

# Satisfactory Academic Progress (SAP) Petition

2008-09

Return to: Office of Financial Aid & Scholarships (OFA&S)  
 California State University, Bakersfield  
 48 SA  
 9001 Stockdale Highway - Bakersfield, CA 93311-1022  
 Telephone: (661) 654-3016 FAX: (661) 654-6800  
 Web: <http://www.csub.edu/finaid> E-Mail: [finaid@csub.edu](mailto:finaid@csub.edu)



Financial Aid Applicant Information:

Student Name: \_\_\_\_\_ (Please Print) CSUB Id: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the student has mitigating factors that have hindered their Satisfactory Academic Progress (SAP) toward graduation, including death of a relative, injury or illness of the student, or other special circumstances, they may submit this SAP Appeal Form, along with supporting documentation, to the OFA&S. Appeals are usually reviewed daily by the Financial Aid SAP Appeals Committee and determined on a case-by-case basis. The composition of this Committee includes multiple financial aid professional staff. The criteria for approving an appeal will be based on the student's circumstance, documentation, and a reasonable expectation that the student can reestablish progress toward a degree objective, and regain academic standing that meets the requirements for graduation.

If the student's Petition is approved by the Financial Aid SAP Appeals Committee, the student will be placed on Financial Aid Probation. The student must then meet the terms and conditions of their Probation in order to continue their financial aid eligibility each term.

If the student's Petition is denied by the Financial Aid SAP Appeals Committee, the student may either:

- 1) If due to percentage of units earned, you may regain financial aid eligibility by completing the total number of units needed to increase your percentage of CSUB Cumulative Attempted Units Earned to an acceptable range for your appropriate grade level (refer to SAP Guidelines at <http://www.csub.edu/FinAid/requirements/sap.html>) without receiving aid. Deficit units may be completed at CSUB, or they may be completed through the CSUB Extended University, as long as the coursework is transferable and satisfies your CSUB graduation requirements; or
- 2) Submit a final appeal to the Financial Aid Advisory Committee, which serves as an overarching review board. This Committee only meets once at the beginning of each term, if needed. The composition of the Financial Aid Advisory Committee includes senior campus officials from offices with whom the OFA&S interfaces, as well as student financial aid recipient representatives and/or faculty representative. The Financial Aid Advisory Committee is the last level of appeal that a student can make.

Please attach:

- \* *your appeal letter outlining any mitigating factors that have hindered your progress; and*
- \* *an Unofficial Academic Transcript; and*
- \* *if you have exceeded either the maximum cumulative units or time frame limits, please attach either:*
  - *an Academic Advisor or Program Director/Coordinator's signed outline of the remaining classes needed to complete your current degree objective; or*
  - *the results of an official Request for Graduation (Grad Check) outlining the classes needed to complete your degree objective.*

Students should realize that the OFA&S staff, the Financial Aid SAP Appeal Committee, the Financial Aid Advisory Committee, nor any other University official has the authority to change or ignore federal or state student financial aid regulations. If the student's situation violates any of these regulations, an appeal is not an appropriate means of recourse.

<p><b>FA Office Use Only:</b></p> <p><input type="checkbox"/> Petition of Minimum percentage of Earned Units Requirement _____</p> <p><input type="checkbox"/> Petition of Minimum GPA Requirement _____</p> <p><input type="checkbox"/> Petition of Maximum Cumulative Unit Limit _____</p> <p><input type="checkbox"/> Petition of Maximum Time Frame _____</p>	<p>The petition has been referred to the SAP Appeal Committee:</p> <p style="text-align: center;"> <input type="checkbox"/> Approved      <input type="checkbox"/> Denied      _____ Date                 </p> <p style="text-align: center;">_____ Signature of SAP Appeal Committee Chair</p>