



Satisfactory Academic Progress
Maximum Units Attempted Appeal

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 standards for Satisfactory Academic Progress. 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>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 Maximum Units Attempted.</p>

Students who have been disqualified for financial aid will not be eligible for financial aid until they can achieve reinstatement of eligibility. Students may request consideration of unique or extenuating which has contributed to exceeding the maximum number of attempted units. It is strongly recommended that undergraduate students consult with an Academic Advisor to develop an academic plan outlining the remaining courses needed to complete graduation requirements. The academic plan should be attached the appeal form should you decide to submit an appeal request.



Satisfactory Academic Progress

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

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. Read carefully and follow these steps to file your Maximum Units Attempted Appeal:

1. Attach your typed or clearly written appeal statement to this form. Your appeal statement should clearly address the circumstances which you believe should be considered in evaluating your request for an extension of financial aid eligibility.
2. 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.**
3. 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.
4. 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.

5. Return the completed Appeal Form 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

- Appeal Approved _____
- Appeal Approved w/ Special Conditions

- Appeal Approved/ Final Consideration _____
- Appeal Incomplete & Notified _____
- Appeal Pending: _____
- Appeal Denied _____

Completed By: _____

Date: _____