



California State University
Dominguez Hills

Financial Aid
1000 E. Victoria Street • Carson, CA 90747

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM FOR UNDERGRADUATE STUDENTS

CSU Dominguez Hills reviews a students' Satisfactory Academic Progress (SAP) to determine continued financial aid eligibility. Our records indicate you are not meeting one or more of the academic progress standards and are no longer eligible for financial aid. To appeal this decision, complete the steps below and attach all required documentation to support your situation. The SAP Policy requires that students receiving financial aid meet the following academic progress standards:

- Minimum CSUDH Grade Point Average (GPA): Freshman – 1.5, Sophomore – 1.8, Junior – 2.0, Senior – 2.0
- Unit Completion: Completion of at least 75% of units enrolled
- Unit Cap: Attempt no more than 180 semester units in their college career (this includes work attempted at other post-secondary institutions)

You MUST include all the following documents in your appeal:

1. **Appeal Letter:** This letter should outline the circumstances that prevented you from meeting satisfactory academic progress. Please also indicate what has changed so that you can meet satisfactory academic progress. Be sure to include documentation that can verify previous circumstances and changes in circumstance.
2. **Degree Audit:** Please print out a copy of your Degree Audit. To access your Degree Audit, login to the Student Center through your My.CSUDH.edu portal. Select “Academic Requirements” in the Academics section.
3. **Degree Completion Plan:** Using the information provided in your Degree Audit, please complete the Degree Completion Plan Form. This form must be approved by your academic advisor.

You will be notified on your campus e-mail of our decision. Lack of documentation will either delay our decision or lead to a denial of your appeal.

Please note: During the review period, you are responsible for paying your registration fees by the payment deadline (as specified in the Class Schedule) to avoid being dropped from your classes.

If you have any questions, please contact the Financial Aid Office at (310) 243-3691



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SAP Appeal – Degree Completion Plan

Name: _____ Student ID: _____

Complete the following information in support of your SAP appeal. It will be compared to your Degree Audit.

List all of the remaining courses to be taken, and/or currently in progress, for completion of your bachelor's degree. Include general education, major/minor, and concentration requirements. List the semester you expect to take each course. Attach additional pages if necessary.

Major(s): _____ Options/Concentrations: _____

Minor(s): _____ Expected Graduation Date: _____

Course Number	Course Title	Units	Course Applies To			Semester to be Taken
			GE	Major	Minor	

CERTIFICATION: I hereby acknowledge that the information I have provided on this form and attachments are true and accurate. I understand that by submitting this for I am fully responsible for the payment of my registration fees by the date specified in the Class Schedule. I also understand that while I am appealing I may be dropped from my classes for non-payment of my registration fees.

Student's Signature: _____ Date: _____

Advisor Signature (REQUIRED): _____ Date: _____

FOR OFFICE USE ONLY

AID YEAR: _____ () Approved () Denied () Pending

Comments _____

() Counselor Decision: _____ () Committee Decision Date: _____