To meet CSU, Chico satisfactory academic progress requirements, you are expected to complete a degree or credential program within a maximum allowable time frame. The maximum allowable time frame is reached for undergraduates who have attempted 180 units, and graduates and/or credential students who have attempted 60 post baccalaureate units. You are ineligible for all types of financial aid, including grants, Work-Study and loans when you reach the maximum allowable time frame.

Once you have reached or exceeded the maximum allowable units attempted, CSU, Chico will consider funding only for courses required to complete major, graduate program, credential, or general education requirements. **Important note:** According to graduation guidelines administered by the CSU, Chico Academic Advising Office, undergraduates who have completed 140 or more units toward their bachelor’s degree must apply for graduation or have a graduation contract on file with Academic Advising Programs. **The Financial Aid and Scholarship Office requires that undergraduates complete this process before submitting a Maximum Units Appeal.**

### Non-fundable conditions:
- In most cases, students **will not be funded** to finish second majors, minors, options, or courses taken for personal enrichment or to raise cumulative GPA unless they can demonstrate the courses are necessary for future employment.
- Prerequisites for credential or graduate programs generally **will not be funded** for undergraduate students who have exceeded the maximum time frame for a degree unless the courses also meet major or general education requirements.

To be considered for financial aid, please complete and return both pages of this appeal to the Financial Aid and Scholarship Office, with all required documents attached. **You must submit your appeal by census date** (Fall 2016: September 16, 2016; Spring 2017: February 17, 2017) in order to be reinstated for aid during that term. **Incomplete appeals will not be processed.**

If we approve your appeal, you must finish the Program Plan you submitted. If you do not take or pass the required courses submitted on the Program Plan, we may not be able to consider future extensions of your appeal. Evaluation of this appeal may take up to eight weeks. You must pay registration fees by the fee payment deadline to prevent being dropped from your classes. You will receive notice of our decision by mail. Please contact us if you have questions.

**Note:** We will also evaluate your satisfactory academic progress based on cumulative unit completion rate (PACE) and minimum cumulative GPA requirements to determine future funding. Cumulative units include all attempted college units. You are required to read the SAP policy at: [http://www.csuchico.edu/fa/policies/progress.shtml](http://www.csuchico.edu/fa/policies/progress.shtml)

### Directions to Complete this Appeal

1. **What is your current degree objective?**
   - □ Undergraduate: B.A. or B. S.
   - □ Graduate: Credential, M.A. or M.S. - Program of study
   - Major __________________________
   - Major 2 __________________________ (may not be funded)

2. **What is your anticipated completion date for your current degree objective?**
   - Semester ______ Year ______

3. **Have you applied for graduation?**
   - □ Yes □ No
   - If no, this must be done as soon as possible to verify remaining requirements.

4. **Required Documentation**
   - **Personal Statement:** Attach a personal statement explaining why you have accumulated and/or attempted excess units for your degree. If you have taken or plan to take courses that are not required, give your reasons for taking them. Indicate if you have changed your major or program, and if so, why.
   - **Program Plan:** Complete and submit the Program Plan (see page 2). List only the courses needed to complete your degree and indicate what requirements the courses fulfill. You and your academic advisor(s) must sign the plan for it to be considered complete.
1. List only the courses required to complete your degree and the semester each will be completed.
2. Mark any repeated courses with an asterisk to the left of the course name.
3. Under Requirement, indicate why the course is required using the following abbreviations:
   - GE for general education
   - MAJ for major, credential, or graduate program requirement
   - MAJ2 (may not be funded)
   - MIN for minor requirement
   - PRE for prerequisite
   - EL for elective
4. Enter your expected graduation date, based on this plan.
5. Take this Program Plan to your academic program advisor for approval and signature.

### Fall 20___

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<th>Requirement</th>
<th>Course</th>
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**Example:**

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**Total**

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### Spring 20___

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**Total**

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### Summer 20___

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<th># of Units</th>
<th>Requirement</th>
<th>Course</th>
<th># of Units</th>
<th>Requirement</th>
</tr>
</thead>
</table>

**Total**

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**Expected graduation date:**

**I certify that the courses listed above are the remaining requirements for the student's degree.**

Major or program advisor's signature: ________________________________ Date: _____________

Advisor's name (printed): ________________________________ Advisor's phone number: _____________

Advisor's e-mail: ________________________________

2nd Major or program advisor's signature: ________________________________ Date: _____________

Advisor's name (printed): ________________________________ Advisor's phone number: _____________

Advisor's e-mail: ________________________________

**I confirm that these courses are the remaining requirements for my degree.**

Student signature: ________________________________ Date: _____________