

## 2025-2026 Financial Aid Satisfactory Academic Progress (SAP) Appeal Form

| STUDENT INFORMATION |  |            |  |
|---------------------|--|------------|--|
| COM ID#             |  | Last Name  |  |
| Phone Number        |  | First Name |  |

**\*\*\*YOU MUST BE ENROLLED IN REQUIRED COLLEGE OF MARIN COURSEWORK BASED ON YOUR COUNSELOR APPROVED EDUCATIONAL PLAN BEFORE YOU CAN SUBMIT THIS APPEAL FORM \*\*\***

Federal and state regulations require students to maintain Satisfactory Academic Progress (SAP) to be financial aid eligible. To be reconsidered for financial aid, students who are not meeting the federal/state SAP regulations at College of Marin must submit an appeal with any applicable supporting documentation. **Please complete all sections of this appeal.**

To remain eligible for financial aid, students must meet Satisfactory Academic Progress (SAP) standards, which evaluate both the quality and pace of academic progress. SAP is measured using the following three components:

|                   |  |   |
|-------------------|--|---|
| Minimum GPA       | 2.0  | maintain a cumulative Grade Point Average of at least 2.0   |
| PACE              | 66.67%   | complete a minimum of 66.67% of the cumulative number of units attempted  |
| Maximum Timeframe | No more than <b>150%</b> of published length of academic program | Cannot exceed the maximum attempted number of units allowed towards your academic program. Ex. most Associate Degree programs have a maximum unit allowance of 90 units attempted |

| I would like appeal my financial aid for the following semester: |                  |             |
|--|------------------|-------------|
| FALL 2025  | SPRING 2026      | SUMMER 2026 |
| Semester   | Deadline         |             |
| Fall 2025  | October 31, 2025 |             |
| Spring 2026  | March 31, 2026   |             |
| Summer 2026  | June 11, 2026    |             |

**Be sure to submit all documents at the same time by the deadline**  
**Late submission will not be processed.**

| Section A: Educational Goal   |
|---|
| <p>What is your educational goal? If you are working on two degrees, <b>financial aid can only pay for one</b>. You need to indicate which degree is your primary goal when completing this section.</p> <p>Obtain a certificate      Associate of Arts/Science Degree Major      General Ed or AA/AS degree before transferring to: _____</p> <p><b>You must provide a comprehensive Student Education Plan (SEP). All students must meet with an academic counselor for an educational plan appointment. Courses listed on your established SEP must be aligned with your educational goal.</b></p> |

**Section B: Reason you are denied financial aid**

**GPA:** I do not have a cumulative GPA of 2.0 or higher

**PACE:** I did not complete 66.67% of the cumulative number of units I attempted

**Maximum Timeframe:** I have exceeded the attempted number of units allowed for my academic program

If you are appealing due to **Maximum Timeframe**, how many additional units do you need to complete your education goal? \_\_\_\_\_ **remaining units**

**Your Student Education Plan should only include the courses needed to complete the remaining units specified above.**

*Note: Keep in mind that the maximum amount of Pell Grant funding a student can receive is equivalent to six years of full-time enrollment, or 600%. Once you reach 600% LEU, you are no longer eligible to receive further Pell Grant funding. If you have used at least 300% at College of Marin and plan to transfer, you may want to reserve your remaining Pell LEU for when you transfer.*

**Explanation of Circumstance(s)**

**What happened during the term(s) you fell below SAP? How did those circumstances affect your academic performance, and why it was beyond your control or unavoidable.**

**(if you are appealing due to Maximum Timeframe, explain what has caused you to have more credit than is required for your current program). Please enter your response in the space below or write legible.**

**To Be Completed by Student**

*How have your circumstances changed so that academic success will be maximized? Be clear and concise.*

**To Be Completed By Student**

*What steps have you taken to ensure you will make Satisfactory Academic Progress moving forward? Type your response or write legibly below.*

**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 acknowledge that appeal decisions are made on a case-by-case

\_\_\_\_\_ I acknowledge that if my appeal is:

- **Approved** I will be granted aid on a semester-by-semester basis. I will be placed on a financial aid condition/probation and must meet specific requirements at the end of each semester. As long as I continue to meet the conditions outlined in my approved appeal, I may remain on condition/probation status until I meet the required federal SAP standards. **I understand that I am only allowed to enroll in the courses listed on my submitted Student Education Plan (SEP).**
- **Denied**, I will not receive financial aid but will be given the opportunity to appeal the denied decision to the SAP committee to make the FINAL decision.

\_\_\_\_\_ I acknowledge that if I withdraw from a course, it will impact my financial aid eligibility

\_\_\_\_\_ ***I acknowledge 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.***

***Important:*** If your current Pell LEU is 300% or higher and you are planning to transfer to a 4-year institution, you may want to consider conserving your remaining eligibility to ensure availability when you transfer

\_\_\_\_\_ I acknowledge that submission of an appeal does not guarantee approval and must plan for alternative ways to fund my education if my appeal is denied.

\_\_\_\_\_ I acknowledge 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](http://www.marin.edu)).

\_\_\_\_\_

***Student Signature***

***Student ID#***

\_\_\_\_\_

***Date***

**Examples of Appropriate Cause and Suggested Documentation:**

Financial Aid Appeals submitted for review must include all necessary documentation to support the existence of extenuating circumstances described and evidence that the circumstances have been resolved or are being managed. Extenuating circumstances and the suggested documentation that may merit an approved appeal include, but are not limited to the following:

| <b>EXTENUATING CIRCUMSTANCES</b>   | <b>SUGGESTED DOCUMENTATION</b>  |
|--|---|
| Medical Circumstances (physical and/or mental illness, hospitalization, etc.)                                    | <ul style="list-style-type: none"> <li>• Statement from physician or therapist on letterhead including dates of service</li> <li>• Hospitalization records</li> <li>• Copies of medical bills documenting illness/injury</li> <li>• Records of doctor visits</li> </ul> |
| Personal / Family Emergency  | <ul style="list-style-type: none"> <li>• Medical documentation or statement from physician on letterhead including dates of service</li> <li>• Statement from parent or family member</li> </ul>  |
| Child's medical condition/daycare issue  | <ul style="list-style-type: none"> <li>• Records from doctor visits, hospitalization records, letter from daycare provider</li> </ul>   |
| Death of a Family Member   | <ul style="list-style-type: none"> <li>• Copy of an obituary, funeral program, or certified death certificate</li> </ul>  |
| Domestic Violence / Sexual Assault/Crime Victim  | <ul style="list-style-type: none"> <li>• Copy of police report or court / legal documents</li> </ul>  |
| Serious Car Accident   | <ul style="list-style-type: none"> <li>• Copy of police report</li> <li>• Medical documentation or statement from physician on letterhead including dates of service</li> <li>• Documentation from repair company including seriousness of accident</li> </ul>          |
| Work related (schedule change, required overtime, job loss, reduced hours resulting in increased childcare need) | <ul style="list-style-type: none"> <li>• Unemployment documentation</li> <li>• proof of discontinued funding</li> <li>• Letter from employer</li> </ul>   |
| Military Service / Deployment  | <ul style="list-style-type: none"> <li>• Military orders showing dates of deployment, training, or service</li> </ul>   |
| Imposed residential changes  | <ul style="list-style-type: none"> <li>• Eviction notice, legal papers</li> </ul>   |
| Improper grading practices   | <ul style="list-style-type: none"> <li>• Hearing documents, communication from instructor</li> </ul>  |
| Unjust arrest or incarceration   | <ul style="list-style-type: none"> <li>• Court documents</li> </ul>   |
| Jury duty/court appearance   | <ul style="list-style-type: none"> <li>• Court documents</li> </ul>   |
| Ward of state/Foster care issues   | <ul style="list-style-type: none"> <li>• Municipal documents</li> </ul>   |

**2025-2026 Financial Aid  
Satisfactory Academic Progress (SAP) Appeal Form**

**Checklist: Be sure that you submit all items listed below with your appeal**

- ✓ SAP appeal form (**all sections must be completed**)
- ✓ Supporting documentation
- ✓ Current Student Education Plan (must include the semester for which you are appealing)
- ✓ Unofficial or official transcripts from all colleges you attended (if applicable)
- ✓ **Maximum Timeframe:** If you are appealing due to maximum timeframe, your student education plan must outline **only** the remaining courses needed to complete your program of study.

**How to Submit:**

1. In person to Enrollment Services Office at both Kentfield and IVC campuses
2. Email at: [financial.aid@marin.edu](mailto: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

***Important: All appeal requests must be submitted by the established deadline outlined on the 1<sup>st</sup> page. If you submit an appeal after the deadline, it will not be considered for the current semester.***

**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

\_\_\_\_\_ In-depth (4 semesters) Student Ed Plan

\_\_\_\_\_ Transcripts from other colleges (if applicable)