



CALIFORNIA STATE UNIVERSITY
FULLERTON

Return to: Office of Financial Aid
P.O. Box 6804 UH-146
Fullerton, CA 92834-6804

BEFORE printing enter student CWID above

2011-2012 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

(Deadline to appeal for Fall 2011 is 11/17/11; Deadline to appeal for Spring 2012 is 04/05/12)

Name _____ CWID _____

Address _____ Home phone # () _____

City _____ State ____ Zip _____ Work/msg phone # () _____

Current major _____ Semester you entered CSUF _____

Degree objective _____ Anticipated graduation date _____

of units Summer 2011: _____ units / Fall 2011: _____ units / Spring 2012: _____ units Are you an EOP student? [] Yes [] No

If yes, EOP counselor must review your appeal, record comments and sign below. _____

EOP Counselor's Name / Signature

Important Instructions:

You are requesting an exception to the SAP policy. In addition to this appeal form, you must provide a thorough explanation and documentation of the reasons you have not made academic progress. You must also describe the steps you have taken to ensure future academic progress. In general, an appeal is granted only if you provide documentation that your reasons for lack of academic progress were *unforeseeable and beyond your control*. Appeals are reviewed by the SAP Appeals Committee, comprised of Student Affairs Professionals. Please allow 4-6 weeks for your appeal to be reviewed. We will mail the decision to you at the address indicated above.

Your appeal must include the following items (incomplete appeals will be returned unprocessed or denied):

1. SAP Appeal form
2. Personal statement that includes:
 - a. Description of the circumstances that contributed to your failure to make satisfactory academic progress
 - b. The steps you have taken to improve your future academic performance. (For example, "I have obtained academic advising, I have also reduced the number of enrolled units to ensure I successfully complete all attempted units.")
3. Documentation of the circumstances described in your statement (e.g., medical records, police report, etc.).

I hereby certify that all information reported on this appeal form and any attachments hereto is true, complete and accurate. I also authorize the Office of Financial Aid to verify any information submitted. I also certify that I have read the rights and responsibilities section of the CSU Fullerton, Financial Aid website (<http://www.fullerton.edu/financialaid/awinfo/capbody.htm>).

Student's Signature: _____ Date: _____

FINANCIAL AID APPEAL DECISION--OFFICE USE ONLY

- APPEAL DECISION: [] APPEAL GRANTED. **You** are eligible **for aid** for Fall 2011 Spring 2012
(Read the enclosed information on how to maintain aid eligibility.)
- [] **APPEAL DENIED.** Your status is "terminated" and you will **not** receive aid for the 2011-2012 academic year. (Read the enclosed information on how to requalify.)
- [] **OTHER** (See comments below.)

Comments: _____

_____ **Committee Members:** _____ **Date:** _____

Records Unit:

Aid Status:

[] Scan and mail [] Scan only [] RAP updated [] Aid Reinstated [] Aid Cancelled [] Notified ELM [] Comments Updated

Note: Approval deadline for the following terms: Fall 2011/Nov 29th and Spring 2012/May 10th

SATISFACTORY ACADEMIC PROGRESS (SAP)

HOW SAP IS MONITORED

The Office of Financial Aid will monitor your CSUF units and grades for the prior summer, fall and spring semesters each June to determine if you are eligible to receive financial aid in the following academic year. If you would like to be requalified based on Intersession enrollment, you must notify our office so that we may verify completion of all coursework for the full academic year to confirm that you met or exceeded the 75% completion ratio.

We will consider units earned at *another school*, only if you earn transfer units for credit toward your degree program at CSUF. (A maximum of 70 community college units will be counted for unit credit. The Office of Admissions and Records determines if you have transferred the maximum to CSUF.) Once you complete the course(s), provide an official transcript, grade report, memo (on school letterhead) or grade card with department stamp as proof of grades received.

We will clear your SAP status only if you meet **all conditions** to be cleared from termination. We will send you a notification once your grades are reviewed to inform you of your SAP status for the following academic year.



HELPFUL HINTS:

1. Obtain academic advising to plan your course load each semester.
2. Enroll in no more units than you can handle. Consider all factors affecting your studies: health, family obligations, academic major, extracurricular activities and employment. **YOU DO NOT HAVE TO TAKE 12 UNITS TO RECEIVE FINANCIAL AID. 6 UNITS EACH SEMESTER IS SUFFICIENT TO CLEAR YOU FROM TERMINATION STATUS.**
3. During the first four weeks of every semester, assess your performance in every course to determine the likelihood you will earn a grade of "C" or better. If you are not doing well in a course, you may drop it by census date (20th day of the semester) without affecting your SAP status. For most types of aid, you must be enrolled in 6 or more units. If you received a Federal Pell Grant, State University Grant or Cal Grant payment for the semester and drop a course *before* census date, you may have to repay a portion of the funds you received.
4. We strongly recommend you speak to your financial aid counselor before you drop a course. If you drop a course *after* census date, you will jeopardize your financial aid eligibility for the following academic year.
5. A grade of A, B, C, D, or CR receives credit for the course; a grade of IC, SP, WF, WU, AU, I, RD, F, U, W, RP, or NC receives *no credit* for the course. Graduate students receive *no credit* for courses numbered *below* the 400 level.