

Satisfactory Academic Progress Appeal Process

APPEAL CHECKLIST

☐	ACCESS THE ONLINE SAP APPEAL AND COMPLETE ALL QUESTIONS Eligible students will have the appeal located on their Student Center > To Do List. <i>*If no appeal is listed, you may have been previously approved up till a specific semester. Refer to your previous approved SAP status in your Student Center for details*</i>
☐	UPLOAD YOUR SUPPORTING DOCUMENTS Documents will vary based on your circumstance (e.g., medical, legal, or academic) Examples may include but not limited to: • Letters from a third party (e.g., advisor, physician, non-family member.) • Legal or medical documentation • Any written receipts that document the circumstance → Securely upload the external documents using Student Forms through the To Do List link *If you are unable to provide supporting documentation, please submit a signed statement explaining your situation and why you cannot provide the required documents. *
☐	SUBMIT THE OFFICIAL ACADEMIC PLAN Applies to students that are filing the “over unit sap” (overall degree progress) appeal only. If required, it will be listed on your Student Forms page.

Filing Tips!

Your appeal will include a series of questions that you must answer. Be sure to provide thorough responses that explain the extenuating circumstances you experienced and how they affected your academic progress. Any supporting documentation you submit should correspond to the timeframe during which the circumstances occurred.

What Happens Next?

A successful submission of your SAP appeal **and** supporting documentation will update your To Do List status to “Received” status and each item on the Student Forms page will have a green check mark.

→ The review period is about four (4) to six (6) weeks from the submission date. *Review time may increase during peak periods.*

During this time, the student’s aid eligibility remains disqualified while pending review. This includes all grants, loans and scholarships. Students will be notified via email of their appeal status once a decision is made by the Financial Aid Office.

Commonly Asked Questions

What is considered a complete SAP Appeal?

A complete SAP Appeal includes the online appeal **and** documentation to support your appeal (if applicable). If you are filing an Over Unit SAP Appeal (Overall Degree Progress), an Official Academic Plan is also required. Refer to Appeal Checklist on page 1.

Do I need supporting documentation?

Yes, supporting documentation is needed for a complete SAP appeal. If your circumstance(s) does not present supporting documents, please submit a signed, detailed letter that explains your reason(s) as to why there are no supporting documents.

What kind of supporting documentation can I submit?

Supporting documentation should address the timeline of the incident and your involvement. It may include but not limited to incident reports, claims, or third-party letters from other person(s) or professionals who can attest to your extenuating circumstance should be submitted.

Examples: Documentation supporting auto accidents, such as accident reports, insurance claims, medical bills. *Be sure to omit sensitive information such as medical record numbers, social security numbers and date of birth.*

Why are the semesters that I did not receive aid count against me?

Federal regulations require **all semesters** of enrollment to be included in the SAP evaluation, regardless of whether the student received financial aid during those semesters, because academic progress is measured across all periods of enrollment.

I did not file a fall appeal; do I still need to file a spring appeal for aid reconsideration?

Yes, you may have appeal for the spring semester if an appeal was never filed within the current aid year. If you are eligible to appeal, there will be a SAP appeal initiated on your *Student Center > To Do List*.

I paid out of pocket in the fall and passed my classes, will I qualify for aid in the spring?

No, you will need to submit a Spring SAP appeal to be reconsidered for aid. Your eligibility is based on your academic progress **before** the current aid year and does not include the fall semester you recently completed. However, you are encouraged to include information about your fall semester progress in your appeal.

My SAP appeal was approved for fall but what about spring?

If your appeal was approved in the fall semester, you will be placed on **SAP Probation** for the fall semester while receiving aid. Although you are awarded spring financial aid, you must successfully meet the SAP Probation requirements based on your fall semester grades.

What happens if I did not pass the Fall SAP Probation grade check?

Students who did not meet the Fall SAP Probation Grade Check after fall grades are posted will be immediately disqualified from their spring financial aid. A financial aid Hold will be placed on your

account. If you are eligible to appeal in the spring semester, you should receive notification from the Financial Aid office in early January.

How long does it take for the appeal to be reviewed?

Processing timelines can vary depending on when the appeal is submitted for review. The general timeline is about four (4) to six (6) weeks. Monitor your Student Center for any updates regarding the status of your appeal.

What can I do if my SAP Appeal is not approved?

Your eligibility will be regained once you have met **all SAP Standards** at which is reviewed on an annual basis.

In the meantime, you may consider the following options:

- Pay your tuition fees in full or sign up for the Payment Plan.
- Drop to part-time (6 or fewer units) to pay the reduced tuition fees.
- Withdraw before the university deadline to receive a refund of fees paid.
- Enroll at a community college instead. *You should discuss this option with an Academic Advisor before making the decision.*
- Apply for an Alternative Loan (based on creditworthiness) through a private lender.

I had a recent grade change; can I have my SAP status re-evaluated?

Depending on when your grade changed and for what semester/academic year, the Financial Aid Office may or may not be able re-evaluate your SAP Standing. Please contact the Student Service Center in Lassen Hall, Room 1000 to discuss the best course of action.

I had my SAP Over-Unit Appeal approved but my academic plan has changed, what can I do?

Students with a SAP Over-Unit Appeal are usually approved up to a specific semester based on their academic plan (i.e. classes). If your academic plan has changed, use the [Change in Aid eform](http://www.csus.edu/ssc/forms) (www.csus.edu/ssc/forms) for the applicable year and submit a statement in the *Additional Comment* at the bottom of the form to notify the Financial Aid office of the reason for these changes. *Note: This does not guarantee immediate approval. The statement will be reviewed, and further instructions will be provided by the Financial Aid office.*

Questions about the SAP process?

If you have any questions about the SAP appeal process, please visit the [Student Service Center](#) for assistance.