PRINT CLEAR

2016-2017 APPEAL FORM FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

RETURN TO: CAL POLY FINANCIAL AID OFFICE SAN LUIS OBISPO, CA 93407-0201 **FAX: (805) 756-7243** EMAIL: financialaid@calpoly.edu	Student Last Name: Student First Name: **Phone #:** **EMPL ID#:**

Select Section A ***OR*** Section B per SAP message in the Holds and Warnings area of your student portal. *Appeals for current term must be submitted **PRIOR to 5pm, Friday of the third week of that term.** Retroactive (prior quarter) appeals are not accepted.*

Mitigating circumstances may include but are not limited to: a death in the student's immediate family; illness impacting the student or a member of the student's immediate family.

SECTION A - Unit Completion/GPA: Please respond to all of the following statements, typed, on a separate page.

1. I failed to meet the minimum GPA/unit completion because of the following mitigating circumstance(s):
2. I plan to resolve and/or avoid the reoccurrence of this mitigating circumstance by:
3. My concise plan for successful GPA and/or unit completion in the future is as follows:

You must include:

a. A letter from your academic advisor verifying you have met with him/her and developed a plan for satisfactory academic progress for future terms.
b. Any supporting documentation that may be relevant to your case (e.g. medical/doctor's notes, etc.).

SECTION B - Maximum Term: Please respond to the following statement, typed, on a separate page.

- I exceeded the maximum terms of eligibility due to the following mitigating circumstance(s):
  R*easons for changing majors should be included if the change in major contributed to exceeding the maximum terms allowable.*

You must include ALL of the information below for Maximum Term Appeal:

- A concrete/definite plan detailing remaining courses needed, when they will be taken, and date degree will be completed. Graduation plan must be reflected on your Poly Profile Planned Courses. **If approved future aid will be contingent on successful completion of plan submitted.**
- A letter from your academic advisor verifying the proposed graduation plan satisfies all degree requirements. Any changes to graduation plan must be approved by your academic advisor and submitted to the Financial Aid Office. Deviation from the approved plan may result in loss of financial aid.

Appeal Review and Outcome:

The final day to submit an appeal for a term is the end of the 3rd week of that term. Retroactive (prior quarter) appeals are not accepted. Appeals are reviewed by Financial Aid counseling staff, and students will be notified of the outcome by email. Appeal approval is on a quarter by quarter basis. To receive aid for a subsequent term, a student must complete a minimum 75% of units attempted with a 2.0 (3.0 for graduate students) GPA. In addition, students on Max Term approval must be registered in the approved courses outlined in their graduation plan.

Statement of Understanding:

I certify that all information reported on this form and any attachment is true, complete, and accurate. I understand that being currently SAP disqualified means I do not have financial aid, and I am responsible for my fees and charges. Submission of an appeal does not defer required payments. I understand that not all appeals are approved and that decisions are final. False statements or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid.

For Office Use Only

Initials _____

_____ _____

Student Signature (Required. No electronic signatures) Date