

**2024-2025 Financial Aid
Satisfactory Academic Progress Appeal**

IMPORTANT: Before submitting an appeal, please be sure that you have successfully submitted a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) and have received confirmation from COM that your financial aid application has been received.

Federal and State regulations require students receiving financial aid to maintain Satisfactory Academic Progress (SAP) toward completing their educational goal.

Students who are deemed ineligible to receive financial aid for not meeting satisfactory academic progress (SAP) standards and have extenuating circumstances beyond their control, may use this form to appeal for reinstatement of their financial aid eligibility.

Examples of extenuating circumstances include a personal or immediate family members serious illness, death of an immediate family member, disability- new or complications with existing, which affected your academic performance, U.S. Military Service, victim of a violent crime, natural disaster, accident, or injury to the student or immediate family member.

Appeals will **NOT** be viewed favorably for reasons such as: Situations that could have been anticipated, dissatisfaction with course materials or instructor, lack of motivation, change in majors, participation of extracurricular activities or unit overload.

ALL Appeal requests must be submitted no later than the last day of finals during the primary semester (Fall/Spring) or first week of classes for summer only students. Incomplete appeals will not be accepted.

Section A: Student Information			
COM ID#		Date of Birth	
Last Name		Phone/Cell #	

Section B: Reason you are appealing
<p>Please check the reason(s) you are appealing</p> <p>Not Meeting GPA: I did not maintain a cumulative Grade Point Average of at least 2.0</p> <p>Not Meeting PACE: I did not complete a minimum of 66.67% of the cumulative number of units attempted; therefore, I did not meet the “Pace of Progression” standard.</p> <p>Max Hours: I have reached or exceeded the maximum number of units allowed to be attempted towards my academic program. Most Associate Degree Programs have a maximum unit allowance of 90 units attempted.</p>

Section C: Explanation of Circumstances & Supporting Documentation
<p>I. Submit a typed, signed statement that answers the following questions:</p> <p>a. <i>What extenuating circumstances beyond your control prevented you from meeting the standard(s) chosen above? Your explanation must include: how the circumstance affected your academic performance during each semester you failed to meet SAP</i></p> <p>b. <i>Explain how your situation changed so that academic success will be maximized?</i></p> <p>c. <i>What steps have you taken to ensure you will make Satisfactory Academic Progress in the future?</i></p>

- II. Submit supporting documents for your extenuating circumstances (ex. Death certificate, medical, etc.)
- III. Submit a current in-depth Student Education Plan (SEP), detailing the classes needed for you to complete your education goal. Meet with an Academic Counselor to create or update your SEP.
- IV. Submit transcripts from ALL prior college(s) you attended (official or unofficial)

V. For Max Hours appeals only:

*If you are appealing due to exceeding the **Maximum Hours**, how many additional units/semesters do you need to complete your education goal? _____ . Keep in mind that you cannot take courses that are not listed on your SEP and deviating from your SEP will result in automatic loss of eligibility.*

Section D: To Be Completed By Student

Based on advice from my Academic Counselor and my own analysis of my previous academic performance and other factors that negatively impacted my academic success, here are four actions that I will take to help me achieve satisfactory academic progress.

Action 1	I will meet with my academic counselor _____ times during the semester
Action 2	
Action 3	
Action 4	

Section E: Student Agreement/Certification

Please read statements carefully, initial and sign below. Keep in mind that your signature indicates your understanding of the conditions of your appeal and that all information reported on this form and any attachments is true, complete and accurate.

_____ I understand that appeal decisions are made on a case-by-case

_____ I h be granted only One SAP appeal approval at College of Marin and that if my appeal for reinstatement is approved, I will be placed under Condition/Financial Aid Probation.

_____ I understand that if my appeal is:

- **Approved** I will be granted aid on a semester by semester status. I will be placed on a financial aid condition/probation with requirements that must be met at the end of each semester. I will be required to only enroll in the courses outlined on my submitted Student Education Plan (SEP).
- **Denied**, I will not receive financial aid, but will be given opportunity to appeal the denied decision to the SAP committee to make the FINAL decision.

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I understand that if I withdraw from a course it will impact my financial aid eligibility

I understand that the Pell Grant has a lifetime eligibility (LEU) of 600% (6 years). My current LEU is _____ (log on to studentaid.gov to see what your current LEU is). Once my LEU is at 600%, I know I will not qualify for any more Pell grant at College of Marin or any other institution

I understand that submission of an appeal does not guarantee approval and must plan ahead for alternative ways to fund my education in the even that my appeal is denied

I understand that it may take 3-4 weeks for review and response. Review may take longer during peak periods.

I certify that the information on this form is true and correct to the best of my knowledge. I understand that if the information I have provided is incomplete or false, Financial Aid could be delayed or denied. I have read and understand the College of Marin's Financial Aid Satisfactory Academic Progress Policy (see www.marin.edu).

Student Signature

Student ID#

Date

How to Submit:

1. In person to Enrollment Services Office at both Kentfield and IVC campuses
2. Email at: financial.aid@marin.edu
3. By mail: Kentfield Campus: Enrollment Services Office, 835 College Ave., Kentfield, CA 94904
Indian Valley Campus: 1800 Ignacio Blvd., Novato, CA 94949

OFFICE USE ONLY

Staff Initial _____

Date Rec'd _____

Rec'd by: ___ Mail ___ In-person ___ Email

Entered SAPP code in Tracking ___ Yes ___ No

Check that all required documents are enclosed:

___ Complete Appeal Form

___ Written & Signed Statement

___ In-depth (4 semesters) Student Ed Plan

___ Transcripts from other colleges (if applicable)