

<b>Name of Financial Aid Applicant</b> <i>(Please print in Black Ink)</i>		
<b>Last</b>	<b>First</b>	<b>MI</b>
<b>Student ID Number:</b> _____		

**CUYAMACA COLLEGE**  
**2020-2021 FINANCIAL AID PETITION APPEAL**  
Maximum unit limit

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

CalWORKs: 660-4344 (CalWORKs students only)  
DSPS: 660-4239 (DSPS students only)

**Return this completed appeal to the Financial Aid Office AFTER you have seen an academic counselor.**

**Section 1 - Completed by student - complete before seeing an academic counselor**

By the time you have completed 71 units and/or attempted 90 units, federal regulations mandate that you should have completed your educational objective for an associate degree or transfer at the Community College level. Furthermore, students will be expected to complete their educational objective for a certificate by the time they have completed 36 units and/or attempted 45 units, **whichever comes first.**

1. REASON FOR APPEAL REQUEST: (IF YOU DO NOT KNOW, CHECK WITH THE FINANCIAL AID OFFICE)

- Maximum unit limit exceeded – associates or transfer program**
- Maximum unit limit exceeded – certificate program**

**2. ATTACH A TYPED STATEMENT (SEE APPEAL FORM INSTRUCTIONS)**

**3. Include your supporting documentation (SEE APPEAL FORM INSTRUCTIONS)**

**4. 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 presenting sufficient information and documentation to support my statements.
- \_\_\_\_\_ I understand I am responsible for knowing the Financial Aid Satisfactory Academic Progress (SAP) policies.
- \_\_\_\_\_ I understand that financial aid is intended for required coursework for my major/educational goal at Cuyamaca.

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

\_\_\_\_\_  
**Date**

## Section 2 – Completed by a Cuyamaca College Academic Counselor

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 their proposed program of study. Please complete this section and return the appeal form to the student.

The educational objective at **CUYAMACA COLLEGE** (**CHOOSE ONLY ONE**)

Certificate       Associate Degree

The student's **CUYAMACA COLLEGE** major: \_\_\_\_\_

**OR**

The educational objective at **CUYAMACA COLLEGE** (**CHOOSE ONLY ONE**)

Transfer     Associate Degree Transfer (AD-T)

The student's **TRANSFER** major: \_\_\_\_\_

Is the declared major reported with Admissions and Records? Yes \_\_\_\_\_ No \_\_\_\_\_ (if No, date updated \_\_\_\_\_)

**Please provide the student with one of the following educational plans to submit with their appeal:**

- Comprehensive Educational Plan (CEP) from General Counseling, EOPS, CalWORKs or DSPS.
- Semester by semester CEP should be used for those that **have two (2) or less semesters remaining** at Cuyamaca College.

Counselor Comments (*optional*, additional information concerning the student's academic program of study)

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COUNSELOR'S NAME (PRINT) \_\_\_\_\_

COUNSELOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## APPEAL FORM INSTRUCTIONS

### MAXIMUM UNIT LIMIT 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)

Provide a typed signed statement explaining in detail why you have exceeded the maximum time frame at Cuyamaca College. Make sure your statement is **clear, concise and complete and specifically describes the following:**

#### **What occurred:**

Explain in detail (clearly and specifically) your major/educational objective and why you have not completed your educational objective and need additional coursework at Cuyamaca College. If you had any changes in major or objective explain why those changes were made.

For any semesters where you received a W, F, NC, NP or I, explain any unforeseen extenuating circumstances that contributed to you receiving those grades. Extenuating circumstances are situations that happened in your life that were beyond your control and were a contributing factor to you not meeting satisfactory academic progress (SAP). The dates of the extenuating circumstances must correspond with the semester (s) during which you did not make SAP.

#### **Plan for success:**

Explain in detail how you plan to succeed in your courses from now on and complete your educational goal at Cuyamaca College. If you had previous deficient units (W,F,NC,NP, I) describe the steps you have taken to resolve the issues so that those circumstances will not be a factor in your future success.

#### **Required supporting documentation:**

**Educational plan:** obtain when you meet with an academic counselor

In addition to your educational plan, provide any other supporting documentation.

Print your name and student ID # on every page of your documentation

Notate on the documentation what it is representing in support of your statement (i.e. why you are submitting that particular documentation)

**If any of the information is not addressed in your personal statement and not supported with documentation, your appeal may be denied.**

NOTE: Federal regulations identify some examples of scenarios that in and of themselves are not considered as unforeseen extenuating circumstances: wrong or difficult class, too many units in the term, poor time management, financial aid processing delayed or late, etc.

*We encourage you to print your academic history to help you address the specific semester(s) that you received any incomplete grades (W, F, NC, NP, I).*

The SAP standards can be found on our [Financial Aid website](#) under Satisfactory Academic Progress (SAP).

If you have questions, please ask the Financial Aid Office. You can reach us at by emailing [Cuyamaca Financial Aid](#)