



Satisfactory Academic Progress Appeal

Students may appeal their SAP disqualification by first completing an [online SAP workshop](#) and then submitting a completed SAP appeal to the Financial Aid Office online. It must include the following:

- A statement indicating any special circumstances that may have occurred that explains why the student failed to achieve SAP. Special circumstances may include, but are not limited to, personal illness or injury, serious illness or death of a family member, auto accident or other situation beyond the control of the student, and;
- A statement of what has changed in the student’s situation and;
- An explanation of how this change will ensure future academic success and;
- A current Student Education Plan (SEP), dated the within one year, with fewer than three updates (contact the [Counseling office](#) for appointment) and;
- Supporting documents (i.e. medical records, legal documents, death certificate) that may assist in justifying the student’s situation/case

If the reason for your appeal is **maximum time frame**, make sure to address the reasons *why you have the number of credits you do without yet having completed your degree or program*. For example, if you are in an Associate's degree program that normally only requires 60 credits to complete, and you have attempted that amount or more already, explain why (changed major, transfer units that don't not apply, etc).

Complete appeals are forwarded to a SAP Appeals Committee, if the Committee approves the appeal, the student will be reinstated for financial aid and placed on “Probation” or on an Academic Plan. To remain eligible for financial aid, the student must comply with the conditions of the approved appeal and academic plan.

Instructions on completing a Satisfactory Academic Progress Appeal:

1. If you have not already done so you will need to set up access through the Jag Docs platform. Go to link: <https://swccd.verifymyfafsa.com/>

Your name, DOB, SSN must match what you entered on your FAFSA.

👤
Register Account

This page will automatically close and log you out in 02:38 * Required

Confirm Student Information

Information provided in the fields below must match information provided on your financial aid application - either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application. Please ensure all four pieces of information match to what you provide on the FAFSA or Dream Act Application. If you have not submitted either application to your school, please ensure that the information below matches the information your school has on file. ?

