

Financial Aid Office 2023-2024 Appeal Packet

Dr. H.A. Miller Student Services Center | 417 Schepps Blvd. | Clovis, NM 88101
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Please complete the **following appeal requirements**:

*****Please read all information carefully. Incomplete Appeals will not be accepted or reviewed.*****

- 2022-2023 FAFSA** for Fall 2023, Spring 2024, and Summer 2024 terms
- Declare major with Admissions and Records department
 - o Must be the **same major as indicated on appeal application**
- Official high school transcript** (or high school equivalency transcript) and **Official college transcripts from all previously attended institutions** on file with Admissions
- Students must attend either a **SAP presentation or one-on-one coaching**. Contact the Financial Aid Office for SAP presentation dates.
- Financial Aid Appeal Letter** that addresses the **following three questions**:
 - **What circumstances** caused you to be placed on financial aid suspension?
 - How have those **circumstances changed** and how do you **plan to achieve academic success** in the future?
 - What **resources will you use** (on and/or off campus) to **achieve academic success**?
 - o Please include any **additional documentation** that you may have to **support your letter** (doctor's notes, court documentation, death certificates, etc.)
 - **See Academic Advising** to set up your classes based on your degree plan
 - o Once registered, your classes will be locked and a registration hold will be placed on your account
 - o Any schedule changes must be completed through the Academic Advising office
 - Submit all documentation to the Financial Aid office (**contact the Financial Aid Office for Appeal deadlines**)

For Your Information:

- Students will be **notified of appeal decision** via **CCC student email only**.
- Appeal decisions are as follows:
 - o **Denied** – student is not eligible to receive financial aid
 - o **Approved (G-Plan)** – Degree only, student is placed on probation
 - o **Approved with conditions**:
 - Approved **1-5** – student may only register for 1-5 credit hours
 - Approved **6-8** – student may only register for 6-8 credit hours
 - Approved **9-11** – student may only register for 9-11 credit hours
 - Approved **WS** – student will only receive work-study
- Students **may not enroll in more hours than approved for** in appeal decision. **Doing so will disqualify you from receiving financial aid entirely**.
- If you have a **pending financial aid appeal**, you will need to **make alternative payment arrangements** the day you register for classes.
- Completion of this process **does not guarantee that your financial aid will be reinstated**.
- Financial Aid will only pay for classes listed on your degree plan.
- It is your responsibility to **provide all necessary documentation with your appeal**. The financial aid **appeal packet and letter** must be submitted completely, at one time.
- Appeal Decisions are final, however you have the opportunity to submit a **new re-appeal**

Financial Aid Satisfactory Academic (SAP) Progress Policy

CCC's Financial Aid Office reviews academic progress at the **end of each semester**. Students will be placed on financial aid warning or suspension if they do not meet the following standards:

1. **Qualitative Progress** - Students must maintain a **grade point average of at least 2.0** (C average) for each semester as well as cumulatively. Grade point values for financial aid eligibility are: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0, PF = Pass or Fail. W (withdrawal) and AU (audit) are not counted.
2. **Incremental Progress** - Students must complete a minimum number of credit hours each term. **You must complete 67%** of the enrolled credit hours each semester.
3. **Maximum Time Frame** - Students must complete the course work for their program within 150% of the time necessary to complete the program. If at any point it becomes mathematically impossible for the student to complete their degree plan within the maximum time frame for their program, the student immediately becomes ineligible for future federal (and/or) state financial aid. Total credits required to complete a program vary.

At the time a student attempts **150% credit hours of their declared degree**, an email will be sent to the student's CCC email account stating that they have met the attempted credit hours allowed. Students will be given the **opportunity to appeal the cut-off and ask for reinstatement of aid**. Financial aid will not be paid to students who have exceeded maximum time frame at CCC unless approval has been granted by the Financial Aid Appeals Committee.

The Appeals committee has the option to deduct remedial hours or CCAF hours, or other hours they deem appropriate.

