

College of the Redwoods Financial Aid Office
SPRING 2018 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Name: _____
Last First Student ID

Appeals for Spring 2018 will be accepted from December 22, 2017 through March 23, 2018
Appeals submitted before or after the submission period for each semester will not be processed.

Your financial aid eligibility has been suspended because you failed to meet the minimum SAP requirements (GPA of 2.0 or higher and/or successful completion of 67% of units all attempted- UNSAT Appeal) **and/or** exceeded the unit limit for your academic program -Max Time Frame (MTF) Appeal. **YOUR STATUS IS CHECKED EACH TERM.** If you there are extenuating/unusual circumstances that impacted your academic performance, you may appeal. Appeals based solely on financial and/or emotional needs without sufficient documentation will not be approved; i.e. "I need the money" or "I didn't take my classes seriously" are not extenuating circumstances. If you choose to appeal, you must:

Submit this form, required documents, and a typed statement.

I understand in order for my appeal to be considered I must:

- _____ Attach proof/documentation of my extenuating circumstances;
- _____ Attach a copy of my Program Evaluation for my current academic program (available in WebAdvisor)
- _____ Attach a typed statement that addresses the following points where applicable:
 - My current program; identify the number of units and specific courses still needed to complete my program
 - My reason for changing program(s) this late in my education and/or the reason I am pursuing an additional degree
 - Describe how my circumstances have changed so that I will meet the standards in the future
 - Describe my plan for using available Student Services to ensure academic success
 - List **ALL** semesters I did not meet the GPA standards
 - State the reasons why my GPA and /or unit completion rate did not meet the standards
 - State the reasons why I have exceeded the unit limit without completing my program

For students with prior MTF Appeal Approvals ONLY (Unclear if this applies to you? Submit a full appeal as detailed above.):
If you meet ALL the conditions listed below, you do not need to submit a full appeal packet. Indicate that you have met the requirements by initialing the below statements and provide a copy of your Program Evaluation (available in WebAdvisor).

_____ I have completed the previous semester with a cumulative GPA of at least a 2.0 and have completed at least 67% of my attempted units.

_____ For the current semester, I am enrolled **ONLY** in the required courses for **my previously approved** program and have not changed my program since my initial appeal packet was approved.

I certify that all information contained in my appeal packet, including supporting documentation, is true and correct to the best of my knowledge and that intentional misrepresentation is a violation of law and a criminal offense. I have reviewed the SAP Policy at <http://www.redwoods.edu/financialaid/Stay-Eligible> and understand all requirements. I understand my first and/or secondary appeal must be received by the deadline for the term I am appealing to receive aid. I understand my appeal will be reviewed on an individual basis, may take up to 4 weeks and the decision will be sent to my redwoods.edu email account.

_____ **SPRING 2018** _____
Student Signature Term for which appealing Date

IF YOUR APPEAL IS DENIED: You can request a further review from the Secondary Appeals Committee. The secondary appeal must be a separate written appeal with additional documentation received within the submission period. The decision of the Secondary Appeals Committee is final.