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SAN DIEGO STATE
UNIVERSITY

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

Satisfactory Academic Progress (SAP) Appeal

You are allowed to submit only one appeal for your degree program. Before completing and submitting this appeal, read all of the instructions and review the Satisfactory Academic Progress (SAP) requirements in the "Academic Progress" section of the website: sdsu.edu/financialaid. Lack of knowledge of the SAP requirements will not be grounds for submitting an appeal.

If you have failed to meet Satisfactory Academic Progress (SAP) requirements, you may appeal your ineligibility for financial aid. You may use this appeal if:

- you have not completed at least 75% of the units you attempted summer, fall, and spring; and/or
- your **grade point average** (GPA) is below the minimum SAP standard
- Do not use this appeal for a Maximum Unit related ineligibility

Note: Repeating a course more than once for course forgiveness that you previously completed with a D- or better, does not count toward the completion of 75%.

Instructions

Your appeal must be based on extenuating circumstances beyond your control that affected your ability to satisfactorily complete your classes. If you did not have extenuating circumstances, you may regain financial aid eligibility by using your own resources to attend and complete coursework until you meet the SAP standards.

Extenuating Circumstances

Extenuating circumstances beyond your control that may be considered with supporting documentation might include:

- personal injury or illness that required extended recovery time or significant improvement;
- death or illness of immediate family member; or
- significant trauma in your life that impaired your emotional and/or physical health.

Explanation and Documentation

- In a signed letter of explanation ***no longer than one page***, explain what happened that contributed to you not making progress towards finishing your degree, and what you will be doing moving forward to get back on track academically & make progress towards degree completion.
- If you are appealing due to your GPA falling below the minimum requirement, you must submit a letter of support from your Major Advisor, Assistant Dean for Student Affairs, or an EOP Counselor.
- If you meet with an advisor in the Office of Advising & Evaluations, please mention this in your appeal, and ask them to email us documentation of your visit.
- If an illness or injury, provide medical documentation that includes the date(s) of the illness and treatment. Include a statement signed by your doctor, on his/her letterhead addressing the situation and your ability to return to school. If you are registered with Student Ability Success Center (SASC), provide a letter of support from your SASC counselor.
- If a death in your immediate family, include a death certificate or obituary (include relationship to you).
- Include police reports or attorney statements if appropriate to support your circumstances.
 - Submit everything related to your appeal at the same time. Incomplete information or documentation may result in a denied appeal.
 - Once submitted, your appeal will be evaluated and a decision made within 4-6 weeks. The result of our review will be in the "Message" section of your AidLink record.

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FILL IN STUDENT INFORMATION

Last Name _____
First Name _____
Telephone Number _____
SDSU Red I.D. Number _____

Satisfactory Academic Progress (SAP) Appeal

If you have failed to meet Satisfactory Academic Progress (SAP) requirements, you may appeal your ineligibility to receive financial aid. Your SAP Appeal, with all documentation must be submitted by the deadline date for the academic term for which you are appealing to receive financial aid.

Deadline Dates

Student Attending SDSU During	Last Day to Submit a Completed Appeal
Attending Summer 2020	June 26, 2020 (by 3 pm Pacific Time)
Attending Fall 2020	July 17, 2020 (by 3 pm Pacific Time)
Attending Spring 2021	December 4, 2020 (by 3 pm Pacific Time)

Term You are Appealing

Check the term for which you are submitting this appeal to receive financial aid.

Summer 2020 Fall 2020 Spring 2021

Reason for Your Appeal

Check the reason(s) for your appeal and attach your personal statement and supporting documentation.

Did not complete 75% of my units GPA below minimum SAP standards Both progress & GPA

Signature and Certification

My signature certifies that the information and documentation I am submitting in support of this appeal is accurate and complete. I understand that any false information will be cause for denial of this appeal. Any documents suspected of being forged, altered, or falsified will be referred to the Center for Student Rights and Responsibilities. Processing of any financial aid will be on hold until the outcome of a review by that office.

If my appeal is approved, I understand that if I again fail to meet the Satisfactory Academic Progress requirements (refer to the "Academic Progress" section of the website at sdsu.edu/financialaid), I will not be eligible for further financial aid until I reestablish eligibility meeting the requirements on my own, without the benefit of financial aid (including all grants, work study, student loans, and parent loans).

If my appeal is denied, I understand that I must use my own resources to attend and complete courses until I meet the Satisfactory Academic Progress standards for one semester after my original appeal. I further understand that I am responsible for paying university charges that may have been postponed before I became ineligible because I failed to make satisfactory academic progress and, I may need to pay tuition and fees to be able to register at my assigned time.

Student Signature

Date