* First Name

* Last Name

* Date of Birth 📅

* Social security number/DREAM ID

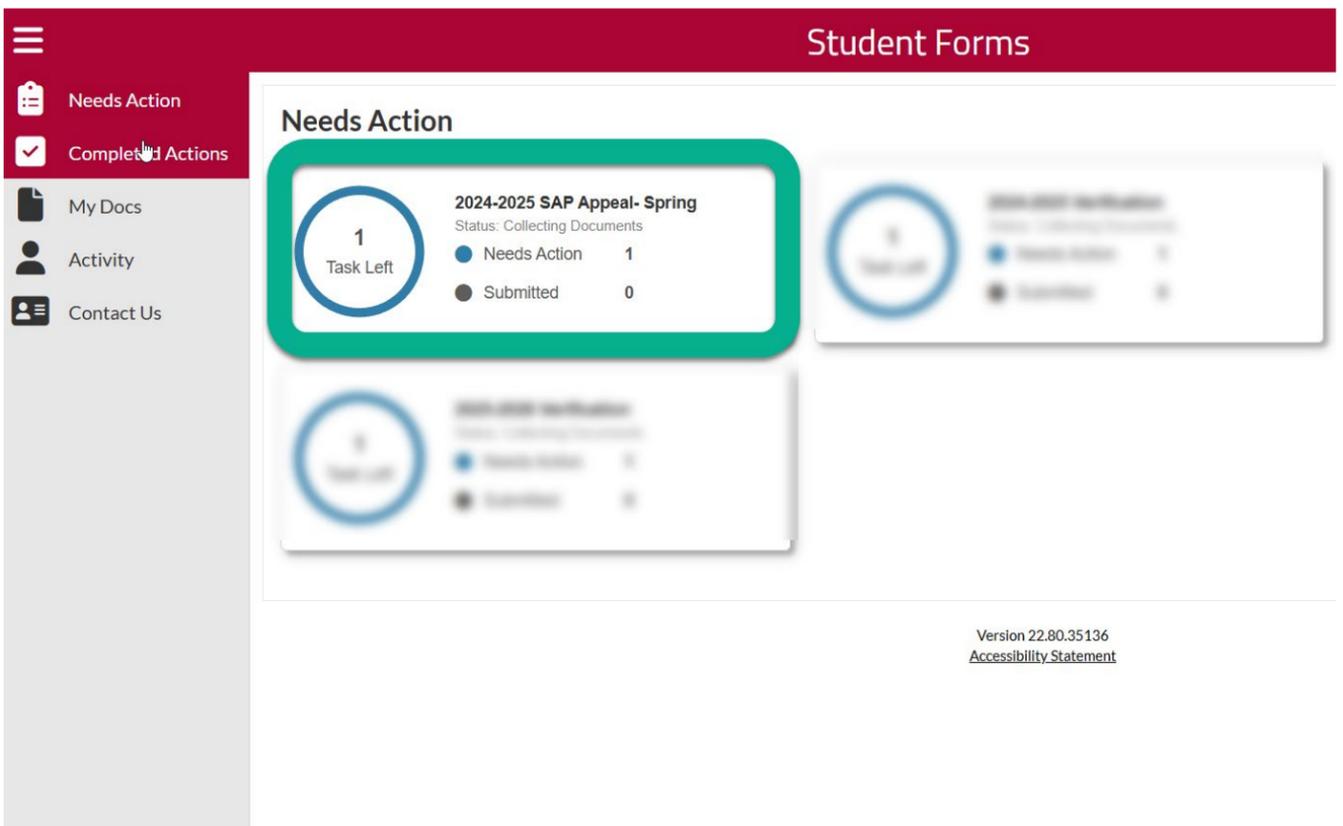
* Preferred Email

* Confirm Email

Phone Number
 Provide a phone number to subscribe to mobile phone text messages for account updates.
 (Standard text message charges apply)

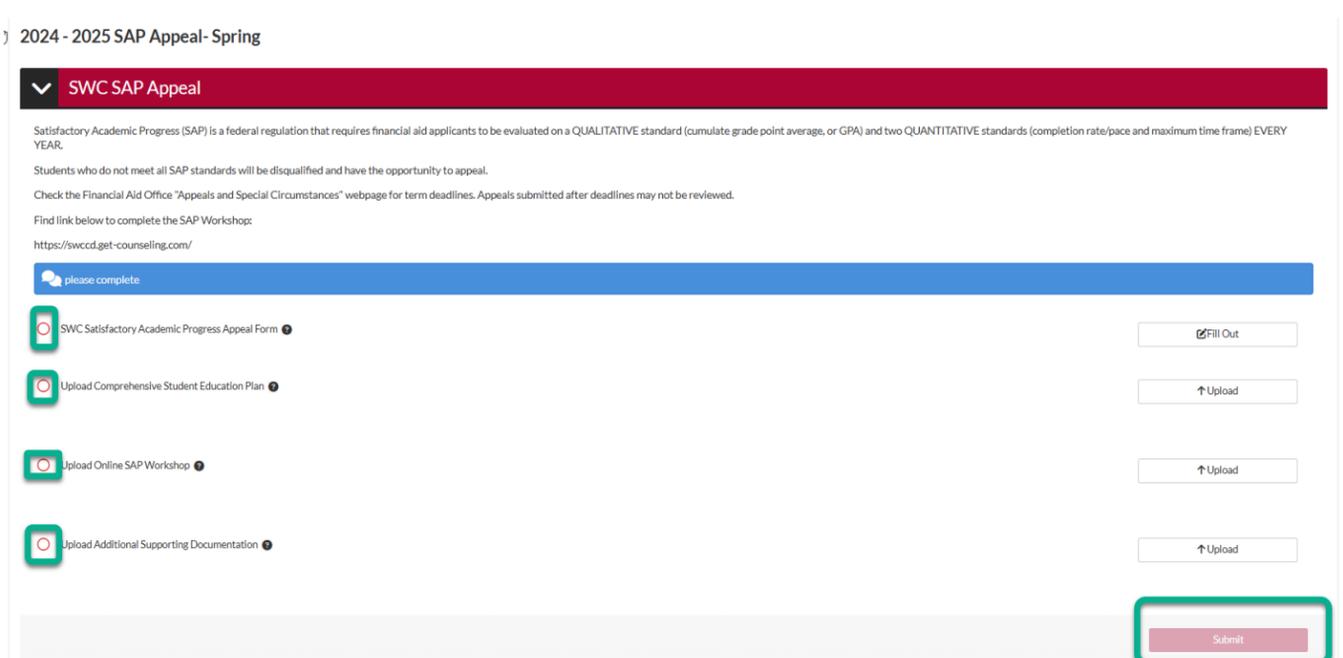
Register Account

2. Once you are logged on, you will see the SAP Appeal request



3. Then click on the SAP Appeal assigned.

4. Make sure to upload all necessary documents and submit once complete.



You will be notified by Financial Aid and Scholarships when your appeal has been processed, or if any additional information is required.