

2011 - 2012

SAP Suspension Appeal

Students who fail to meet one or more of the SAP Standards for two consecutive semesters are considered to be ineligible to receive financial aid. Such a student may appeal his/her eligibility status to the SAP Appeals Committee of the Financial Aid Office by submitting a SAP Suspension Appeal which, if approved, would result in a probationary semester of financial aid eligibility. An appeal must be based on significant mitigating circumstances that seriously impacted performance.

Examples of mitigating, or extraordinary 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

Students who have exceeded the Maximum Timeframe for their program should complete the SAP Maximum Timeframe Appeal form, which is available on the Forms section of our website at <http://www.csulb.edu/financialaid>.

APPEAL REQUIREMENTS

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

1. Explanation of the extraordinary circumstances that directly impacted your ability to meet the minimum SAP Standards (illness, injury, etc.).
2. Description of the steps you have taken to address/improve your academic performance (using a tutor, medical assistance, counseling, etc.).
3. Where applicable, attach documentation to support your appeal (situations of illness, injury, etc.). If no documentation is available, be sure to provide an explanation as to the lack of documentation in your appeal.

APPEAL GUIDELINES

- Before completing and submitting this appeal, review the SAP Standards for the Receipt of Financial Aid to ensure you have met the necessary requirements. Lack of knowledge of the SAP Standards will not be grounds for the approval of an appeal.
- 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 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 items on the appeal form. Incomplete appeals will delay decisions; the appeal form is 2 pages (not including this cover sheet). If you have questions about completing the appeal form, please contact the Office of Financial Aid.

APPEAL PROCEDURE

- Submit your appeal to the Office of Financial Aid at CSU Long Beach. Appeals are due within four (4) weeks of the date of your ineligibility notification – but no later than thirty days prior to the end of the semester. Late submissions may jeopardize your financial aid.
- Appeals are evaluated by the SAP Appeals Committee within three weeks of receipt of the completed appeal.
- It is unlikely that appeal decisions will be finalized prior to the start of Spring 2012 classes; you should plan on making payment arrangements with Student Accounts to avoid the risk of class cancellation.
- If you remain enrolled in your courses once the Spring 2012 semester begins, you will be responsible for payment of your fees – regardless of whether or not your appeal is approved.

Please note that filing a SAP Appeal does not guarantee continued eligibility for Financial Aid

***SAP Disqualified
SAP Suspension Appeal***

FSADQA

Use this form if you are appealing your financial aid suspension due to not meeting the minimum SAP Standards for Pace and/or GPA. Failure to complete all sections or submit all documentation will result in a delay in the decision of your appeal. Before completing and submitting this appeal, review the SAP Standards for the Receipt of Financial Aid to ensure you understand the necessary requirements. Lack of knowledge of the SAP Standards will not be grounds for the approval of an appeal.

STUDENT INFORMATION:

STUDENT ID# _____

LAST NAME _____ FIRST NAME _____ M.I. _____

DAYTIME PHONE _____ EMAIL _____

STEP 1: REASON FOR FINANCIAL AID SUSPENSION

I would like to appeal my financial aid suspension because:

I currently have a cumulative Grade Point Average (GPA) below the minimum required standards (2.0 for Undergraduate, 3.0 for Master's / PhD student, 2.5 for 2nd BA, Certificate, Credential students), and I feel that I have unusual circumstances.

I currently have a cumulative pace of progression below the required standards (students must successfully complete at least 66% of all units attempted), and feel that I have unusual circumstances.

If you have exceeded the maximum time frame (150% of program requirements), do not complete this appeal. You must complete the Maximum Time Frame Appeal.

STEP 2: EXPLANATION OF FAILURE TO MEET MINIMUM SAP STANDARDS

Provide an explanation of the extraordinary circumstances that caused you to not meet the minimum SAP Standards (examples include: illness, injury, etc.). Attach additional pages if needed. Be sure to include the following details:

- The circumstances that caused you to not meet the minimum SAP Standards
- When the circumstances occurred
- How long the circumstances lasted
- How this affected your ability to complete your coursework

STEP 3: EXPLANATION OF STEPS FOR FUTURE SUCCESS

Describe the steps you have taken to address the above circumstance(s) – and ensure that you will be able to meet the minimum SAP Standards at the end of the next term of enrollment. Emphasize what will be different in your situation to ensure success. Provide appropriate documentation from individuals aware of your circumstances, if applicable (examples include employer, physician, academic advisor, tutor, counselor, etc.)

SECTION 4: STUDENT'S CERTIFICATION AND SIGNATURE

Please read the following information carefully, and initial next to each and every statement below.

Statement	Initials
I have read the CSU Long Beach SAP Standards for the Receipt of Financial Aid.	
I understand that if this appeal is approved, I will be placed on Financial Aid Probation for one semester only.	
I understand that if this appeal is approved, I will be required to be meeting all of CSULB's SAP Standards at the end of my financial aid probation semester. Failure to meet all three SAP Standards will result in my being ineligible for further financial aid.	
I am submitting a complete SAP Suspension Appeal Form. I understand that incomplete appeals will delay any decision.	
I understand that my appeal may be denied, and that submission of an appeal does not guarantee that my federal student aid eligibility will be reinstated.	
I understand that appeal decisions may not be made prior to the first day of classes for the Spring 2012 term, and that if I remain enrolled as of the first day of classes, that I will be responsible for any CSULB charges incurred.	
I understand that I am responsible for paying my tuition and fees in full and on time, regardless of my financial aid status or the status of this appeal. I understand that failure to pay my tuition and fees may subject me to class cancellation and/or being assessed late fees by Student Financials.	
I understand it is my responsibility to be aware of all CSULB deadlines.	

I certify that I am the student listed on this Appeal Form and that all information provided on this form and in any attachments is complete and accurate. By signing this document, I authorize the Office of Financial Aid at CSU Long Beach to verify any of the information submitted.

STUDENT SIGNATURE: _____ **DATE:** _____

Return This Form and any Supporting Documentation:

By Mail:
 CSULB Office of Financial Aid
 1250 Bellflower Blvd.
 Long Beach, CA 90840-0106

By FAX:
 (562) 985-4973
 Attention: Financial Aid

In Person:
 Office of Financial Aid
 101 Brotman Hall,
 Financial Aid Window