Applicants for federal and state financial aid are required to meet satisfactory academic progress standards. The Financial Aid & Scholarships Office has established satisfactory academic progress policies for financial aid and evaluates applicants annually in accordance with these standards. According to our records, a Hold has been placed on your financial aid records as you do not meet academic progress standards for Satisfactory Academic Progress. In addition, University records indicate that the number of units you have attempted exceeds the maximum number of attempted units to receive financial aid. Please review the information below which provides further details and instructions should you choose to appeal this decision.

You have not met Satisfactory Academic Progress for financial aid based on Academic Status:

A. Academic Status: Your satisfactory academic progress was evaluated for the combined terms of summer 2009, fall 2009 and spring 2010. The evaluation indicates that effective with the end of spring 2010:

- You did not achieve a cumulative grade point average of a minimum 2.0, OR
- You did not successfully complete the required number of units for the combined number of units attempted (summer 09, fall 09 & spring 10 combined), OR
- You were academically disqualified by the University at the end of the spring 2010 term.

Please note that any one of the conditions above would result in the Satisfactory Academic Progress hold due to Academic Status. The checklist item on your SAP To Do List at MyCSUSM.edu will list the condition(s) which applies to your situation.

In addition, you have not met Satisfactory Academic Progress for financial aid based on Maximum Units Attempted:

B. Maximum Units Attempted: Your Satisfactory Academic Progress for financial aid has been evaluated according to Cal State San Marcos policies. Based on this evaluation through the end of spring 2010, University records indicate that you have exceeded the maximum number of attempted units allowed to receive financial aid. Typically, undergraduates pursuing their first Bachelor’s degree may be eligible for financial aid until such time that they have attempted more than 180 units. This maximum timeframe considers all units attempted (transfer units as well as CSUSM units) regardless of whether or not the student received financial aid during this timeframe. Post Baccalaureate candidates are eligible for financial assistance until such time that they have attempted more than 57 units for most programs or 96 units attempted for students enrolled in the MBA program. University records indicate that if you are pursuing an undergraduate degree, you have attempted in excess of 180 units towards your undergraduate degree or in excess of 57 units if you are pursuing a Post-Bac program of study.

Based on your Satisfactory Academic Progress status, a Hold has been placed on your financial aid record for 2010-11. The impact on financial aid processing is as follows:

Based on your Satisfactory Academic Progress status, a Hold has been placed on your financial aid record for 2010-11. The impact on financial aid processing is as follows:

- Further processing of financial aid is suspended and your application is on HOLD.
- Since you are no longer considered eligible for financial aid you will not be extended an offer of financial assistance until such time that your Satisfactory Academic Status is resolved or you meet all standards.
- Financial aid funds that may have been awarded to you cannot be paid due to your ineligible status.

Reinstatement of financial aid eligibility can be established by meeting the terms of Satisfactory Academic Progress as outlined in the CSUSM Satisfactory Academic Progress policy for financial aid. Students may request consideration of unique or extenuating which has contributed to exceeding the maximum number of attempted units. It is highly recommended that undergraduate students consult with an Academic Advisor to develop an academic plan outlining the remaining courses needed to complete graduation requirements. The academic plan should be attached to the appeal form should you decide to submit an appeal request. You may address your unique circumstances by completing the Satisfactory Academic Progress Appeal for Academic Status and Maximum Units Attempted (one form). The form may downloaded at the Financial Aid website: www.csusm.edu/finaid/forms.

Please note that submission of an appeal does not signify that your appeal will be automatically approved. Therefore, you must make arrangements to pay fees without regard to financial aid.

(07/01/2010)
Satisfactory Academic Progress

**Academic Status & Maximum Units Attempted Appeal**

If you believe that you have extenuating circumstances that are related to your Satisfactory Academic Progress disqualification status and you wish to address these issues, you may document these circumstances by completing this appeal form. **Since you have been disqualified based on two factors, Academic Status and Maximum Units Attempted, your appeal must address each of these items. Read carefully and follow these steps to file your Appeal:**

1. Attach your typed or clearly written appeal statement to this form. Your appeal statement should clearly address the reason(s) why you were not able to successfully complete the required number of units based on the units you attempted, or why your cumulative grade point average is below a 2.0 G.P.A., whichever condition(s) apply to you.

2. In your written statement, the Appeal Committee requires that you address:
   - What are the circumstance(s) that caused you not to complete the units attempted or to complete them with a grade point average below a 2.0 GPA?
   - What has changed, or what steps have you taken, to resolve the situation so that you can be successful in the next semester or academic year? Be as specific as possible.

**In addition, since you have exceeded the Maximum Number of Attempted Units:**

3. Indicate your expected graduation term and list all classes you still need (including coursework in progress) to complete your degree objective. If available, attach an academic plan completed by an Academic Advisor. An Academic Plan is required if you need more than two semesters to complete your degree objective. **Please note: Extension of eligibility for the completion of a double major or minor is generally not considered.**

4. Letters of support from professors and/or advisors may be helpful. If the appeal is based on medical issues or other drastic circumstances, please provide documentation to support your appeal. Any supporting documents **MUST** be attached to the appeal form. If submitted separately, the documents will not be reviewed.

5. Appeals are reviewed in the order received. Notification regarding the outcome of your appeal request will be completed typically within 21 days following receipt of your appeal.

6. **Deadlines:** Appeals received after November 12, 2010 will be considered for reinstatement of financial aid eligibility effective with the Spring 2011 term; reinstatement if granted would not include financial aid eligibility for the Fall 2010 semester. Final Deadline for all appeals is April 19, 2011.

7. **Return the completed Appeal and required documents to:**
   - California State University San Marcos
   - Financial Aid & Scholarships Office
   - Cougar Central, Craven Hall 3700
   - San Marcos, CA 92096-0001
   - Phone: (760) 750-4850
   - Fax: (760) 750-3047
   - Email: finaid@csusm.edu

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**Office Use Only**

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**Academic Status**

- [ ] Appeal Approved: [ ] PASS/ No Probation  [ ] Probation Full Year  [ ] Probation/Mid-year Review
- [ ] Appeal Approved w/ Special Conditions
  - [ ] Min. 6 units w/ 2.0 G.P.A.
  - [ ] Other
  
- [ ] Appeal Approved/ Final Consideration
- [ ] Appeal Denied

**Max Attempted Units**

- [ ] Appeal Approved; Extension Granted through: ___________________________
- [ ] Appeal Denied
- [ ] Appeal Incomplete & Notified: ___________________________
- [ ] Appeal Comments: ___________________________