



S _____

Student's CCA ID Number

2025-2026 Financial Aid Academic Progress Appeal

Entire Form must be completed in black ink

For your own benefit, please read this document carefully and completely

Incomplete applications 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](#).*

Note: *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.*

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 I have withdrawn completely from all courses and/or have a 0% completion rate in a single term.

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, including but not limited to:

- 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 search for the "Student Grades & Records" card
- In the "Student Grades & Records" card, click on "DegreeCheck"
- Print worksheet (print button in top right corner of page)

4. _____ Unofficial CCA Transcripts

- Log on to MyCCA and search for the "Student Grades & Records" card
- In the "Student Grades & Records" card, click on "View/Print Unofficial Transcripts"
- Select the "CCA-Unofficial Web Transcript" from the "Transcript Type" drop-down menu
- Select "Submit"
- Print Transcript (print button in top right corner of page)

Certification Statement: *I certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. I understand that incomplete appeals will be denied. I understand that if I purposely give false or misleading information, I may face legal consequences, and my financial aid may be terminated.*

Student Signature: _____ **Date:** _____

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.