



Financial Aid and Scholarships

Financial Aid and Scholarships Office

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www.fresnostate.edu/studentaffairs/financialaid

Satisfactory Academic Progress (SAP) Appeal

Form with fields: STUDENT ID, LAST NAME, FIRST NAME, PHONE NUMBER (with area code). Includes instruction: PLEASE PRINT IN BLACK INK

APPEAL PROCESS NOTES

- This appeal is to request an exception to the Satisfactory Academic Progress (SAP) policy.
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.
Appeals are reviewed by Financial Aid Appeal Committee
Incomplete appeals will not be processed
Decisions are sent via campus email
You are responsible for paying fees by the fee payment deadline to prevent being dropped, since your financial aid is on hold.
If your appeal is approved, it will be for only one term, per federal regulations. At the end of this term, you must regain and meet all SAP requirements to continue to receive financial aid funding, or have been placed on a SAP plan by the Financial Aid Office.

APPEAL PROCESSING DEADLINES
Fall 2018 Semester – November 2
Spring 2019 Semester – April 12

Your appeal must include ALL of the following items:

- This completed Satisfactory Academic Progress Appeal (SAP) Form.
2) A TYPED one page statement, which gives details about each of the following questions:
a. What was the serious and compelling circumstance that occurred during any 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:
a. The documentation may 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.
b. Financial hardship must be documented by bank statements, layoff notices, foreclosure notices, court documents, or other relevant legal documents
c. Please attach copies. Original documents will not be returned.
4) Anticipated graduation date: \_\_\_\_\_

In addition to the above, include the following for MAXIMUM UNIT SAP Status AND/OR 2ND SAP Appeals:

- Copy of a graduation plan or graduation evaluation, signed by your academic advisor on department letterhead

EOP/RSP Student: [ ] No [ ] Yes EOP/RSP counselor must review your appeal, record comments & sign below.

Signature lines for student and EOP/RSP Counselor Signature

I am appealing the following semester: [ ] Fall 2018 [ ] Spring 2019 [ ] Summer \_\_\_\_\_

I certify that all information provided on this form 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/

## HOW SATISFACTORY ACADEMIC PROGRESS IS CALCULATED

At the end of each term, the Financial Aid Office is required to review all of your reported 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 and maximum unit limit for your program.

To successfully meet the SAP GPA component, a cumulative GPA is used for Undergraduate students to determine continued financial aid eligibility. Both term and cumulative GPA's are used for Post-Baccalaureate students.

Academic Career	Minimum GPA
Undergraduate	2.0
Credential / 2 <sup>nd</sup> 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 80% of all attempted units. Grades of A, B, C, D or CR are counted toward earned units; grades of F, I, NC, W, WU, RD, RP or AU will count toward attempted units, but not earned units. Pace is calculated by taking your CSU Fresno earned units and dividing them by your CSU Fresno attempted units. Attempted units include grade substitutions and courses with grades of F, NC, I, W, RD, RP, WU or AU. Therefore, the total units earned and units attempted may not match the units reported on your transcripts.

To successfully meet the maximum unit limit for your degree/program, undergraduates and post-baccalaureates must complete their program within **150%** of the published required units attempted for their program.

### 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, notify the Financial Aid Office and complete a Satisfactory Academic Progress (SAP) Revision form #86. Your SAP status will be re-evaluated at that time.

### Re-establishing Financial Aid Eligibility

If your appeal is denied or if you were not eligible to file an appeal, you may reinstate your financial aid eligibility by successfully completing sufficient units to meet the minimum pace and GPA requirements. Once you have met SAP your financial aid may be reinstated.

## SATISFACTORY ACADEMIC PROGRESS APPEALS

Your statement should be concise, however enough detail 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.

Your statement should also 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.

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.

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.

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