



2022-2023 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, visit our website at http://www.csusb.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 Office of Financial Aid and Scholarships. 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 2-3 weeks. You will be notified by email of our decision. *Incomplete Appeals will be placed in pending for 30 days; if additional documentation is not received within 30 days, you must resubmit ALL documents for 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.

Appeal Instructions and Deadline: All appeals must be submitted BEFORE census date within the term you are requesting consideration for aid re-instatement.

- STEP 1: Complete and sign the 2022-2023 Satisfactory Academic Progress (SAP) Appeal Form.
- STEP 2: Submit a typed, signed 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 are strongly encouraged to submit supporting documents (i.e., letter from your doctor, copy of a death certificate, etc.) along with your signed statement.

SAP Appeals for not meeting minimum cumulative GPA must include:

• Appeal form and a signed, detailed statement explaining circumstances listed in step 2.

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

• Appeal form and a signed, detailed statement explaining circumstances listed in step 2.

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

* Appeal form, and a signed, detailed statement explaining circumstances listed in step 2. Also, a completed Academic Plan form which lists *ALL* remaining courses required to complete your degree and expected term of graduation. Attach additional page(s) if needed. The form must have the Academic Advisors signature, email, and phone number.



Reviewed by:



2022-2023 Satisfactory Academic Progress (SAP) Appeal Form	
Last Name	First Name
Coyote ID#	Ph#
1. Select which term you are appealing to receive fina	ancial aid for: Summer 2022 Fall 2022 Spring 2023
 Select the reason(s) for your appeal (check all that I was a manner of the point Average or I will be made and the point Average or I will be made and the point Average or I was a manner of the point Average or I was a manner of the point Average or I was a manner or I	r Two Years of Study Minimum GPA Not Met Not Met
3. Attach a statement of explanation (see instruction	ns listed on previous page).
4. Attach supporting documents and if required, an ac	cademic plan (see instructions listed on previous page).
Stude	ent Statements of Understanding
 Scholarships to verify any information submit I understand that the submission of this apper for any account balance should I decide to co I understand that this appeal should be submit wish to be considered for aid re-instatement. I understand the SAP Appeal review process remaining the same of the s	eal does not guarantee reinstatement of financial aid and that I will be responsible ontinue enrollment. Nitted as soon as possible but before the census date within the term in which I
Student's Signature:	Date:
	OFFICE USE ONLY
Appeal # Max units/Sems	GPA Earned/Attempted
☐ Appeal Approved	☐ Summer 2022 ☐ Fall 2022 ☐ Spring 2023
☐ Appeal Denied	☐ Medical ☐ Financial ☐ Accident
	☐ Personal/Family ☐ Other
List approval or denial conditions below:	

Date:

Return to 5500 University Parkway UH 150, San Bernardino, CA 92407 Tel: (909) 537-5227 Fax: (909) 537-7024