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SAN DIEGO STATE
UNIVERSITY

Office of Financial Aid and Scholarships
5500 Campanile Drive
San Diego, CA 92182-7436
Telephone: 619-594-6323
Web: sdsu.edu/financialaid

2020-21 Satisfactory Academic Progress (SAP) Appeal

Maximum Units

Instructions and Documentation Required

Submit the completed Maximum Unit and Academic Plan form (page 2) and other supporting documentation.

Listed below is the documentation you must submit with your appeal, depending on your degree or credential objective.

- Undergraduate Degree —

If a Degree Audit Report is NOT available on the WebPortal, you must submit:

- A **Graduation Evaluation** (available 8 weeks after you apply for graduation) which you may print from your WebPortal account.
- **Or, a manual degree evaluation** (required for this appeal if you have a double major; available 8 weeks after you request it from the Office of Advising and Evaluations).
- **And, if required for your major, a Master Plan or Major Outline** signed and approved by your academic department.

- Single or Multiple Subject Teaching Credential —

- Documentation detailing requirements you have not yet completed is available from the department managing your specific credential program.

- Classified Graduate or Second Master's Degree —

- Official Program of Study.
- If you are working on your thesis (799A or 799B), submit a letter from your thesis committee chair stating your progress and projected completion date of your thesis.

- Doctorate Degree —

- Letter from your program adviser stating that you are now or will be enrolled in coursework appropriate to your degree during the period covered by the appeal.

Red I.D. Number

Student's First Name

Student's Last Name

2020-21 Maximum Unit Appeal and Academic Plan

Deadline dates: June 26, 2020 (for Summer), July 17, 2020 (for Fall); December 4, 2020 (for Spring)

Indicate your expected graduation semester: _____ year: _____

Indicate the total units you still need to complete your degree program: _____

Indicate the reason(s) you have reached the unit or semester maximum for your degree but have not yet graduated.

- Changed major subject from: _____ to: _____
- Added a second major subject of: _____
- Added a minor subject of: _____
- Transfer units do not apply to my current degree objective.
- Other (explain): _____

Courses You Need To Graduate

Semester and Year in which you plan to enroll	Course Name and Number	Units
	<ul style="list-style-type: none"> Print below the required courses you will take. List each course on a separate line. (Attach additional sheets as necessary). You may submit coursework for up to three terms in the same academic year (e.g. Summer 2018, Fall 2018, and Spring 2019). We cannot, however, approve courses for more than one academic year at a time. 	
EXAMPLE: Fall 2019	General Chemistry (CHEM 200)	5

Signature and Certification

I understand that

- If I enroll less than half time, I will be eligible for limited or no aid.
- I will **only** receive aid for courses that are required for my current degree program.

My signature certifies that the information I have provided is complete and accurate, and includes photocopies of documentation to support my appeal. Further, I will complete my degree requirements as I have outlined and any deviation from that plan will jeopardize my financial aid eligibility in subsequent semesters.

Student Signature

Date