

**NOTE: This is not a California College Promise Grant Appeal (formerly BOG Fee Waiver). In order to appeal for the fee waiver, you will need to go to the Admissions & Records Office.**

***The U.S Department of Education requires, as a condition of receiving federal financial aid, that a student be making satisfactory academic progress (SAP) toward completing their educational goal.***

***Students who have not met satisfactory academic progress standards, have been disqualified, and wish to appeal their status, may do so by completing and submitting a SAP Appeal Form and supporting documents (if required). Please read the following instructions.***

**IMPORTANT: You may have to appeal each semester depending on your academic standing. Please check with the financial aid office as soon as you register for the following semester in order to see if you will need to appeal again.**

## **INSTRUCTIONS**

1. The SAP Appeal Form and three questions must be completed by typing the fillable PDF document found in the forms section of the COS financial aid website at [www.cos.edu/en-us/admissions/financial-aid](http://www.cos.edu/en-us/admissions/financial-aid). Handwritten appeals and questions will not be accepted.
2. You must meet one of the appeal options listed to be eligible to appeal. If you do not, you may have financial aid self-reinstated by earning a cumulative 2.0 GPA and by earning a cumulative 67% pace of unit completion but must not have exceeded the maximum attempted unit timeframe of 150% allowed for the completion of their educational program.
3. The SAP Appeal Form must be submitted with a counselor-approved Student Educational Plan (SEP) that includes a [financial aid eligible major](#). You can print a copy by login on to [MyGiant Portal](#):
  - Click the Banner Web icon.
  - Select the "Student and Financial Aid" tab.      **OR**
  - Select "Student Records".
  - Select "Student Educational Plan."
  - Click the Degree Works icon
  - Select "Plans" tab
  - Select an Active Plan

*If you are unable to print your SEP, you may ask the Financial Aid office to print it for you.*

4. The student must be enrolled in program-required courses for the term of appeal.
5. Transcripts from all regionally accredited colleges or universities attended must be submitted to COS.
6. The student must submit a completed SAP Appeal Form and all supporting documentation to the Financial Aid Office by the established deadline. Incomplete or late SAP Appeal Forms will not be accepted.

**Fall Semester = September 30<sup>th</sup>**

**Spring Semester = February 28<sup>th</sup>**

**Summer Semester = last day of instruction in June**

7. The SAP appeal decision will be sent to the student via the college district issued e-mail account ([giantmail.cos.edu](mailto:giantmail.cos.edu)) approximately 4 to 6 weeks after submission or the first day of the semester, whichever is later.
8. For additional information, see the [Satisfactory Academic Progress \(SAP\) Policy](#).



## Satisfactory Academic Progress (SAP) Appeal Form

**FINANCIAL AID OFFICE USE ONLY:**

DQ status verified by: \_\_\_\_\_  
Accepted by: \_\_\_\_\_  
Rejected by: \_\_\_\_\_      DATE: \_\_\_\_\_

*Scan to B-R-TREQ and place in appeal inbox for processing.*

The SAP Appeal Form and three required questions must be completed by typing the fillable PDF document. Handwritten appeals and questions will not be accepted.

### TERM OF SAP APPEAL

I am submitting the SAP Appeal Form for the following semester. My counselor-approved Student Educational Plan (SEP) is attached. Check only one box.

Fall 2022

Spring 2023

Summer 2023

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### GENERAL INFORMATION

First name:

Last Name:

MI:

Banner ID Number:

Date of Birth:

Mailing Address:

City:

State:

Zip Code:

Telephone Number:

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### ACADEMIC GOAL(S)

What is your educational goal? **Check all that apply.** If you check a box, you must type in the name of the certificate, associate degree and/or transfer major and school. This should match your Student Educational Plan. *Please type "n/a" in the academic goal field(s) that do not apply to you.*

**Certificate Title:**

**Associate of Arts/Science Degree Major:**

**Transfer Major:**

**Transfer School:**

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### DISQUALIFICATION STATUS - Select the option that applies to you. Only check one box.

