

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. Please read the CSUSB SAP Policy in its entirety before proceeding. For a complete description of the Satisfactory Academic Policy for Undergraduates, please visit the [CSUSB SAP Policy](#) website.

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 some examples of conditions that may be considered: Death of a family member, your own serious illness or injury, approved medical withdrawal, compulsory military duty, and extreme personal hardship.

Please allow 2-3 weeks for processing. You will be notified by email of SAP decision. **Incomplete appeals will be placed in pending for 30 days or until all documentation is received.** If you have registered or intend to register for classes, you are still responsible for paying your tuition and fees by the designated payment deadline.

All appeals must be submitted within the same term you are requesting for aid to be considered and re-established.

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 include and clearly expand on the following:

1. What were the circumstances that prevented you from meeting the Satisfactory Academic Progress Standards?
2. How have your circumstances changed to be able to maximize your academic success?
3. What steps have you taken to ensure you will make satisfactory academic progress in the future?

STEP 3: Attach supporting documentation (strongly encouraged):

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) along with your signed statement.

SAP Appeals for **not meeting minimum cumulative GPA or two years of study minimum GPA** must include the following:

- SAP Appeal form and a signed, detailed statement explaining circumstances listed in Step 2 and, if applicable, supporting documentation.

SAP Appeals for **not meeting minimum required unit completion/earned not met** must include the following:

- SAP Appeal form and a signed, detailed statement explaining circumstances listed in Step 2 and, if applicable, supporting documentation.

Only students who failed SAP due to **Maximum Time Frame or Units Allowed of Aid Eligibility for Degree Completion Exceeded** must take the additional next step and include the following:

STEP 4: A completed SAP Appeal Academic Plan (if applicable):

- SAP Appeal form
- A signed, detailed statement explaining circumstances listed in Step 2 above and, if applicable, supporting documentation.
- A completed SAP Appeal 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 plan must have an academic advisor's signature, email, and phone number.