

Complete with black or blue ink.

<b>RETURN TO:</b> Student Services Center 250 Financial Aid and Scholarship Office Chico, CA 95929-0705 Phone: 530-898-6451 Fax: 530-898-6883 Email: <a href="mailto:finaid@csuchico.edu">finaid@csuchico.edu</a> Website: <a href="http://www.csuchico.edu/fa">www.csuchico.edu/fa</a> Instagram: <a href="https://www.instagram.com/chicostatefinaid">chicostatefinaid</a>	Student Last Name:	Student First Name:		
	Chico State ID:	Phone:		
	Email:			
	Address:			
	Street	City	State	Zip

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 Chico State Graduation Advising Office, undergraduates who have completed 140 or more units toward their bachelor’s degree must apply for graduation or have met with a graduation advisor. **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.
- Repeating coursework a second time after passing with a D or better. (You can repeat one time.)

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 2022: September 19, 2022; Spring 2023: February 17, 2023) 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 email. 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/satisfactory-progress.shtml>

**Directions to Complete this Appeal**

**1. What is your current degree objective?**

Undergraduate: B.A. or B. S.

Major

Major 2

(may not be funded)

Graduate: Credential, M.A. or M.S. - Program of study

**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. We will accept these forms via email, fax or in person.

## PROGRAM PLAN

Student's Name:

Chico State ID:

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 (may not be funded)
  - **PRE** for prerequisite (may not be funded)
  - **EL** for elective (may not be funded)
4. Enter your expected graduation date, based on this plan.
5. Take this Program Plan to your academic program advisor for approval and signature.

	<b>Fall 20</b>	<b>Spring 20</b>	<b>Summer 20</b>
Example:	Course	# of Units	Requirement
	Pols 055	3	GE

Total

Total

Total

	<b>Fall 20</b>	<b>Spring 20</b>	<b>Summer 20</b>
Course	# of Units	Requirement	Course

Total

Total

Total

**Expected graduation date:**

semester                      year

**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 email:

2nd Major or program advisor's signature:

Date:

Advisor's name (printed):

Advisor's phone number:

Advisor's email:

I confirm that these courses are the remaining requirements for my degree. Please provide your signature below and email us the completed appeal via your Wildcat email or the email account you reported on your FAFSA or CADAA.

Student signature:

Date: