Federal regulations require the CSUSM Financial Aid and Scholarships Office to evaluate and monitor the satisfactory academic progress of all students applying for federal financial aid. **Satisfactory Academic Progress is based upon 3 standards:**

1) **CUMULATIVE GPA.** The Financial Aid and Scholarships Office uses the University’s GPA minimum requirements established for Undergraduates (freshmen, sophomores, juniors, seniors), Credential, and Graduate students.

2) **PACE.** The Financial Aid and Scholarships Office measures each student’s completion of attempted units to evaluate how well the student is progressing towards the degree. A student’s completion rate is determined by dividing the total number of CSUSM and transfer units earned by the total number of CSUSM and transfer units attempted. **All CSUSM students must maintain a Pace minimum of 67% of all units attempted.**

3) **MAXIMUM TIMEFRAME:** The Financial Aid and Scholarships Office evaluates each student’s progress to complete the program of study. Each program (BA, Teaching Credential, Masters) has a prescribed number of units to complete the program and receive the degree based on 150% of the units required of the degree. Typically, **Bachelor Degrees** may be earned in 120 units. Thus, a student with 180 completed units is exceeding the maximum timeframe to earn a Bachelor Degree.

**CONDITIONS FOR APPEAL**
The following examples reflect circumstances for which an Appeal **WILL** be considered.

1. Your own serious illness, injury, or extensive or ongoing treatment
2. Extreme financial hardship or change in legal circumstances
3. Compulsory military duty
4. Serious illness or injury of a parent/guardian, spouse or child that required you to be a primary caregiver
5. Death of a parent/guardian, spouse, sibling or child during your academic career

The following examples may **NOT** be considered as extenuating circumstances. You may still submit an Appeal.

1. Working too many hours because of financial considerations or opportunities
2. Change of major or addition of a major/minor unless required by the major department
3. Change in academic interests
4. Participation in extracurricular activities

**IMPORTANT DATE:**
July 17, 2015 - Appeals submitted prior to July 17th will be reviewed in sufficient time to avoid Fall 2015 disbursement delays. Students will be notified of appeal decisions within 4 – 6 weeks after submitting. SAP Appeals for Fall 2015 eligibility will not be accepted after October 30, 2015.

**YOU HAVE NOT MET THE PACE REQUIREMENT and/or the MAXIMUM TIMEFRAME REQUIREMENT of SATISFACTORY ACADEMIC PROGRESS**
The Financial Aid and Scholarships Office has determined that, as of the end of the Spring 2015 semester, you have not met the **PACE and/or MAXIMUM TIMEFRAME** requirement for maintaining Satisfactory Academic Progress standards. This means that: 1) you have not earned a minimum of 67% of all units attempted; and/or 2) you have exceeded 180 units to complete your degree.

**APPEAL REQUIREMENTS**
If extenuating circumstances prevented you from meeting the Pace requirement and/or the maximum timeframe of Satisfactory Academic Progress, you may Appeal the suspension of your financial aid eligibility. You must be able to document the circumstances of each situation (ie, failing Pace, exceeding maximum timeframe) and explain how they have been resolved to ensure completion of your degree. If you have been disqualified due to BOTH Pace and exceeding Maximum Timeframe, you MUST address both ISSUES. Submission of an Appeal does NOT guarantee that your Appeal will be approved. Incomplete Appeal forms will be returned to the student.

This form will assist you to prepare information for CSUSM’s SAP Appeal Committee. You must complete this form, attach a "Personal Statement," and include an Academic Plan from CSUSM’s Advising Office. Your "Personal Statement" must describe in detail the circumstances that affected your ability to progress towards your degree program. Appeals and accompanying documentation are reviewed by CSUSM’s SAP Appeal Committee on a first-come, first-served basis.
INSTRUCTIONS

ALL of the documents listed below must be attached and submitted in one complete packet no later than July 17, 2015 to avoid delays in Fall 2015 disbursement. SAP Appeals for Fall 2015 eligibility will not be accepted after October 30, 2015. Students will be notified of appeal decisions within 4 – 6 weeks after submitting. Decisions made by the University SAP Committee are final.

PLEASE CHECK EACH BOX BELOW TO INDICATE THAT YOU ARE ATTACHING THE FOLLOWING DOCUMENTS TO THIS APPEAL FORM:

☐ This form, signed and dated below

☐ A typed statement (maximum two pages) that provides a thorough explanation of:
  a. The serious and compelling circumstances that occurred during any semester which prevented you from making satisfactory academic progress towards your degree, INCLUDING your responsibility for these events.
  b. If you have been disqualified for failing to maintain Pace AND exceeding Maximum Timeframe, you MUST address BOTH issues in letter “a.” above.
  c. How your circumstances have changed to allow for degree completion?
  d. What steps have you taken to ensure you will successfully complete your degree?
  e. What is your anticipated graduation date, and what are the classes you need to complete your program? Include Class Name and Course Number.

☐ Written documentation or evidence that supports the reason(s) given in your Personal Statement. This might include letters from Doctors, medical bills, Court documents, Death Certificate, etc. Financial hardship must be documented by bank statements, lay-off notices, foreclosure notices or other relevant legal documents. Please attach photocopies as original documents will NOT be returned.

☐ An Academic Plan requested via Undergraduate Advising Services through the eAdvisor. Submit your request by checking the “Student requesting a SAP Appeal Academic Plan” box on eAdvisor. Your Academic Advisor will send the Academic Plan to your campus email for you to print and attach. The SAP Appeal Committee will not consider student Appeals without an Academic Plan signed by an Academic Advisor.

My signature certifies the information included in my SAP Appeal is complete and accurate. I understand that incomplete SAP Appeals will be returned to me. Also, I authorize the Financial Aid and Scholarships Office to verify submitted information.

Student Signature _____________________________________    Date _______________________________

SUBMIT THIS SIGNED FORM, INCLUDING ALL REQUIRED DOCUMENTS, TO CSUSM’S FINANCIAL AID AND SCHOLARSHIPS OFFICE IN COUGAR CENTRAL AT CRAVEN HALL, THIRD FLOOR, RM 3900