

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

GCC ID# \_\_\_\_\_

FINANCIAL AID OFFICE  
**2019-2020 VERIFICATION OF VOCATIONAL CERTIFICATE PROGRAM**

According to your records in the Admissions Office, your current educational objective is to “**earn a vocational certificate without transfer**”. Glendale Community College’s Financial Aid Satisfactory Academic Progress (SAP) policy allows you 45 progress units to complete your educational objective. Once you have reached 45 progress units you are no longer eligible for financial aid. Our records indicate that you will exceed 45 progress units within the 2019-2020 academic year. Therefore, you have been placed on Financial Aid Term Dismissal and are no longer eligible to receive federal financial aid (Federal Pell Grant, FSEOG, Federal Stafford Loans and Federal Work Study) or Cal Grant awards.

Schedule an appointment to meet with an Academic Counselor. Bring this form and your Satisfactory Academic Progress Term Dismissal Appeal forms to this meeting. Your Academic Counselor will work with you to develop a Student Educational Plan (SEP) to confirm your educational objective. Students receiving services from EOPS (Extended Opportunity Program & Services) or CSD (Center for Students with Disabilities) should meet with their Academic Counselor in that office.

I certify that the information listed below accurately reflects my educational objective at Glendale Community College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by a GCC Academic Counselor**

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This section must be completed and signed by an Academic Counselor- incomplete forms will be returned and may result in processing delays.

Student's Program or Major (per catalog): \_\_\_\_\_

Student's educational objective:  
**(check only one)**

- Obtain an Associate degree and transfer to a 4-year institution
- Transfer to a 4-year institution without an Associate degree
- Obtain a 2-year Associate of Arts degree without transfer
- Obtain a 2-year Associate of Science degree without transfer
- Earn a vocational certificate without transfer  
(SAP Term Dismissal Appeal forms must be completed and submitted to the Financial Aid Office)
- I do not intend to earn a degree or certificate or transfer from GCC

I certify that the information listed above accurately reflects the student's educational objective at Glendale Community College.

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's Name (please print full name clearly): \_\_\_\_\_

# READ CAREFULLY

## FINANCIAL AID OFFICE SATISFACTORY ACADEMIC PROGRESS (SAP) TERM DISMISSAL APPEAL INSTRUCTIONS

- If your educational objective is to complete an **AA/AS degree** or to **transfer to a 4-year college** you must appeal to receive financial aid after you have attempted 90 progress units.
- If your educational objective is to complete a **vocational certificate program** you must appeal to receive financial aid after you have attempted 45 progress units.

Federal regulations require us to terminate your financial aid once you have reached your attempted unit limit. This policy is outlined in the information you received with your financial aid award notification as well as in the GCC Catalog. Our records indicate that you will exceed your unit limit within the academic year. Therefore, you have been placed on Financial Aid Term Dismissal and are no longer eligible to receive federal financial aid (grants, loans and work study) or Cal Grant awards. ***This dismissal does not affect your ability to attend GCC or your eligibility to receive a CA College Promise Grant - CCPG (Formerly BOG Fee Waiver).***

You may appeal your Term Dismissal status by completing the attached appeal form and following the procedures listed below. All forms must be complete when submitted to the Financial Aid Office in order for your appeal to be reviewed. If your appeal is approved, your eligibility to receive federal and state financial aid will be reinstated under the conditions of the Satisfactory Academic Progress policy. ***Appeal approvals are effective as of the semester the appeal is approved and are not retroactive to prior semesters.***

### APPEAL PROCESS

#### **Step 1**

Complete the enclosed Term Dismissal Appeal Form. Explain in detail any mitigating circumstances such as family problems, health issues, work schedules, change of major, etc., that prevented you from completing your program within your progress unit limit, providing applicable documentation. If you need more space, attach separate sheets of paper.

#### **Step 2**

If you have attended colleges other than Glendale College, all official transcripts must be on file in the Admissions and Records Office, and you must see your academic counselor to request an evaluation. The transcript evaluation must be initiated by your counselor. Once the evaluation is complete, attach a copy of the evaluation and your transcripts from all schools.

#### **Step 3**

Schedule an appointment to see your Academic Counselor in Academic Counseling, EOPS or the Center for Students with Disabilities. Bring your completed Satisfactory Academic Progress Appeal form, academic transcripts from other schools and the Admissions and Records transcript evaluation to this meeting. Your counselor will work with you to develop a Student Educational Plan (SEP) to meet your goal within the minimum units required.

#### **Step 4**

Submit the following documents to the Financial Aid Office:

- ✓ Your completed Term Dismissal Appeal Form
- ✓ Academic Counseling Response form
- ✓ A copy of your Student Educational Plan (SEP)
- ✓ Academic Transcripts from all colleges attended and the GCC Admissions Office Transcript Evaluation
- ✓ "Course History" of all classes taken at GCC
- ✓ Copy of GCC degree/certificate list of required classes for major/goal
- ✓ If completing pre-requisites to transfer, list of classes obtained from the ASSIST.ORG website
- ✓ If transferring to a private school, include major prep or prerequisites from their catalog

#### **Step 5**

Complete appeals are reviewed and APPROVED, DENIED or REFERRED to the Satisfactory Academic Progress Committee for further review. Once a determination has been made, you will be notified by mail.

# IMPORTANT

## IF YOUR APPEAL IS GRANTED:

- If your appeal is granted you will receive a letter from our office outlining what you have to do to maintain continued eligibility. A **Contract Course List** of the approved courses for which you may receive additional financial aid will be attached.
- Only the classes on your Contract Course List will count toward your financial aid eligibility. These are classes from the Student Educational Plan (SEP) approved by your counselor and submitted with your appeal. Other courses may be eliminated by the Financial Aid Office or the SAP committee.
- You may exhaust your financial aid eligibility before you complete your educational goals. Please meet with an advisor to discuss your remaining financial aid eligibility.

To remain eligible for financial aid, you must:

- Be enrolled in classes on your Contract Course List. The GCC computer system will check your enrollment to make sure you are in the appropriate contract courses. **You will not be paid for courses that are not on your Contract Course List.**
- **Successfully complete ALL contract courses for which you receive financial aid.** Failure to successfully complete a contract course for which you received financial aid will mean disqualification and you will not be eligible for any more financial aid. Successful completion is defined as receiving a grade of **A, B, C, D, or P.**
- If, for any reason, you need to change a course that is listed on your Contract Course List and take a different course, your Academic Counselor must submit an **SEP Change Form** to make this change. The original course will then be deleted from your Contract Course List and the new course added. **The Financial Aid Office must approve revisions to your Contract Course List.** This process can only be used to substitute one course for another of equal unit value and must be submitted by the last day of the semester during which you are taking the new course. If the change involves an increase in the total number of units required to complete your goal, a new appeal will be required.

## IF YOUR APPEAL IS DENIED:

If your appeal is denied, you will receive a letter from our office. You will no longer be eligible to receive federal financial aid (Federal Pell Grant, FSEOG, Federal Work Study, or Federal Stafford Loans) or Cal Grant awards while attending Glendale Community College. *However, you will be eligible for **CA College Promise Grant- CCPG (Formerly BOG Fee Waiver)**, as long as you continue to apply and meet the eligibility criteria.*

If you have any questions regarding your status or this procedure, please contact the Financial Aid Office during our regular business hours.

Thank you.

