As a result of your academic standing and/or maximum time length, your eligibility for financial aid has been suspended. In order to reinstate your financial aid for the next semester you must submit the following immediately.

**APPEAL INSTRUCTIONS/CHECK LIST**

- **1.)** Complete this Satisfactory Academic Progress Appeal (SAP) Form **in INK.**
- **2.)** Include with your Appeal a **typed statement** explaining the circumstances that prevented you from meeting the Satisfactory Academic Progress requirements.
  - A. Do not discuss your need for financial aid as part of the rationale for reinstatement of financial aid. The committee assumes that any student filing an appeal is doing so based upon financial need.
  - B. What has changed; and,
  - C. The plan/steps that you have made to resolve the problem with your academic progress for the Semester in question.
- **3.)** Complete the attached FINANCIAL AID EDUCATIONAL PLANNING WORKSHEET, page 4, and bring to your counseling appointment.
- **4.)** Please provide a current Student Educational Plan (SEP). A counselor will assist you in mapping your educational goal at SBCC and provide the tools you need to complete your program in an efficient manner.
  - A. **Most Students:** Contact the Financial Aid Office to schedule an appointment with our Academic Counselor, Eli Villanueva (805) 730-5157 or 965-0581 ext 2294 or e-mail villanue@sbcc.edu
  - B. **HIT/CIM/Coding Students** (Health Information Technology/Cancer Information Manager) go to [http://sbcc.edu/hit/hitcimacademicplanning.php](http://sbcc.edu/hit/hitcimacademicplanning.php) and fill out the SEP form. Save it and email to Gwyer Schuler, Academic Counselor for her review and approval - schuyler@sbcc.edu. Contact information is (805) 965-0581 ext. 2569. **NOTE:** The Financial Aid Education Planning Worksheet is not required for HIT/CIM/Coding students.
  - C. **Student Athletes:** Contact either Scott Brewer at (805) 637-3688 (cell) or JoAnn Graham ext. 4741 Academic Counselors, to request an SEP.
  - D. **EOPS/CARE Students:** Contact EOPS/CARE Office at (805) 965-0581 ext. 2279 to schedule a Counseling appointment or pick up your current SEP.
Are you a DSPS Student? Yes / No

Are you an EOPS Student? Yes / No

If all of your classes are online please, call your Financial Aid Advisor for appeal instructions.

For which semester(s) are you requesting reinstatement of your aid? Circle one.

Fall 2010   Spring 2011   Summer 2011

When do you expect to graduate/transfer from SBCC? Semester ___________ Year__________

Educational Goal __________________________  Circle one: Certificate / AA / AS / Transfer

Major ____________________________   Other______________________________

What is your current academic status at SBCC? Good Standing / Probation / Disqualified

(Please circle one)

Have you changed your major during your course of study at SBCC? Yes / No

If yes, when? ____________________   What was your previous major? ________________

Do you have children? Yes / No   If yes, how many? ________

Do you work? Yes / No   Employer ____________________________

Average number of hours worked per week______________________________

Average amount earned per week $ ____________________________

INCOMPLETE APPEALS WILL BE RETURNED, DELAYING THE RESPONSE TIME.

I certify that the information provided on this form is true and correct. I have attached all required documentation. I understand that I will be notified the results of my Appeal through my pipeline account and by mail, within two to four weeks.

Signature_______________________________________ Date_______________________________

No appeal will be reviewed without a complete Appeal form, typed statement and a current SEP.

NOT ALL APPEALS RESULT IN REINSTATEMENT OF FINANCIAL AID
FOR OFFICE USE ONLY:

____ Exceeded maximum time frame based on educational goal.
____ Low GPA and/or completed an insufficient number of units.
____ Withdrew from all classes.

(   ) Approved   (   ) Denied
(   ) Approved Conditionally   (   ) Pending

If your Appeal is denied, you may ask for a review of the decision by the Financial Aid Appeal Committee. Submit a written request to: Director, Financial Aid Office, Santa Barbara City College, 721 Cliff Drive, Santa Barbara, CA 93109 or you may e-mail to: hardison@sbcc.edu.

Comments:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Staff Member _______________________________    Date _________________________

Student notified:   By telephone on _________________________

By Mail on ______________________________

By email on _____________________________
Student's Name ___________________________ K00 ____________ Date ____________

Potential Major: ___________________________ If Transfer, Potential School _______________________

Please list all other colleges attended:
_________________________________________________________________________________________

How many units do you plan on taking next semester? _____ Have you ever met with an Academic Counselor? ___Yes___NO

What is your English Writing Level? Eng_________ (Check here if you do not have a level____)
Writing levels include ESL (4.5) or Eng 65 (4.5 units), Eng 80 (4.5 units), Eng 100 (3 units), Eng 110 + 120 (3 units + 1 unit)

What is your English Reading Level? Eng_________ Units_____ (Check here if you do not have a level____)
Writing levels include ESL (4.5) or Eng 60 (4.5 units), Eng 70 (4.5 units), Eng 103 (4.5 units)

What is your Math Level? MATH_________ Units_____ (Check here if you do not have a level____)
Math levels include Math 1 (3 units), Math 4 (3 units), Math 100 (5 units), Math 107 (4 units), Math 111 (5 units), Math 117 (4 units), Math 120 (4 units), Math 130 (5 units), Math 150 (5 units), Math 160 (5 units)

If your goal is transferring to a 4-year school in California, please answer the following:
Do you know what classes to take for General Education? ___Yes or ___No
Have you heard of IGETC ___Yes ____No  Have you heard of CSU GE's ___Yes or ____No
Do you know how to find out about what classes to take for your major? ___Yes or ___No

If your goal is an SBCC Degree, please answer the following:
Do you know what classes to take for General Education? ___Yes or ___No
Do you know what classes to take for your major? ___Yes or ___No

If your goal is an SBCC Certificate, please answer the following:
Do you know what classes to take for your major? ___Yes or ___No

PLANNING TIPS
If your goal is a Degree or Transfer, your plan should be made up of:
2) Other General Education requirements, and  http://www.sbcc.edu/apply/files/gereq.pdf

If your goal is a Certificate, you can focus on your Major requirements.
http://www.sbcc.edu/apply/degrees_certificates.php
Consider taking a Personal Development class as well, such as PD 100 College Success or PD 110 Career and Decision Making.

List the courses that you are considering taking.  Example:  MATH 100___Units_5

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Notes
Counselor______________________________ Code____ _   Date______________