
- Death of immediate family member or
- Other unforeseen extenuating circumstance
- Recent disability or job layoff that requires retraining or further education to a different career;

Appeals should be detailed and must include documentation that supports your extenuating circumstance(s). Keep a copy of all documents you submit for your records.

We encourage you to print an unofficial copy of your academic transcript to help you address the specific semester(s) that affected your overall academic performance.

For example, if you received multiple Ws, FWs or Incompletes in a particular semester you can determine if an extenuating circumstance occurred in that semester and use that as a basis for your appeal.

You may also obtain a statement from a college instructor or academic counselor (*available by appointment only*) if he/she can confirm or support your request for reinstatement based on one or more of the extenuating circumstances listed above.

Completing the SAP appeal form

Select the extenuating circumstance and disqualification reason that pertains to you. Refer to your disqualification notification for details. **Reminder:** *Communications are sent to your Palomar College student email address.*

Disqualification Reason

- **Section 1:** Complete this section if you did not meet the minimum 2.00 cumulative GPA or 67% pace (cumulative completed vs. attempted units) standards.
- **Section 2:** Complete this section if we have determined that you have attempted 100% or more of your declared academic major **and** that you will *not* finish your program by the 150% unit limit based on your current Educational Plan.

Note: FAVSS recognizes the academic major reported by the Admissions Office only. Any "External major" listed on the Education Plan is not recognized as your official academic major with the college.

Student's Name _____

Student ID# _____

Submit the completed form and supporting documentation to our office by June 23, 2017.

Select the circumstance you are using as the basis of your appeal:

Required retraining or education due to recent disability or job layoff

Severe illness/injury

Death in the family

Other: _____

Select your SAP disqualification reason (mark all that apply):

Refer to the disqualification notification sent to your Palomar College student email address.

GPA: Cumulative Grade Point Average below 2.0

Pace: Did not complete 67% of cumulative units attempted

Unit Limit: Unable to complete academic major within 150% unit limit

Section 1: Complete this section if you were disqualified for GPA or pace.

States the extenuating circumstance(s) as you indicated above and explain why or how the circumstance(s) kept you from meeting SAP standards (i.e., your GPA and pace is below the minimum). You must include **documentation** to support your circumstance. Documentation includes, but is not limited to, copy of a death certificate, doctor's (medical) letter or summary, eviction notice, court document, course syllabus, etc. It is important that the supporting documentation clearly relates to the semester(s) you did not meet SAP standards.

Example: In Fall 2014, I was in a car accident about 1 week before my midterms. I spent 2 days in the hospital and another week recovering at home. I was unable to attend classes for almost 2 months because of mobility and pain issues. I also had multiple medical appointments and was unable to make up the all the required coursework.

Applicable documentation would include copies of medical or insurance records that document the dates related to the hospitalization, follow-up and physical therapy appointments. Also, emails or letters sent to or received from the instructor(s) that support the absences or attempts to make up assignments.

Student's Name

Student ID#

Explain how you plan to succeed in your classes from now on, including what steps you have taken that will allow you to meet SAP standards. Provide specific examples and **documentation** of your efforts to improve your academic performance such as attending tutoring or successfully completing basic skills classes.

Example: I have been cleared to return to school full time. I have attached the letter from my doctor.

Section 2: Complete this section if you were disqualified for unit limit

States the extenuating circumstance(s) as you indicated on the form and explain why or how the circumstance(s) kept you from meeting SAP standards (i.e., you have attempted 100% or more of your program units and will not finish by the 150% unit limit). You must include **documentation** to support your circumstance(s). Documentation includes, but is not limited to, copy of a death certificate, doctor's (medical) letter or summary, eviction notice, court document, course syllabus, etc. It is important that the supporting documentation clearly relates to the semester(s) you did not meet SAP standards.

Example: In Fall 2015, I was in a car accident about 1 week before my midterms. I spent 2 days in the hospital and another week recovering at home. I was unable to attend classes for almost 2 months because of mobility and pain issues. I also had multiple medical appointments and was unable to make up all the required coursework so I ended up with 12 units of FWs that I have to retake. I will complete my program once I retake these classes.

Applicable documentation would include copies of medical or insurance records that document the dates related to the hospitalization, follow-up and physical therapy appointments. Also, emails or letters sent to or received from the instructor(s) that support the absences or attempts to make up assignments.

My signature certifies that all statements and attachments herein are true and correct to the best of my knowledge.

Student's Signature

Date

Student's Name

Palomar ID#

To College Instructor or Academic Counselor (optional):

Please complete this section **only if** you are personally aware of the extenuating circumstance(s) indicated by the student for not meeting the College's financial aid Satisfactory Academic Progress (SAP) standards.

- Recent disability or job layoff requiring retraining or further education to a different career major.
- Severe illness or injury, death of immediate family member or other unforeseen extenuating circumstances.

From your discussion with this student please provide additional supporting information regarding his/her recent disability, layoff, severe illness or injury, death of an immediate family member, or other extenuating circumstance that kept him/her from meeting federal financial aid SAP standards.

Print College Instructor or Academic Counselor's Name

Signature

Date