



Financial Aid Office  
1000 W. Foothill Blvd.  
Glendora, CA 91741

Received by/Date: \_\_\_\_\_

## 2019-2020 Appeal Application

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Note: Winter term is part of the Spring Semester for financial aid Satisfactory Academic Progress (SAP) purposes. Therefore, all coursework completed in the Winter term will be applied towards Spring for SAP purposes.

\_\_\_\_\_  
Last Name                      First Name                      MI                      Student ID #

\_\_\_\_\_  
Mailing Address                      City                      State                      Zip                      Phone#

**Deadlines to submit Appeal Application:** Fall: September 05, 2019    Spring: March 05, 2020    Summer: July 09, 2020

Federal regulations mandate that schools participating in the federal student aid programs establish a SAP policy that monitors student progress for grant/loan eligibility. Students who have attempted more than 150 units are not eligible to appeal. **Students may submit an only once for the Fall or Spring semesters. In addition, students may also appeal for the Summer semester.**

**1. Reason for Appeal (Check all that apply):**

- I currently have a cumulative grade point average (GPA) below a 2.0 at Citrus.
- I currently have a cumulative completion rate (Pace) that is less than 67% at Citrus.
- I have attempted more than 150% of the units required for a certificate program. (MAXTMF status requires SEP must include a completion date.)
- I am seeking a degree at Citrus College and I have exceeded a combined maximum of 90 units attempted and /or earned from other colleges attended. (MAXTMF status requires that SEP include a completion date.)

**2. Explain the circumstances that support your appeal on a separate sheet of paper (typed). Address all periods when you did not meet SAP. attach any supporting documentation that supports your request for all periods of deficiency.**

**Checklist for Submitting Your Financial Aid Appeal. (You must initial each line below)**

- I have met with my counselor and have completed a Student Educational Plan (SEP). \_\_\_\_\_
- I have declared a Major and an Educational Goal with Admissions & Records, which matches the information on my SEP. \_\_\_\_\_
- All supporting documentation including my appeal statement and SEP have been attached to this application. \_\_\_\_\_
- I am officially enrolled in classes or currently on the waiting list for this semester. \_\_\_\_\_
- I have read and I understand the **SAP policy** and the **Appeal Eligibility Criteria**. \_\_\_\_\_
- I understand the appeal review process takes approximately 4-6 weeks to complete. \_\_\_\_\_
- I understand I will receive a response via my Citrus College student e-mail when a decision is reached. \_\_\_\_\_
- I can also view my appeal status in wingspan under Eligibility Requirements. The appeal status can indicate "P" for Pending review; "A" for Approved; "D" for Denied and "I" for Incomplete indicating additional information is needed for review. \_\_\_\_\_

**By initialing the lines above, I am confirming that I have completed all of the requirements to submit an appeal to the financial aid office. Failure to meet any of these requirements will result in my appeal being denied.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**It is your responsibility to meet Satisfactory Academic Progress Standards.  
Please keep a copy of this appeal for your records.**

# Financial Aid Appeal Eligibility

Financial Aid eligibility is determined in compliance with federal and state regulations, and institutional policies, and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation or other legally protected basis. If you wish to file a grievance, you should follow the directions outlined in the college catalog.

1. If you do not meet the satisfactory academic progress standards to receive aid, you may be eligible to appeal. Appeals are to be submitted in writing only. If you are approved on appeal, your academic performance will be reviewed at the end of each term. If you are approved on appeal and fail to meet the following guidelines, you will be denied aid. Students may only appeal once per year with the exception of summer.
  - Take coursework that is applicable to your degree or certificate program, and
  - Successfully complete at minimum 67% of all units attempted in each term following the appeal approval, and
  - Completes all coursework with a term GPA of 2.0 or higher in each term following the appeal approval, and
  - You are within the maximum time frame allowed in any prior appeal.
  
1. In order for you to be eligible to appeal the denial of aid due to not successfully completing courses with a cumulative GPA of at least 2.0 and/or due to not successfully completing at least 67% of all coursework, you must provide the following documentation that covers all periods of enrollment:
  - a. Medical documents that supports that you were medically unable to attend classes for reasons beyond your control, or
  - b. Verification (obituary or death certificate) of a death in your immediate family. Immediate family for purposes of a financial aid appeal is parents, siblings, children, spouse, or grandparents, or
  - c. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service, or
  - d. Verification of natural disaster beyond your control that impacted your academic performance, or
  - e. Personal tragedies that were beyond your control and is documented by a 3<sup>rd</sup> party professional, i.e. police, courts, or medical, and
  - f. Statement from you detailing the reason for the deficiencies, what action has been taken to ensure it will not occur in the future, and
  - g. Submit a Student Educational Plan developed by Citrus College.
  
2. To be eligible to appeal the denial of aid due to having already completed an Associate degree (including a foreign degree) or for having 90 or more units or for having more than 150% of the

units required for a certificate program (This total units includes earned units from all other colleges), you must provide the following documentation:

- a. If you have 90 or more units or have 150% of the units required for a certificate: A statement detailing the reason for any deficiencies and/or reasons for remaining at this level of education and what action has been taken to ensure it will not occur in the future, or
  - b. If you have completed an Associate's degree - Explain why you are not currently using the degree you have completed and why you are returning to a community college, and
  - c. A Student Educational Plan developed by Citrus College.
3. If you have 150 or more units, you are not eligible to appeal the denial of aid regardless of the reason. (These units include attempted units from Citrus College and earned units from all other colleges attended.
- a. Take coursework that is applicable to your degree or certificate program, and
  - b. Successfully complete at minimum 67% of all courses attempted in each term following the appeal approval, and
  - c. Complete all coursework with a term 2.0 or higher in each term following the appeal approval, and
  - d. You are within the maximum time frame allowed in any prior appeal

If you do not submit documentation to support your appeal for all periods of deficiency, your appeal is subject to being denied. Submission of an appeal does not guarantee reinstatement.

The committee's appeal decision is final, and can only be changed on a case by case basis at the discretion of the Director of Financial Aid. Once you have resolved your deficiencies and meet the satisfactory academic progress criteria, your financial aid office eligibility will be reinstated.