

## ACADEMIC ADVISEMENT REVIEW FORM

### Instructions to the student:

This form must be completed by an academic advisor in the Student Services Center/EOP Satellite (SSC/EOP) within your College, if undeclared, the Advising Resource Center/EOP (ARC/EOP). Graduate students must visit their graduate advisor in their program or the Financial Aid and Scholarship Department. Please see the Satisfactory Academic Progress page, located at <http://www.csun.edu/finaid/sap.html> for further instructions. **If you have been academically disqualified and are NOT eligible to register as a matriculated student, you cannot use this form.**

### Instructions to the academic advisor:

In accordance with regulations that govern state and federal financial aid programs, CSU, Northridge 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 Financial Aid and Scholarship Department. Financial aid regulations require the university to review academic progress on an annual basis for all aid recipients. Students that have been academically disqualified and are not on a 1<sup>st</sup> DQ Academic Performance Agreement cannot use this form. The regulations stipulate that students should:

1. Complete all units that they attempt, and
2. They should not exceed a *reasonable* time frame for degree completion, and (The CSUN Financial Aid Reasonable Academic Progress policy specifies *reasonable* as equivalent to 180 attempted units for undergraduates; and 75 attempted for graduates).
3. Students completing a term with a combination only of WU, W, F or NC grades are disqualified from receiving aid the following term.

The above-named student has failed to make satisfactory academic progress and has been denied financial aid for the academic year. The student was sent a financial aid disqualification letter, which detailed the reasons for denial of aid. Reinstatement of financial aid is possible if, in your judgment, the student can make satisfactory progress in the future. For example,

1. Students, who were disqualified for failure to complete sufficient units, should demonstrate that they are no longer at risk and have removed the obstacles that prevented them from *completing* the units that they *attempted*.
2. Students who were disqualified because they have not graduated within the allowable time frame must demonstrate that they have a plan for completion of their degree as well as an explanation of why they haven't been able to finish their degree within an acceptable time frame.
3. Please review the entire CSUN transcript. Part of your decision should include an evaluation of whether the student can complete the declared major and graduate within a reasonable time frame. A history of withdrawals may result in a denial of aid until the student can demonstrate the ability to complete consecutive semesters without withdrawals.

Students have been instructed to provide you with an explanation of the circumstances, which prevented them from making successful academic progress. Appeal decisions should be recommended for an annual basis. If you want to recheck the student's progress following the Fall semester, you can send an updated decision to the Financial Aid and Scholarship Department after fall grades have posted and prior to the start of the spring term.

Please complete the reverse side of this form and forward it to your Associate Dean with your assessment of the student's ability to academically progress. You will also need to submit any documentation that explains why the student failed to meet Satisfactory Academic Progress as well as the reason for your recommendation. The Associate Dean of the student's major (ARC/EOP for undergraduate undeclared students) will make the final recommendation, sign and forward the form to the Financial Aid and Scholarship Department (Mail Drop 8307). Your advisement expertise is appreciated. Thank you!

Return to:

**California State University, Northridge  
 Financial Aid & Scholarship Department  
 Bayramian Hall, Student Services Center  
 18111 Nordhoff Street  
 Northridge, CA 91330-8307**

Phone: (818) 677-4085

FAX: (818) 677-4665

[financial.aid@csun.edu](mailto:financial.aid@csun.edu)

[www.csun.edu/finaid/](http://www.csun.edu/finaid/)

**Name of Financial Aid Applicant (please print):**

**Last**

**First**

**Middle**

**CSUN Student ID:**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**Department and College Use Only**

**Student Services Center/EOP Satellite Recommendation:**

Recommend that the above named student's Satisfactory Academic Appeal be **APPROVED** for the 2008 – 2009 Academic Year.

Recommend that the above named student's Satisfactory Academic Appeal be **DENIED** for the 2008 – 2009 Academic Year.

**Note:** Conditional reinstatements for "Fall term only" are not permissible, unless the student is graduating at the end of the fall term. The Academic Advisor can deny the appeal for the academic year and track progress for a student during the Fall to determine if reinstatement for the Spring term is in order. To reinstate financial aid for the Spring Term, based on reasonable progress made in the Fall Term, the Advisor would submit a new *Academic Advisement Review Form* to the Financial Aid and Scholarship Department after fall term grades have been posted. If you want to recheck the student's progress following the Fall semester, you can send an updated decision to the Financial Aid and Scholarship Department after fall grades have posted and 10 days prior to the start of the spring term.

Academic Advisor:

\_\_\_\_\_

Please Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

E- Mail Address

Associate Dean:

\_\_\_\_\_

Please Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

E- Mail Address/Phone extension

**Please provide an explanation of decision:**