

2018/2019 Academic Year

Fall 2018

Spring 2019

Check the box that applies to your situation below:

Satisfactory Academic Progress – PACE OF PROGRESSION and/or GPA

- 1) **Instructions:** A **TYPED** one page statement that offers a thorough explanation of:
- 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.
 - What your responsibility for these events has been.
 - How your circumstances have changed so your failure of the situation will not occur again.
 - The steps you have taken to ensure you will make Satisfactory Academic Progress in the future.
 - 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

Instructions: A **TYPED** one page statement that offers a thorough explanation of:

- A reason of why you have excessive units and have not completed your program. Provide 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.
- Provide a copy of your completed graduation evaluation form. If you do not have a graduation evaluation form, you may need to submit a statement from your advisor listing the requirements needed for graduation. Please list the remaining coursework to complete your major program and provide an anticipated program completion date.

Please be advised that the disclosure of discrimination, harassment, sexual misconduct, domestic or dating violence, stalking, or abuse of a minor will be referred to the appropriate campus or legal authorities. Your statement will remain private to the extent possible but subject to disclosure by the financial aid & scholarship office as required by applicable executive orders and federal and state laws.

If you have been a victim of discrimination, harassment, sexual misconduct, domestic or dating violence or stalking, please find more information about your rights and options at www.csustan.edu/title-ix