 Please complete Section 1 BEFORE you see an academic counselor. 

General Counseling: 660-4429 (All students)  
CalWORKs: 660-4344 (CalWORKs students only)  
EOPS/CARE: 660-4204 (EOPS & CARE students only)  
DSPS: 660-4239 (DSPS students only)  

Return this appeal to the Financial Aid Office with your statement AFTER you have seen an academic counselor.

Section 1 - Completed by student (answer all questions)

1. Reasons for appeal request: (IF YOU DO NOT KNOW THE REASON, CHECK WITH THE FINANCIAL AID OFFICE)
   - [ ] GPA: I did not maintain the minimum 2.0 G.P.A. requirement.
   - [ ] Completion Rate (Pace): I did not complete the minimum required units for the prior semester or academic year.
   - [ ] Completion Rate (Overall Pace): I have more than 19 deficient units (W’s, F’s, NC/NP’s or I’s).
   - [ ] Maximum time frame exceeded (excessive units completed for certificate or associates or transfer program of study)
   - [ ] Financial Aid Reinstatement: I am appealing for Financial Aid Reinstatement after being disqualified or my appeal was denied.
     I last attended: ________________________.

2. Your major at CUYAMACA COLLEGE:  
   ______________________________________________________________________

3. Your educational objective at CUYAMACA COLLEGE (CHOOSE ONE)
   - [ ] Certificate  - [ ] Associate Degree  - [ ] Transfer degree(AD-T)  - [ ] Transfer without degree to: ______________________

4. Anticipated date of graduation or completion of studies at Cuyamaca College: (Month/Year): ______________________

5. ATTACH A TYPED SIGNED STATEMENT (SEE “GUIDELINES FOR COMPLETING YOUR TYPED STATEMENT”)

6. In addition to your typed statement, have you attached any supporting documentation? _____ Yes _____ No

My initials and signature below indicates that:

__________________________ All statements and any supporting documentation are true and correct to the best of my knowledge.

__________________________ I understand I am responsible for knowing the Financial Aid Satisfactory Academic Progress (SAP) policies.

__________________________ I understand that financial aid is intended only for required coursework for my major & educational goal at Cuyamaca.

__________________________ I understand the decision of the Financial Aid Appeal Committee is FINAL.

__________________________________________________________________________

Student’s Signature  
Date

Financial Aid Office  
900 Rancho San Diego Parkway, El Cajon, CA 92019-4369
Section 2 – Completed by a Cuyamaca College Academic Counselor

Please complete this section and return the appeal form to the student. In order to determine the student’s eligibility for further financial aid, we need your assistance in evaluating the student’s educational objective and academics to complete the proposed program of study as indicated in Section 1.

THE STUDENT PLANS TO TAKE OR IS ENROLLED IN THE FOLLOWING COURSES AT CUYAMACA COLLEGE:

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<th>FALL 2015</th>
<th>SPRING 2016</th>
<th>SUMMER 2016</th>
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<td>Course</td>
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1. Is the declared major listed in Section 1 by the student the same declared major reported with Admissions and Records? Yes _____ No _____ (if no, please advise student to update with Admissions and Records)

2. Do the courses listed above meet the student’s educational objective at Cuyamaca College? Yes ____ No ____
   If no, which do not? _______________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________

Please provide the following for the student to submit with their appeal:

• Comprehensive Educational Plan (CEP) or EOPS or DSPS comprehensive educational plan
   If CEP is not available, then a DARS Evaluation with all sections opened and notation of the number of remaining units needed to complete program

Counselor Comments:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

COUNSELOR’S NAME(PRINT) ____________________________ SIGNATURE: ______________________  DATE: ________
GUIDELINES FOR COMPLETING YOUR TYPED STATEMENT

Low GPA or poor Pace of Progression

Make sure to explain in detail any unforeseen extenuating circumstances which caused you to not make academic progress or contributed to the excessive deficient units. You must include what has changed and what steps you have taken that will allow you to make satisfactory academic progress (SAP) to meet your educational objective.

Appeals based on (but not limited to) the following scenarios will not be considered as unforeseen extenuating circumstances and will not be basis for an approval:

- Wrong or difficult class, too many units in the term, bad time management, transportation issues, financial aid processing delayed or late, worked too many hours, etc.

Please make sure that your statement addresses all the items listed below. If any of the information below is not addressed in your personal statement, your appeal may be denied.

1. **Explain in detail (clearly and specifically) the unforeseen extenuating circumstances** which caused you to not make satisfactory academic progress (SAP) the previous semester or any semesters that you received any W’s, F’s, NC’s, NP’s or I’s on your academic record (regardless of how long ago you earned those grades). Make sure to provide specific dates that the circumstances occurred and have documentation to support those circumstances.

   *We encourage you to print your academic history to help you address the specific semester(s) that affected your overall academic performance and caused you to not make SAP.*

2. **Explain in detail how you have resolved the circumstances** that caused you to not make SAP and what has changed so that these circumstances will not be an issue in your future academic progress, and how you will avoid same or similar circumstances in the future.

3. **Explain in detail how you plan to succeed** in your courses 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.

