

# Satisfactory Academic Progress (SAP) Petition

2021-22



Submit Via: Confidential Document Submission Portal: <https://www.csub.edu/finaid/upload>

or Return to: California State University, Bakersfield

Office of Financial Aid & Scholarships

48 SA

9001 Stockdale Highway, Bakersfield, CA 93311-1022

Telephone: (661)654-3016 FAX: (661)654-6800 Web: <http://www.csub.edu/finaid> E-Mail: [finaid@csub.edu](mailto:finaid@csub.edu)

FSAP10

Student Name: \_\_\_\_\_

(Please print)

CSUB Id: \_\_\_\_\_

Students may use this form to petition for the reinstatement of their financial aid eligibility due to not meeting the Satisfactory Academic Progress (SAP) listed in the chart below. Students with mitigating factors contributing to this SAP status, which may include death of a relative, injury or illness of the student, or other special circumstances, may submit this SAP Petition, along with supporting documentation, to the Office of Financial Aid & Scholarships (OFA&S).

PROGRAM	CSUB GPA	PACE*	Max Unit Limit	Max Time Limit
Undergraduate - 0 to 24 units	1.80	67%	180 units	6.0 years (12 semesters)
Undergraduate - 24.01 to 180 units	2.00	67%	180 units	6.0 years (12 semesters)
2 <sup>nd</sup> Bachelors	2.00	67%	90 units	4.0 years (8 semesters)
Teacher Credential	3.00	67%	45 units	2.0 years (4 semesters)
Masters	3.00	67%	Varies by Program	Varies by Program
Doctorate	3.00	67%	60 units	3.0 years (6 semesters)

\*PACE: cumulative units earned divided by cumulative units attempted.

Students MUST submit their Petition on, or before, the tenth business day of the start for the term for which they are appealing.

Petitions submitted after this date will be denied.

Petitions are reviewed by the OFA&S' SAP Appeal Committee based on the students' circumstance, documentation, and a reasonable expectation that the student can reestablish Satisfactory Academic Progress eligibility towards their degree objective and meet the requirements for graduation.

**Petitions must consist of:**

1. a completed petition form;
2. a description of the factors contributing to the student's insufficient SAP status; and
3. a description of the changes the student plans to make to regain a passing SAP status within the next term.

Petitions are approved on a conditional basis,

- An approved petition requires you to meet with **an** SAP Advisor in the Academic Advising & Retention Center (AARC). **Not** all students will be eligible for an Academic Plan. If eligible, the plan will be created and it will detail a means of improving GPA and/or Pace to meet the SAP standards above or, if you are exceeding the Maximum Unit/Time limit the plan will outline only those courses required to complete your degree. Financial aid will disburse after a completed plan is received from the AARC. Completed Academic Plans will only be accepted from the Academic Advising and Resource Center (AARC). If the Office of Financial Aid & Scholarships does not receive the Academic Plan or you are deemed ineligible for a plan, your aid will be canceled.

**\*\* Failure to meet the terms of your academic plan may result in the loss of financial aid eligibility.**

If this petition is **denied**, the student may either:

- **Continue enrollment, without aid**, and make payment arrangements with Student Financial Services. Students who have lost their financial aid eligibility due to an insufficient SAP, and do not petition, or their petition is denied, may generally reestablish eligibility as follows:
  - **GPA:** a student may regain eligibility by improving their GPA to meet the SAP standards listed above
  - **PACE:** a student may regain eligibility by completing the total number of units needed to increase their Cumulative Percentage of Units Earned to 67%. Deficient units may be completed at CSUB, or they may be completed through CSUB Extended University or another campus, if the coursework is transferable and satisfies their CSUB graduation requirements.

**Important Notes:**

- Disbursement of financial aid for a term will be held for students with an SAP status of either Probation or Academic Plan until their prior term grades are posted into their official transcript and SAP is determined.
- Students with an academic standing of Academic Disqualification are not eligible for financial aid. This petition will not be reviewed until the students are reinstated to the University;
- Aid eligibility is automatically renewed when the student advances their degree objective, i.e., from undergraduate to graduate student;
- Financial aid may be suspended for students who exhibit a multi-term trend of receiving aid and then withdrawing prior to Census Day;
- Neither the OFA&S' staff, the SAP Appeal Committee, nor any other University official have the authority to change or ignore federal or state student financial aid regulations.
- If any of these regulations are not met, a petition is not an appropriate means of recourse. The OFA&S' SAP Appeal Committee is the last level of appeal.
- Students on an Academic Plan, who have circumstances beyond their control that prevented them from attending class for a prolonged period, e.g., hospitalization, auto accident/loss of transportation, etc., may re-appeal **ONE TIME** to change/update their Academic Plan. Documentation of circumstance is required.

**Certification & Signature**

Signing below certifies that all the reported information is complete and correct.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

<i>FA Office Use Only</i>	<i>Petition Status</i>
SAP Committee Chair: _____	
Signature: _____	Approved <input type="checkbox"/>
Date: _____	Denied <input type="checkbox"/>