



Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

Financial Aid and Scholarships

2017-2018 SAP Appeal

Maximum Timeframe/Time Limit Exceeded

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 typed and signed written explanation that states the reasons for your accumulation of excessive units.
- **Supporting Documentation** must be attached to personal statement:
 - **Academic Student Action Plan** - Must be approved by an Academic or Faculty Advisor, which includes your in-progress coursework, your required remaining units to graduate and your anticipated graduation date.

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

☐ Appeal Denied

Graduation Date _____

Academic Plan Emailed _____

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

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

☐ **Academic Student Action Plan** must be completed by an Academic or Faculty Advisor. You must make arrangements with the Academic Advising Office or your Faculty Advisor to review and complete your action plan.

☐ 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



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First: Access your CARR online through myCI

Student Last Name

Student First Name

MI

CSUCI ID Number

Have your transfer credits been evaluated? ☐ Yes ☐ No ☐ N/A

Note: Inaccuracies on your CARR, or questions regarding evaluation of your transfer credits, should be directed to records.registration@csuci.edu

Graduation Requirement	Met?	# Units Needed	Action Needed/Courses Needed/Notes
GE: Areas A-E			
UDIGE: 9 units from courses numbered 330-349 or 430-449; one course must be outside Major; must earn "C" or better in all			
American Institutions: US History, US Constitution, state & local government			
Foreign Language: One semester; must earn "C" or better			
Multicultural: Must earn "C" or better			
Lower Division Major Courses: See CARR & Major Form			
Upper Division Major Courses: See CARR & Major Form			
Minor: If applicable, see CARR & Minor Form			

Approximate Unit Totals:

Transferred to CI Applied for Graduation ☐ Yes ☐ No

Completed & In-Progress @ CI

Required Remaining

Est. Electives (if needed) required upper division (300+) electives

Total (min. 120 to grad.)

Estimated Graduation Date

Academic Advisor/Faculty Advisor Print Name

Academic Advisor/Faculty Advisor Signature Date

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