



# Channel Islands

CALIFORNIA STATE UNIVERSITY

**DIVISION OF ACADEMIC AFFAIRS**

Financial Aid and Scholarships

## 2017-2018 SAP Appeal

### Grade Point Average – Acceptable Passing Rate

17-18 / 50

Student Last Name \_\_\_\_\_

Student First Name \_\_\_\_\_

MI \_\_\_\_\_

CSUCI ID Number \_\_\_\_\_

Student Phone Number \_\_\_\_\_

#### Purpose

Federal regulations require that **Satisfactory Academic Progress (SAP)** be evaluated at the end of each payment period (semester) for all students receiving financial aid. A hold has been placed on your financial aid because your cumulative grade point average fell below the required minimum and/or you failed to meet the acceptable passing rate (percentage of cumulative units taken which must be passed). You may appeal this hold by following all of the instructions in this document. Appeals are evaluated in the order received and should be submitted immediately. You will be notified of the result within 30 business days from when your complete appeal was submitted. The deadlines to submit your appeal are as follows:

**Summer 2018 Semester - Friday, July 13, 2018**

Students who are not meeting Satisfactory Academic Progress will not be eligible to receive aid from any federal, state, institutional, or outside aid program unless an appeal has been submitted and approved.

### Submit your Appeal for Review

***Original signatures are required on all forms, your SAP appeal must be submitted in person or mailed to the Financial Aid & Scholarships Office.***

- **Personal Statement** Required on all appeals

You must provide a written explanation that states the reasons why you failed to achieve the minimum cumulative grade point average and/or failed to meet the acceptable passing rate. Be sure to indicate what your plans are to resolve this.

- **Supporting Documentation** must be attached to personal statement, such as:

- For medical reasons, an official letter from the physician/healthcare provider for personal or family member illness.
- Deceased immediate family member - documentation must be submitted.

- **Grade Changes or Additional Units**

Provide proof of grade changes or additional units completed at another college, if not already updated with the Records & Registration office. An unofficial transcript is required as proof of units taken at another college.

#### Signature

I understand that I am responsible for paying any fees owed to the university by the established deadline, regardless of the outcome of this appeal. I have sought out the necessary academic advising in order to successfully complete all future coursework. By signing this form, I certify that all of the information to qualify for student financial aid is complete and accurate to the best of my knowledge. I also understand that it can take up to 30 business days for my appeal to be reviewed.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**WARNING:** If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both.

**PLEASE RETURN THIS FORM TO THE CSU CHANNEL ISLANDS FINANCIAL AID & SCHOLARSHIPS OFFICE**

*For Office Use Only:*

☐ Appeal Approved

☐ GPA Appeal

☐ Appeal Denied

☐ Unit Appeal

☐ Email Notification Sent

FAA Initials \_\_\_\_\_

Date \_\_\_\_\_

## Satisfactory Academic Progress (SAP) Appeal Checklist

- ☐ Submit **Satisfactory Academic Progress Appeal Form**  
Available online at [www.csuci.edu/financialaid/financial-aid-forms](http://www.csuci.edu/financialaid/financial-aid-forms)  
Refer to the emailed notification you received at your myCI email address to determine which appeal form is right for you.
- ☐ Provide **Personal Statement**  
Provide a typed and signed personal statement. It is important to be concise. This is your opportunity to discuss the factors that adversely impacted your academic performance. It is also the place to write a specific action plan for returning to good standing. This should not merely be a statement of good intentions. Specific reasons/issues/circumstances that adversely impacted your academic performance may include:
- Personal/family issues
  - Medical issues - requires documentation from physician/doctor
  - Time management, student skills, or test taking strategies
  - Choice of major
  - Difficulty with a particular subject
  - Working too many hours outside of school
  - Lack of awareness or use of available academic support resources such as the Learning Resource Center, tutoring labs, faculty office hours, academic advisors
  - Lack of awareness or use of available student support services such as the Counseling & Psychological Services, Academic Advising Office, Career Services, etc.
  - Other issues as appropriate to your situation
- ☐ Attach **Supporting Documentation**
- ☐ Completed form and all documentation may be mailed or dropped off in person to the Financial Aid & Scholarships Office.  
**Original signatures are required on all forms**, we do not accept appeal forms that are faxed or emailed:  
Financial Aid & Scholarships Office  
Enrollment Services Center - Sage Hall #1020  
One University Drive  
Camarillo, CA 93012  
Phone: (805) 437-8530