| Student's Name | GCC ID# | Social Security Number |
|---|---|---|

FINANCIAL AID OFFICE

# 2011-2012 VERIFICATION OF VOCATIONAL CERTIFICATE PROGRAM

According to your records in the Admissions Office, your current educational objective is to "**earn a vocational certificate without transfer**". Glendale Community College's Financial Aid Satisfactory Academic Progress (SAP) policy allows you 30 progress units to complete your educational objective. Once you have reached 30 progress units you are no longer eligible for financial aid. Our records indicate that you will exceed 30 progress units within the 2011-2012 academic year. Therefore you have been placed on Financial Aid Term Dismissal and are no longer eligible to receive federal financial aid (grants, loans and work study) or Cal Grant awards.

You should schedule an appointment to see an Academic Counselor. Bring this form and your Satisfactory Academic Progress Term Dismissal Appeal forms to this meeting. Your Academic Counselor will work with you to develop a Student Educational Plan (SEP) to confirm your educational objective.

I certify that the information listed below accurately reflects my educational objective at Glendale Community College.

Student's Signature: _____ Date: _____

## To be completed by a GCC Academic Counselor

This section must be completed and signed by an Academic Counselor- incomplete forms will be returned and may result in processing delays.

Student's Program or Major (per catalog) : _____

Student's educational objective:
**(check only one)**

- ☐ Obtain an Associate degree and transfer to a 4-year institution
- ☐ Transfer to a 4-year institution without an Associate degree
- ☐ Obtain a 2-year Associate degree without transfer
- ☐ Obtain a 2-year Vocational degree without transfer
- ☐ Earn a Vocational certificate without transfer
  (SAP Term Dismissal Appeal forms must be completed and submitted to the Financial Aid Office)

I certify that the information listed above accurately reflects the student's educational objective at Glendale Community College.

Counselor's Signature: _____ Date: _____

# READ CAREFULLY

FINANCIAL AID OFFICE

## 2011-2012 SATISFACTORY ACADEMIC PROGRESS (SAP) TERM DISMISSAL APPEAL INSTRUCTIONS

- If your educational objective is to complete an **AA/AS degree or to transfer to a 4-year college** you must appeal to receive financial aid after you have attempted 72 progress units.
- If your educational objective is to complete a **vocational certificate program** you must appeal to receive financial aid after you have attempted 30 progress units.

Federal regulations require us to terminate your financial aid once you have reached your attempted unit limit. This policy is outlined on the information you received with your financial aid award letter as well as in the GCC Catalog. Our records indicate that you will exceed your unit limit within the 2011-2012 academic year. Therefore, you have been placed on Financial Aid Term Dismissal and are no longer eligible to receive federal financial aid (grants, loans and work study) or Cal Grant awards. ***This dismissal does not affect your ability to attend GCC or your eligibility to receive a BOG award in future semesters.***

You may appeal your Term Dismissal status by completing the attached appeal form and following the procedures listed below. All forms must be complete when submitted to the Financial Aid Office in order for your appeal to be reviewed. If your appeal is approved, your eligibility to receive federal and state financial aid will be reinstated under the conditions of the Satisfactory Academic Progress policy. *Appeal approvals are effective as of the semester the appeal is approved and are not retroactive to prior semesters.*

## *APPEAL PROCESS*

**Step 1**

Complete the enclosed Satisfactory Academic Progress Appeal form. Explain in detail any mitigating circumstances such as family problems, health issues, work schedules, change of major, etc., providing applicable documentation that prevented you from completing your program within your progress unit limit. If you need more space, attach separate sheets of paper.

**Step 2**

If you have attended colleges other than Glendale College, all official transcripts must be on file in the Admissions and Records Office, and you must see your academic counselor to request an evaluation. The transcript evaluation must be initiated by your counselor. Once the evaluation is complete, attach a copy of the evaluation and your transcripts from all schools including Glendale College.

