



Satisfactory Academic Progress (SAP) Appeal

Complete with black or blue ink.

RETURN TO: Student Services Center 250 Financial Aid & Scholarship Office Chico, CA 95929-0705 Phone: 530-898-6451 Fax: 530-898-6883 Email: finaid@csuchico.edu Website: www.csuchico.edu/fa Instagram: chicostatefinaid	Student Last Name:	Student First Name:		
	Chico State ID:	Phone:		
	Email:			
	Address:			
	Street	City	State	Zip

To meet Chico State Satisfactory Academic Progress requirements for financial aid, you are required to maintain a minimum **cumulative GPA** as set forth in the Chico State Satisfactory Academic Progress (SAP) policy **and** you are required to make progress toward completing your graduation requirements at an acceptable rate or **PACE**. PACE is equal to cumulative units completed divided by cumulative units attempted. In order to make acceptable progress, your PACE must be 67% or higher. Based on information from the Student Records and Registration Office you are no longer meeting the minimum GPA requirements and/or PACE. As a result, you are ineligible for financial aid at Chico State.

If you have extenuating circumstances that affected your ability to maintain the required minimum GPA and/or cumulative PACE, and would like to be considered for financial aid funding, complete this appeal.

This appeal must be submitted before the semester's census date (end of the 4th week of school). All required documents must be attached. Examples of extenuating circumstances may include a death in the family, serious illness/hospitalization, changes in employment, divorce or separation, or other significant events that impacted your ability to maintain the required minimum GPA and/or PACE.

Students may appeal a failed SAP status more than once, however, subsequent appeals will be held to a higher and more rigorous standard.

Instructions—You must include the following documentation:

1. A **personal statement** explaining the extenuating circumstances that affected your ability to maintain the required minimum GPA and/or cumulative PACE. Please fully address the following questions:
 - How did these circumstances prevent you from meeting satisfactory academic progress standards?
 - How have these circumstances changed? What are you doing differently now to allow you to meet satisfactory academic progress standards in the future? Be specific in your statement.
2. If applicable, provide at least one **signed statement from a professional** supporting the fact that you had extenuating circumstances that interfered with your ability to meet satisfactory academic progress. This statement must be from a doctor, employer, instructor, counselor, or other professional. The statement should be submitted on letterhead from the person's place of employment, and include their title, full address and phone number. **This is required for second appeals.**
3. **Transcripts** (if applicable) of any transferable courses successfully completed at another institution since your last enrollment at Chico State. Please attach an *unofficial* transcript as part of your appeal. An *official* transcript must be submitted to the Student Records and Registration Office to be included in your permanent record.

To be considered for financial aid, complete and return this appeal to the Financial Aid & Scholarship Office, with all required documentation attached. **Incomplete appeals will not be processed.** 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.

I certify that all information provided on this appeal and all attachments are complete and accurate. Please provide your signature below and email us the completed appeal via your Wildcat email.

Signature:

Date: