**All appeal decisions are final.**

**(For Excess Units, please see reverse side)**

 **Appeal Dates and Deadlines**

* Financial aid will begin accepting SPRING 2014 Appeals: **JANUARY 21, 2014**
* SAP online quiz will be available: **JANUARY 13, 2014**
* Last day to submit a SPRING 2014 Appeal is: **MARCH 14, 2014**

**Appeal for Suspension
Steps to complete the Satisfactory Academic Progress On-line Workshop and Quiz:**

**Step 1:** Logon to the Los Medanos College website [www.losmedanos.edu](http://www.losmedanos.edu/); Click on ‘Current Students’, ‘Financial Aid’, Select and view the ‘Satisfactory Academic Progress Online Workshop’

**Step 2:** After viewing the Satisfactory Academic Progress Video, *Type in the link provided on the last slide of video*. Complete the online *Quiz* and Click SUBMIT.  Students are considered to have met the requirements of passing the quiz with a 100%.  If a student cannot pass the quiz with 90%, the student will be notified via E-mail to retake the quiz and video.

**Step 3:** Submit Appeal, Educational Plan and supporting documents to the Office of Financial Aid. *(If you have a current Educational Plan on file (WebAdvisor).  Print and submit with your Appeal)*

 **Appeal for Failure to Meet SAP/GPA/150% Standards**

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| --- | --- |
|  1. | A student who has lost eligibility due to failure to make SAP may file an appeal, known as a SAP APPEAL. An appeal will be reviewed only for documented "extenuating circumstances" beyond the student's control. Appeals not meeting the "extenuating circumstances" category will not be accepted. Submission of an appeal does NOT GUARANTEE the reinstatement of financial aid. Therefore, students should be prepared to pay for their books and other school-related expenses pending the outcome of their appeal. If an appeal is approved, the student will receive financial aid for the semester at the soonest payment date following approval. **Appeal process may take up to eight weeks depending on the volume of appeals.**  |
| 2. | Students placed on "Suspension" may file an appeal for consideration of reinstatement of financial aid eligibility. The following are examples of reasons a student may file an appeal:

|  |  |
| --- | --- |
| **Circumstance** | **Required Documents**  |
| Serious physical or emotional illness of student or immediate family member | Attach medical documentation confirming onset and duration of illness or condition |
| Death in the family | Attached copy of obituary, funeral notice, or Death Certificate |
| Accident or injury to student or immediate family member | Attach medical and/or other documentation verifying the date and duration of the occurrence |
| Disasters affecting student's attendance | Attach documentation of insurance claims or other 3rd party information verifying location and date and nature of disaster |
| Loss or change of employment | Attach letter from the employer verifying the circumstances and dates of loss or change in employment |
| Student made significant improvement during Warning semester even though cumulative criteria do not meet SAP standards yet (e.g. enrolled at least 6 units, completed all units attempted with 2.0 or higher semester GPA, but Standards (GPA and Quantitative Pace) have not been met) | Attach copy of course and grades for preceding semester. These will be verified by the Financial Aid Office |
| Change in academic major, or Exceeded Timeframe  | Detailed explanation disclosing reasons for change in major and reasons for exceeding the posted unit limitation. |
| Extenuating circumstances that were beyond the student's control | Any documents that would help verify student's circumstances. Should include date and duration. |

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|   | **PLEASE NOTE:** For those appealing for Suspension, the Office of Financial Aid will automatically deny any appeals submitted with no supporting documentation. |

**Appeal for Exceeding Timeframe (Excess Units)**

* 1. Students who exceed the maximum unit TIMEFRAME for their educational goal will not be eligible for further financial aid.
	2. Students who have a Bachelor's Degree and those students who have already received 6 or more full-time equivalent years of Federal Pell Grant aid are not eligible for further Federal Pell Grant aid. These students may only be eligible for fee waivers, Federal Work Study, and Federal Student Loans. They must have an approved appeal on file to receive Federal Student Loans and Federal Work Study.
	3. Students who meet these criteria may submit a Financial Aid Appeal Form, printable from Financial Aid Applications & Forms at: www.losmedanos.edu/financialaid/apps.asp
	4. In order to maintain financial aid eligibility, if an Excess Units Appeal is approved, the student may only take courses listed on the approved student educational plan submitted with the appeal form. Students will not be eligible to appeal if student does not meet GPA and COMPLETION requirements.