



Financial Aid Office

Satisfactory Academic Progress (SAP) Appeal

Summer 2020 Deadline: Tuesday, July 28th, 2020

To be eligible for federal and state student aid funds (excluding California College Promise Grant formerly known as the Board of Governors Fee Waiver), a student must make satisfactory academic progress. The Financial Aid Office at Cerritos College has established the following Satisfactory Academic Progress (SAP) Standards to determine if a student is making satisfactory academic progress.

Grade Point Average Requirement

You must maintain a **2.0** cumulative Grade Point Average (GPA).

Unit Completion – Pace of Progress Requirement

You are required to complete **67%** of the units which you have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the unit completion requirement. All units are considered in this calculation. Units for which a grade of W, I, NP, NC, FW, and/or F was received are considered as units attempted, but not completed.

*Example: Student attended Fall and Spring for one year. Attempted 24 units and completed 15 units.
Unit Completion is calculated as $15 \div 24 = 62\%$ (student did not meet the 67% requirement.)*

Maximum Time Frame Requirement

You must complete your educational program within a maximum time frame of **150%** of the published program's required units at Cerritos College.

*Example: Associate in Arts degree and transfer programs generally require 60 units.
Therefore, 150% of those programs would be 90 units (60 units x 1.5)*

Appeal Process

Step 1: Complete both GetSAP counseling sessions and attach a **printed copy** as proof of completion with the appeal: Sessions can be completed at cerritos.get-counseling.com

- 1.) Impact of SAP and
- 2.) SAP Appeal Process

Step 2: Complete this appeal form detailing your situation and reason(s) for not meeting SAP. Please be specific and detailed in your response. Your appeal should include what has changed and what your plan is to improve your progress.

Step 3: Submit your appeal by emailing it to svarela@cerritos.edu by the appropriate deadline.

Step 4: You will receive notification of the decision via [MyCerritos](#) portal under your [message center](#). Please allow 4-6 weeks for processing. **(Please note: You must be enrolled in order for your appeal to be reviewed by the Financial Aid Office).**

Student's Name: _____

Student ID #: _____

You are **required to attach supporting documentation** to support your reasons. Please type or print clearly. If more space is needed attach a separate sheet.

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Submit your appeal by emailing it to svarela@cerritos.edu by the appropriate deadline.

Explain the situation and reason(s) for not meeting the SAP Standards.

Explain what has changed in your situation and how you plan to improve your progress to meet the SAP standards. List all Cerritos College resources you are using to ensure your success.

Student's Signature: _____

Date: _____

Financial Aid Office Use Only		Financial Aid Office Use Only		
Term: _____	Year: _____	FAAC Decision:		
<input type="checkbox"/> Fall _____		Approved _____	Denied _____	Date: _____
<input type="checkbox"/> Spring _____		Revised SAP Status:		
<input type="checkbox"/> Summer _____		Probation _____	Disqualified _____	Date: _____
Received by: _____	Date: _____	Follow-up Notes: _____		
Counseling Sessions submitted:		_____		
_____	_____	_____		
Term	Year			