2012-2013 Student Financial Aid Academic Progress Appeal Form

Student Name:__________________________________________

Reason for appeal: (Please check all reasons that apply to your disqualification of financial aid eligibility.)

1. While on probation I achieved a cumulative grade point average (GPA) below 2.0, and/or I completed less than 67% of my cumulative attempted hours
2. I have attempted more than 150% of the total program hours needed to complete my currently declared degree and/or certificate.
3. I have received a degree from CCA and am applying to receive a second degree or certificate.

Your appeal must include the following:

1. ___ A typed explanation letter addressing the following questions:
   • If you checked #1:
     o What extenuating circumstances prevented you from meeting the standards of Satisfactory Academic Progress? (Please be specific, include dates, and explain your entire academic history of unsuccessful coursework at CCA.)
     o How has your situation changed to support future success in your coursework?
     o What is your plan/strategy to be successful in your future coursework?
   • If you checked #2:
     o Why have you attempted more than 150% of your degree and/or certificate requirements and need additional hours to complete your degree and/or certificate?
     o How does your current situation support success in your future coursework?
     o What is your plan/strategy to be successful in your future coursework?
   • If you checked #3:
     o Why do you need a second degree or certificate from CCA?

2. ___ Documentation of extenuating circumstances described in explanation letter, such as:
   • Birth/death certificates, obituaries, funeral programs
   • Medical records that corroborate illness and length of recuperation
   • Court documents
   • Statements from physicians or counselors

3. ___ A Degree Check worksheet for your current declared degree
   • Log onto MyCCA and go to the “Student” tab
   • In the “Steps to Graduate” box, click on “Degree Check”
   • Print your student view worksheet

4. ___ Unofficial CCA Transcripts
   • Log onto MyCCA and go to the “Student” tab
   • In the “My Student Stuff” box, click on the “My Grades and Transcripts” and select “Unofficial Transcript”
   • Click “view” and then “print”

5. ___ Meet with an Academic Advisor
   • Complete above steps 1-4 and bring all required appeal materials with you to meet with an Academic Advisor. Discuss your academic plan and available campus resources.

Academic Advisor Signature:____________________________________ Date:________

Only complete applications will be reviewed. Incomplete applications will be denied. To guarantee a decision before the drop deadline for full-term classes, appeals must be received no later than the first day of the semester. Appeals received after mid-term will be considered for the following term. Late appeals will be processed on an as needed basis. All appeal decision notifications will be mailed to the address on record with CCA.

Student Signature:________________________________ Date:________