



California State University, Stanislaus
Financial Aid and Scholarship Department

Satisfactory Academic Progress Appeal Instructions

Exceptions or reinstatement may be requested on a case-by-case basis when a student feels that there are mitigating circumstances beyond her/his control, which warrant special consideration. Appeals must be submitted in writing, must be legible, and must include the criteria noted below. Incomplete appeals will be denied without review. To request a review of your satisfactory academic progress, please read this entire form. If you feel your circumstances warrant a review, you will need to appeal for reinstatement of financial aid.

Financial aid reinstatement is possible if there are **extenuating circumstances** that should be considered as the basis for an appeal. Appeals are only considered if the reasons preventing successful academic progress are **serious and compelling**. For example:

- Medical Issues
- Family difficulties- divorce, illness, death
- Personal problems w/ friends, family, etc
- Difficulty balancing work, family, school, etc.
- Financial difficulties

Students who are disqualified for failure to graduate within a reasonable time frame, or who have exceeded the **allowable number of units, must be able to document valid reasons that this occurred as well as a viable plan** for completion of their academic program. You will need to submit a completed appeal packet to the Financial Aid & Scholarship Department **prior to the end of the semester** for which you are appealing to be considered for financial aid.

If you have been disqualified from receiving financial aid for failure to make satisfactory academic progress and you feel that your case is **deserving of special consideration**, please read the following instructions:

Review Process:

If your appeal is denied, you are ineligible for financial aid. If the documentation is incomplete or there are no extenuating circumstances, the Financial Aid and Scholarship Department may return or deny the appeal. The type of review that you request will determine the information and documentation that you must provide.

I. Satisfactory Academic Progress

Describe in writing the circumstances which prevented you from completing minimum unit requirements or maintaining minimum CSU, Stanislaus Grade Point Average, the steps you have taken to avoid further problems, and your enrollment plans for the next semester. Appeals based on injury, illness, death in family, incarceration, etc., should include appropriate verifying documentation. Submit appeals and documentation to the Financial Aid and Scholarship Department.

II. Maximum Unit Limitation

Describe in writing the circumstances that prevented you from completing your degree/certificate objective within the required unit caps – 180 attempted undergraduate units and 75 attempted graduate units. Identify the specific coursework remaining and provide an anticipated program completion date. In addition to the written appeal, obtain and attach a written statement from your major/program advisor,

which verifies that all of your coursework at CSU, Stanislaus has been required for your program and that it was not possible to complete the program within your current unit total.

- ✓ **When you have completed the written appeal and attached the supporting documentation, submit it to the Financial Aid Office. Be sure to provide your name and CSU, Stanislaus ID number on all materials.**
- ✓ **A Financial Aid Counselor will review your appeal. If additional information is needed for the review process, you will be contacted.**
- ✓ **The Financial Aid Counselor will either make a decision on your request or present the request to the Financial Aid Committee. Please allow two to three weeks for completion of the review.**
- ✓ **You will be notified of the decision by mail. Specific stipulations for continued eligibility may be included with the decision. If additional funds are awarded. You may verify the amount(s) by reviewing your student account on the web.**
- ✓ **If you feel that any pertinent, individual issues were not reflected in the Counselor/Committee decision, the final level of appeal is to submit a letter to the Director of Financial Aid in which you detail the reasons for reviewing the previous decision.**

NOTE TO ALL STUDENTS ON APPEAL OUTCOMES:

If your appeal is approved, you will be awarded financial aid. Financial aid awards depend on the availability of funds. If you have already been awarded financial aid and you do not appeal by the 60% point in the semester, your financial aid will be canceled. If your appeal is approved after your award is canceled, the reinstatement of your financial aid award depends on the availability of funds. Reinstatements will be processed based on office workload priorities. Satisfactory Academic Appeals will take at least two weeks to process from the date of **receipt** in the Financial Aid and Scholarship Department. During heavy processing times it may take up to 6 weeks. If your fees are due, it is recommended that you pay your fees and financial aid will act as a reimbursement once your financial aid is disbursed. Your enrollment is not protected by financial aid until your approved appeal has been processed by the Financial Aid and Scholarship Department. **THERE ARE NO EXCEPTIONS.** If your appeal is denied, you are ineligible for financial aid.

STUDENT'S RESPONSIBILITY

Remember, you are in charge of your academic progress. Therefore, avoid enrolling in more classes than you can realistically complete. Do not expect more from yourself than you can deliver.