2017-2018 Student Financial Aid Satisfactory Academic Progress Appeal

Entire form must be completed in black ink.

For your own benefit, please read this document carefully and completely. Follow the instructions completely to ensure that you submit a complete appeal. Incomplete applications will be denied.

Student’s Printed Name: _______________________________ Phone: ____________________

Reason for appeal: (Please check all reasons that apply to your financial aid ineligibility).

_____ 1. I achieved a cumulative grade point average (GPA) below 2.0 and/or completed less than 67% of my cumulative attempted hours.

_____ 2. I have attempted more than 150% of the total program hours needed to complete my currently declared degree and/or certificate.

_____ 3. I have completely withdrawn or have 0% completion for a single term.

Your appeal must include the following:

1. ______ A typed explanation letter addressing the following questions:
   - If you checked #1 or #3:
     - What extenuating circumstances prevented you from meeting the standards of Satisfactory Academic Progress? (Please be specific. Include dates and explain your entire academic history of unsuccessful coursework at PCC).
     - How has your situation changed to support future success in your coursework?
     - What is your plan/strategy to be successful in your future coursework?
   - If you checked #2:
     - You have attempted more than 150% of the requirements for your degree or certificate. Why do you need additional hours to complete your degree or certificate?
     - How does your current situation support success in your future coursework?
     - What is your plan of strategy for success in future coursework?
2. _____ Documentation of the extenuating circumstances you described in your explanation letter, such as:
   - Birth/Death certificates, obituaries, funeral programs with dates corresponding to the time in question.
   - Medical records that corroborate illness and length of recuperation with dates corresponding to the time in question.
   - Court documents with dates corresponding to the time in question.
   - Statements from physicians or counselors on official letterhead with dates corresponding to the time in question.

3. _____ A Degree Check Worksheet for your current declared degree:
   - Log on to My PCC at www.pueblocc.edu and go to the “Student” tab
   - In the “Advising Tools” box, click on “Degree Check”
   - Print your student view worksheet

4. _____ Unofficial PCC Transcripts
   - Log on to My PCC at www.pueblocc.edu and go to the “Dashboard” tab
   - Click “Transcripts”
   - Click “view/print unofficial transcripts”
   - Print Unofficial transcripts

5. _____ A printout of your loan history from the National Student Loan Data System
   - Visit the National Student Loan Data System at www.nslds.ed.gov and log in with your social security number, date of birth, and FSA-ID
   - Print your summary page and attach it to your appeal.
   - Please indicate the amount of your total student loan debt from NSLDS: ______________
   - Please indicate the percentage of Pell lifetime eligibility used from NSLDS: ______________
   - Please indicate one of your current loan servicers and provide their contact information:
     ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________
   - We recommend that you track your financial aid via NSLDS on a regular basis. NSLDS provides you with the status of your loan(s), your loan servicer(s), and the percentage of Federal Pell Grant funds you may have used.

Only complete applications will be reviewed. Incomplete applications will be denied. To guarantee a decision before the drop deadline for full term classes, appeals must be received no later than the first day of the semester. Appeals received after mid-term will be considered for the following term. Late appeals will be processed on an as-needed basis. All appeal decisions will be emailed to your school issued email account.
After submitting your appeal:

Your appeal will be reviewed within 2 weeks of your submission date. **The review of your appeal may take longer during peak periods.** All appeal decision notifications will be emailed to your student issued email account.

During the review, some of the factors that will be considered are:

1. Validity of the reasons for failing to meet the standards.
2. Resolution of the problems leading up to your failure to meet the standards.
3. Prior academic history (credits earned vs. credits attempted, GPA, repeat courses, etc.).
4. Meetings with your academic advisor, along with their notes and recommendations.
5. Number of previous suspensions and reinstatements.
7. Number of additional semesters requested.
8. Quality of your appeal.
10. Your overall loan indebtedness.
11. Number of previously attended institutions.

Resources

**Academic Advising**: (719) 549-3177  
http://www.pueblocc.edu/Advising/

**Who is my faculty/program advisor?**  

**Cashier’s Office**: (719) 549-3212  
http://www.pueblocc.edu/Payment-Options/

**Learning Center**: (719) 549-3393  
http://www.pueblocc.edu/Learning-Center/

**Disability Resources**: (719) 549-3446 or TTY (719) 549-3396  
http://pueblocc.edu/Disability-Resources/

**Financial Aid**: (719) 549-3020  
http://www.pueblocc.edu/Financial-Aid
Office Use Only: GPA: _______ Completion Rate: _______ Max Hours: _______

**Level 1**

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Financial Aid Director  Date: _____________________

**Level 2**

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Committee Chairperson  Date: _____________________