

**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 a letter from a PCC academic advisor 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 a letter from a PCC academic advisor 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

Fao091109