In accordance with Federal Regulations, the Financial Aid Office is required to monitor a student’s academic progress toward his/her declared program of study. An eligible Financial Aid Program of Study is an AA/AS degree, a Transfer Program, or a certificate that is at least 16 units, 15 weeks long and is state approved. In order to monitor your progress, this institution has established a Satisfactory Academic Progress Policy (SAP) and all students receiving financial aid must be in compliance.

NEW! NEW! NEW! – Appeals for Summer 2012 turned in after July 9, 2012 (semester mid-point) must be accompanied by Work In Progress statements from all of your current instructors. As a courtesy, please allow 10 days to 2 weeks for instructors to complete the WIP form.

IMPORTANT! **A maximum of three (3) appeals** will be considered by the appeals committee during a student’s attendance at West Valley College. No exceptions. Students with a BA/BS degree may be eligible, if approved, for up to a **total of one year**.

**PROCEDURE FOR APPEALS**

- **1.** Complete the Financial Aid Appeal Packet. **Complete your responses before seeing a counselor.**

- **2.** Schedule a one hour appointment with a counselor. Ask the counselor to review and consider supporting your appeal. A second appointment may be needed. Bring copies of transcripts from previous colleges attended, if applicable, and take them with you to the appointment with the counselor.

- **3.** Prepare and attach a copy of the complete Educational Plan. **The Ed Plan and current semester enrollment must match.** Outline the courses needed to meet graduation or transfer requirements.

- **4.** Make a copy of this request for your records.

**FAQs:**

**What is Financial Aid Warning?** A student is placed on Financial Aid Warning when the minimum requirements of the Satisfactory Academic Policy are not met. (1) must have minimum cumulative GPA of 2.00 and (2) must successfully complete at least 67% of the semester units attempted and, THIS IS NEW, 67% of the cumulative number of units attempted and (3) may not have attempted over 150% of units required to meet the student’s educational goal.

**What is Financial Aid Disqualification?** A student is on Financial Aid Disqualification (DQ) when the student has: (1) two Warning (previously called ‘Probation’) semesters in a row and/or (2) attempted 90 or more units, including transfer units. Attempted units are units at West Valley College and any other college(s) attended or (3) student has already earned a BA/BS degree, even if it is from a foreign country.

**Can I still get my grant money, Work Study job or apply for a loan if I am on Financial Aid DQ?**  
No, you may not benefit from these programs without submitting an Appeal and having it approved. A DQ status does not affect the Board of Governors’ Fee Waiver (BOGW).
**What is the Financial Aid Appeal?**
The appeal allows you to explain in writing any circumstances that may have contributed to your inability to meet the minimum requirements of our Satisfactory Academic Progress Policy. Appeals should be prepared thoughtfully and should focus on the reason(s) for the appeal. Attach additional pages if necessary. **Please, complete your responses before seeing a counselor. Incomplete appeals will not be reviewed.**

**Do I have to meet with a counselor?**
Yes. This is your opportunity to discuss with a counselor your particular situation. Schedule a one hour appointment; this cannot be completed on a drop-in basis. Ask the counselor to review and consider supporting your appeal. The counselor will also help you complete an Educational Plan.

**Why do I need an Educational Plan?**
The Appeals Committee requires an updated Ed Plan, a semester by semester plan of the courses you need in order to achieve your educational goal. **The Ed Plan and current semester enrollment must match.**

**Can I get paid for last semester if my appeal is approved this semester?**
No, a student regains eligibility only for the semester in which the appeal is approved.

**I just need a few classes in order to be admitted to a degree program at another school. Can I get financial aid?**
No, an eligible Financial Aid Program of Study at WVC is an AA/AS degree, a Transfer Program, or a certificate that is at least 16 units, 15 weeks and is state approved.

**I have a double major. How does that affect financial aid?**
Financial Aid can only pay for one program of study at a time.

**What if my appeal is denied? Can I appeal to a higher authority?**
No, the decision of the Financial Aid Appeals Committee is final.

---

**Evaluation of an Appeal**

1. The Appeals Committee generally meets weekly to review Appeals. **Your appeal will be date stamped and reviewed in the order that it is received.**

2. The Appeal packets are reviewed by Financial Aid staff for completeness and to determine if the appeal is eligible for review by the Committee.

3. The Appeals Committee will approve, deny, or have the appeal re-submitted for more information.

4. The Financial Aid staff will contact students (generally by e-mail) to inform them the committee has come to a decision.

5. To complete the appeal process, the student is required to come to the Financial Aid Office and go over the committee’s recommendations and then **sign the Appeal Review Decision agreeing to the conditions set by the committee.**

6. Once the approved appeal packet is signed, the student will be taken off DQ status and may be eligible for financial aid.

7. A student regains eligibility for the semester in which the appeal is approved. **(No Financial Aid eligibility is granted for previous terms).**
FINANCIAL AID APPEAL PACKET

Complete this form by either typing or printing your responses in ink. Your responses must be complete and legible. Attach additional pages if necessary.

This appeal is for: ____SAP (unit/grade deficiency). Complete questions 1 through 4
 ____Over 90 units or already has BA/BS degree. (Answer questions 1, 2 and 5)

This is my 1st ___ 2nd ___ 3rd ___ Appeal (circle one)

1. Which semester(s) are you requesting financial aid? (Check all semesters that apply)
   Fall 20 _____ Spring 20 _____ Summer 20 _____

2. Please state your educational objective and/or goal. _______________________________________________
   Name of program at WVC

   * Please check one: □ AA/AS □ Certificate □ Transfer

3. Please explain the reason(s) for not making academic progress.

4. Based on your answers to question #3, what are you planning to do now to ensure academic success in your current goal?
5. Please explain why you have not completed your program of study after you have attempted over 90 units or changed majors.

I certify that all statements made on this form are true and correct to the best of my knowledge.

Student Signature

Date

COUNSELOR COMMENTS/RECOMMENDATIONS

COUNSELOR/ADVISOR'S COMMENTS/RECOMMENDATIONS: (All of the students past history will be considered). Please give details of corrective actions that you and the student have agreed upon that will assist in the student making satisfactory academic progress. If you do not support this appeal, please explain.

Counselor’s Name (print) .................................................. Signature .................................................. Date .................................