

SATISFACTORY ACADEMIC PROGRESS APPEAL

First Name: _____ M.I.: _____ Last Name: _____
SID#: S_____ Phone: _____
Email: _____@student.ccd.edu

Note: Your official CCD email account is the only email CCD will accept for correspondence.

Student Signature: _____ Date: _____

Appeals must be received by the published first day of classes for the semester to avoid your financial aid being cancelled and being dropped from your classes due to non-payment. In order to avoid being dropped from courses due to non-payment, we recommend you set up a payment plan via CCDConnect prior to the tuition and fee payment deadline published by the CCD Business Office.

You may complete this appeal process if you are able to document extenuating circumstances. Please note that your Appeal may not be reviewed until all grades for the previous or current term have been posted. Appeals are not guaranteed to be approved and students who are Ineligible for Aid should be prepared to pay for future courses without the benefit of financial aid.

Explain in detail and submit documentation of the extenuating circumstances that interfered with your ability to meet CCD's Satisfactory Academic Progress (SAP) requirements. Federal regulations require that your entire academic history at CCD is factored into your SAP calculation. This includes transfer credits, credits attempted while you were not receiving financial aid and any credits removed from your transcript. Therefore, it is critical that you address all semesters you have attended CCD in your Appeal. To verify that your performance was affected by extenuating circumstances, documentation is required to support your personal statement. Appeals without documentation will likely be denied.

Indicate the semester and year you are appealing to receive financial aid
(Check only one box): Spring _____ Summer _____ Fall _____

Indicate the reason for your Appeal (Check all that apply):

- Overall GPA below 2.0 Below 67% overall completion rate
 Over 150% of degree length attempted 0% semester completion

SATISFACTORY ACADEMIC PROGRESS APPEAL

Your Appeal must include ALL of the following documentation:

- Typed** personal statement explaining the extenuating circumstance(s) that have prevented you from making Satisfactory Academic Progress
- Plan for success: detail the specific steps you will take/how your circumstances have changed to ensure your academic success in the future
- Supporting documentation of extenuating circumstances

Examples:

- Death certificate, obituary, funeral program
- Medical records that document illness and length of recuperation
- Statements from physicians, counselors or third parties familiar with your situation – must be signed, dated and on official letterhead

A printout of your Degree Works (log onto CCDConnect and click the 'Degree Check' button)

A printout of your **NSLDS Summary Page** (instructions on page 2)

Login and answer the questions in section 4 of this appeal based on your personalized **Repayment Estimator** page from www.studentloans.gov, and submit a printout

A printout of your test score of 80% or better from one **iGrad Financial Literacy Module** course

By signing this form, I acknowledge that I have read and fully understand the Satisfactory Academic Progress Policy ([available at http://www.ccd.edu/SAP](http://www.ccd.edu/SAP)). I certify that the information and documents submitted in support of this Appeal are true and correct. I understand that all documentation provided to CCD may be reviewed in this Appeal. Furthermore, I understand that I am currently financially responsible for all future courses at CCD and may be dropped from my courses if I do not make immediate payment arrangements.

Once the committee has reviewed your Appeal and supporting documentation, their decision will be emailed to you via your CCD-issued student email account.

Complete this worksheet in full.

This worksheet will provide you with resources to review and track your current student loan debt, loan servicer information and academic progress.

1. Current student loan debt and loan servicer(s) - visit the National Student Loan Data System (NSLDS) at www.nslds.ed.gov and log in with your FSA ID.

Loan servicers can help you find repayment options that work well for you when repaying your student loans.

- Click Financial Aid Review.
- Enter your FSA ID when prompted.
- Your personalized, detailed loan history will appear. If this is your first time receiving financial aid, this will not be an option. Print out the error page you receive
- Click on an individual loan to access the outstanding balance you owe, amount of interest accrued and current loan servicer.

SATISFACTORY ACADEMIC PROGRESS APPEAL

Print your summary page from NSLDS and attach to this form.

Please note: We recommend that you track your financial aid via NSLDS on a regular basis. NSLDS provides you with the status of your loan(s), your loan servicer(s) and the percentage of limited Federal Pell Grant funds you may have used. NSLDS may not include recently borrowed loans and your overall student loan debt may be higher than the amount listed on NSLDS at this time.

www.nsls.ed.gov shows that my total student loan debt is \$ _____

Click on the number to the left of an individual loan to access loan servicer contact information.

www.nsls.ed.gov shows that one of my current loan servicers is: _____

My loan servicer's contact information is: _____

Check this box if NSLDS does not have a financial aid history for you. Print and attach the error page from www.nsls.ed.gov

2. Federal Pell Grant Lifetime Eligibility Used - NSLDS also displays the total percentage of Federal Pell Grant funds you have used.

A student may be eligible to receive the Federal Pell Grant for the equivalent of up to 6 academic years of full time enrollment. Each one of those academic years counts as 100%, so a student is eligible to receive up to 600% of Pell throughout an undergraduate career. NSLDS records the percentage of Federal Pell Grant funds you have used to date.

Under 'Grant Information' on NSLDS, you will see the amount of your lifetime Pell Grant eligibility used. www.nsls.ed.gov shows that my current lifetime Pell eligibility used is _____ / 600%

3. Repayment options are available at www.studentloans.gov. Use your FSA ID to log in.

- After logging in, click "Estimate Your Payments" at the bottom of the page under "Repay Loans". Your personalized repayment options will appear based on your current debt.
- **Print** your personalized repayment option from studentloans.gov and attach to this form.

My monthly student loan payment under **Standard Repayment** will be \$ _____

My student loan **Interest Rate** is _____%

Check this box if www.studentloans.gov does not have student loan history for you.

SATISFACTORY ACADEMIC PROGRESS APPEAL

4. iGrad Financial Literacy Module – to complete this section, you need to access your CCDConnect student portal through www.ccd.edu

- Once you have logged into your CCDConnect account, Click on 'Financial Aid & Payments' to the left of the screen
- Click on 'CCD iGrad Financial Literacy Training' in the middle of the page
- Click on 'Courses' at the top of the page
- Complete a course that interest you with at least an 80% test score
- Go back to the home page and click on the course that you have completed.
 - **Print out** the course page that includes your test score of 80% or better

5. Academic Progress –to complete this section, you will need access to your CCDConnect student portal at www.ccd.edu

- Once you have logged into your CCDConnect account, click the 'Transcripts' icon.
- Click 'View/Print Unofficial Transcripts.'
- Click 'View Unofficial Transcript.'

My unofficial transcript shows that my current degree program is: _____

- At the very bottom of your unofficial transcript, under Transcript Totals, you will find your total hours/credits attempted, hours/credits earned and Grade Point Average (GPA)

The total amount of credits I have earned is: _____

The total amount of credits that I have attempted is: _____

My current GPA is: _____/4.0

My current completion percentage is: _____/ 100%

- To calculate your completion rate, divide the number of credit hours you have earned by the number of credit hours you have attempted.
(For example, if you have registered for a total of 20 credit hours but only passed 15, the formula would be: $15 / 20 = 0.75$, or 75%.)

Students who believe they have learning or other disabilities should immediately contact the Accessibility Center to determine appropriate accommodations (if applicable). A student with a documented disability and functional limitations is held to the same academic expectations as all CCD students. All students must be able to maintain Satisfactory Academic Progress for financial aid eligibility purposes. Students who are unaware of their disabilities until academic difficulties are encountered may be referred to the Accessibility Center as part of the appeal process.