.

**Step 3**

Schedule an appointment to see your Academic Counselor in General counseling, EOPS or Center for Students with Disabilities. Bring your completed Satisfactory Academic Progress Appeal form, academic transcripts from other schools and the Admissions transcript evaluation to this meeting. Your counselor will work with you to develop a Student Educational Plan (SEP) to meet your goal within the minimum units required.

**Step 4**

Your Academic Counselor will send the following documents to the Financial Aid Office:

- ✓ Your completed Satisfactory Academic Progress Appeal form
- ✓ Counseling Response form
- ✓ A copy of your Student Education Plan (SEP)
- ✓ Academic Transcripts and the GCC Admissions Office Transcript Evaluation

**Step 5**

Complete appeals are reviewed and APPROVED, DENIED or REFERRED to the Satisfactory Academic Progress Committee for further review. Once a determination has been made, you will be notified by mail.

I
M
P
O
R
T
A
N
T

## IF YOUR APPEAL IS GRANTED:

If your appeal is granted you will receive a letter from the Associate Dean outlining what you have to do to maintain continued eligibility. A **Contract Course** list of the approved courses for which you may receive additional financial aid will be attached.

Only your approved contract courses on your contract course list will count toward your financial aid eligibility. These are classes from the Student Educational Plan (SEP) approved by your counselor and submitted with your appeal. Courses you are repeating are not eligible for additional financial aid. Any courses listed on your SEP in which you have already received a grade or a "W" will be eliminated when your appeal is reviewed. Other courses may be eliminated by the Financial Aid Office or the SAP Committee.

To remain eligible for financial aid, you must:

- Be enrolled in classes on your Contract Course list. The GCC Computer system will check your enrollment to make sure you are in the appropriate contract courses. **You will not be paid for courses that are not approved Financial Aid contract courses.**

- **Successfully complete ALL contract courses for which you receive financial aid**. Failure to successfully complete a contract course for which you received financial aid will mean disqualification and you will not be eligible for any more financial aid. Successful completion is defined as receiving a grade of **A, B, C, D, or CR.**

- If, for any reason, you need to change a contract course that is listed on your Student Educational Plan (SEP) and take a different course, your Academic Counselor may submit an ***SEP Change Form*** to substitute the new course for one you no longer need. The original contract course will then be deleted from your contract course list and the new course added. *The Financial Aid Office must approve revisions to your Contract Courses*. This process can only be used to substitute one course of equal unit value for another and must be submitted prior to the end of the semester for which you are requesting the new course. Other actions, such as requesting an increase in the total number of approved contract courses, require an entire new appeal.

## IF YOUR APPEAL IS DENIED:

If your appeal is denied, you will receive a letter from the Associate Dean explaining why your appeal has been denied. You will no longer be eligible to receive federal financial aid (Pell, SEOG, Federal Work Study, or student loans) and Cal Grant awards while attending Glendale Community College. *However, you will be eligible for BOG fee waivers, as long as you continue to apply and meet the eligibility criteria.*

If you have any questions regarding your status or this procedure, please contact the Financial Aid Office during our regular business hours.

Thank you.

_____ _____ _____
Student's Name GCC ID# Social Security Number

FINANCIAL AID OFFICE

**2011-2012 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

What is your current educational objective? _____

You have been disqualified due to lack of academic progress. Federal regulations allow us to consider mitigating circumstances beyond the student's control such as, illness or change of major that delay completion of your educational objective on time. Please explain, ***in detail,*** why you have been unable to achieve your objective within your **progress unit limit** and provide applicable documentation, such as medical records**. Your appeal evaluation will be based on your academic history and goals.** Please print or type:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**IMPORTANT**

I understand that if I am granted this appeal, I will be responsible for the conditions under which it is granted. I further understand that failure to adhere to these conditions might result in permanent termination of financial aid eligibility at Glendale Community College.

Student's signature: _____ Date: _____