



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

BEFORE printing enter student CWID above

**2011-2012 SAP CORRECTION/UPDATE FORM
For Verification of Additional Earned Units**

Name: _____ Student's CWID # _____
Address: _____ Phone #: _____
_____ Message #: _____

Use this form to notify our office of additional units or grade changes that may affect your SAP warning or termination status. Check all boxes below that apply to your status and follow the instructions printed in *italics*. Some grade changes have no effect on your SAP status; if the instructions indicate "do not submit this form to our office," this is because this type of grade change will not resolve your SAP status. Please visit our office if you need further assistance.

- I have petitioned to have a grade of "F" or "U" changed to a "W." A "W" grade earns no units; therefore, this type of grade change does not resolve a SAP problem. Your status remains terminated. **Do not submit this form to our office.**
- I successfully repeated a course for which I previously earned a "D" or "F" grade. Repeated courses were already considered when we monitored your SAP status. Your status remains terminated. **Do not submit this form to our office.**
- I have earned credit for a course that was previously an "incomplete." Indicate the semester in which the course was originally taken. **If the new grade is an "F," "U," "NC," or "W," do not submit this form to our office.**

Course Name and Number	Semester	# of Units	Original Grade	New Grade (Circle one)					
			I	A	B	C	D	CR	RP
			I	A	B	C	D	CR	RP

- A grading error has been corrected for the following course(s). Indicate the semester in which the course was originally taken. **If the new grade is an "F," "U," "NC," or "W," do not submit this form to our office.**

Course Name and Number	Semester	# of Units	Original Grade	New Grade (Circle one)					
				A	B	C	D	CR	RP
				A	B	C	D	CR	RP

- I attended another college (name of school) _____ during Summer 2010 / Fall 2010 / Winter 2010 / Spring 2011 (circle terms). I earned _____ units. **Attach a copy of your official grade report, transcript, memorandum on school letterhead, or grade card with department stamp. If you have not yet completed the courses, do not submit this form until you finish your courses and have grade verification. If units were earned at a community college and you have already transferred 70 or more community college units to CSUF, do not submit this form to our office.**

NOTE: If you do NOT plan to receive aid at CSUF in the upcoming term(s), no action is required from you. *If you want to receive aid at CSUF in the future, you must resolve your SAP problem before aid will be offered and disbursed.*

Student's Signature: _____ Date: _____

DECISION--OFFICE USE ONLY

- Based on the information provided, you are eligible to receive aid for fall 2011 spring 2012
- The information you provided does not change your SAP status. Your SAP status is termination.

Comments: _____

_____ Date: _____

Records Unit:

- Scan and mail
- Scan only

Aid Status:

- RAP updated
- Aid Reinstated
- Aid Cancelled
- Notified ELM / Lender
- Comments Updated