

**Portland Community College  
Financial Aid Office**

**Satisfactory Academic  
Progress Appeal**

\_\_\_\_\_  
*Last Name (Please print) First Middle Initial*

\_\_\_\_\_  
*Street Address Apt. Number G Number Last 3 digits SSN*

\_\_\_\_\_  
*City State Zip Telephone Number*

CHECK HERE IF NEW ADDRESS

\_\_\_\_\_  
*Term you are appealing (estimate if unknown) Year you are appealing*

\_\_\_\_\_  
*Student Signature Date*

**Check one or more of the following reasons for your appeal. Attach appropriate documents for each reason.**

Please be as detailed and specific as possible so we can best understand your situation. Appeals submitted without appropriate documentation will be returned as incomplete. Lack of knowledge of the financial aid *Standards Of Satisfactory Academic Progress* is NOT acceptable grounds for appeal.

\_\_\_\_\_**Medical**

- \_\_\_\_ Attach a written statement explaining the circumstances that prevented you from being successful and explain how you have resolved the situation
- \_\_\_\_ Attach documentation showing dates of treatment
- \_\_\_\_ If ongoing medical condition, attach letter from doctor verifying that you can continue in school.

\_\_\_\_\_**Death**

- \_\_\_\_ Attach a written statement explaining the circumstances that prevented you from being successful.
- \_\_\_\_ Attach obituary notice, funeral card or death certificate

\_\_\_\_\_**Personal/Other**

- \_\_\_\_ Attach a written statement explaining the circumstances that prevented you from being successful. Explain how you have resolved the situation and how you will be successful in future terms.
- \_\_\_\_ Attach appropriate documentation of your situation
- \_\_\_\_ Attach an academic plan from a PCC academic advisor, a department instructor or counselor verifying you have met to discuss academic advising and/or other personal circumstances.
- \_\_\_\_ If your reason is based on disability, attach a current letter of support from Disability Services.

\_\_\_\_\_**Successful completion of 6 credits at PCC or another school using own resources (no repeated courses, GPA must be 2.0 or higher and no W/F/NP/AUD/I/CIPR grades)**

- \_\_\_\_ If completed at another school send official transcript from that school to Student Records Office at PCC

\_\_\_\_\_**You have not attended PCC for at least 12 consecutive months.**

- \_\_\_\_ Attach a written statement explaining the circumstances that prevented you from being successful.
- \_\_\_\_ Attach an academic plan from a PCC academic advisor, a department instructor or counselor verifying you have met to discuss academic advising and/or other personal circumstances

\_\_\_\_\_**Change in grade or grade reported late (Your SAP status will be updated once the grade change is in the PCC system)**

**Return to: Portland Community College, PO Box 19000, Portland, OR 97280 or Fax to (503) 977-4965**