CSU Channel Islands
CALIFORNIA STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS
Financial Aid and Scholarships

2020-2021 SAP Appeal
Grade Point Average - Acceptable Passing Rate

Student Last Name | Student First Name | MI | CSUCI ID Number | Student Phone Number

Current Degree Objective: (select one)

☐ Bachelor's
☐ 2nd Bachelor's
☐ Teaching Credential
☐ Master's

The deadlines to submit your appeal are as follows:
Fall 2020 Semester - Friday, September 25, 2020
Spring 2021 Semester - Friday, February 26, 2021

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. Students who fail to meet SAP standards are considered to be ineligible to receive financial aid. As such, a student may appeal his/her eligibility status to the Financial Aid & Scholarships office by submitting a "SAP Appeal" which, if approved, would result in a probationary semester of financial aid eligibility.

An appeal must be based on extenuating circumstances that seriously impacted performance. Lack of knowledge of the SAP standards will not be grounds for the approval of an appeal.

Examples of extenuating circumstances include:
- Student injury or illness
- Family difficulties, such as divorce or illness
- Interpersonal problems with friends, roommates, significant others, etc.,
- Difficulty balancing school, work, and family responsibilities
- Financial difficulties
- The death of a relative

PLEASE NOTE: If you have exceeded the maximum timeframe (150% of program requirements), do not complete this form. If this is the case, you need to complete the Maximum Timeframe Exceeded SAP Appeal instead.

Appeal Requirements

Your appeal must include all of the following items. Incomplete appeals or appeals submitted without sufficient documentation will not be reviewed, as decisions cannot be made on appeals until they are complete.

- **Personal Statement**: Required on all appeals and statement must be typed and include your name and student ID.

- Explanation of the extenuating circumstances that directly impacted your ability to meet the minimum SAP standards (illness, injury, etc.).

- Where applicable, attach documentation to support your appeal (situations of illness, injury, etc.). If no documentation is available, be sure to provide an explanation as to the lack of documentation in your appeal.

- Provide details on the steps you have taken to address the circumstance(s) described in your appeal. Explain how you will improve your academic performance (e.g. using a tutor, medical assistance, counseling, etc.) to ensure that you will be able to meet the minimum SAP standards at the next term of enrollment. **Emphasize what will be different in your situation and how you will succeed.**

Appeal Guidelines

- Be specific when explaining your circumstances. Lack of information will result in a delay of an appeal review or may result in a denial of your appeal. If there were problems in your physical or mental health that played a role in your circumstances, please attach supporting documentation from a doctor, counselor or hospital (if no documentation is available, be sure to explain this in the appeal).

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

One University Drive, Camarillo, California 93012-8599   financial.aid@csuci.edu   www.csuci.edu/financialaid   Tel: (805) 437-8530

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Appeal Guidelines continued…

- Provide appropriate documentation from individuals aware of your circumstances, if applicable (examples include employer, physician, tutor, academic advisor, counselor, etc.).

- Complete all appeal requirements listed on the appeal form. Incomplete appeals will delay decisions. If you have questions about completing the appeal form, please contact the Financial Aid & Scholarships office.

- Do not discuss your need for financial aid in your appeal. Needing financial aid is not a valid reason for approval of an appeal.

Appeal Procedures

- Submit your appeal via email to the Financial Aid & Scholarships office at financial.aid@csuci.edu.

- Completed appeals are due by *Friday, September 25, 2020* for the Fall 2020 semester and by *Friday, February 26, 2021* for the Spring 2021 semester.

- Appeals are evaluated within 30 business days of receipt of the completed appeal.

- In order for your SAP Appeal to be reviewed, you must be enrolled for the current semester at the time of appeal completion and review.

- SAP Appeal decisions may not be finalized prior to the start of classes; you should plan on making payment arrangements with Student Business Services (SBS) to avoid the risk of class cancellation. If you remain enrolled in your courses once the semester begins, you will be responsible for payment of your fees regardless of whether or not your appeal is approved.

- If your appeal is approved, you will be placed on *Financial Aid Probation* for the next semester of enrollment. At the end of that semester you **MUST** be meeting all of the SAP standards in order to continue to be eligible to receive financial aid.

- **Please note that filing a SAP Appeal does not guarantee continued eligibility for financial aid.**

Student Statement and Signature

I understand that if this appeal is approved, I will be placed on *Financial Aid Probation* for my next semester of enrollment and that at the end of my probation semester, I will be required to meet all of CSUCI's SAP standards. Failure to meet all SAP standards will result in being ineligible to receive further financial aid.

I understand that appeal decisions may not be made prior to the first day of classes for my next semester of enrollment; if I remain enrolled as of the first day of classes I will be responsible for any CSUCI charges incurred. I certify that all information provided on the form and in any attachments is complete and accurate.

FSAP

_____   _____
Student Signature   Date

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

Once your SAP Appeal is complete, please email your appeal with all supporting documentation to the Financial Aid & Scholarships office at financial.aid@csuci.edu.

For Office Use Only:
- ☐ Appeal Approved   ☐ GPA Appeal
- ☐ Appeal Denied   ☐ Unit Appeal
- ☐ Email Notification Sent ☐ GPA & Unit Appeal

_____   _____
FAA Initials   Date

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