



**Financial Aid/Scholarships Office**  
 One University Circle • Turlock, CA 95382  
 Telephone (209) 667-3335 \* Fax# (209) 664-7064  
<http://www.csustan.edu/financialaid>

Name: \_\_\_\_\_

CSUS, ID# \_\_\_\_\_

Student's Phone # \_\_\_\_\_

Date: \_\_\_\_\_

## SUMMER 2013

**Check the box that applies to your situation below:**

**Satisfactory Academic Progress – Pace of Progression and/or Academic Standing**

- 1) **Instructions:** A **TYPED** one page statement that offers a thorough explanation of:
  - a. The serious and compelling circumstances that occurred during any semester in which you did not meet the standards for Satisfactory Academic progress, including prior years.
  - b. What your responsibility for these events has been.
  - c. How your circumstances have changed so your failure of the situation will not occur again.
  - d. The steps you have taken to ensure you will make Satisfactory Academic Progress in the future.
  - e. Demonstrated academic achievement following the resolution of the circumstances.
- 2) Written documentation or evidence that supports the reason(s) given in your statement. This might include a letter from your doctor, court documents, death certificates or copies of University documents such as approved requests for incompletes or withdrawals accompanied by posted grade changes on transcripts, etc. Financial hardship must be documented by bank statements, layoff notices, foreclosure notices, court documents, or other relevant legal documents. Please attach photocopies. Original documents will not be returned.

**Attached Documentation (check all that apply)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Death Certificate | <input type="checkbox"/> Counselor Statement        | <input type="checkbox"/> Court Documents |
| <input type="checkbox"/> Medical Statement | <input type="checkbox"/> Academic Advisor Statement | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Police Report     | <input type="checkbox"/> EOP/Recommendation         |  |

**Maximum Unit Limitation**

- 1) **Instructions:** A **TYPED** one page statement that offers a thorough explanation of:
  - a. The serious and compelling circumstances that occurred during any semester in which you did not meet the standards for Satisfactory Academic progress, including prior years.
  - b. What your responsibility for these events has been.
  - c. How your circumstances have changed so your failure of the situation will not occur again.
  - d. The steps you have taken to ensure you will make Satisfactory Academic Progress in the future.
  - e. Demonstrated academic achievement following the resolution of the circumstances.
- 2) Written documentation or evidence that supports the reason(s) given in your statement. This might include a letter from your doctor, court documents, death certificates or copies of University documents such as approved requests for incompletes or withdrawals accompanied by posted grade changes on transcripts, etc. Financial hardship must be documented by bank statements, layoff notices, foreclosure notices, court documents, or other relevant legal documents. Please attach photocopies. Original documents will not be returned.
- 3) Identify the specific coursework remaining and provide an anticipated program completion date. If you have already applied for graduation, **provide a copy of your graduation evaluation form.**
  - a. **Obtain and attach** a written statement from your major/program advisor, which verifies 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.