



**Please return to Financial Aid Office**  
Campus411 All-in-One Enrollment Services  
2121 Euclid Avenue, MC 116, Cleveland, Ohio 44115  
PH (216) 687-5411 \* FAX (216) 687-9247

## Satisfactory Academic Progress Petition

Student's Name (Please Print)

CSU ID

Semester Requesting Aid

Email Address

Primary Phone Number

Date

Federal regulations require that a student receiving federal student aid (FSA), including loans and work-study, make satisfactory academic progress (SAP) toward degree completion. You must petition to regain FSA eligibility when notified that you failed to 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** (MTF) allowed. **Please note:** If you have reached the maximum allowable timeframe to complete your degree, you may no longer be eligible for financial aid. However, in extenuating circumstances, you may be eligible to appeal, refer to the MTF section below for more details.

### Petition Information

#### Instructions:

1. Federal regulations allow for appeals on the basis of injury or illness, the death of a relative, or other special circumstances. Please select one of the following reasons below for petitioning.
2. You must select "Max Time Frame" if you were notified that you failed as the result of exceeding the maximum time allotted to earn a degree.
3. Please attach any documentation in support of this petition. The Financial Aid Office may contact you in the event additional documentation is required.

\_\_\_ **Serious Illness or Injury:** To student or immediate family member (parent, spouse, sibling, child, or grandparent) that required extended recovery time. In the personal statement, please explain the nature and dates of the illness or injury.

\_\_\_ **Death of an Immediate Family Member:** Please indicate in the personal statement your relationship to the deceased.

\_\_\_ **Other Special Circumstances:** Explain in the personal statement what caused you to fail to meet SAP requirements and what has changed that will allow you to meet SAP at the completion of your next semester of enrollment.

\_\_\_ **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.

\_\_\_ **Max Time Frame:** Explain in the personal statement why you have exceeded the maximum time allotted to earn a degree and how you will be successful in future semesters.

1. 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 the MTF Academic Plan is completed.
2. Max Time Frame is calculated by counting all the classes (attempted and credit earned), as well as, all of the hours that transfer in from another institution, even if they do not count towards your current program.

**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.