As per Department of Education guidelines all terms of attendance including periods when students did not receive financial aid are counted in the total number of attempted credit hours.

Financial Aid Warning:

If students do not maintain a 2.0 grade point average or if they do not maintain incremental progress, they will be put on financial aid warning status for one semester. If students are not making satisfactory progress at the time they apply for financial aid, they will be placed on warning status. While on warning status, students will continue to receive financial aid; however, if students are expecting a loan and have been placed on warning, they will not receive the expected disbursement. They will need to submit a letter of appeal.

Financial Aid Suspension:

If students do not maintain satisfactory academic progress while on warning status, they will be denied further financial aid. Semesters spent on financial aid suspension are counted in the maximum allowable time students have to complete a degree or certificate.

Financial Aid Appeal Application 2023-2024

First Name:	Last Name:	CCC ID:
Address:		
City:	State:	Zip:
Phone:	Student Email:	

Semester Appealing for: Fall 2023 Spring 2024 Summer 2024

Reason for Appeal (check all that apply):

- GPA:** Students must maintain a current and cumulative GPA of at least 2.0. Complete withdrawals or taking only audit classes will result in a 0.0 GPA.
- Completion Rate:** Students must complete a minimum of 67% of all credit hours attempted. Any course with a grade of Withdraw, Fail, Incomplete, or Audit is not considered completed coursework.
- Maximum Time Frame:** Students must complete their program within 150% of the credit hours required for the program. Credit hours counted are both CCC credit hours and any other hours from accredited institutions. Students who have reached maximum allowable time will not be eligible to receive Financial Aid until successfully appealing. *Note: A change of major does not reset the timeframe*
- Mathematically Impossible:** If at any point it becomes mathematically impossible for the student to complete their degree within the maximum time frame for the program, the student becomes ineligible for Financial Aid.

Please read and INITIAL next to each statement:

- ___ I have read and understand the **Satisfactory Academic Progress (SAP) Policy**
- ___ I understand that Appeals can only be approved for the **current term**
- ___ I understand that if approved, **I must meet SAP in order to maintain eligibility**
- ___ I understand that I will be notified **via CCC student email** once the committee has reached a decision
- ___ I understand it is **my responsibility to meet tuition and fees deadlines** by paying my bill in full or setting up a Payment Plan **while my appeal is under review**

I hereby acknowledge that the information I have provided on this form is true and accurate. If I do not meet the terms of my appeal, I understand that my Financial Aid award will be canceled and I will be responsible for the payment of all tuition and fees.

Signature _____ Date: _____

For Office Use Only

Previous Appeals _____ Pell LEU _____ Unusual Enrollment Y/N _____

Degree (RSISTDN): _____ 150% Max Hours: _____

College Transcripts

Received (SOAPCOL):

Missing (NSLDS):

Attached Degree Plan (BDMS)

Degree Matches Banner (RSISTDN)

Last Semester of Attendance (SHATERM):

GPA: _____

Earned Hours: _____

Attempted Hours: _____

Completion Rate: _____ %

Cumulative (SHATERM):

GPA: _____

Earned Hours: _____

Attempted Hours: _____

Completion Rate: _____ %

Developmental Hours: _____

Comments: _____

Appeal Decisions:

Reviewed by: _____ Decision: _____ Date: _____

Reviewed by: _____ Decision: _____ Date: _____

Reviewed by: _____ Decision: _____ Date: _____

Reviewed by: _____ Decision: _____ Date: _____

Re-Submitted Appeal Decisions (if applicable):

Reviewed by: _____ Decision: _____ Date: _____

Reviewed by: _____ Decision: _____ Date: _____

Reviewed by: _____ Decision: _____ Date: _____

Reviewed by: _____ Decision: _____ Date: _____

Final Appeal Decision: _____ **Comments:** _____

Re-Submitted Decision (if applicable): _____ **Comments:** _____

UPDATED:

ROAHOLD RRAAREQ RHACOMM ROASTAT RPAAWRD EMAIL SENT