



Student Name: _____

Bronco ID Number: _____

Students who are not meeting the satisfactory academic progress (SAP) standards may appeal for reinstatement of financial aid eligibility. Submitting this form will meet the following required appeal elements:

- The reasons you have not maintained satisfactory academic progress, and
- What steps you will take in order to meet the SAP standards by the end of your next term of enrollment.

Deadlines for Submitting SAP Appeal Statement Form and other appeal documents:

- Appealing for Summer Term Eligibility: June 30 (*July 30 if attending 2nd 5 Week or 10 Week Sessions*)
- Appealing for Fall Term Eligibility: November 1
- Appealing for Spring Term Eligibility: April 1

Procedures:

1. Complete the first three parts of this form
2. Arrange to meet with an advisor (academic or other student support staff member) to develop your success plan
3. Submit this form, along with any other SAP Appeal documentation, through the [Financial Aid Student Forms Portal](#)

Part I: Current Academic Information

Current Degree Objective:

Bachelor's

2nd Bachelor's

Master's

Teaching Credential

Doctorate

Declared Major: _____

Number of Units Remaining to Complete Degree: _____ Expected Graduation Date: _____

Part II: Current SAP Measurements

The following information should be obtained from your **SAP Status Screen** on your [BroncoDirect Student Center](#).
For instructions on viewing your SAP Status screen, review our [Using BroncoDirect – Financial Aid Information](#) page.

Cumulative GPA: _____

Required Minimum GPA: _____

Cumulative Attempted Units for Pace: _____ Cumulative Completed Units for Pace: _____

Current Percentage of Units Completed (Completed Units / Attempted Units): _____

Number of Units Remaining until Maximum Time Frame is Reached: _____

Part III: Statement of Appeal

I am appealing cancellation of my financial aid eligibility for the following reasons (check all that apply):

Cumulative GPA is less than what is required under SAP Policy (2.0 for Undergraduate; 3.0 for all other students)

Cumulative Pace is less than 66.67% (I have completed less than 66.67% of all attempted courses)

Did not complete my Financial Aid Probation semester successfully

Did not follow my previous Academic Plan requirements

Exceeded the Maximum Attempted Units allowed for aid eligibility for my program



Part IV: Identifying Obstacles

Reflect on your last few terms of enrollment and identify the top 3 obstacles that impacted your ability to maintain Satisfactory Academic Progress.

Academic Obstacles	Personal/Financial Obstacles
I don't know how to study effectively	I'm experiencing financial difficulties
I struggle with time management	I don't have stable housing or am about to lose my housing
It's hard to concentrate in my classes	I'm having transportation issues / difficulty getting to campus
I skipped class or showed up late to class a lot	I can't get a good night's rest
My courses were too difficult	I have a general lack of motivation
I registered for too many units	I have persistent physical health problems
I don't know how to ask my instructors for help during class or office hours	I'm struggling with my mental health (including anxiety and/or stress)
I have a difficult time keeping up in class during lectures or in-class assignments	I can't secure childcare on a regular basis
I'm having a hard time adjusting to college-level classwork and homework	I'm working too many hours and can't focus on school
I'm having difficulty accessing disability services	Other: _____
Other: _____	Other: _____

Major / Career Obstacles	Family/Social Adjustment Obstacles
I'm unsure about my current major	I'm having roommate issues
I'm unsure about my educational goals	I'm having relationship issues
I like my major but I'm unsure what jobs I can get	I'm having biological or foster family issues
I don't have a clear career goal	I'm having other personal relationship issues
I'm not sure it makes sense for me to be in college	I am struggling with providing care for other members of my family (caring for sibling/parent; caring for sick relative)
Other: _____	A family member, close friend, or roommate was severely ill or passed away (and impacted my academic performance)
Other: _____	I'm having a hard time adjusting to college life
Other: _____	Other: _____



Part V: Develop Your Success Plan

Together with an advisor (Academic or other Support Services staff member), review the obstacles you identified in Part IV.

List your obstacles from biggest to smallest. Work with an advisor to determine the following:

- 1. A plan to address the obstacle
- 2. Potential challenges that may arise along the way
- 3. Strategies to overcome the potential challenges

Attach a separate page if additional space is needed.

Obstacle	My plan for overcoming this obstacle	The potential challenges to overcoming this obstacle	Strategies to overcome challenges (identify at least 2 strategies for each obstacle)

I understand that I have the responsibility to meet with my advisor throughout the semester to review my progress and discuss any challenges that may arise.

Date and time of next check-in (with advisor) _____



Part VI: Additional Success Plan Elements

Are you participating in a student support/services program on or off-campus that is assisting you to make continued progress towards your academic goals?

YES

NO

If yes, please indicate the program you are engaged in:

Disability Resource Center

Renaissance Scholars

EOP

Veteran's Resource Center

Dream Resource Center

RISE

Cal Poly Pomona Care Center

Counseling & Psychological Services (CAPS)

Other: _____

Other: _____

List any additional resources, services, or tools you will use to help you succeed in your courses. *Examples include the Learning Resource Center, Food Pantry, peer mentors, tutoring, study groups, attending instructor office hours, etc. Review the [Academic Success Hub](#) for more resources.*

Part VII: Advisor Statement

This student and I have discussed their academic progress and goals to formulate this success plan. I believe this plan is attainable for this student and appropriate for progressing in their course of study.

Name _____

Signature _____ Date _____

Email _____

Part VIII: Student Certification

I have discussed my academic progress with my academic advisor or support services staff to formulate my success plan. I agree that this plan is attainable for me. I also agree to the following:

- I agree to attend classes beginning with the first class of the semester.
- I agree to devote at least 2 to 3 hours of study time for every 1 hour of class time
- I agree to contact my instructor immediately if I am having any difficulties attending class, completing assignments, and/or passing quizzes or tests.
- I have read and understood the Cal Poly Pomona Satisfactory Academic Progress Policy
- If I failed my Financial Aid Probation term, or failed to follow a previous Academic Plan, I will work with my Academic Advisor to complete and submit the SAP Academic Plan.
- If I exceeded the maximum number of attempted units allowed for aid eligibility (Maximum Timeframe), I will work with my Academic Advisor to complete and submit the SAP Maximum Timeframe Academic Plan.

Student Signature _____

Date _____