



Center for Student Financial Aid
California State University, Los Angeles

5151 State University Drive, SA 124
 Los Angeles, CA 90032-8402
 Phone: (323) 343-6260
 Fax: (323) 343-3166

2011-2012
 Updated 01/2011

For office use only:

2011-2012 Satisfactory Academic Progress (SAP) Appeal Instructions

SUBMISSIONS DEADLINES

Appeals for 1 Quarter Funding Only	Must be submitted 2-weeks before end of quarter.
Appeals for 2-qtrs or Academic Year	Must be submitted 2-weeks before end of your final quarter or Spring 2012

Federal and State regulations governing student financial aid require aid recipients maintain standards of reasonable academic progress towards completion of their degree or certificate. Satisfactory Academic Progress (SAP) is monitored annually. The Satisfactory Academic Progress Policy is comprised of two Standards:

- Qualitative Standard (GPA)
- Quantitative Standard: (1) Rate of completion and (2) Maximum Unit Standard (Excessive units)

Special Note: Appeal review may take a minimum of 4-6 weeks (or longer). You will be notified by mail of our decision. If you have registered for classes or intend to register for classes, [you are responsible for paying your registration fees by the payment deadline](#) (as specified in the Schedule of Classes) in order to register for classes or to avoid being dropped from your classes.

APPEAL INTRUCTIONS

<p>STEP 1: Complete the Appeal Form on page 2</p>	<p>Select your enrollment level and the reason(s) for your appeal.</p> <ul style="list-style-type: none"> ▪ <u>Grade Point Average:</u> Your GPA is less than required (2.0 Undergraduate, 2.5 Post-baccalaureate, 3.0 Graduate). ▪ <u>Rate of Completion:</u> Your rate of completion is less than < 75% of units attempted. ▪ <u>Maximum Unit Standard (Excessive Units):</u> You have exceeded the maximum number of units for your program (271 attempted units Undergraduate, 112 attempted units Graduate/Masters).
<p>STEP 2: Submit Statement of Explanation</p> <p><i>Be sure to specify relevant dates where applicable and appropriate.</i></p>	<p>Attach a letter which clearly explains the following:</p> <ol style="list-style-type: none"> 1. What were the circumstances that prevented you from meeting the satisfactory academic progress standards? 2. What was your responsibility for these events? 3. How have your circumstances changed so your failure of the situation will not occur again? 4. What steps you have taken to ensure you will make Satisfactory Academic Progress in the future?
<p>STEP 3: Attach Supporting Documentation</p> <p><i>Applicable to GPA or Excessive Unit Appeals.</i></p>	<p>SAP Appeals for GPA deficiencies must include:</p> <ol style="list-style-type: none"> 1. Memo from academic advisor that outlines how you will improve your CSULA GPA. 2. A completed Academic Plan Form listing the recommended courses you have been advised to enroll in by your academic advisor. The form must have the Department's stamp or seal. <p>SAP Appeals for Excessive Units must include:</p> <ol style="list-style-type: none"> 1. A copy of your Official Program signed by the Department Chair or designee. 2. Academic Plan form which lists ALL remaining courses required to complete your degree and expected term of graduation. Attach additional page if needed. 3. A copy of your "Degree Progress Report" available online via GET.

For all appeals, depending upon your circumstances and nature of appeal, you may attach other supporting documents (if appropriate) that further document your situation (i.e., letter from your doctor, copy of a death certificate, etc).

For a complete description of the Satisfactory Academic Progress Policy, visit <http://www.calstatela.edu/univ/finaid/forms/SAP%20Policy.pdf>.



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2011-2012 Satisfactory Academic Progress (SAP) - Appeal Form

Name: _____
Last First Campus Identification Number Telephone Number

Please select Enrollment Level:

- Undergraduate
- Graduate/Masters
- Teaching Credential
- Post-Bacc/2nd Bachelor's
- Graduate Student pursuing 2nd Masters Degree
- Certificate Program

STEP 1: Select the reason(s) for your appeal:

- Grade Point Average:** Your GPA is less than required (2.0 Undergraduate, 2.5 Post-baccalaureate, 3.0 Graduate).
- Rate of Completion:** Your rate of completion is below 75% of all units attempted.
- Maximum Unit Standard (Excessive Units):** You have exceeded the maximum number of units for your program (271 attempted units Undergraduate, 112 attempted units Graduate/Masters). *Note: if your appeal is approved for excessive units you must enroll in only the courses required to complete your degree. If you enroll in additional/non-required courses and you fail to complete your degree within the unit allotment granted by the Financial Aid Office you will be ineligible for subsequent funding.*

STEP 2: Attach Statement of Explanation (see instructions listed on previous page).

STEP 3: Attach Supporting Documents (see instructions listed on previous page).

Incomplete Appeals will be "Denied" without review.

Student Statements of Understanding

My signature below acknowledges the following statements:

- The information on this form and in any attachments is complete and accurate. It also authorizes the Center for Student Financial Aid to verify any information submitted.
- I understand the SAP Appeal review process may take a minimum of 4 – 6 weeks (or longer) and I am responsible to paying my registration fees by the payment deadlines specified in the Schedule of Classes in order to register for classes or to avoid being dropped from my classes.

Student Signature

Date

OFFICE USE ONLY

- Appeal Approved
- Probation (1-year)
- Excessive Units – Approved up to: _____ Units
- 2nd Masters or 2nd BA – Approved up to: _____ Units

Appeal Denied - Incomplete

Appeal Denied for the following reason(s):

Reviewed by: _____
(Financial Aid Advisor)

Date: _____



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ACAD_PLAN - 01/2011

For office used only:

Empty box for office use.

2011-2012 Academic Plan

Name: _____
Last First

_____ Campus Identification Number

Current Major: _____

_____ Phone number

Grade Level: Undergraduate Graduate/Masters Teaching Credential Post-Bacc/2nd Bachelor's

Academic Plan required for students whose aid has been suspended due to **GPA deficiency or Excessive Units.**

SUMMER 2011

Courses	Units

FALL 2011

Courses	Units

WINTER 2012

Courses	Units

SPRING 2012

Courses	Units

Expected Term of Graduation: _____

Student Signature: _____

Date: _____

This form should be completed, signed and dated by Academic Advisor not by the student.

Name of Academic Advisor: _____

Date: _____

Advisor Signature: _____

Include Department Stamp or Seal Here