California State University, Stanislaus
Financial Aid and Scholarship Office

SATISFACTORY ACADEMIC PROGRESS CONDITIONS AND PROCEDURES FOR APPEAL

UNDERGRADUATES

A review of student Satisfactory Academic Progress toward an eligible degree or certificate is required by federal, state, and institutional rules as one condition for financial aid eligibility. Students that are not meeting the standards for satisfactory academic progress are not eligible for financial aid funding. In some cases, appeals may be accepted and reviewed. This document outlines under each condition of failure whether an appeal is possible. Also, in this document are the conditions for appeal, what constitutes a valid and complete appeals packet, and deadline information. Please read carefully and if you have questions about procedures or deadlines, please visit the Financial Aid and Scholarship Office or call (209) 667-3336.

Procedures for appeal are determined by the Financial Aid and Scholarship Office and may change from year to year based on Federal Regulations and University academic and enrollment policies and goals. Check the financial aid website in June of each year to learn of the current appeal instructions for the following year's financial aid eligibility.

NEXT STEPS

IF YOU HAVE BEEN INFORMED THAT YOU MAY BE ELIGIBLE TO APPEAL

Undergraduate students who have passed less than 70% of their cumulative units attempted in two consecutive semesters, have completed more tha 150 units, or have attempted more than 180 units may be eligible to file an appeal to receive another semester of financial aid. Conditions for appeal are limited and based on serious and compelling circumstances that have been resolved and will no longer interfere with the students' ability to successfully complete their education. If the compelling circumstance occurred in years prior to 2012 – 13, your academic record must show improvement in terms following the resolution of that circumstance. A condition of appeal approval is to pass all units attempted in 2013 – 2014. No failures or withdrawals are allowed. Students who fail to meet this condition will not be eligible for further financial aid.

CONDITIONS FOR APPEAL

At least one of the following conditions must be documented in order to file an appeal:

1) Death of a parent/guardian, spouse, sibling or child during the 2012-13 academic year;
2) Your own serious illness or injury that led to a complete or partial medical withdrawal from the University or extensive hospitalization, chemotherapy or other ongoing treatment that prevented you from passing the course(s);
3) The serious illness or injury of a parent/guardian, spouse or child that required you to be a primary caregiver and prevented you from passing the course(s);
4) You have had an approved medical withdrawal;
5) Extreme change in financial or legal circumstances; or
6) Compulsory military duty.

Appeals will NOT be accepted for the following conditions:

1) Encountering a situation that could have been anticipated, such as the need to have transportation, the need to pay for ordinary living expenses, the need for child care, etc;
2) Dissatisfaction with course material, instructor, instructional method, or class intensity;
3) Lack of motivation, change in academic interests, or change of major;
4) Participation in extracurricular activities; or
5) Academic overload

APPEAL PACKET REQUIREMENTS

All of the following documents must be returned to the Financial Aid and Scholarship Office in **one complete packet**. Incomplete packets will be denied.

1) A completed Satisfactory Academic Progress (SAP) Appeal form (link provided in CSUS email notifying you of your SAP status)
2) 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.
3) 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.
4) If you are not meeting Satisfactory Academic Progress due to max units, a grad evaluation form listing the courses you have left in your degree or a list of courses from your advisor.

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 Office may return or deny the appeal. The type of review that you request will determine the information and documentation that you must provide.

OTHER STATUSES

IF YOU HAVE BEEN INFORMED THAT YOU HAVE ONE SEMESTER WARNING PERIOD TO RECEIVE AID

You are not required to file an appeal to receive aid in 2012 – 2013. You are eligible to receive financial aid during the warning period, without filing an appeal. A condition of the one semester warning period is to attain a minimum pass rate of 70% or to graduate at the end of the warning semester.

IF YOU ARE PRE-NURSING OR HAVE AN UNDECLARED MAJOR

Pre-Nursing or undeclared major students that have attempted 70 or more units are not eligible for aid until they declare a major and are taking courses to complete their declared major. You will need to notify our office once you've declared a major.

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 census date in the semester, your financial aid will be canceled. If you appeal after the end of the semester and your appeal is approved, we will only fund you for the future semester. 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. If you have not been awarded financial aid, your enrollment is not protected by financial aid until your approved appeal has been processed by the Financial Aid and Scholarship Office. **THERE ARE NO EXCEPTIONS.** If your appeal is denied, you are ineligible for financial aid.