



2016-2017 Satisfactory Academic Progress Appeal Form

Student's Name: _____ Student's ID: _____

Appealing to regain aid eligibility for (check one):

☐ Fall – Deadline: October 1st ☐ Spring – Deadline: March 1st ☐ Summer – Deadline: July 1st

Appeals received after these deadlines will be considered for the following semester.

Please submit this form, along with required supporting documentation, to appeal the suspension of your financial aid eligibility resulting from your failure to meet CSUSM's minimum standards for Satisfactory Academic Progress (SAP). A copy of the Satisfactory Academic Progress Policy can be found at http://www.csusm.edu/finaid/about/academic_requirements.html

The Financial Aid Appeal Committee will only consider your appeal if you can regain SAP eligibility within one semester and a valid appeal is submitted. A valid appeal must contain:

1. **This Appeal Form – Signature and date required**
2. **A one page typed and signed Appeal Statement**
 - a. This document should list the circumstances that contributed to your academic problems, list the changes in your circumstance that will permit you to focus on your future academic performance, and list the steps that you will take to improve your academic performance.
3. **All required documentation that supports the extenuating circumstances that have affected your academic progress**
 - a. Your supporting documentation should directly relate to your unsuccessful semester(s) and support the information provided in your statement.
 - b. Acceptable documentation may include a Death Certificate, Divorce Decree, Police Report, Medical Documentation etc.
4. **Academic Requirement Report –** For directions on downloading your ARR
<http://www.csusm.edu/academicadvising/studentresources/arrpp.pdf>

All forms and documentation must be submitted by the appropriate deadline via fax, US post mail or dropped off to our office. If the dates provided on your documentation do not match the dates of the classes that you were unsuccessful in, then your appeal will be denied. Our office will not accept photographs of your documentation. Incomplete appeals (without supporting documentation) will be automatically denied unless proper documentation is submitted by the requested date. You will be notified via email once an appeal decision has been reached. An appeal decision may impose limitations upon your financial aid eligibility and/or future minimum academic standards.

All decisions of the Financial Aid Committee are final and cannot be appealed.

The inclusion of documentation as outlined above does not guarantee that an appeal will be granted. Each case must be considered on an individual basis. Additionally, per federal regulation (34 C.F.R 668.34) only students who would be capable of meeting minimum SAP standards within one semester of attendance are eligible to be considered for SAP Probation. In general, two separate appeals cannot be granted based on the same circumstance. Once all necessary items are received, appeals are considered and a decision will be issued as quickly as possible; generally within 3 weeks. Please note that appeals can take longer during peak processing times.

Submission of an appeal will not prevent your classes from being canceled and you should make alternative arrangements to pay your bill. Direct all questions regarding your bill to Student Accounts.

SUBMIT FORM TO THE OFFICE OF FINANCIAL AID VIA ONE OF THESE OPTIONS:

MAIL:
California State University San Marcos
Financial Aid & Scholarships Office
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001

FAX:
(760) 750-3047

DROP OFF:
Financial Aid Office, Cougar Central
Craven Hall, 3900

Student's signature _____ Date _____