



Name: \_\_\_\_\_ FRC ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check the appeal(s) that apply to you:**

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL:**  
If you received a notification stating you've been disqualified from receiving federal financial aid for not meeting satisfactory academic progress, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied. [Click here to review the Satisfactory Academic Progress Policy.](#) **If you are submitting this appeal past the deadline you must also provide a Financial Aid Progress Report.**

*Federal regulations require a student to meet Satisfactory Academic Progress Standards which entails earning a minimum 2.0 cumulative grade point average and completing a minimum 67% of the course work attempted.*

**CALIFORNIA COLLEGE PROMISE GRANT (CCPG) APPEAL:**  
If you received a notification stating that you have lost your CCPG, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied. [Click here to review the CCPG policy.](#)  
*Effective fall 2016, the California College Promise Grant (CCPG), requires students to have a cumulative completion rate (progress) of 50% and a cumulative (academic) grade point average of 2.0 or higher to be eligible for the California College Promise Grant.*

**FRC PROMISE GRANT**  
If you received a notification stating that you have lost your FRC Promise Scholarship, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied. Click here to review the FRC Promise Scholarship Progress Policy & Requirements:  
<https://www.frc.edu/financialaid/frc-promise-scholarship-program>

**ACADEMIC DISMISSAL APPEAL:**  
If you received a notification stating that you have been placed on Academic Dismissal, check this box. Follow the instructions carefully as failure to do so will result in the appeal being denied.  
[See page 24 of the 2023-2024 Catalog for the Dismissal and Readmission Policy.](#)  
*A student is subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive primary semesters (fall and spring). A student is subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive primary semesters (fall and spring) reaches or exceeds fifty percent (50%).*



- 1) **In the box below**, please provide a detailed statement listing the reason(s) you experienced difficulty and did not succeed academically. Examples of legitimate difficulties are: illness or injury, family problems, inability to access support services, and/or change in financial status.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- 2) Please **attach** to this appeal the documents which apply to your situation (*as specified in #1*). ***Lack of relevant documentation will result in appeal denial.*** Examples of documentation which **might** apply to your situation include:
  - Letter(s) from physician(s), hospital(s), or other health care professional(s), and receipts or bills identifying medical issue(s)
  - Letters from advisors, counselors, faculty, and other knowledgeable people who knew the difficulties you experienced
  - Letter from your employer verifying a change in work schedule and when it occurred
  - Any other documents, statements or receipts that show cause for academic problems
  - Death certificate or obituary of deceased family member
  - Verified accidents, illness, or other circumstances beyond your control
  - Changes in economic situation
  - Evidence of inability to obtain essential support services
  - Special consideration factors for CalWORKS, EOPS, DSPS and veteran students
  - Disability accommodations not received in a timely manner
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- 3) **In the box below**, please provide a detailed statement explaining what your plan is to improve your academic performance.



- 4) Meet with your academic advisor/counselor to update your Student Education Plan (SEP). Attach a copy of your updated SEP. The advisor/counselor **must sign below.**

I hereby certify that I have met with the student and updated their Student Education Plan.

**Electronic and/or digital signatures are not valid. This worksheet must have a wet signature and date to be valid**

\_\_\_\_\_  
Academic Advisor/Counselor's Printed Name

\_\_\_\_\_  
Academic Advisor/Counselor's Signature

\_\_\_\_\_  
Date

### Certification and Signature:

I certify that all of information provided is complete and correct.

**Electronic and/or digital signatures are not valid. This worksheet must have a wet signature and date to be valid.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO:

FRC Financial Aid Office  
570 Golden Eagle Ave  
Quincy, CA 95971  
Fax: (530)283-4659  
E-mail: [financialaid@frc.edu](mailto:financialaid@frc.edu)

### \*\*\* OFFICIAL USE ONLY \*\*\*

Original: Financial Aid Office

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_