# SATISFACTORY ACADEMIC PROGRESS APPEAL
- BACHELOR’S DEGREE EXCESSIVE UNITS -

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<th>Last Name</th>
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<th>SSU ID</th>
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<tbody>
<tr>
<td>Major(s)</td>
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| Minor(s) | Concentration(s) | Expected Graduation Date |

## Filing Instructions:
Complete Sections I and II below and file the appeal form with the Financial Aid Office. Attach additional forms as noted below.

**IMPORTANT NOTE:** Appeals will not be reviewed until ALL required documents have been received. If your appeal is approved, eligibility for financial aid and available funding are determined at the time of reinstatement. Typically, funding is limited to loans and the Pell Grant. Appeals MUST be approved during the term of enrollment to receive funding.

## SECTION I
The following documentation is required in order for your Excessive Units appeal to be reviewed by the Financial Aid Office:

**Bachelor’s Degree Candidates (undergraduate and 2nd bachelor’s degree)**
Bachelor’s Degree candidates must submit an approved *Major/Minor Requirements Contract* form for each major and/or minor. For major/minor departments that do not use the contract form, submit the attached *Completion Plan for Bachelor’s Degree*.

**NOTE:** Before a final determination can be made, you may be required to meet with a Financial Aid Representative and provide clarification of your plans to complete any unmet requirements.

## SECTION II
Attach a detailed explanation as to the circumstances that have resulted in the current excessive units situation (e.g. changed major, transferred units that were not accepted toward current degree objective, changed catalog years, pursuing a double major, pursuing a minor, etc.)

Student Signature ___________________________ Date ________________

****************************************************************************FOR OFFICE USE ONLY***************************************************************************

- [ ] Approved
- [ ] Denied:
- [ ] Pack Group revised and aid adjusted as appropriate

Reviewed By: ___________________________ Date: ________________

Revised 06/2014
Name: ___________________________ SSU ID: ___________________________

**Completion Plan for Bachelor’s Degree**

This form is required if your major or minor department does not use a written Major/Minor Requirements form. It will be compared to your Degree Progress Report in MySSU.

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 term you expect to take each course.

If it will take 3 or more terms for you to complete your requirements, it is **highly recommended** you meet with your major advisor for review of your plan and ask the advisor to sign the statement below.

**Note for Saturday BA Completion Program Students:** You **must** obtain your advisor’s assistance with the plan below and this form **must** be signed by the Saturday BA Completion Program advisor.

Attach this form to the Bachelor’s Degree Excessive Units Appeal and submit to the Financial Aid Office. If you need additional space, include a second sheet. Your appeal will not be reviewed unless all required documents are attached.

**Major(s):** ___________________________ **Concentration(s):** ___________________________

**Minor(s):** ___________________________ **Expected Graduation Date:** _________________

<table>
<thead>
<tr>
<th>Dept. &amp; Course No</th>
<th>Course Title</th>
<th>Units</th>
<th>Course Applies To</th>
<th>Course Substitution? (List which course)</th>
<th>Semester to be Taken</th>
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<td>GE Major Minor Conc</td>
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Student Signature: ___________________________ Date: ___________________________

Advisor Review Statement: *I have met with the student and reviewed the feasibility of this plan.*

Advisor Name and Department (please print) ___________________________ Signature ___________________________ Date ___________________________

Revised 06/2014