Student Name: _____

              Last Name   First Name   Student ID

_____

Term you are appealing (estimate if unknown)   Year you are appealing

_____

Student Signature   Date

Select a reason for your appeal below. You may select more than one reason. Appeal forms require written explanation of mitigating circumstances of why you failed to make satisfactory academic progress, what's changed in your situation that will allow you to demonstrate satisfactory progress at the next evaluation, and any supporting documentation. Please be as detailed and specific as possible so we can best understand your situation.

Examples of qualifying extenuating circumstances:

- Unforeseen (not pre-existing prior to drop deadline)
- Occurred after the drop period and before the end of the term
- Beyond your control
- Directly impacted your ability to successfully complete the term
- Documentable (signed statement demonstrating above, <u>with</u> letter/receipts from doctor, employer, attorney, landlord, obituary, etc.)

Appeals submitted without appropriate documentation will be returned as incomplete. Your Appeal could possibly be denied if your reason is the same for 2 or more terms in a row. If your appeal is denied, we will let you know how to get back into good standing.

Refer to CGCC's Satisfactory Academic Progress Policy for more information, http://www.cgcc.edu/financial-aid/resources .

Complete this form and submit it to the Financial Aid Office

- Students enrolled in the current/upcoming term must submit appeal by the first day of the current term to avoid being dropped from all classes.

Requirements for Good Standing = Cumulative GPA (cGPA) 2.0 <u>AND</u> Cumulative Pace (cPace) 66.67%

____ **Cumulative GPA (cGPA) below 2.0:**

Requirement: Complete A & B below

A. If you experienced extenuating circumstances which had a direct impact on your ability to successfully complete the term, please provide a written statement clearly describing the content and timing of those circumstances (see SAP Policy for examples). Relevant documentation required.

B. Provide a written statement explaining how these extenuating circumstances have been resolved and what provisions you have taken to ensure they will not hinder future academic success. Additionally, please describe your plan for bringing your cumulative GPA up to at least a 2.0, remembering that Pass/No-Pass courses have no effect on GPA.

____ **Completed Credits <66.67%**: During the most recent term at CGCC, the minimum attempted credits were not met OR your cPace fell below 66.67%.

Requirement: Complete A & B below

A. If you experienced extenuating circumstances which had a direct impact on your ability to successfully complete the term, please provide a written statement clearly describing the content and timing of those circumstances (see SAP Policy for examples). Relevant documentation required.

B. Provide a written statement explaining how these extenuating circumstances have been resolved and what provisions you have taken to ensure they will not hinder future academic success.

____ **Grade Change**:

Requirement: Submit documentation of the grade change

If your appeal is approved, you will be placed on Probation. You must successfully complete the probationary term to be reinstated to good standing. During Probation, you may be required to fulfill specific terms and conditions such as meeting with your Academic Advisor to revise your Ed Plan, taking a reduced course load or enrolling in specific courses.   Also, you must be able to complete your program within the 150% Maximum Credit Limit with at least a 2.0 cumulative GPA.

* Note for Students on a Maximum Timeframe Appeal (MTA): You must resubmit your MTA once your SAP Appeal is approved.

* Note for Loan Borrowers: **You must submit a Federal Direct Loan Revision request to reinstate previously canceled loans.**

Return all to: Columbia Gorge Community College, 400 East Scenic Drive, The Dalles OR 97058 or Fax to (877) 368-6370

Columbia Gorge Community College is an equal opportunity educator and employer.