Financial Aid Appeal Policy

Students who do not meet the satisfactory academic progress standards to receive aid may be eligible to appeal. Appeals are to be submitted in writing only. If the appeal is approved, then the student’s academic performance will be reviewed at the end of each term.

a. If the student approved on appeal fails to meet the guidelines outlined in number 6 a, b, c, and d, the student will be denied financial aid and will not be eligible to appeal again until the following award year.

b. If the student complies with number 6 a, b, and c, the student may continue to receive their aid for the remainder of the year.

1. Once an appeal decision has been rendered, the appeal decision is final and cannot be appealed for the remainder of the year. Once the student has resolved his or her deficiencies and meets the satisfactory academic progress criteria, they must notify the financial aid office to re-evaluate them for financial aid eligibility.

2. Financial Aid eligibility is determined in compliance with federal, state laws, and institutional policies, and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation or other legally protected basis. If a student wishes to file a grievance they should follow the directions outlined in the college catalog.

3. In order for the student to be eligible to appeal the denial of aid due to not successfully completing at least 75% of all coursework, the student must provide all requested documents that covers all periods of enrollment (terms) in which the student failed to complete at least 75% of the courses attempted:
   Please refer to #8 to see a list of acceptable documents and requirements

4. In order for the student to be eligible to appeal their denial of aid due to not successfully completing courses with American River College cumulative GPA of at least 2.0 of all coursework, the student must provide all requested documents that cover all periods of enrollment (terms) in which the student failed to complete the term with a term GPA of at least 2.0:
   Please refer to #8 to see a list of acceptable documents and requirements

5. To be eligible to appeal your denial of aid due to having already completed a degree (including a foreign degree) or for having attempted 72 or more units. (The total attempted units include completed units from other colleges). The student must provide the following documentation and meet the requirements listed:

   a. For students who have 72 or more units attempted: Explanation from the student detailing the reason for any deficiencies and/or reasons for not remaining at this level of education and what action has been taken to ensure it will not occur in the future, and

   b. For students who have completed a degree: Explain why you are not currently using the degree you have completed and why you are returning to a community college, and

   c. Student takes coursework that is applicable to their degree or certificate program, and

   d. Student completes at minimum of 75% of all courses attempted in each term following the appeal approval, and

   e. Student completes all coursework with a GPA of 2.0 or higher in each term following the appeal approval, and

   f. The student is within the maximum time frame allowed to complete their educational goal, and

   g. A satisfactory academic progress plan developed by American River College and meeting all the requirements specified in #8 (g).
6. Students who have attempted 120 or more units are not eligible to appeal the denial of aid regardless of the reason. (The total attempted units include completed units from other colleges). Students who have been approved previously on an appeal may remain eligible if:
   a. Student takes coursework that is applicable to their degree or certificate program, and
   b. Student successfully completes at minimum of 75% of all courses attempted in each term following the appeal approval, and
   c. Student completes all coursework with a GPA of 2.0 or higher in each term following the appeal approval, and
   d. The student is within the maximum time frame allowed in any prior appeal.

7. Students who do not submit documentation to support their appeal for all periods of deficiency are subject to being denied financial aid.

8. The list of acceptable documents to support your appeal are as follows:
   a. Written explanation from the student detailing the reason for the deficiencies, and actions that will be taken to ensure it will not occur in the future, and
   b. Medical documents showing that the student was medically unable to attend classes for reasons beyond the student's control, or
   c. Documents that verify (obituary or death certificate) death of the student’s immediate family member. Immediate family for purposes of a financial aid appeal is parents, siblings, children, spouse, or grandparents, or
   d. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service, or
   e. Verification of natural disaster beyond the students control that impacted the student's academic performance, or
   f. Personal tragedies that are beyond the students control and is documented by a 3rd party professional, i.e. police, courts, or medical personnel, and
   g. A satisfactory academic progress plan developed by American River College. The plan must at a minimum require the student to:
      i. Acknowledge the academic requirements to receive financial aid, and
      ii. Acknowledge his or her responsibility to be aware of the various deadlines for dropping classes, and
      iii. Acknowledge that the student is only eligible to receive aid for classes that are applicable to his or her program of study and
      iv. Acknowledge they understand that academic support services are available including but not limited to tutoring, academic counseling, and disabled student services, to assist them in becoming successful, and
      v. Acknowledge that they must complete a minimum of 75% of all courses attempted in each term following the appeal approval, and
      vi. Acknowledge that they must complete all coursework with a term GPA of 2.0 or higher in each term following the appeal approval, and
      vii. Acknowledge that they understand their academic progress will be reviewed at the end of each term and that the review process may cause delays in receiving aid in following terms and that they will still be responsible for the academic outcome of these terms.