**Option 1 – No documentation required.**

**PROBATION** – My appeal was approved last term (or in my most recent prior term) and I have met the conditions as stated on my appeal. *Skip to "Required Questions" section.*

**Option 2 – No documentation required.** *View your financial aid academic progress status, grade point average (GPA), and completion pace on Banner Web.*

**(DEGGD OR MAXGD)** I have earned an associate/bachelor degree **OR** exceeded 150% maximum attempted unit time-frame allowed for the completion of an educational program. I have a cumulative 2.0 or greater grade point average (GPA) **and** a cumulative 67% pace of unit completion. *Skip to "Required Questions" section.*

**Option 3 - Documentation is required. Check only one box. View your financial aid academic progress status, grade point average (GPA), and completion pace on Banner Web.**

- (DEGBD OR MAXBD) I have earned an associate/bachelor degree OR exceeded 150% maximum attempted unit timeframe allowed for the completion of an educational program.\***
- (DISQ) I have less than a cumulative 2.0 grade point average (GPA) AND/OR less than a cumulative 67% pace of unit completion. \***

\* Documentation is required if you do not have a cumulative 2.0 or greater grade point average (GPA) **and/or** a cumulative 67% pace of unit completion. *You must have at least one of the allowable appeal circumstances listed below. The documentation submitted must support why satisfactory academic progress was not made, and must correspond with the semester(s) during which you failed to make satisfactory academic progress. The SAP Appeal Form will be considered incomplete without proper documentation and will not be accepted.*

**Option 3 Continued: Allowable Appeal Circumstances - Check only one box.**

*~ If you do not meet any of these circumstances, you may not appeal.~*

- Serious physical or emotional illness of the student or immediate family member (spouse, registered domestic partner, child, parent) –** Submit letter from treating physician on professional letterhead stating the nature and dates of the illness that affected academic performance and when you are cleared to return to school.
- Death of immediate family member (spouse, registered domestic partner, child, parent, sibling) –** Submit death certificate, obituary notice, or funeral program.
- Disability, new or complications with existing, which affected your academic performance –** Submit supporting documentation from COS Access & Ability Center or letter from treating physician on professional letterhead.
- U.S. Military Service –** Submit copy of military orders.
- Victim of a violent crime, natural disaster, accident, or injury to the student or immediate family member –** Submit medical, legal, or other documentation verifying the date and duration of the occurrence.
- Qualifying Semester: Student made significant improvement during semester even though cumulative criteria did not meet SAP standards (e.g. enrolled at least in 6 units, completed all units attempted with a "C" or better) –** Submit an unofficial transcript from Banner Web showing grades for preceding semester. Submit supporting documentation from a Counselor, Student Success Coordinator, or other Student Services Professional that you are following your SEP or participating in a student support service (Student Success, AAC, EOPS, Tutorial Center). *Note: Students awarded an appeal under this option that do not successfully meet the terms of their appeal will be disqualified until meeting SAP. Future qualifying semesters will not be considered.*

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**REQUIRED – ALL STUDENTS MUST COMPLETE THE FOLLOWING QUESTIONS.**

All of the following questions must be answered in detail in order for the SAP Appeal Form to be considered complete for submission. Only typed questions will be considered. Incomplete SAP Appeal Forms will not be accepted.

1. Explain why you were unable to meet the [Satisfactory Academic Progress Policy Standards](#). *For example:*

**Why have you not earned a cumulative 2.0 or greater grade point average (GPA)?  
Why have you not completed at least 67% of your total attempted units?**

**Why are you attending COS if you have already earned a degree?  
Why have you not completed your current goal in a timely manner (exceeded a 150% maximum attempted unit time frame)? (150 word limit)**

**2. Explain how circumstances have changed that make you feel you can now meet Satisfactory Academic Progress and complete your educational goals. (150 word limit)**

**3. Explain specifically what steps you will take to complete your educational goal. (150 word limit)**

**CERTIFICATION**

By signing below, I certify that the information provided is accurate and complete to the best of my knowledge. I have read the instructions on the SAP Appeal Form and have attached all required documentation.

\_\_\_\_\_ I understand that submitting a SAP Appeal Form does not guarantee approval.  
*initial*

\_\_\_\_\_ I understand that all appeal decisions are FINAL.  
*initial*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_