



Umpqua Community College
 Financial Aid Office
 PO Box 967
 Roseburg, Oregon 97470
 541.440.4602 | 541.440.4612 (FAX)
 FinancialAid@umpqua.edu

Financial Aid Appeal Form

Student Name _____ Student ID# _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Message/Alternate Number _____

Email _____

Financial aid eligibility has been suspended for not meeting the minimum requirements of the Satisfactory Academic Progress Policy. Complete this form and provide required documentation to appeal reinstatement of your eligibility.

Reason(s) Why Student Aid is Suspended (Check your *Eligibility in Student Self Service*):

*COVID-19 Related	Earned a Prior Degree
Exceeded the Maximum Credit Limit	GPA below 2.0
Intent to Complete an Additional Degree or Certificate	Term of all F's or W's
Failure to Complete Requirements of Mandatory Plan	Term of all F's or W's (dual credit)
Failure to Complete 67% of Attempted Credits (off PACE)	

Part 1: Required Documents

1. Complete this form and attach any applicable documentation regarding extenuating circumstances that prevented you from completing your program by maintaining a cumulative 2.0 GPA, and/or completion of at least 67% of all attempted credits.
2. Supporting documentation from an outside source, such as accident reports, a copy of a death certificate or an obituary notice, or copies of medical reports is required. If illness was a factor, provide documentation from a physician indicating the onset, duration, and severity of the illness. A physician must also provide information whether the student is healthy enough to return to school. If this appeal is for a prior degree or intent for an additional degree or certificate, documentation regarding job opportunities, reasons current degree or certificate is not sufficient, and salary projections must be included. *A note or letter from a family member or friend is **not** sufficient documentation.*
3. Complete a Student Educational Plan with an advisor indicating how you will complete a degree or certificate.

Part 2: Required Explanation of Extenuating Circumstances

Please provide a signed statement on a separate sheet of paper clearly addressing each requirement below. Ensure your statements are well thought-out and verifiable. ***Document extenuating circumstances***; they are defined as those where the student has no control, are significant and documentable, are unforeseeable, and had a direct impact on the student's ability to successfully complete the term. ***Personal choices, while they may be well intended, do not constitute extenuating circumstances for which the student has no control.***

- ✓ ***COVID-19 allowable circumstances include, but not limited to, illness of you or a family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via online/remote education, inability to access Wi-Fi due to closed facilities**
- ✓ **Explain the choices which lead to this request.**
- ✓ **Provide a plan(s) for success in the future and note overall educational goal(s). If the plan includes transferring after leaving UCC, include the name of the school and their degree requirements.**
- ✓ **Explain what you will do to increase your success, documenting how the extenuating circumstance/s have been resolved (i.e. if due to illness provide a Doctor's note clearing your return to school), if your appeal is approved.**
- ✓ **Read and understand the Satisfactory Academic Progress Policy for financial aid students and know what is expected of students receiving financial aid.**



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NOTE: Incomplete appeals will not be accepted. Supporting documentation MUST accompany this appeal or it will be considered incomplete. Appeals based on specific extenuating circumstances may only be used once.

What Happens Next

- You may continue to attend classes pending a decision. Submitting an appeal does not guarantee approval
- Please note: Students are 100% liable for any charges on their account
- Should your request be denied, you have the option of attending UCC at your own expense
- If you do attend and regain acceptable pace by completing sufficient credits and/or bringing your cumulative GPA up to a 2.0 you may submit a request to have your financial aid reinstated
- If your appeal is denied, you must drop courses by the published drop date for the term in order to avoid charges if you do not plan to attend, or make payment arrangements

Submission Checklist (You must have **ALL** of the following before you submit your appeal to the Financial Aid Office)

Signed and dated financial Aid Appeal Form

A written statement explaining circumstances (extenuating or seeking additional degree or certificate)

*COVID-19 circumstances (campus closure, ground-based instruction to distance learning, and/or other interruptions in instruction for Spring term 2020) No documentation is necessary

Signed Advising Student Educational Planner

Documentation to support other written circumstances not COVID-19 related is necessary

Intials I understand I may only take the courses included on my student educational planner that are required for the degree/certificate that I am seeking.

Student Certification

By signing below, I certify that the above information is true and correct. I also understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.

Student Signature _____

Date _____

OFFICE USE ONLY

Degree Max Credits _____

GPA _____

Pace % _____ of _____ = _____

Within Max Credits _____

Planner Requires _____ credits

Approved on _____

Signed _____

- _____ *Attempted*

= _____ *Available*

+ _____ *Remedial*

+ _____ *Fall Through Credits*

= _____ *Available*

Documentation in file _____

Additional info needed _____

Loan Debt \$ _____

Pell LEU _____

Denied _____

Date _____