



Please return to Financial Aid Office
Campus 411
 2121 Euclid Avenue, MC 116, Cleveland, Ohio 44115
 (216) 687-5411 * FAX (216) 687-9247

Satisfactory Academic Progress Appeal

Student's Name	CSU ID	Semester Requesting Aid
Date	Primary Phone Number	Email Address

Federal regulations require that a student receiving financial aid (including loans and work-study) make progress toward a degree according to academic standards set by CSU. These standards are fully explained in the **Satisfactory Academic Progress (SAP)** Policy that can be found on CSU's Financial Aid website: <http://www.csuohio.edu/financial-aid/standards-academic-progress>. You failed SAP because you did not meet one or more of the following requirements:

- Earn at least 67% of the credits you attempted (Pace of Completion);
- Earn a minimum cumulative GPA of **2.0** as an undergraduate student or **3.0** as a graduate student; and/or
- Complete your degree within the maximum timeframe allowed. **Please note:** If you have reached the maximum allowable timeframe to complete your degree, you may no longer eligible for financial aid. However, in extenuating circumstances, you may be eligible to appeal, refer to MTF section below for more details.

Federal regulations allow for exceptions, documented in a written appeal, only when extenuating circumstances existed that caused you to fail to meet the 67% completion requirement and/or GPA standards. Lack of knowledge of the Financial Aid Standards of Satisfactory Academic Progress Policy or enrollment in the wrong class is not acceptable grounds for appeal. **Your academic petition is separate from the financial aid petition.**

Instructions:

- Please fill out the personal statement on the reverse side of this form explaining how you have resolved the situation and how you will be successful in future semesters. Include all supporting documents.
- You may wish to attach an Academic Plan to this petition, see the reverse side for more information.
- Select one of the following reasons for petitioning and attach documentation as noted:

___ **Serious illness or injury:** to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time. Attach a statement from the physician and explain the nature and dates of the illness or injury.

___ **Death of an immediate family member:** Attach a photocopy of the death certificate, the obituary notice, or the funeral service program that includes your relationship to the deceased.

___ **Other circumstances beyond the control of the student.** Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation also must be provided.

___ **Successful completion of courses at another school:** If you were academically ineligible to attend CSU, upon readmission to CSU, please be sure you send an official transcript of your completed coursework to the University Registrar at CSU. Please include in your personal statement, the school and your dates of attendance.

___ **Change in grade or grade reported late:** SAP is measured at the time grades are posted and will not automatically update. If you receive a late grade or a grade change, please note in the personal statement section. **It is the student's responsibility to inform the Financial Aid Office once the grade is posted.** We will review your SAP status.

Please Note: If you choose to attend another school, your SAP status remains unchanged at CSU unless you regain SAP eligibility for coursework completed at CSU. If you enroll at another school and transfer credits back to CSU, courses will count towards the maximum credit hour timeframe.

Appealing for Maximum Time Frame:

Instructions:

1. Please fill out the personal statement below explaining why you have exceeded the maximum time allotted to earn a degree and how you will be successful in future semesters.
2. You are required to fill out the Max Time Frame Academic Plan with your advisor. This is a separate form and MUST be attached to this petition. This petition will not be acted on until that academic plan is completed.

Max Time Frame is calculated by counting all of the classes, including those with grades of S, T, I, W, X, F, U, or NC, as well as, all of the hours that transfer in from another institution even if they do not count for the current program the student is enrolled. Students who are taking pre-requisite classes for another program are not eligible to petition their max time frame under the Federal Regulations.

Check the boxes below to indicate that you have read and understand the following statements:

_____ Once I have completed the program that I am currently enrolled in, I understand that I will not be eligible to continue to receive financial aid.

_____ If I deviate (change, add additional classes, fail, or withdraw) from the MTF academic plan, I will no longer be eligible for financial aid.

Please explain your situation here. Please attach an additional sheet if necessary. Attach all required documentation to this form. It is in the student's best interest to meet with their advisor to plan for successful degree completion. If meeting with an advisor, please complete the Academic Plan located on CSU's Financial Aid website:

<http://www.csuohio.edu/financial-aid/financial-aid-forms>.

By signing below, I understand the following:

- the submission of an appeal does not guarantee approval
- all supporting documentation is accurate and complete to the best of my knowledge
- if I am ineligible for financial aid, I am responsible for all charges on my student account
- course selection is ultimately my responsibility and that I am progressing in a timely manner toward degree completion
- unless I am academically ineligible to attend CSU, I can continue enrollment at CSU using my own resources if my SAP appeal is denied

PLEASE NOTE: All correspondence will be sent to your CSU email account.

Student's Signature _____ Date: _____