

## 2023-2024 Satisfactory Academic Progress (SAP) Appeal Instructions

Federal and State regulations governing student financial aid require aid recipients maintain standards of reasonable academic progress towards completion of their degree or certificate. Please read the CSUSB SAP Policy in its entirety before proceeding. For a complete description of the Satisfactory Academic Policy for Undergraduates, please visit the [CSUSB SAP Policy](#) website.

**Appeal Process:** Students who are deemed **ineligible** to receive financial aid for not meeting Satisfactory Academic Progress (SAP) standards and have extenuating circumstances beyond their control may submit a SAP Appeal to the Office of Financial Aid and Scholarships. Here are some examples of conditions that may be considered: Death of a family member, your own serious illness or injury, approved medical withdrawal, compulsory military duty, and extreme personal hardship.

Appeals will NOT be viewed favorably, for reasons such as: Situations that could have been anticipated, dissatisfaction with course materials or instructor, lack of motivation, change in majors, participation of extracurricular activities, or unit overload.

There is a limit to the amount of appeals a student can submit.

For more details, please refer to the CSUSB SAP Policy.

Please allow 2-3 weeks for processing. You will be notified by email of SAP decision. **Incomplete appeals will be placed in pending for 30 days. If additional documentation is not received within 30 days, you must resubmit ALL documents for review.** If you have registered or intend to register for classes, you are still responsible for paying your registration fees by the payment deadline.

**Appeal Instructions and Deadlines: All appeals must be submitted BEFORE Census Date within the term you are requesting consideration for aid reinstatement.**

**STEP 1:** Complete and sign the 2023-2024 Satisfactory Academic Progress (SAP) Appeal form.

**STEP 2:** Submit a typed, signed statement of explanation. Your statement must include and clearly expand on the following:

1. What were the circumstances beyond your control that prevented you from meeting the Satisfactory Academic Progress Standards?
2. What was your responsibility for these events?
3. How have your circumstances changed so that academic success will be maximized?
4. What steps have you taken to ensure you will make satisfactory academic progress in the future?

**STEP 3:** Attach supporting documentation (strongly encouraged):

Depending on your circumstances and the nature of the appeal, you are strongly encouraged to submit supporting documents (i.e., letter from your doctor, copy of a death certificate) along with your signed statement.

SAP Appeals for **not meeting minimum cumulative GPA or not meeting pace of completion** must include:

- SAP Appeal form and a signed, detailed statement explaining circumstances listed in Step 2.

SAP Appeals for **excessive units beyond the maximum time frame of aid eligibility for degree completion** must include:

- SAP Appeal form and a signed, detailed statement explaining circumstances listed in Step 2. Also, a completed Academic Plan form which lists ALL remaining courses required to complete your degree and expected term of graduation. Attach additional pages(s) if needed. The form must have the Academic Advisors signature, email, and phone number.