CALIFORNIA STATE UNIVERSITY
FULLERTON

Return to: Office of Financial Aid
P.O. Box 6804 GH-146
Fullerton, CA 92834-6804

**Enter Student's
CWID Here:**

2024-2025 UNIT CAP APPEAL FORM
(Deadline to appeal for Fall 2024 is 11/29/2024; Deadline to appeal for Spring 2025 is 04/25/2025)
Incomplete documents will not be returned. They will be disposed of in a secure manner, per university policy. This will delay processing.

SECTION I: Appeal for Unit Cap Extension (Student Use Only)

INSTRUCTIONS: Complete Section I below and attach a **personal statement** explaining excessive units attempted (See "How to Appeal" on reverse).

Undergraduates: take this form to Academic Department for each major / minor to have Section II completed.
If the Academic Department for your major/ minor is not available due to summer hours, please take this form to your Student Success Center and have your graduation or retention specialist complete Section II. For verification of remaining GE courses go to Academic Advising (GH-123) to have Section III completed.

Graduate and credential students: Take this form to your academic department to complete Section II.

Name: _____ CWID _____

Address:_____ Phone #: _____

_____ Message # _____

1) What degree are you currently seeking?   [ ] Bachelor's   [ ] Master's   [ ] Other: _____

2) What is your expected graduation/degree completion date for your <u>current</u> academic program?   _____ / _____
                                                                                                                          Month   Year

3) How many more units must you complete before the degree is granted? _____ Units

CERTIFICATION: I hereby certify that all information reported in Section I of this form and any attachments hereto is true, complete and accurate. False statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial aid.

Student's Signature: _____ Date: _____

SECTION II: Verification of Remaining Major/Minor Courses (Academic Department Use Only)

Name of degree: _____ [ ] Bachelor's   [ ] Master's   [ ] Other _____

Total # of units remaining (including units in progress) to complete the requirements for the degree: _____ The following courses (including prerequisites and all remaining required courses for the declared major/minor) must be completed (e.g. ACCT 401/3 units).

_____	_____	_____	_____	_____	_____	_____	_____
Course	# Units	Course	# Units	Course	# Units	Course	# Units
_____	_____	_____	_____	_____	_____	_____	_____
Course	# Units	Course	# Units	Course	# Units	Course	# Units

Signature: _____ Date: _____

SECTION III: Verification of Remaining G.E. Courses for Undergraduates (Academic Advising Office Use Only)

Total # of units remaining to satisfy general education requirements: _____ The following categories must be completed:

_____	_____	_____	_____	_____	_____	_____	_____
GE Category	# Units	GE Category	# Units	GE Category	# Units	GE Category	# Units

Printed Name: _____ Signature: _____ Date: _____

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CALIFORNIA STATE UNIVERSITY, FULLERTON
UNIT CAP APPEAL

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POLICY:

Federal financial aid regulations stipulate that you must complete your degree program within a "reasonable timeframe" which is defined as 150% of the standard timeframe. At Cal State Fullerton, we allow up to 180 attempted units for the undergraduate unit cap and 45 attempted units for the graduate or post-baccalaureate unit cap. These regulations require schools to count all units attempted, even those for which you did not receive degree credit (e.g., community college units in excess of 70 units) and even if you did not receive financial aid.

Your financial aid eligibility has been terminated because you have exceeded the maximum timeframe. The Unit Cap Appeal process is available for you to request a continuation of financial aid eligibility until you complete your degree. In general, the appeal is considered only if (1) you are within 1-2 semesters of completing your program; (2) your academic performance at Cal State Fullerton has been acceptable; and (3) you have extenuating circumstances for attempting excess units.

HOW TO APPEAL:

The following reasons may be documented for having attempted excessive units:

DOUBLE MAJOR/MINOR: In general, adding a second major or a minor after you have already attempted 120 units is not an acceptable reason for extending the unit cap. If you declared a second major or minor prior to 120 attempted units and you have been making progress toward your degree, you may submit this appeal. Be sure to have each academic department complete Section II of this form. If you are an undergraduate, have Academic Advising complete Section III of this form.

FIRST CHANGE OF UNDERGRADUATE MAJOR: In general, making multiple changes of major, particularly after you have already attempted 120 units, is not an acceptable reason for extending the unit cap. If you changed your undergraduate major for the **first time** and you have been making progress toward your degree, provide an explanation and have your academic department complete Section II of this form. If you are an undergraduate, have Academic Advising complete Section III of this form.

SECOND BACHELOR'S DEGREE: If you are enrolled in a second bachelor's degree program**,** have your academic department complete Section II of this appeal form to verify the number of additional units remaining to complete your program. If you did not complete your first bachelor's degree at CSUF, have Academic Advising complete Section III of this form.

PREREQUISITES FOR MASTER'S PROGRAM: If you are pursuing a master's degree in a field different from your undergraduate program, have your academic department complete Section II of this form and obtain a statement from the department indicating the total number of prerequisite units you were required to complete in addition to the program requirements.

OTHER EXTENUATING CIRCUMSTANCES: If you attempted excessive units before transferring to California State University, Fullerton and a large number of these units do not apply to your degree program, explain the circumstances and have your academic department complete Section II of this form. If you are an undergraduate, have Academic Advising complete Section III of this form.

APPEAL DECISION:

IF APPROVED: If your appeal is approved, we will extend your financial aid eligibility to complete your program. An individualized "new unit cap" will be established and you will be allowed to receive financial aid until your total attempted units reach your new cap. *Attempt only those courses listed in Sections II and III of your appeal or in your TDA.* Attempting non-required courses will be cause for denial of financial aid.

IF DENIED: If your appeal is denied, you will be ineligible for financial aid, including loans, until you complete your current academic program. However, once you graduate, you will be eligible to apply for financial aid if you are admitted to and enroll in a new degree or credential program.