



Financial Aid

Financial Aid Office

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www.fresnostate.edu/studentaffairs/financialaid/

Satisfactory Academic Progress (SAP) Appeal

STUDENT ID LAST NAME FIRST NAME PHONE NUMBER (with area code)
PLEASE PRINT IN BLACK INK

You are appealing for exception to the SAP policy for failing: minimum GPA, Pace of Progression and/or Maximum Unit Limits.

Your appeal must include ALL of the following:

- 1) A Satisfactory Academic Progress Appeal Form
2) A TYPED one page statement, thoroughly answering each of the following questions:
a. What was the serious and compelling circumstance that occurred during any semester/term which caused you to not meet the standards for Satisfactory Academic Progress, including prior terms and/or years?
b. How have your circumstances changed since then, so your failure of the situation will not occur again?
c. What steps have you taken to ensure you will make Satisfactory Academic Progress in the future?
3) Written documentation or evidence that supports the reason(s) given in your statement.
4) ADDITIONAL ITEMS REQUIRED FOR EXCEEDING MAXIMUM UNIT LIMITATIONS AND/OR 2ND SAP APPEALS: Complete the section below and you must also attach a copy of an academic/graduation plan (or graduation evaluation form), signed by your academic advisor on department letterhead.

APPEAL DEADLINES
Deadlines are set to assure adequate processing time
First Disbursement Deadline: July, 15th
Fall Semester Deadline: October 28th
Spring Semester Deadline: April 3rd

Current Major: Degree Objective: Bachelor's Credential Master's Doctorate
Semester/term entered Fresno State: Anticipated graduation date
of units (select term appealing for): Summer 2016: Fall 2016: Spring 2017: Summer 2017:

EOP/RSP Student? No Yes- EOP/RSP counselor must review your appeal, record comments & sign below.

EOP/RSP Counselor Signature

APPEAL PROCESS:

Appeals are reviewed by Financial Aid staff. Incomplete appeals will not be processed. Please allow 3-6 weeks for your appeal to be reviewed. You will receive a decision via your campus email address. In general, an appeal is considered if you demonstrate that the lack of your academic progress was the result of circumstances that were unforeseeable and beyond your control. You are responsible for paying fees by the fee payment deadline to prevent being dropped from classes.

IF APPROVED:

If your appeal is approved, it will be for only one probationary semester/term (per federal regulations). At the end of this probationary period, you must regain and meet all SAP requirements to continue to receive financial aid funding. SAP evaluation following your probationary period, may delay financial aid disbursements so plan accordingly.

I certify that all information provided on this appeal and all attachments are complete and accurate.

Student's Signature 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 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: http://www.fresnostate.edu/studentaffairs/victimadvocate/

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

A **SUCCESSFUL APPEAL** contains 3 parts: 1) A written statement, 2) Steps to ensure academic progress in the upcoming academic term/year and 3) Documentation.

Your statement should be concise but detailed enough to explain what the extenuating circumstances were, how they were unforeseeable and beyond your control, and how they prevented you from meeting SAP. Such circumstances include illness, injury, death in the immediate family, compulsory military duty, or extreme changes in financial and legal circumstances. Situations not considered extenuating and are **not appeal conditions** are: lack of motivation, difficult work schedule, increased work hours, change in major, difficult courses, difficulty with an instructor, academic overload, participating in extracurricular activities and poor time management.

Next, your statement should outline the steps you have taken and plan to take to help you improve and meet SAP in the upcoming semester/term and academic year. Examples include, meeting with an academic advisor, getting tutoring, reducing course load, getting a “clean bill of health”, reducing work hours, etc.

If you do not show sufficient evidence that you will be able to meet SAP in the upcoming academic year, your appeal may be denied. Also, you cannot file an appeal with the same circumstance(s) as your previous appeal.

Finally, provide supporting documentation that supports your reason(s) for failing SAP.

Circumstances	Examples of Documentation
Injury/Illness	Letter from Physician, medical records
Mental/Emotional Stress	Letter from Counselor
Legal Issues	Court Documents, police reports
Death in family	Death Certificates, obituaries
Extreme Financial Issues	Layoff notices, foreclosure notices

How SAP Is Calculated

At the end of each term, the Financial Aid Office is required to review your reported Fresno State units and grades to determine whether you are meeting the terms of SAP and remain eligible to receive financial aid the next term. There are three major components of SAP that must be reviewed; GPA, pace of progression and maximum unit limit for your program.

To successfully meet the SAP GPA component, both your term and cumulative GPA's are used to determine continued financial aid eligibility based on your career type.

Academic Career	Minimum GPA
Undergraduate	2.0
Credential / 2 nd BA	2.5
Graduate/Doctorate	3.0

To successfully meet the SAP pace component undergraduates must complete 70% of **all attempted units**. Post-Baccalaureates must complete 83% of **all attempted units**. Grades of A, B, C, D, CR or RP are counted toward earned units; grades of F, I, NC, W, WU, RD or AU will count toward attempted units, but not earned units. Pace is calculated by taking your earned units and dividing them by your attempted units. Attempted units include grade substitutions and courses with grades of F, NC, I, W, RD, or WU. Therefore, the total units earned and units attempted may not match the units reported on your transcripts.

Last, the maximum unit limit for your degree/program is evaluated. Undergraduates must complete their degree within **150% of the published required units attempted for their program**. Post-Baccalaureates must complete their program within **120% of the published required units attempted for their program**. A second degree/program in the same career requires an approved SAP appeal.

Maximum Unit Limit Examples:		
Published Unit Limit by program	Maximum Unit Limit	
Undergraduate degree	120	180
Multiple Subject credential	38	46
Master's degree	30	36

Incomplete/Grade Corrections

If you have failed SAP because of an incorrect and/or an incomplete grade(s), you must wait until the grade(s) have been updated by the Records Office. Once updated, immediately notify the Financial Aid Office so that your SAP status can be re-evaluated. (Form #86)

Re-establishing Financial Aid Eligibility

If your appeal is denied or if you were not eligible to file an appeal, you may still attempt to reinstate your financial aid eligibility. You can do this by successfully completing sufficient units to bring them to their minimum pace of progression percentage, with at least a 2.0 GPA earned in coursework that is relevant to your degree objective, in one term without the benefit of receiving financial aid.