

Satisfactory Academic Progress Appeal Process

Appeal Checklist

<input type="checkbox"/>	<p>ACCESS THE ONLINE SAP APPEAL AND COMPLETE ALL QUESTIONS <i>Eligible students will have the appeal located on their Student Center > To Do List.</i></p>
<input type="checkbox"/>	<p>SUBMIT EXTERNAL DOCUMENTS TO SUPPORT YOUR APPEAL* <i>Documents will vary based on your circumstance (e.g., medical, legal, or academic) Examples may include but not limited to:</i></p> <ul style="list-style-type: none"> • Letters from a third-party (e.g., advisor, physician, non-family member.) • Legal or medical documentation • Any receipts that document the circumstance <p><i>*If you are unable to provide documentation, please submit a signed, detailed letter explaining your reasoning(s).</i></p>
<input type="checkbox"/>	<p>UPLOAD YOUR SUPPORTING DOCUMENTS Securely upload the external documents using the Financial Aid Docs Upload Tool (https://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx)</p>
<input type="checkbox"/>	<p>Submit the Official Academic Plan – APPLIES TO STUDENTS THAT ARE FILING THE “OVER UNIT SAP” (OVERALL DEGREE PROGRESS) APPEAL ONLY. <i>If required, it will be listed on your To Do List for you to download.</i></p>

Filing Tips!

It’s important that you thoroughly explain the extenuating circumstance(s) that impacted your academic progress. Supporting documents should align with the time-frame of when the circumstance(s) occurred.

What Happens Next?

Successful submission of your SAP appeal **and** supporting documentation will reflect as “received” status on your To Do List. The review period is about three to five 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. 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 to 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 accident, 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?

To be eligible for student aid, a student must show that they have been making satisfactory academic progress at the time they apply for aid. Federal regulations require all semesters, regardless if financial aid was received, must be counted when determining satisfactory academic progress in accordance with the University SAP Policy.

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

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 **prior** to the current aid year and does not include the fall semester you just completed.

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. You will still be awarded aid for the academic year (if eligible). However, to receive your spring aid, you must meet SAP Probation standards from coursework attempted in the fall.

What happens if I did not pass the Fall Probation Status review?

Students who did not meet SAP probation standards at the end of Fall, will have their spring aid canceled and a financial aid hold will be placed. If you are eligible to appeal, you should receive notification by the Financial Aid office.

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 time line is about five 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 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 Installment 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 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 your file.

Questions about the SAP process?

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