

**PORTLAND COMMUNITY COLLEGE
FINANCIAL AID OFFICE**

**UNSATISFACTORY ACADEMIC
PROGRESS APPEAL**

Student Name

G _____
PCC Student ID

Street Address

Phone Number

City State Zip code

Term/Year (if known)

Instructions:

- a. Complete items 1, 2 and 3 below.
- b. Submit appeal and documentation to the Financial Aid Office (see contact information below)

1. Explain the reason(s) why you did not meet the federal Financial Aid Standards for Satisfactory Academic Progress. If you had extenuating circumstances, such as injury or illness, the death of a relative, or other special circumstances, please attach documentation to support your appeal.

2. Explain how your situation has changed and what steps you have taken to ensure you will meet the federal Financial Aid Standards for Satisfactory Academic Progress in future terms:

3. (check one)

- a. _____ I have established a Learning Contract and academic/Grad plan with PCC's Academic Advising Department.
- b. _____ I will establish a Learning Contract and academic/Grad plan with PCC's Academic Advising Department.
- c. _____ No Learning Contract Required

Student Signature: _____

Date: _____

Attach documentation and mail to: Financial Aid Office, Portland Community College, PO Box 19000, Portland, OR 97280 or FAX to 971-722-4965, or submit to any PCC campus Financial Aid Office.