



## **SATISFACTORY ACADEMIC PROGRESS APPEAL – LEVEL 1**

Student Name (print): \_\_\_\_\_

S#: \_\_\_\_\_ Phone: \_\_\_\_\_

Student E-mail: \_\_\_\_\_

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

Indicate the semester & year you are appealing to receive aid: \_\_\_\_\_

Appeals must be received by the published first day of classes for the semester to avoid your financial aid being cancelled.

We recommend you set up a payment plan via [ccd.edu](http://ccd.edu) prior to the tuition deadline.

For information about CCD's SAP policy see [ccd.edu/SAP](http://ccd.edu/SAP).

Reason for appeal:

- |   |  |
|---|--|
| <input type="checkbox"/> Overall GPA below 2.0                | <input type="checkbox"/> Overall completion rate below 67% |
| <input type="checkbox"/> Over 150% of degree length attempted | <input type="checkbox"/> 0% semester completion            |

**Your appeal must include ALL of the following documentation:**

1. **A typed personal statement.** Explain what prevented you from making Satisfactory Academic Progress. Include specific action you will take to be academically successful.
2. **Supporting documentation of extenuating circumstances(s) which may include:**
  - 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)
3. **Degree Works printout**
  - Login to CCD Connect.
  - Click on the 'Degree Check' icon on the Dashboard.

Mailing Address: Campus Box 206 | P.O. Box 173363 | Denver, CO 80217 | Fax: 303-556-5458

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S#: \_\_\_\_\_

- Confirm the program listed is correct. If not, select the appropriate program from the 'What If' option under the worksheets tab. You must also complete the Program of Study Change Request Form with the Office of Registration and Records.
- Print a copy of the Degree Works plan. Be sure to retain a copy for your own records. You must only register for courses that apply to your degree.

## **4. IGrad Financial Literacy Module Printout**

- Login to CCD Connect.
- To the left of the homepage, click 'Financial Aid & Payments'.
- Scroll down to find the 'CCD IGrad Financial Literacy Training' under 'Get Assistance' in the middle of the page.
- Click on 'Courses' at the top of the page. Complete a course that interests you with a minimum quiz score of 80% and print a copy of your test score.

If your SAP appeal is approved, you will be placed on probation. Your probation status will continue for the length of time it takes to either graduate or bring your GPA and completion rate up to standard.

You will be expected to adhere to the criteria below. Please read the following expectations of SAP probation.

Initial next to each item and sign:

\_\_\_\_\_ I will pass all courses I attempt while on probation. I understand that the following grades are considered as not passing: F, AU, AW, W, I, U, U/D, U/F and SP

\_\_\_\_\_ I will take only the courses listed on my Degree Works plan.

At the end of each semester, your file will be reviewed for your continued eligibility. If you do not follow your academic plan, you may become ineligible for aid for future semesters.

## **AFFIRMATION AND SIGNATURE**

By signing below and submitting this appeal, I certify that all the information provided is a true and accurate presentation of my situation. Misrepresentation of fact or documentation may be sufficient cause for automatic denial of this appeal and may violate the Student Conduct Code. Further, I have read this form and understand its contents and agree to the terms. I acknowledge that the appeals committee is not under any obligation to approve this appeal. It will be judged on its merits based on the appealing narrative, supporting evidence and my academic history.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_