



Student Last Name	Student First Name
OASIS Student ID (000-000-000)	For Financial Aid Office Use Only

Satisfactory Academic Progress (SAP) Appeal Instructions

If you received a SAP notification stating that your overall status is Probation, you must submit a SAP Appeal to regain Financial Aid eligibility.

If you received a SAP Notification stating that your overall status is Warning, you do not need to submit a SAP Appeal.

If you were Academically Disqualified from CSUMB you must establish readmission before submitting this appeal. This appeal is strictly for financial aid eligibility and will not be applied towards your readmission to CSUMB.

Step 1: Attend a Satisfactory Academic Progress Workshop prior to submitting your SAP appeal

- Complete and pass SAP quiz on iLearn.
- Your appeal will NOT be reviewed until you attend the workshop and pass your SAP Quiz. The SAP Workshop schedule is available on the [Financial Aid Website](#)

Step 2: Complete the Satisfactory Academic Progress Appeal form.

- Attach a separate page (typed) explaining the following:
- The reason(s) why you failed to meet the Satisfactory Academic Progress Policy.
- How do you plan to maintain satisfactory academic progress in the future?
- Attach a signed and updated Individual Learning Plan (ILP) with your SAP Appeal. These documents must include your graduation date, the courses and number of units you plan to complete each semester, and your Academic Advisor's signature. If needed, schedule an appointment with an academic advisor to complete an ILP.

Step 3: Submit all documents as one packet by mail or in person to the Financial Aid Office, or complete this form online: www.csumb.edu/financialaid/financial-aid-forms

Submit your appeal by mail or in person:		
By Mail: CSUMB Financial Aid Office Student Services Building 47, 3rd Floor 100 Campus Center, Seaside, CA 93955	In Person: CSUMB Financial Aid Office Student Services Building 47 3rd Floor	Questions: Phone: (831) 582-5100 Email: financial_aid@csumb.edu Website: csumb.edu/financialaid

After Submitting Your Appeal

You will be notified (via CSUMB email) of the SAP Appeal decision in 1-2 weeks after submitting the appeal. The SAP decision is final. During the review of your appeal, some of the factors that will be considered are:

- Number of previous appeals and reinstatements
- Ability to complete your semester within the maximum units you are allowed to attempt
- Demonstrated resolution of the problems that resulted in failure to meet the standards
- The nature of extenuating circumstances that resulted in your failing to meet the standards
- Quality of appeal and thoroughness of supporting documentation

SAP Appeal Deadline: 30 calendar days after the start of term
 *Dates may vary for Extended Education

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Satisfactory Academic Progress Appeal

Terms(s) for SAP Appeal (check all that apply) Fall Winter Spring Summer

Anticipated Graduation Date: _____

Reason for Satisfactory Progress Appeal

G.P.A (Qualitative Measurements: Minimum overall cumulative G.P.A)

Pace (Qualitative Measurements: Minimum overall completion rate percentage [67%])

Maximum time frame (Total Units Attempted toward program completion [150%])

Other: _____

Required Items for Appeal

1. **Attach a separate page (typed) explaining the following:**
 - a. The reason(s) why you failed to meet the Satisfactory Academic Progress Policy.
 - b. How do you plan to maintain satisfactory academic progress in the future?

2. **Please initial if the following items have been completed:**

_____ I have attended a SAP workshop in order to gain greater understanding of the SAP Policy.

_____ I have completed the SAP Quiz on iLearn and received a passing score.

_____ I have attached an updated and signed ILP and a typed statement.

Review & Sign

As a Financial Aid recipient, I understand that I am required to meet CSUMB's Satisfactory Academic Progress Policy every semester until I graduate.

If my SAP Appeal is approved, I agree to comply with the policy and allow the Financial Aid Office to request semester progress reports as needed.

My ILP attached is my academic plan and I will follow it to the best of my ability in order meet the SAP Policy and graduate.

I certify that if I fail to meet the SAP Policy at the end of each semester, my financial aid eligibility will be jeopardized the following semester.

Student Signature (Required) Date Student Telephone # with Voicemail

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SAP Quiz: Appeal # URGD PBAC CRED Max Units/Qtrs: _____ Earned/Att: _____ GPA _____