4. **Attach documentation that directly supports** your personal statement and the unforeseen extenuating circumstances that affected your lack of progress. It is important that the supporting documentation clearly relates to the semester(s) you did not meet SAP standards. Please include your name and social security # on every page of your documentation and notate what part in your statement is being supported by this documentation (i.e. why you are submitting that particular documentation).

Reinstatement request after Disqualification or Disapproved Appeal

If you are appealing for reinstatement after disqualification or denial of appeal, please make sure your statement addresses all the items below. If any of the information is not addressed in your personal statement, your appeal may be denied.

1. **Explain in detail how you have resolved the circumstances** that caused you to not make satisfactory academic progress (SAP) the prior semester you attended, what has changed so that these circumstances will not be an issue in your future academic progress, and how you will avoid same or similar circumstances in future academic progress.

2. **Explain in detail how you plan to succeed** in your courses from now on, including what steps you have taken that will allow you to meet SAP. Provide specific examples and documentation of your efforts to improve your academic performance.
GUIDELINES FOR COMPLETING YOUR TYPED STATEMENT

Maximum time frame exceeded (36 or more units completed/45 or more units attempted for certificate or 71 or more units completed/90 or more units attempted for associates or transfer)

Make sure to explain in detail why you have not completed your educational objective and why you need additional coursework at Cuyamaca College. Address any changes in major and why the change was made, any semesters where you did not make satisfactory academic progress (SAP) which contributed to your excessive units and any unforeseen extenuating circumstances which caused you to not make academic progress. Include what has changed and what steps you have taken that will allow you to make satisfactory progress towards completing your educational objective at Cuyamaca College.

Appeals based on (but not limited to) the following scenarios will not be considered as unforeseen extenuating circumstances and will not be basis for an approval:

- Wrong or difficult class, too many units in the term, bad time management, transportation issues, financial aid processing delayed or late, worked too many hours, etc.

If any of the information below is not addressed in your personal statement, your appeal may be denied.

1. **Explain in detail (clearly and specifically) why you have exceeded the maximum time frame** at Cuyamaca College and why you have not completed your educational objective. Be sure to include how any unforeseen extenuating circumstance(s) affected the completion of your academic plan.

2. **Explain in detail (clearly and specifically) the unforeseen extenuating circumstances** which caused you to not make satisfactory academic progress (SAP) for any semesters that you received any W’s, F’s, NC’s, NP’s or I’s on your academic record (regardless of how long ago you earned those grades). Make sure to provide specific dates that the circumstances occurred and have documentation to support those circumstances.

   *We encourage you to print your academic history to help you address the specific semester(s) that affected your overall academic performance and caused you to not make SAP.*

3. **Explain in detail** any changes in major, why these changes were made, and why you need additional coursework at Cuyamaca College. If your major or educational objective requires more than 36 units (certificate) or 71 units (associates or transfer) to complete, please also include that information in your statement.

4. **Explain in your statement** when you intend to transfer or complete your educational objective at Cuyamaca College.

5. **Attach documentation that directly supports** your personal statement and any unforeseen extenuating circumstances that affected the completion of your academic plan. **Please include your name and social security # on every page of your documentation and notate what part in your statement is being supported by this documentation (i.e. why you are submitting that particular documentation).**

6. Include one of the following with your appeal form: 1) Comprehensive Educational Plan, 2) DARS Evaluation (all sections open) One of these documents will be provided by the counselor at your appointment.
FINANCIAL AID OFFICE USE ONLY

APPROVED: (mark all that apply)

☐ Fall only
☐ Spring only
☐ Summer only
☐ Final semester
☐ Final year 

☐ Same or similar circumstances cannot be used for future appeals
☐ Successful completion of courses required to maintain future financial aid eligibility
☐ Eligible to apply for fee waiver or scholarships
☐ Fall semester on probation
☐ Spring semester on probation
☐ Summer semester on probation
☐ Other conditions for probation status: 

☐ Other comments: 

DENIED: (mark all that apply)

☐ History of non-normal academic progress (GPA < 2.0)
☐ History of non-normal academic progress (excessive deficient units)

☐ Exceeded the maximum time frame limit
☐ Did not make SAP on warning or probation semester
☐ Will not complete ed. obj. within max time limit
☐ Will not meet ed. obj. within pace of progression
☐ More than 19 def. units and no documentation to support
☐ No documented extenuating circumstances/no documentation provided to support circumstances

Overall GPA < 2.0 after four semesters(no ext. circumstances)
☐ Did not meet the conditions for reinstatement
☐ Other denial comments:

☐ Regaining financial aid eligibility
☐ After making SAP by completing min. reinstatement requirements appeal for future term
☐ Successful completion of courses required to maintain future financial aid eligibility
☐ Same or similar circumstances cannot be used for future appeals
☐ Eligible to apply for fee waiver or scholarships

Other comments for regaining eligibility:

1st review:

2nd review:

UA________ UC________
Met reinstatement requirements ________________
Completion rate:______% GPA________
REM:________ ESL:________

Assessment/Placement Scores:
Math:________
English:________
ESL:________

Previous appeals? Yes(last award year was _______) No
Previous Warning status? Yes(term ______ & year _______) No
Previous Probation Status? Yes (term ______ & year _______) No

NOTES: