

SAP

Have you received a message in MyFinAid advising you to complete an SAP Appeal? Not sure what steps to take to re-establish your financial aid eligibility? Follow these simple steps or see an adviser in Cal Student Central for assistance.

Satisfactory Academic Progress (SAP) Appeal Process for Undergraduate Students

▶ Preparing Your Appeal

Calendar



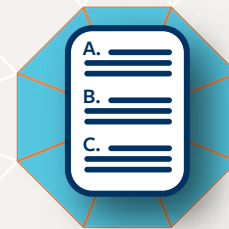
Be aware of key deadlines, including cancellation and tuition/fee refund dates and the SAP Appeal deadline. Make advising appointments ASAP.

Write Your Letter



Your letter of explanation should include the exceptional circumstances that may have prevented you from meeting financial aid SAP requirements.

Give Examples



In your letter, include changes you will make or resources you will use to ensure your future academic success (e.g. EOP advising, counseling, tutoring, etc.).

Gather Documentation



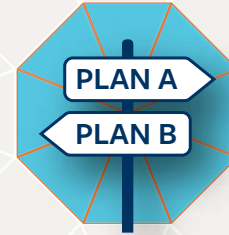
Complete appeals; include documentation to support your letter of explanation (e.g. medical documentation, pay check stubs, transcripts, etc.).

Meet With Your Academic Adviser(s)



Discuss your circumstances, review your transcript and your supporting documentation, and prepare a manageable academic plan.

Prepare Backup Plan



If your appeal is not approved, you may need to seek alternative enrollment options or sources of funding.

▶ The Financial Aid & Scholarships Office strongly encourages you to submit your appeal as soon as possible. The deadlines for SAP Appeals are: **September 11, 2015** for fall 2015 and **February 5, 2016** for spring 2016.

▶ Reviewing Your Appeal



If Approved, Review the Terms of Your Approval

Make sure you understand what successful completion means and the number of units you must complete each term to maintain your financial aid eligibility.

If you're approved and considering a change in your course load, discuss your academic plan options with both your academic adviser(s) and a Financial Aid and Scholarships counselor prior to making any adjustments to your schedule.