

	FINANCIAL AID Program Change APPEAL FORM ACADEMIC YEAR: 2017-2018	Date Stamp
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Please PRINT using INK

Before completing this form, read the information on the reverse side carefully.

Program change appeal is for those students that have a previous approved appeal and currently on Financial Aid Academic Progress Plan (FAAPP) and wish to change their program. Please review VI. FAAPP on the Standards of Academic Progress Policy, http://www.sfcollege.edu/financialaid/index.php?section=academ_progress_1112

Completed appeal packets will be reviewed within **2 to 3 weeks** from date received. An incomplete appeal packet will not be reviewed by the appeal committee. Submission of this appeal does not guarantee approval, and you are ultimately responsible for dropping all classes by the add/drop dates if you are unable to pay for the classes on your own.

Student Name _____ SF ID # _____

Address _____ Apt # _____ Phone # _____

City/State _____ Zip _____ E-mail _____

Program of Study _____ Program Code _____

_____ # of credits remaining required for your primary degree completion, expected graduation date: _____

_____ # of credits remaining required for your alternate degree completion; expected graduation date: _____ or N/A

Check only one term for which aid is being requested: Fall 2017 Spring 2018 Summer 2018

~The appeal committee reserves the right to revoke any prior appeal decision based on new information or documentation which would warrant such action. *Appeals will not be approved retroactively

By initialing _____ I am certifying that all information submitted in this appeal is true and accurate. I understand that all documentation is subject to verification by the Financial Aid Office. In cases where submitted documentation is forged, tampered with, or otherwise fraudulent I may face criminal and/or disciplinary actions in accordance with Federal and State laws and/or college policy, as defined in the Student Conduct Code.

I, _____, authorize my healthcare provider(s) or any other organization, if applicable, to verify the authenticity of all healthcare related documents and other non-healthcare documents that I have included in the completed appeal packet.

Find our Equal Access/Equal Opportunity statement online at www.sfcollege.edu/eaao

Please sign below signifying that you have read and understand the above and reverse side of this form.

Student Signature _____
Date

*******Academic Advisor Section*******

An appointment with advisor must be scheduled. See your degree audit for assigned academic advisor

Are the number of remaining credits indicated above by student accurate? Yes No

Have you discussed the academic progress and remaining degree requirements with the student? Yes No

Is academic counseling recommended? Yes No If yes, _____
Appointment Date Initials

Advisor comments: _____

Academic Advisor Name _____
Academic Advisor Signature _____
Date

All appeals must be submitted in their entirety according to the instructions below; if the appeal packet is incomplete it will not be reviewed by the financial aid appeals committee.

- ✓ 1. **Appeal Form** – Please complete form and attach with statement and supporting documentation. Must be **signed and initialed** where requested.
2. **Statement of Explanation** - This statement must be **typed, dated, & signed**. Your statement must address the following items:
- Explain the need to change your current program and/or alternate program.
 - Indicate your Academic Plan what steps you intend to take to ensure successful academic progress in the future.
3. **My Academic Plan** – You must complete this form, then schedule an appointment with your academic advisor to review and sign.
4. **Academic Advisor Approval** – Schedule an appointment with your academic advisor, who will review your academic progress and your Education Plan. This appeal form must be signed by your academic advisor.
5. **Supporting Documentation** – is **REQUIRED** and must be relevant to term(s). Maximum number of pages accepted not including appeal form and statement is 20 (single sided) or 10 (double sided) pages per appeal.

	Circumstances	Required Documentation (MUST include dates)
1.	Medical	<ul style="list-style-type: none"> • Physician's letter typed on official letterhead • Other medical documents, indicating <i>severity, duration, impact</i> of the condition, and confirm that the condition is now resolved or under control for student to return to complete coursework. • Medical Bills and Explanation of Benefits (EOB) are unacceptable documentation. <p><i>If the medical situation relates to an immediate family member, the documentation MUST verify your role as a "caretaker" for the family member.</i></p>
2.	Death of Immediate Family Member or Guardian	<ul style="list-style-type: none"> • Death certificate • Newspaper notification • Obituary <p><i>It is your responsibility to establish your relationship to the deceased individual.</i></p>
3.	Traumatic Life-altering Event	<p>Other Documented Circumstances Beyond Student's Control - Be sure to include dates and what you have done to overcome this situation in your statement. <i>Proof that issue has changed, resolved, or under control needs to be included.</i></p> <p>Documentation includes, but not limited to:</p> <ul style="list-style-type: none"> • Physician, social worker, psychiatrist, police, court orders, divorce decree, personal tragedy, etc.

Any document of support written by family member, friend, or not on official letterhead should include the above and also **must be notarized and include the party's name, relationship to the student, and the student's Santa Fe College ID Number. *Due to privacy and confidentiality concerns, appeal decisions will not be released via email. Students will be notified of the results of their appeal in their eSantaFe accounts under "notifications"*

- If my appeal is approved**, I understand that I will be expected to bring my performance to the required standards and adhere to the following probation / Financial Aid Academic Progress Plan (FAAPP) <http://www.sfcollege.edu/financialaid/> SAP Policy
- If my appeal is denied, I understand the Appeals Committee decision is final.** However, I may resubmit an appeal if I can provide NEW supporting documentation. Note that you may only submit up to 3 appeals at SF.

Student Initials

Financial Aid Office Use Only

<input type="checkbox"/> Appeal Form <input type="checkbox"/> Student Explanation <input type="checkbox"/> Supporting Documentation <input type="checkbox"/> Academic Plan	Previous appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Was previous appeal approved? <input type="checkbox"/> Yes <input type="checkbox"/> No FAAPP? <input type="checkbox"/> Yes	Staff Notes: APPEAL NUMBER # _____
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Developing an Academic Plan

General Guidelines: Use your Degree Audit to view your degree requirements and courses required for transfer. Each box represents a semester. You may not need to use all the boxes. If you are a part time student you may need more than one sheet. A.A. degree students can view suggested AA Academic Plans at: <http://www.sfcollege.edu/advisement/>

Carefully consider course load and study time. Allow 2-3 hours of study time per week for each hour of class. Balance your schedule (For example - don't take all writing intensive or science classes in the same semester). A.S Students may look at the sample degree audits on the program pages.

How to Develop a Plan

1. AA students - Write your intended transfer university and major (if applicable). If your intended major was not listed when you chose your advisement track, speak with your SF advisor or an advisor at the school you plan on transferring to.
2. List the specific courses suggested or required for admission into the program or university for your intended major (if applicable), which you can find on your degree audit when you click on "Transfer Requirements."
3. Label the terms and years for as long as you plan to be at Santa Fe.
4. If you're currently in classes, put them in the Semester 1 box. New students - put the classes you plan to take next.
5. If you are in a Developmental Education (Dev. Ed.) sequence, look at the Dev. Ed. Audit link in eSantaFe to see what Dev. Ed. classes you still need to take. On your plan, fill in the classes you need each semester until you have listed the Dev. Ed. classes in your sequence. You must register for Dev. Ed. classes first.
6. Keep in mind that some courses may have a prerequisite course that you must take first. Be sure to include prerequisite courses in your plan.

Communications and Writing Intensive

A.A. students need to complete at least 12 hours of writing intensive courses (4 courses). Writing intensive courses are marked with a * in the degree audit. Non-A.A. degree students may have different requirements. View your degree audit for your specific requirements.

1. Look at your degree audit. The first class A.A. students see under Communications Area A (State Core Composition) is ENC 1101; this is your first college level English course.
2. After completing ENC 1101, the next semester A.A. students will take ENC 1102 or ENC2210 (Fall 2015 or later Catalog Year). Each of these courses builds on the other. You need to successfully complete ENC 1101 (with a grade of "C" or higher) before taking ENC 1102 or ENC2210.
3. AA students should plan to take at least two more writing intensive classes. One course will come from the Research & Analysis category.
4. Your last writing intensive class can be from any category.

Mathematics

1. You need 6 hours of college level Math for your A.A. *Developmental Education classes and MAT1033 do not count toward your 6 hours. If you are full-time, you must take math every semester until you are done with the required general education math courses.
2. Now, sequence out your math classes. Remember to check the requirements for your intended transfer major and sequence in any additional math courses.

Once you have mapped your Communications and Math courses, refer to your degree audit to determine other courses you need to take. Read the course description from the Degree Audit or registration page to find out more about the class and if it has a prerequisite. Add these courses to your plan.

You are almost finished! Check to see if your semester plan totals at least 60 college level credit hours (Dev Ed classes do not count). If not, see what you need to add to complete the plan. Remember to count credit hours taken before this semester. If there are a lot of courses required for transfer, you might have more than 60 hours in your plan. A.S. Degree students may have a different total.

