Federal and State regulations governing student financial aid require aid recipients maintain standards of reasonable academic progress towards completion of their degree or certificate. For a complete description of the Satisfactory Academic Progress Policy, visit our website at http://www.calstatela.edu/financialaid/.

Appeal Process: Students who are disqualified from financial aid for not meeting satisfactory academic progress (SAP) standards and have extenuating circumstances may submit a SAP appeal to the Financial Aid Office. *Here are some acceptable and unacceptable conditions for appeal:

Acceptable conditions to file an appeal: Death of family member, your own serious illness or injury, approved medical withdrawal, compulsory military duty, extreme change in financial or legal circumstances, etc...

Appeal will NOT be accepted for the following reasons: Situations that could have been anticipated, dissatisfaction with course materials or instructor, lack of motivation, change in majors, participation of extracurricular activities, unit overload, etc...

- For a more detailed list of conditions, please refer to the SAP policy.

Special Note: Appeal review may take a minimum of 6-8 weeks. You will be notified by mail of our decision. Incomplete Appeals will be “Denied” without further review. 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.

Appeal Deadlines:

Appeals for 1 Semester Funding Only: Must be submitted 4-weeks before end of semester.
Appeals for the Academic Year: Must be submitted 4-weeks before end of your final semester or Spring 2017

APPEAL INSTRUCTIONS:

STEP 1: Complete and sign the 2016-17 Satisfactory Academic Progress (SAP) Appeal Form.

STEP 2: Submit a typed statement of explanation. Your statement must clearly explain the following:

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 reoccur?
4. What steps you have taken to ensure you will make Satisfactory Academic Progress in the future?

STEP 3: Attach Supporting Documentation

NOTE: For all appeals, depending upon your circumstances and nature of appeal, you are advised to submit/attach other supporting documents (if appropriate) that further document your situation (i.e., letter from your doctor, copy of a death certificate, etc.). A written statement of explanation will not be accepted as “supporting documentation.”

SAP Appeals for GPA deficiencies must include:
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.

SAP Appeals for Excessive Units must include:
1. Academic Plan form which lists ALL remaining courses required to complete your degree and expected term of graduation. Attach additional page(s) if needed.
2. A copy of your “Degree Progress Report” available online via GET under “Academic Requirements.”
3. Masters and Teaching Credential Students: A copy of your Official Program signed by the Department Chair or designee in addition to the above two documents is required.
2016-17 Satisfactory Academic Progress (SAP) - Level 1 Appeal Form

Last Name _____________________ First Name ___________________ M.I. ___________________ Campus Identification Number ____________ Phone Number (include area code) ________________

Please select academic level:
☐ Undergraduate
☐ Graduate/Masters
☐ Teaching Credential
☐ EDD (PhD)
☐ Post-Bacc/2nd Bachelor’s
☐ Graduate Student pursuing 2nd Master’s Degree
☐ Certificate Program

STEP 1: Select the reason(s) for your appeal (check all that apply):
☐ Grade Point Average Standard
☐ The Pace Standard (If you check this box, an Academic Plan must be submitted)
☐ Maximum Time Frame Standard (If you check this box, an Academic Plan must be submitted)

STEP 2: Select which term you are appealing to receive financial aid for:
☐ Fall ‘16
☐ Spring ‘17
☐ Summer ‘17

STEP 3: Attach a statement of explanation (see instructions listed on previous page).

STEP 4: Attach supporting documents (see instructions listed on previous page).

Note: Appeals submitted without the proper documentation, explanation and academic plan (if required) 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 that the submission of this appeal does not guarantee reinstatement of financial aid.
- I have been advised that this appeal should be submitted as soon as possible and preferably before the start of the term and no later than the term census date for which I am appealing.
- I understand the SAP Appeal review process may take a minimum of 6 – 8 weeks (or longer) and I am responsible for paying my registration fees by the payment deadlines specified in the “Schedule of Classes” in order to register for classes or avoid being dropped from my classes.

Student’s Signature: ________________________________ Date: ________________

OFFICE USE ONLY

☐ Appeal approved (probation) for term: ☐ Fall ‘16 ☐ Spring ‘17 ☐ Summer ‘17
☐ Excessive Units – Approved up to: ______________ Units
☐ Appeal Denied – Appeal Form Incomplete
☐ 2nd Masters or 2nd BA – Approved up to: ______________ Units
☐ Appeal Denied for the following reason(s):

________________________________________________________________________

________________________________________________________________________

Reviewed by ________________________________ Date: ________________________________

(Financial Aid Advisor)
An Academic Plan is required for students whose aid has been suspended due to GPA deficiency or Excessive Units (Pace and/or Maximum Time Frame Standards). Course listings should be completed by the Academic Advisor "not" by the student.

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Course Description (i.e. PPS250)</td>
<td></td>
</tr>
<tr>
<td>Spring 2017</td>
<td>Units</td>
</tr>
<tr>
<td>Required Course Description (i.e. PPS250)</td>
<td></td>
</tr>
<tr>
<td>Summer 2017</td>
<td>Units</td>
</tr>
<tr>
<td>Required Course Description (i.e. PPS250)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL Additional Units Needed for Graduation: ________

Expected Term of Graduation (Program Completion):

Term: __________ Year: __________

Name of Academic Advisor: ____________________________ Date: ____________________________

Advisor’s Signature: ____________________________

Include Department Stamp or Seal Here