



# 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

2009-2010

Updated 06/2009

For office use only:

## 2009-2010 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 2010

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.

### Instructions

#### STEP 1: Complete the Appeal Form below, selecting 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 < less than 50% of units attempted.

Rate of Completion	Affects on aid eligibility / Action Needed
< 50%	Aid eligibility suspended. Student may appeal.
50% - 74.99%	Financial Aid Probation. Eligible for funding – No Action Needed.
75%	Meeting SAP. No Action Needed.

- **Maximum Unit Standard** (Excessive Units): You have exceeded the maximum number of units for your program (271 units Undergraduate, 112 units Graduate/Masters).

#### STEP 2: Submit Statement of Explanation

Attach a letter which clearly explains: 1) The circumstances that prevented you from meeting the satisfactory academic progress standards; 2) What your responsibility for these events has been; 3) How your circumstances have changed so your failure of the situation will not occur again; and 4) the steps you have taken to ensure you will make Satisfactory Academic Progress in the future. Be sure to specify relevant dates.

#### STEP 3: Attach Supporting Documentation

- SAP Appeals for **GPA deficiencies must include:**
  - Memo from academic advisor that outlines how you will improve your CSULA GPA.
  - 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. Form available on the FA web site under Online Forms.
- SAP Appeals for **Excessive Units must include:**
  - A copy of your Official Program signed by the Department Chair or designee.
  - A completed Academic Plan Form which lists "all" remaining coursework required to complete your current degree **and** your "expected term of graduation." The form must have the Department's stamp or seal. Form available on the FA web site under Online Forms.
- 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).



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## 2009-2010 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/2<sup>nd</sup> Bachelor's
- Graduate Student pursuing 2<sup>nd</sup> 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 50% of all units attempted.
- Maximum Unit Standard (Excessive Units):** You have exceeded the maximum number of units for your program (271 units Undergraduate, 112 units Graduate/Masters).

**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
- Excessive Units – Approved up to: \_\_\_\_\_ Units
- 2<sup>nd</sup> Masters or 2<sup>nd</sup> 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 - 04/09

For office used only:

## 2009-2010 Academic Plan

Name: \_\_\_\_\_  
Last First

\_\_\_\_\_ Campus Identification Number

Current Major: \_\_\_\_\_

\_\_\_\_\_ Phone number

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

Students whose aid has been suspended due to **GPA deficiency or Excessive Units**, may submit this form to accompany their Financial Aid Appeal.

### SUMMER 2009

Courses	Units

### FALL 2009

Courses	Units

### WINTER 2010

Courses	Units

### SPRING 2010

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: \_\_\_\_\_

Department Stamp or Seal