



2022-2023 SAP Appeal Maximum Unit/Time Limit Exceeded

Student Last Name

Student First Name

MI

CSUCI ID Number

Student Phone Number

Current Degree Objective:

☐ Undergraduate Bachelor's Degree:

Major

Major 2 (may not be funded)

Minor (may not be funded)

☐ 2nd Bachelor's, Teaching Credential or Master's Degree:

Program of Study

The deadline to submit your appeal is as follows:

Fall 2022 Semester - Friday, September 23, 2022

Spring 2023 Semester - Friday, February 24, 2023

Purpose

Federal regulations require that **Satisfactory Academic Progress (SAP)** be evaluated at the end of each payment period (semester) for all students receiving financial aid. Students who fail to meet SAP standards are considered to be ineligible to receive financial aid. Students who have been suspended from receiving financial aid due to exceeding the maximum unit/time limit may appeal this decision by completing the SAP Maximum Unit/Time Limit Appeal. Your appeal must contain a description of the extenuating circumstances which led you to exceed the unit/time limit without completing your program. Once you have reached or exceeded the maximum units/time attempted, CSU Channel Islands will only fund courses required to complete undergraduate, credential, post-baccalaureate, or graduate program requirements.

Non-fundable cases:

- In most cases, students will not be funded to finish second majors, minors, options, or courses taken for personal enrichment or to raise their cumulative GPA.
- Prerequisites for credential or graduate programs will not be funded for undergraduate students who have exceeded the maximum unit/time limit for a degree unless the courses also meet general or major requirements.

An appeal must be based on extenuating circumstances that seriously impacted performance. Lack of knowledge of the SAP standards will not be grounds for the approval of an appeal.

Examples of extenuating circumstances include:

- Serious illness or injury to student that required extended recovery time or significant improvement
- Death or serious illness of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Other documented circumstances (i.e., special circumstances related to COVID-19, Homelessness, etc.)

PLEASE NOTE: Taking pre-requisite courses for admission into your program is not considered an extraordinary circumstance.

Appeal Requirements

Your appeal must include all the following items. Incomplete appeals or appeals submitted without sufficient documentation will not be reviewed as decisions cannot be made on appeals until they are complete.

- **Personal Statement:** Required on all appeals and statement must be typed and include your name and student ID. This statement should include a description of the extenuating circumstances that caused you to exceed the Maximum Unit/Time Limit for your program (examples: illness, injury, etc.). Address the following question:
I exceeded the maximum units and/or terms of financial aid eligibility for the following reason(s):

*Note: Reasons for changing majors should be included in your statement if the change of major contributed to exceeding the maximum units and/or terms allowable.

PLEASE RETURN THIS FORM TO THE CSU CHANNEL ISLANDS FINANCIAL AID & SCHOLARSHIPS OFFICE



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Appeal Requirements continued...

- Completed Academic Action Plan of remaining coursework for program completion indicating the coursework needed and term you will complete it in. Any extension of financial aid eligibility will be limited to only those courses that are required to complete your academic plan/degree.
- An email or letter from your academic/faculty advisor verifying that the proposed Academic Action Plan satisfies all degree requirements. The academic/faculty advisor must submit verification of the Academic Action Plan to financial.aid@csuci.edu. Please note that any changes to this Academic Action Plan must be submitted for approval to the Financial Aid & Scholarships office. Deviation from the approved Academic Action Plan may result in loss of financial aid.

Appeal Guidelines

- Be specific when explaining your circumstances. Lack of information will result in a delay of an appeal review or may result in a denial of your appeal. If there were problems in your physical or mental health that played a role in your circumstances, please attach supporting documentation from a doctor, counselor, or hospital (if no documentation is available, be sure to explain this in the appeal).
- Do not discuss your need for financial aid in your appeal. Needing financial aid is not a valid reason for approval of an appeal.
- Complete all appeal requirements listed on the appeal form. Incomplete appeals will delay decisions. If you have questions about completing the appeal form, please contact the Financial Aid & Scholarships office.

Appeal Procedures

- Submit your appeal in person, by mail or via email to the Financial Aid & Scholarships office at financial.aid@csuci.edu.
- Academic/faculty advisor email/letter must be submitted via email to financial.aid@csuci.edu by the deadline.
- Completed appeals are due by **Friday, September 23, 2022**, for the Fall 2022 semester and **Friday, February 24, 2023**, for the Spring 2023 semester.
- Appeals are evaluated within 30 business days of receipt of the completed appeal.
- For your SAP Appeal to be reviewed, you must be enrolled for the current semester at the time of appeal completion and review.
- SAP Appeal decisions may not be finalized prior to the start of classes; you should plan to make payment arrangements with Student Business Services (SBS) to avoid the risk of class cancellation. If you remain enrolled in your courses once the semester begins, you will be responsible for payment of your fees regardless of whether or not your appeal is approved.
- If your appeal is approved, you will be placed on an **Academic Action Plan** for the remainder of your program. In addition, each semester you **MUST** be meeting all the SAP standards to continue to be eligible to receive financial aid.
- **Please note that filing a SAP Appeal does not guarantee continued eligibility for financial aid.**

Student Statement and Signature

I understand that I am requesting an appeal for continued financial aid eligibility. The **Academic Action Plan** is for the required coursework for completion of my current program. I understand that any deviation from the Academic Action Plan will result in disqualification from receiving any further financial aid.

I understand that appeal decisions may not be made prior to the first day of classes for my next semester of enrollment; if I remain enrolled as of the first day of classes I will be responsible for any CSUCI charges incurred. I certify that all information provided on the form and in any attachments is complete and accurate.

FSAP

Student Signature _____

Date _____

WARNING:

If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.

Once your SAP Appeal is complete, please submit in person, by mail or email your appeal with all supporting documentation to the Financial Aid & Scholarships office at financial.aid@csuci.edu.

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Academic Action Plan

1. Access your CI Academic Requirements Report (CARR) online through your myCI.
Instructions: <https://www.csuci.edu/registrar/carr>
2. Have your transfer credits been evaluated? ☐ Yes ☐ No

Note: Inaccuracies on your CARR, or questions regarding evaluation of your transfer credits, should be directed to registrar@csuci.edu

Remaining Coursework:

Term (Fall, Spring, Summer)	Year	Name of Course/Course Number	# of Units	Required for Program/Degree
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Student Certification

Total Number of Units Remaining for Program/Degree Completion _____

Applied for graduation: ☐ Yes ☐ No

Estimated Graduation Date: _____

For Office Use Only:☐ Appeal Approved☐ Appeal Denied☐ Academic Plan / Email Notification Sent_____
Graduation Date_____
FAA Initials_____
Date**PLEASE RETURN THIS FORM TO THE CSU CHANNEL ISLANDS FINANCIAL AID & SCHOLARSHIPS OFFICE**