

# Financial Aid Appeal & Degree Evaluation



If a determination is made that a student is not making satisfactory academic progress, a student may appeal that decision based on extenuating/mitigating circumstances. This appeal applies only to your attendance at Central Arizona College and is not automatically granted or transferable to another institution. Please notify the Financial Aid Office upon submitting your appeal if you would like to present your appeal before the Financial Aid Appeals committee. **At this time, you are responsible for all educational costs. Complete and return this form with all supporting documentation to a CAC campus or center near you.**

Name: \_\_\_\_\_ CAC ID #: 880 - \_\_\_\_\_

Major: \_\_\_\_\_ Degree/Certificate (circle one)

**STEP 1** Determine the type of your appeal:

**Academic Progress Appeal** is required when the completion rate percentage falls below 67 percent (earned credits ÷ attempted credits = completion rate %) and/or the cumulative GPA falls below 2.0.

**Maximum Timeframe/Degree Evaluation Appeal** is required when attempted credit hours exceeds 150% of credits required for program (required program credits × 150% = maximum timeframe credits). For example, an AA Degree requires 64 credits, (64 × 1.5 = 96) therefore, 96 or more attempted credits exceeds the 150% requirement. This also applies when a degree or certificate is earned.

*Please refer to The SAP policy printed on the backside of this form. Note: These calculations are determined each semester.*

**WARNING: Since you are appealing federal guidelines if you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.**

**STEP 2** Documentation required:

For **Academic Progress Appeal**-Submit a detailed letter (TYPED) explaining in your own words, the circumstances that prevented you from maintaining satisfactory academic progress (SAP). Also explain the steps you have taken or will take to ensure SAP. Include documentation to support your letter of explanation. If you are submitting an additional letter from an employer, doctor, hospital or business, please have it TYPED and on their company letterhead or notarized.

For **Maximum Timeframe/Degree Evaluation Appeal**-Work with an advisor to prepare and submit your Master Academic Plan/Degree Evaluation, this may also be required for your **Academic Progress Appeal**, if so the financial aid office will request it. Only one program can be approved for funding.

**STEP 3** Processing Timeline:

Appeals will take 7-10 business days to be reviewed, committee appeals may require lengthier review depending on meeting availability. The committee will review appeal #3 and greater appeals but is not limited to those.

**Academic Progress Appeal**-If you are submitting this appeal after the first two weeks of the semester, a progress report e-mail from your instructors confirming your attendance and current grade must be emailed to [finaid@centralaz.edu](mailto:finaid@centralaz.edu) with "FA Appeal" in the Subject Line. A progress report email may also be requested as stipulations of your appeal.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**SATISFACTORY ACADEMIC PROGRESS STATEMENT FOR STUDENTS RECEIVING FEDERAL FINANCIAL AID**

In accordance with federal regulations, Central Arizona College must develop and apply a consistent and reasonable standard of academic progress. The satisfactory academic progress policy is established to carry out the statutory requirement that a student must be making satisfactory academic progress to be eligible for funding under the Federal Student Financial Assistance (SFA) programs.

All hours attempted are considered when determining financial aid eligibility, whether or not financial aid was received. Regardless of where the hours were attempted, Central Arizona College Satisfactory Academic Progress policy will apply.

**I. MEASUREMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)****A. Qualitative Measure**

Cumulative GPA (Grade Point Average)

Students must maintain at least a 2.0 cumulative GPA.

**B. Quantitative Measure**

Attempted credit hours may not exceed 150% of degree/certificate program requirements.

**C. Incremental Assessment**

Satisfactory academic progress is determined each semester. Earned credit hours must be at least 67 percent of attempted credit hours each academic year or semester, as applicable.

**II. DEFINITION AN/OR TREATMENT OF TERMS****A. Incomplete Courses**

Incomplete courses will increase attempted credit hours but not earned credit hours. There is no impact on cumulative GPA. An Incomplete may affect your satisfactory academic progress.

**B. Course Withdrawal**

Courses with the grade of W, WP, or WF will increase attempted credit hours but not earned credit hours. Only the grade of WF will have an impact on cumulative GPA. A W, WP, or WF may affect your satisfactory academic progress

**C. Repeat Courses**

The credit hours earned for a repeated course may only be counted once and will be considered accordingly in maximum time frame and incremental requirements. The grade for the repeated course may have an effect on cumulative and semester GPA. Repeat courses may be excluded from funding as stipulations of your appeal.

**D. Change of Program of Study**

A student may affect satisfactory academic progress when a change in a program of study is made prior to completion of that program. All attempted and transfer credits will be considered accordingly in maximum time frame and incremental requirements.