



**SATISFACTORY ACADEMIC PROGRESS
APPEAL FOR REINSTATEMENT OF FINANCIAL AID**

The Financial Aid Office has established Satisfactory Academic Progress (SAP) policies for financial aid applicants in compliance with federal and state regulations. Regulations require both qualitative and quantitative measurements. **If you have been notified that you failed to meet the SAP requirements for GPA and/or Course Completion Rate based on a review of your academic standing as of Spring 2012**, then a hold has been placed on your financial aid file and you are not eligible for federal and state financial aid for 2012-13.

You may submit an appeal if you believe you have extenuating circumstances that impacted your ability to successfully complete your coursework.

APPEALING FOR REINSTATEMENT OF FINANCIAL AID

1. Explain why you did not achieve financial aid satisfactory academic progress (SAP) listing the circumstances that contributed to your not meeting financial aid SAP guidelines.
2. List the steps and/or detail of your academic plan that explains the actions you will take or have taken to correct or prevent the situation from reoccurring. Explain how this academic plan will ensure you will meet financial aid SAP guidelines in future terms.
3. You should attach appropriate documentation to verify and support your appeal. Documentation may be (but is not limited to) a statement from your doctor, counselor, minister, academic advisor or instructor.
4. You and an academic/department advisor must sign the certification statement at the end of the appeal form.

Step 1: Explain why you did not achieve financial aid satisfactory academic progress (check box below and attach a detailed explanation)

- Personal injury, illness, or physical disability (see documentation note in Step 3)
- Death/Illness of immediate family member
- Change in employment/work situation/Extreme financial emergency
- Home situation (please specify)
- Other (please specify)

Step 2: List the steps and/or detail of your academic plan that explains the actions you will take or have taken to correct or prevent the situation from reoccurring. Explain how this academic plan will ensure you will meet financial aid SAP guidelines in future terms.

Example: A student’s cumulative GPA is only 1.8 at the end of spring term. The student should indicate in his/her academic plan what progress he/she will make toward improving the cumulative GPA over multiple terms. Such as... “I plan on getting a 2.50 GPA for each of the next two terms, which should result in my achieving the required 2.0 cumulative GPA by the end of the next two terms.”

Academic Plan Explanation - (continued on the other side)



STUDENT NAME _____

STUDENT ID # _____

Academic Plan Explanation (cont.)

(attach additional pages if necessary)

Step 3: Attach documentation to support appeal. Documentation may be (but is not limited to) a statement from your doctor, counselor, minister, academic advisor or instructor.

Step 4: You and an academic/department advisor must sign and agree to the following certification statement.

CERTIFICATION

I certify that I have met with an **academic/department** advisor to develop an academic plan designed to assist me with meeting Cal Maritime's financial aid satisfactory academic progress guidelines. I understand that in order to continue receiving financial aid I must be meeting the requirements of this academic plan. I further understand that if I fail to meet the terms of this plan, my financial aid will be suspended and I will have to regain financial aid eligibility at my own expense.

Student Signature: _____ **Date:** _____

Advisor Certification: I certify that I have met with this student and agree that the plan detailed above will enable the student to meet the University's financial aid satisfactory academic progress guidelines.

Advisor Name (please print): _____

Advisor Signature: _____ **Date:** _____

Return this form to Cal Maritime's Financial Aid Office (we do NOT accept forms by email):

By Mail:
Cal Maritime Financial Aid Office
200 Maritime Academy Drive
Vallejo, CA 94590

By FAX:
(707) 654-1007
Attention: Financial Aid

In Person:
Financial Aid Office
Located in the Career Services Building