



Satisfactory Academic Progress
Academic Status & Maximum Units Attempted Evaluation

Applicants for federal and state financial aid are required to meet satisfactory academic progress standards. The Financial Aid & Scholarships Office has established satisfactory academic progress policies for financial aid and evaluates applicants annually in accordance with these standards. According to our records, a Hold has been placed on your financial aid records as you do not meet **Academic Status** for Satisfactory Academic Progress. In addition, University records indicate that the number of units you have attempted exceeds the maximum number of attempted units to receive financial aid. Please review the information below which provides further details and instructions should you choose to appeal this decision.

What are the reason(s) for the Satisfactory Academic Progress Hold?	What is the impact of the Satisfactory Academic Progress Hold?
<p>You have not met Satisfactory Academic Progress for financial aid based on Academic Status:</p> <p>A. Academic Status: Your satisfactory academic progress was evaluated for the combined terms of summer 2008, fall 2008 and spring 2009. The evaluation indicates that effective with the end of spring 2009:</p> <ul style="list-style-type: none"> • You did not achieve a cumulative grade point average of a minimum 2.0, OR • You did not successfully complete the required number of units for the combined number of units attempted (summer 08, fall 08 & spring 09 combined), OR • You were academically disqualified by the University at the end of the spring 2009 term. <p>Please note that <u>any</u> of the conditions above would result in the Satisfactory Academic Progress hold due to Academic Status. The checklist item on your SAP To Do List at MyCSUSM.edu will list the condition(s) which applies to your situation. In addition, you have not met Satisfactory Academic Progress for financial aid based on Maximum Units Attempted:</p> <p>B. Maximum Units Attempted: Your Satisfactory Academic Progress for financial aid has been evaluated according to Cal State San Marcos policies. Based on this evaluation through the end of spring 2009, University records indicate that you have exceeded the maximum number of attempted units allowed to receive financial aid. Typically, undergraduates pursuing their first Bachelor's degree may be eligible for financial aid until such time that they have attempted more than 180 units. This maximum timeframe considers all units attempted (transfer units as well as CSUSM units) regardless of whether or not the student received financial aid during this timeframe. Post Baccalaureate candidates are eligible for financial assistance until such time that they have attempted more than 57 units for most programs or 96 units attempted for students enrolled in the MBA program. University records indicate that if you are pursuing an undergraduate degree, you have attempted in excess of 180 units towards your undergraduate degree or in excess of 57 units if you are pursuing a Post-Bac program of study.</p>	<p>Based on your Satisfactory Academic Progress status, a Hold has been placed on your financial aid record for 2009-10. The impact on financial aid processing is as follows:</p> <ul style="list-style-type: none"> • Further processing of financial aid will be suspended. • Financial aid funds that have been awarded to you cannot be paid. • If you were provided with a temporary fee deferment which allowed you to register without payment of fees, the fee deferment will remain in place and you will not be dropped from classes due to non-payment at this time. <p>If you believe that you have extenuating circumstances which you feel should be considered in reestablishing your financial aid eligibility, you may address your unique circumstances by completing the Satisfactory Academic Progress Appeal for Academic Status and Maximum Units Attempted (one form). The form may be downloaded at the Financial Aid website: www.csusm.edu/finaid/forms</p>

Disqualification Status – Students who have been disqualified for financial aid due to Academic Status will not be eligible for financial aid until they can achieve reinstatement of eligibility. Students may reestablish eligibility by completing all of the following requirements:

- ♦ Enroll in at least six units in one term, without financial aid, at CSU San Marcos or at another institution as long as the units taken elsewhere are degree applicable.
- ♦ Complete 80% to 100% of the units attempted as indicated in Table 1 below.
- ♦ Achieve a GPA of 2.0 in the units completed

Table 1. If Disqualified –Unit Completion Requirements and Satisfactory Academic Progress Status

Units Attempted During the Academic Year	% Required	# of Units Completed for Satisfactory Academic Progress
30	80%	24 or more
24	80%	19 or more
20	80%	16 or more
12	80%	9 or more
11 - 6	100%	All



Satisfactory Academic Progress

_____	_____
Last Name	First Name
Student ID: _____	Phone: _____

Academic Status & Maximum Units Attempted Appeal

If you believe that you have extenuating circumstances that are related to your Satisfactory Academic Progress disqualification status and you wish to address these issues, you may document these circumstances by completing this appeal form. **Since you have been disqualified based on two factors, Academic Status and Maximum Units Attempted, your appeal must address each of these items. Read carefully and follow these steps to file your Appeal:**

1. Attach your typed or clearly written appeal statement to this form. Your appeal statement should clearly address the reason(s) why you were not able to successfully complete the required number of units based on the units you attempted, or why your cumulative grade point average is below a 2.0 G.P.A., whichever condition(s) apply to you.
2. In your written statement, the Appeal Committee requires that you address:
 - What are the circumstance(s) that caused you not to complete the units attempted or to complete them with a grade point average below a 2.0 GPA?
 - What has changed, or what steps have you taken, to resolve the situation so that you can be successful in the next semester or academic year? Be as specific as possible.
 - What are the circumstances which you believe should be considered in evaluating your request for an extension of financial aid eligibility?

In addition, since you have exceeded the Maximum Number of Attempted Units:

3. Indicate your expected graduation term and list all classes you still need (including coursework in progress) to complete your degree objective. If available, attach an academic plan completed by an Academic Advisor. An Academic Plan is required if you need more than two semesters to complete your degree objective. Please note: Extension of eligibility for the completion of a double major or minor is generally not considered.
4. Letters of support from professors and/or advisors may be helpful. If the appeal is based on medical issues or other drastic circumstances, please provide documentation to support your appeal. Any supporting documents **MUST** be attached to the appeal form. If submitted separately, the documents will not be reviewed.
5. Appeals are reviewed in the order received. Notification regarding the outcome of your appeal request will be completed typically within 21 days following receipt of your appeal.

6. Return the completed Appeal and required documents to:

**California State University San Marcos
Financial Aid & Scholarships Office
Cougar Central, Craven Hall 3700
San Marcos, CA 92096-0001**

**Phone: (760) 750-4850
Fax: (760) 750-3047
Email : finaid@csusm.edu**

Office Use Only

Completed By: _____

Date: _____

Academic Status

- Appeal Approved (P1)
- Appeal Approved w/ Special Conditions
 - Min. 6 units w/ 2.0 G.P.A.
 - Other _____
- Appeal Approved/ Final Consideration
- Appeal Denied _____

Max Attempted Units

- Appeal Approved _____
- Appeal Denied _____
- Appeal Incomplete & Notified _____