

**SAP Appeal Process Form**

**College of DuPage**

**Office of Student Financial Assistance**

**Student Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program of Study:** \_\_\_\_\_

**3 + 1 Student (circle one):** YES NO

**Appeal Term:** \_\_\_\_\_

*I understand that the decision of the Financial Aid Appeals Committee is final, and I will accept the decision of the committee. I further understand that the Office of Student Financial Assistance or any other office on campus cannot overrule the decision of the committee. Finally, I understand Financial Aid can only be applied toward classes required to complete my Associates Degree or Certificate with the College of DuPage. Additionally, if I receive Veterans' Benefits, I understand this appeal paperwork may be forwarded to the COD Veterans Office for a Veterans Standards of Academic Progress Appeal.*

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Students are placed on Financial Aid Suspension (Discontinuance) and are ineligible for Federal and State Grants and/or Student Loans at College of DuPage if they:

- Fall below a 2.0 CGPA
- Complete less than 67% of their attempted credit hours
- Exceed 150% of the credit hours for the academic program they are pursuing
- Have already earned a Bachelor's degree

The Office of Student Financial Assistance acknowledges there may be extenuating circumstances that could have prevented students from meeting the Minimum Academic Requirements for Financial Aid Policy. A student who has an extenuating circumstance has the right to submit a letter of appeal to the Financial Aid Appeals Committee.

\* Students meeting College of DuPage Standards of Academic Progress may still need to appeal for Federal and State aid under U.S. Department of Education Satisfactory Academic Progress Standards.

All appeals must be submitted to the Office of Student Financial Assistance by the date specified below. Incomplete appeals will not be forwarded to the Committee. **Late appeals will not be accepted.**

<b>Appeal due dates:</b>	<b>Fall – September 30<sup>th</sup></b>	<b>Spring – February 28<sup>th</sup></b>	<b>Summer – June 30<sup>th</sup></b>
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**Step One**

Type and sign an appeal letter explaining:

- The circumstance(s) that prevented successful completion of coursework. \*Bachelors students should explain why they are pursuing another degree.
- The specific steps taken to resolve the circumstance(s) indicated.
- Explain how you will be successful now that you've made or will make changes.

**Step Two**

Provide supporting documentation which verifies the circumstance(s) you have indicated.

(Examples: medical records, court documents, etc.)

**Step Three**

Print a Degree Audit from your myAccess account for your intended degree or certificate to use as you develop a student educational plan for the next two semesters for your degree or certificate, which details the required courses needed. Subsequent follow up may be required annually.

**Step Four**

Schedule a time to meet with a Counselor

- Meet with a counselor to review your plan by going to the Counseling Office SSC 3200 to arrange a time to meet. Remember to bring your printed Degree Audit and student educational plan with you when you meet with your counselor.
- If the student educational plan is determined to fulfill requirements for the next two semesters, the counselor needs to sign the plan for you to submit to Student Financial Assistance.
- Please be aware, only classes required for your program at College of DuPage can be considered for the appeal.

**Step Five**

Turn in all documents from steps 1-4 with this form to the College of DuPage, Office of Student Financial Assistance – SSC 2220, 425 Fawell Blvd., Glen Ellyn, IL 60137, FAX (630) 942-2151, EMAIL [sap@cod.edu](mailto:sap@cod.edu)

## Educational Plan Development

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### DIRECTIONS TO DEVELOP AN EDUCATIONAL PLAN

- Please READ all directions carefully as you must follow all steps.
  - Please complete this form thoroughly and neatly as it will be submitted for review by the Financial Aid Appeal Committee.
- 1. Run your Degree Audit.** This is found in your myACCESS account, main menu.
    - a. Confirm that you have the correct degree or certificate program(s) listed as an Active Program in your myACCESS profile.
    - b. Review and understand the “Statuses” on the first page of the audit (about midway down the first page). This will help you better understand what the audit is telling you about the courses you completed and how they fit into the program.
    - c. Review the video for additional help on understanding your audit. It is available on the Counseling website.  
<http://www.cod.edu/counseling/advising/index.aspx>
  - 2. Make a list of non-completed requirements for your degree or certificate using your Degree Audit.**
    - a. After you review your audit, list those courses you still need to take to complete your degree or certificate.
    - b. You might find it helpful to list those courses (in the margins of your audit) or on a separate piece of paper to help you visualize and create a plan over the expected time frame to complete them.
  - 3. If needed, identify courses you would like to repeat.** Add these to your list.
    - a. If you wish to repeat any D or F courses to help improve your cumulative grade point average, list those in your Educational Plan.
    - b. Include these repeated courses in your appeal letter.
  - 4. Carefully review course descriptions and prerequisites.**
    - a. Review the course descriptions of the courses you chose in the *College Catalog* (online or hard copy) or *Class Schedule* to confirm that you completed all prerequisites.
    - b. If you have not completed all prerequisites, include those courses in your list of non-completed requirements indicating that they are prerequisites to courses that you need to complete.
  - 5. Confirm that all pre-testing and/or submission of ACT scores have been completed.**
    - a. If your pre-test results indicate that developmental classes need to be taken, include those courses on your list of required courses.
    - b. Any required developmental courses (in Reading, English, and Math) should be included in your Educational Plan.
    - c. All pre-testing and ACT scores need to be taken/submitted to the Testing Office in the Berg Instructional Center (BIC), Room 2405 prior to submission of your Educational Plan or send them to [prereq@cod.edu](mailto:prereq@cod.edu) with your name and COD ID number.
  - 6. Begin assembling your educational plan.**
    - a. Print your name, COD student ID number, the term for which you are requesting your appeal from the college, and the name and program code of the associate degree or certificate you plan to earn at COD. Use the following link to obtain the name and code.  
[http://www.cod.edu/registration/records/forms/program\\_code\\_listing\\_change\\_form.aspx](http://www.cod.edu/registration/records/forms/program_code_listing_change_form.aspx)
    - b. Once you have compiled your list of all courses, determine the ones you wish to take over the next two terms and enter them into the appropriate “Semester” boxes contained on the Student Educational Plan form using the following steps.
      1. Enter the course prefix and number (ex. English 1102) in the left two columns and the credit hours (ex. 3) in the right column.
      2. When specific courses are required, such as English 1101, 1102, Speech 1100, 1120, 1150, list the exact course prefix and number.
      3. When your major/field of study allows several choice selections within a group or category, (example: Life Science, Math, Humanities, Fine Arts, and Social/Behavioral, or Electives, simply list them in this way (example: Social/Behavioral Gen. Ed. Requirement – 3 hours; Electives – 3 credits and so on).
    - c. Use the form on the following page.

## Educational Plan Development

Student: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Student 7-digit I.D.:

Date: \_\_\_\_\_

**Term:**

**Total Hours:**

Department	Number	Credits	Comments

**Term:**

**Total Hours:**

Department	Number	Credits	Comments

**Future Notes**

Credits


**MATH Pathway Recommendation**

Credits


Counselor Name: \_\_\_\_\_

Signature: \_\_\_\_\_