



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

2018-19
02/2019

For office use only:

2018-19 Satisfactory Academic Progress (SAP) Appeal Instructions

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](http://www.calstatela.edu/financialaid/), visit our website at <http://www.calstatela.edu/financialaid/>.

Appeal Process: Students who are deemed **ineligible to receive financial aid** for not meeting satisfactory academic progress (SAP) standards and have extenuating circumstances beyond their control may submit a SAP appeal to the Financial Aid Office. Here are examples of conditions that would be considered: Death of family member, your own serious illness or injury, approved medical withdrawal, compulsory military duty, and extreme personal hardship.

Appeals will NOT be viewed favorably for reasons such as: Situations that could have been anticipated, dissatisfaction with course materials or instructor, lack of motivation, change in majors, participation of extracurricular activities, or unit overload.

For a more details, please refer to the [SAP policy](#).

Special Note: Appeal review may take a minimum of 3-4 weeks. You will be notified by email of our decision. **Incomplete Appeals will be returned and may 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 Instructions and Deadline: All appeals must be submitted within 30 calendar days from the date of the SAP communication

STEP 1: Complete and sign the 2018-19 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 beyond your control 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 that academic success will be maximized?
4. What steps have you taken to ensure you will make Satisfactory Academic Progress in the future?

STEP 3: Attach Supporting Documentation

Depending on your circumstances and the nature of the appeal, you must submit supporting documents (i.e., letter from your doctor, copy of a death certificate, etc.). A personal statement of explanation will not be accepted as "supporting documentation."

SAP Appeals for **not meeting minimum cumulative GPA** must include:

- Memo from academic advisor that outlines how you will improve your cumulative 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. Academic Plan must include all courses through the expected graduation date. **NOTE (preferred):** Academic Advisors may attach a copy of the student's Degree Planner in lieu of the Academic Plan.

SAP Appeals for **not meeting pace of completion** must include:

- 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. Academic Plan must include all courses through the expected graduation date. **NOTE (preferred):** Academic Advisors may attach a copy of the student's Degree Planner in lieu of the Academic Plan.

SAP Appeals for **excessive units beyond the maximum time frame of aid eligibility for degree completion** must include:

- Academic Plan form which lists **ALL** remaining courses required to complete your degree and expected term of graduation. Attach additional page(s) if needed. **NOTE (preferred):** Academic Advisors may attach a copy of the student's Degree Planner in lieu of the Academic Plan.
- A copy of your "**Degree Progress Report**" available online via GET under "Academic Requirements."
- 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.

SAP Appeals for **all circumstances:** Students should attach additional supporting documents that further document their situation (i.e., letter from doctor, copy of a death certificate, etc).



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2018-19 Satisfactory Academic Progress (SAP) Appeal Form

 Last Name First Name M.I. Campus Identification Number Phone Number (include area code)

1. 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

2. Select the reason(s) for your appeal (check all that apply):

- Minimum Cumulative Grade Point Average Standard
 Minimum Cumulative Pace of Completion Standard (If checked, an Academic Plan or Degree Planner must be submitted)
 Maximum Time Frame of Aid Eligibility for Degree Completion Standard (If checked, an Academic Plan or Degree Planner must be submitted)

3. Select which term you are appealing to receive financial aid for: Fall '18 Spring '19 Summer '19

4. Attach a statement of explanation (see instructions listed on previous page).

5. Attach supporting documents AND the academic plan or Student Degree Planner (preferred) on the following page (see instructions listed on previous page).

Student Statements of Understanding

My signature below acknowledges the following:

- The information on this form and in any attachments is complete and accurate. I authorize 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 and that I will be responsible for any account balance should I decide to continue enrollment.
- I understand that this appeal should be submitted as soon as possible but no later than 30 calendar days from the date of my SAP ineligibility notice.
- I understand the SAP Appeal review process may take a minimum of 3-4 weeks (or longer) and 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(s): Fall '18 Spring '19 Summer '19
 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 _____
 (Financial Aid Advisor)

Date: _____



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For office use only:

2018-19 Satisfactory Academic Progress (SAP) Appeal - Academic Plan

Last Name

First Name

M.I.

Campus Identification Number (CIN)

Current Major

Phone Number (include area code)

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

**An Academic Plan or a copy of the student's degree planner (preferred) is needed for all appeals.
Course listings must be completed by the Academic Advisor, not by the student
IMPORTANT: The Academic Advisor must still sign this form and complete the total units needed for graduation.**

Fall 2018 Required Course Description (i.e. PPS2500)	Units

Fall 2019 Required Course Description (i.e. PPS2500)	Units

Spring 2019 Required Course Description (i.e. PPS2500)	Units

Spring 2020 Required Course Description (i.e. PPS2500)	Units

Summer 2019 Required Course Description (i.e. PPS2500)	Units

If the Academic Advisor is NOT submitting the student degree planner and opts to use this form, Academic Advisors may attach a separate sheet of paper to this form for terms that are needed beyond Spring 2020

This box must be completed by Academic Advisor:

TOTAL Additional Units beyond what has already been attempted/completed thus far and needed for Graduation: _____

Expected Term of Graduation (Program Completion):

Term: _____ Year: _____

Student's Signature: _____ Date: _____

IMPORTANT: Course listings must be completed by the Academic Advisor not by the student

Name of Academic Advisor (PRINT): _____ Date: _____

Advisor's Signature: _____ *Include Department Stamp or Seal Here*