

**MAIL COMPLETED FORM TO:**  
Office of Financial Aid & Scholarships  
San Diego State University  
San Diego, CA 92182-7436  
Voice: 619 • 594 • 6323  
Web: <http://www.sdsu.edu/financialaid>



**SAN DIEGO STATE  
UNIVERSITY**

## **Unit Deficiency Appeal Information / Appeal Form**

# **Satisfactory Academic Progress**

### **Instructions**

To request a review of your satisfactory academic progress because you are deficient units, first read this entire form. If you feel your circumstances meet the criteria indicated and warrant a review, **complete the appeal portion of this form and submit it to the Office of Financial Aid and Scholarships with photocopies of all required documentation attached by the required deadlines.** If additional documentation or clarification is needed during the review process, a financial aid counselor will leave you a message via AidLink. Typically the review process takes a minimum of 15 business days. During certain peak periods, however, such as the summer and the beginning of the fall and spring semesters, the review process may average 20 business days.

*NOTE: The Unit Deficiency Appeal form must be submitted to the Office of Financial Aid and Scholarships **prior to the end of the semester** for which you are appealing to be considered for financial aid for that semester. Please review the SDSU academic calendar for specific end of semester dates.*

### **Regulatory Requirements**

In accordance with regulations that govern state and federal financial aid programs, San Diego State University is required to define and enforce standards of satisfactory academic progress for all financial aid applicants. These standards apply to all funds administered by or through the Office of Financial Aid and Scholarships.

The requirements are established to encourage you to progress toward an educational objective and to complete a degree, certificate, or credential within a reasonable time frame. If you do not make satisfactory academic progress, you are not eligible to receive aid.

### **Maximum Number of Units You Must Complete**

The Office of Financial Aid and Scholarships monitors your academic progress by determining your cumulative full-time equivalent (FTE) semesters and cumulative unit deficiency. When you initially enrolled at SDSU, your transfer units, if any, were converted into FTE semesters (12 units equals 1.0 FTE semester). For example, 60 transfer units equals 5.0 FTE semesters ( $60 \div 12 = 5.0$ ). Each semester you enroll at SDSU, your cumulative FTE semesters are adjusted to include your enrollment as of census. (Refer to the SDSU Class Schedule for census dates.) The table below illustrates how FTE semesters are determined based on census enrollment.

#### **Minimum Unit Requirement - Undergraduate, Unclassified or Credential Students**

<b>Enrollment Status</b>	<b>Number of Units at Census</b>	<b>Full-Time Equivalent (FTE) Semester</b>
Full-Time	<b>12</b> units or more	1.00 semester
3/4 Time	<b>9</b> to 11 units	.75 semester
1/2 Time	<b>6</b> to 8 units	.50 semester
Less than 1/2 Time	<b>3</b> to 5 units	.25 semester

Please note that each level of enrollment has a range of units that may be completed (the number in bold is the minimum number required). For example, if you are enrolled in 15 units at census (full-time), and receive passing grades for only 9, you will have earned 3 units less than the 12 expected. This will result in a 3 unit increase to your cumulative unit deficiency. On the other hand, if you are enrolled in 11 units at census (3/4 time) and successfully complete 11 units, you will have earned 2 units beyond the minimum of 9 expected. This will result in a 2 unit reduction in your cumulative unit deficiency.

Your cumulative FTE semesters determine the minimum number of cumulative units you must complete in order to remain eligible for financial aid at SDSU. At the end of the spring semester each year you must have a cumulative unit deficiency of 6.0 units or less to be eligible for aid for the subsequent year.

## Units That Will Count

Completed units will count toward the required minimum cumulative units if you receive one of the following:

- A through D- grade
- CR (Credit) grade
- A through D-, or CR grade for a repeated course in which you previously received an IC, F, NC, I, AU, RD, RP, WU or W grade
- A through D-, or CR grade for concurrently enrolled units completed at another institution. If you are a concurrently enrolled student, you may appear to be deficient units until the SDSU Office of the Registrar receives and evaluates your transcript and the units are posted to your academic record.
- RP (Report in Progress) grade. (Acceptable for undergraduates enrolled in course numbers less than 100 for General Math Studies and/or Rhetoric and Writing Studies.)

## Units That DO NOT Count

Attempted units will not count toward the required minimum cumulative units or reduce a unit deficiency if you receive one of the following:

- A through D- or CR grade for a repeated course in which you had previously earned a grade of D- or better or CR grade
- F (Failing) grade
- NC (No Credit) grade
- I (Incomplete) grade
- AU (Audit) grade
- RD (Report Delayed) grade
- RP (Report in Progress) grade
- WU (Unofficial Withdrawal) grade
- W (Official Withdrawal) grade
- IC (Incomplete Charged) grade

### Talk to Us

Financial aid counselors are available by telephone Monday through Friday (except holidays) from 9:00 a.m. to 4:00 p.m. and in-person, 8:00 a.m. to 4:30 p.m.

# Unit Deficiency Appeal Form



## Satisfactory Academic Progress

### Instructions

Type or print clearly. Attach photocopies of required supporting documentation (**we cannot make photocopies for you - original documents will not be returned**). Submit completed appeal and required documentation to the Office of Financial Aid and Scholarships (**incomplete appeals will not be processed**). Your signature is required in Section IV on page 4. Typically the review process takes a minimum of 15 business days. During certain peak periods, however, such as the summer and the beginning of the fall and spring semesters, the review process may average 20 business days.

### Section I

Name (last, first, middle initial) \_\_\_\_\_ Red ID Number \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

Enrollment Period: Fall Term \_\_\_\_\_ year      Spring Term \_\_\_\_\_ year      Summer Term \_\_\_\_\_ year

### Section II

Indicate which of the following actions you are taking, or have taken, to resolve your unit deficiency.

- Making up an incomplete(s):** Complete the requested information below if you have made arrangements with a professor(s) to make up an Incomplete (I) grade(s). Your professor(s), must submit an official *Change of Grade* to the Office of the Registrar once you have completed the course requirements. **The grade change must be posted to your academic record in order to be counted toward your Satisfactory Academic Progress requirement.**

Semester and Year	Course Name and Course Number	Number of Units	Estimated Date When You Will Complete the Requirements needed for the Grade Change

- Request to Waive Unit Deficiency:** You may request a waiver of your unit requirement if you have documented special circumstances beyond your control which contribute to your current unit deficiency. Special circumstances might include, but are not limited to, your illness or injury, or a death in your family. See Section III on the reverse of this form.

If you have completed units from another institution and will be transferring in those units to reduce your existing deficiency, the units must be posted to your academic record. This must be done prior to the end of the semester for which you are appealing in order for those units to be counted toward your deficiency. Once you have confirmed the units have posted to your academic record, please contact the Office of Financial Aid and Scholarships.

