

PITZER COLLEGE

Satisfactory Academic Progress Appeal Request

Federal regulations (Sections 668.16(e), 668(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress must be made after each semester and before the Financial Aid Office disburses any federal financial aid funds for the subsequent semester.

These guidelines are published at:

www.pitzer.edu/admission/financial_aid/satisfactory_academic_progress.asp

A student who is not meeting these published standards will not be eligible to receive aid from any federal, state, or institutional “need-based” aid program.

Right to Appeal:

You have the right to appeal any satisfactory academic progress decision of ineligibility to continue to receive financial assistance. Your appeal must be filed within 30 days of notification that aid eligibility has been lost or 30 days after the beginning of the semester (whichever comes first), and it must be made in writing to the Director of Financial Aid. The appeal may not be based upon your need for financial aid OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some extenuating situation or condition which prevented you from passing more of your courses or which necessitated that you withdraw from classes or which led to your cumulative GPA being less than 2.0.

Examples of possible situations include documented serious illness, severe injury, or death of a family member. If you do not have grounds for an appeal, or if your appeal is denied, you may still be able to regain your eligibility for future semesters. This is done by enrolling at Pitzer at your own expense—without federal or institutional financial assistance—and negotiating a plan with the Financial Aid Office, in advance, for the qualitative and/or quantitative conditions under which eligibility may be restored.

If you wish to appeal, please follow the instructions below: Submit the following documentation, along with the student’s certification statement, to the Financial Aid Office within 30 days of notification that aid eligibility has been lost or 30 days after a semester begins (whichever comes first).

LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:

You must provide a signed letter of explanation detailing why you failed to make satisfactory academic progress, and what has changed in your situation that will allow you to demonstrate satisfactory academic progress at the next evaluation.

REQUIRED SUPPORTING DOCUMENTATION:

If you have failed to complete the required number of courses or if you have a cumulative GPA that is below 2.0 after four semesters, a letter of support is required from someone who knows of your situation.

- If your cumulative GPA is below 2.0, you must also include an Academic Plan developed in consultation with and signed by your Academic Advisor. This plan must be developed in such a way that, if followed, you will be meeting satisfactory academic progress standards by a specific point in time.
- If you or an immediate family member experienced a serious injury, illness or mental health condition, please include a statement from your physician or mental health professional, reflecting date(s) of occurrence/treatment and indicating that you are capable of successfully pursuing full-time course work.
- If you experienced the death of an immediate family member, please submit a copy of the death certificate, or a paper obituary/link to online obituary,
- If you experienced other circumstances beyond your control, please submit documentation that supports the situation.

The initial Academic Plan submitted with a Satisfactory Academic Progress Appeal Form should be for the next semester of enrollment only.

If the Financial Aid Office accepts a student's appeal and proposed Academic Plan, aid eligibility will be reinstated for the upcoming semester. The Financial Aid Office reserves the right to add additional requirements to the Academic Plan and will notify the student in writing of these additional requirements. Additional requirements may include setting a minimum number of courses that must be completed each semester as well as minimum grade point average requirements. The goal of the Academic Plan is to ensure that the student makes documented progress towards meeting the Pitzer College financial aid satisfactory academic progress standards and will graduate within the College's normal time frame to complete a degree.

Review at the End of the Semester

The Financial Aid Office will review the academic records of any student whose aid was reinstated on a probationary basis at the end of the semester to verify that s/he has met all the conditions outlined in the Academic Plan.

Potential Outcomes

- A student who now meets the federal satisfactory academic progress guidelines will have his/her aid eligibility fully reinstated.
- A student who fails to meet all conditions set in his/her Academic Plan will forfeit his/her eligibility to receive further federal student aid funds. A student can apply to be reinstated once he/she meets Pitzer College's standards. A student who has been placed on financial aid probation is expected to meet all the requirements set forth in his/her Academic Plan. A further appeal will only be accepted from a student who experiences a one-time, unexpected serious event (such as a death in the family or a documented prolonged illness) that precluded him/her from meeting the conditions of his/her Academic Plan.

PITZER COLLEGE
SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

REMEMBER: All appeals **MUST** include the following:

- Signed Student Certification (below)
- Signed letter of explanation
- Academic Plan signed by academic advisor
- Any relevant supporting documentation

All of these materials must be submitted to the Financial Aid Office within 30 days of notification that aid eligibility has been lost or 30 days after a semester begins (whichever comes first). The Financial Aid Office will review everything that you submit. The Director of Financial Aid will send the decision about your academic standing for financial aid purposes within 10 working days to your Pitzer College email address.

STUDENT CERTIFICATION: I certify that I have read the Satisfactory Academic Progress Policy Guidelines applicable to my class standing and wish to be considered for a Satisfactory Academic Progress Appeal.

Student Signature _____ Date _____

Student Name _____

Pitzer email address: _____