



S \_\_\_\_\_

Student's CCA ID Number

## 2024-2025 Financial Aid Academic Progress Appeal

*Entire Form must be completed in black ink.*

**For your own benefit, please read this document carefully and completely. Follow the instructions completely to ensure that you submit a complete appeal. Incomplete appeals will be denied.**

Student's Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If you have become ineligible for financial aid because of circumstances that were beyond your control, you can request for your aid to be reinstated by submitting this form and accompanying documents. Federal guidelines govern the way CCA determines a student's financial aid eligibility. We must have proof that there is a valid reason to reinstate any student's aid. You can help us by providing substantial proof that supports the reason you give for your unsuccessful classes and/or semesters.

If your appeal receives approval, your eligibility will be extended to the subsequent semester of attendance. Please note that approval of your appeal is not assured. However, if granted, you must sustain your eligibility by achieving a grade of C or higher in all courses (maintaining a minimum 2.0 GPA) and refraining from withdrawing from any enrolled courses.

Note: If you are in one of CCA's ineligible programs of study for financial aid, you may still complete this appeal, however, if approved, you will not be eligible for **Federal** aid based on your program of study; however, we do encourage you to seek [scholarship opportunities](#).

**Please indicate the reason below that you are appealing your financial aid status, and then complete the additional steps on the next page. You must complete all requirements for your appeal to be considered complete. Incomplete appeals will be denied.**

I am appealing because: (Check all that apply)

- \_\_\_\_\_ 1. I achieved a cumulative grade point average (GPA) below 2.0 and/or completed less than 67% of my cumulative attempted hours.
- \_\_\_\_\_ 2. I have attempted more than 150% of the total program hours needed to complete my currently declared degree and/or certificate.
- \_\_\_\_\_ 3. I have received a degree or certificate from CCA and am applying to receive a second degree or certificate.
- \_\_\_\_\_ 4. I have withdrawn completely from all courses and/or have a 0% completion rate in a single term.

**IMPORTANT: Financial Aid can only pay for the classes required by your declared major. Please refer to your degree check or make an appointment with your advisor.**

The Community College of Aurora prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. The Community College of Aurora will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

## 2024-2025 Financial Aid Academic Progress Appeal

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Your appeal must include each of the following:

**1. \_\_\_\_\_ A typed explanation letter addressing the following questions:**

- **If you checked #1 or #4:**
  - What extenuating circumstances prevented you from meeting the standards of Satisfactory Academic Progress? (Please be specific. Include dates and explain your entire academic history of unsuccessful coursework at CCA.)
  - How has your situation changed to support future success in your coursework?
  - What is your plan/strategy to be successful in your future coursework?
- **If you checked #2:**
  - You have attempted more than 150% of the requirements for your degree or certificate. Why do you need additional hours to complete your degree or certificate?
  - How does your current situation support success in your future coursework?
  - What is your plan or strategy for success in future coursework?
- **If you checked #3:**
  - Why do you need a second degree or certificate from CCA?

**2. \_\_\_\_\_ Documentation of the extenuating circumstances you described in your explanation letter, such as:**

- Birth/Death certificates, obituaries, funeral programs
- Medical records that corroborate illness and length of recuperation
- Court Documents
- Statements from physicians or counselors

**3. \_\_\_\_\_ A Degree Check Worksheet for your current declared degree:**

- Log on to MyCCA and go to the "Student" tab
- In the "Steps to Graduate" box, click on "Degree Check"
- Print your student view worksheet

**4. \_\_\_\_\_ Unofficial CCA Transcripts**

- Log on to MyCCA and go to the "Student" tab
- In the "My Student Stuff" box, click on "My Grades and Transcripts" and select "Unofficial Transcript"
- Click "view" and then "print"

**5. \_\_\_\_\_ Meet with a Financial Aid Advisor**

- Complete the above steps 1-4 and bring all required appeal materials with you to meet with a Financial Aid Advisor
- Discuss your academic plan and available campus resources.

**Sign below to indicate that you understand the following:**

Only complete applications will be reviewed. **Incomplete applications will be denied.** Appeals submitted by the priority deadline will be processed by the census date for that semester. Check with a financial aid representative for priority deadlines. All appeal decisions will be mailed to the address on record with CCA.

**Student Signature:**

Rev. 05.17.2024 MS

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

## PROGRAMS THAT DO NOT QUALIFY FOR FINANCIAL AID AT CCA

\*\*Please note YOU MUST BE ADMITTED TO A FEDERALLY APPROVED PROGRAM OF STUDY in order to receive financial aid. **If you are currently enrolled in a non-degree seeking, undeclared major or one of the following certificates, you are NOT in a financial aid eligible program.** If you need to change your program you may do so on the college website or meet with an academic advisor to select a new program before the census date.\*\*

**The following programs are ineligible CERTIFICATES for financial aid purposes.**

**This list may not include all programs that are ineligible for financial aid funds.**

### **Business**

- Real Estate

### **Early Childhood Profession**

- Early Childhood Entry

### **Emergency Medical Technician**

- Basic

### **Health Care**

- Nurse Aide
- Phlebotomy

### **Certificates of Achievement**

- Communication

### **Other**

- Non-Degree Seeking
- Undeclared

*All AGS, AAS, and Certificate programs over 30 credits are federally approved programs of study, qualifying students in those programs to CCA Financial Aid.*