



FORM MUST BE TYPED  
WHERE POSSIBLE

## The Office of Student Financial Aid Undergraduate Student Satisfactory Academic Progress Appeal Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Address \_\_\_\_\_ Phone(s): \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ E-mail: \_\_\_\_\_  
Bachelor Degree of \_\_\_\_\_ Major: \_\_\_\_\_

Before completing this form: be sure you are 1) an admitted student at SFSU and 2) we have a valid FAFSA for the academic year for which you are appealing.

<p><b>Signatures are required from:</b></p> <ol style="list-style-type: none"> <li>1. A General Academic Advisor (Advising Center or EOP Advisor) and/or</li> <li>2. Your Major Advisor or Department Representative and</li> <li>3. You, the student.</li> </ol>	<p><b>How to Submit</b></p> <p><i>in person:</i> Student Services Building 1<sup>st</sup> Floor Financial aid window 13</p> <p><i>by mail:</i> SFSU Office of Student Financial Aid 1600 Holloway Ave San Francisco, CA 94132-4011</p>
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### Section I: Type of Appeal

When was your first semester at SF State? \_\_\_\_\_

Select appropriate appeal category (one or both).

\_\_\_\_\_ **Pace (Pass Rate):** Your percentage of units attempted to units earned at SF State is less than 67%.

\_\_\_\_\_ **Maximum Time Frame:** Your total units attempted at all institutions exceed 180 units.

### Section II: Explanation of Past Performance and Graduation Plan

**PART I & II:** Complete Satisfactory Academic Progress Academic Graduation Plan, signed by your **Major faculty advisor, EOP or Academic advisor**, detailing future plan you will take to ensure your graduation requirements are met.

**PART II:** Type, sign and date Student Appeal Letter AND the Course Completion Plan. Explain what circumstances prevented you from meeting the Satisfactory Academic Progress (SAP) standards. What has changed in your situation so that you are now able to maintain satisfactory academic progress toward your degree? Be specific. If health problems have played a role in your circumstances, attach supporting documentation from your medical health provider, counselor, or hospital.

For more details regarding S.A.P. and Financial Aid, go to  
<http://www.sfsu.edu/~finaid/newsapu.html>

Name \_\_\_\_\_  
SF State ID \_\_\_\_\_

## OFFICE OF STUDENT FINANCIAL AID GRADUATION PLAN

### PART I – GENERAL EDUCATION COURSES STILL REQUIRED

To be completed by all students.

I have successfully completed all General Education Requirements, GPA, and/or non-major graduation requirements. Must attach the **DPR (Academic Requirements) Initial here:** \_\_\_\_\_

I still need the following courses to complete all General Education, GPA, and/or other non-major graduation requirements. (Must see an **Academic Advisor** to fill out the section below)

Current overall GPA: \_\_\_\_\_

<u>Subject Area/ Course</u>	<u>Units</u>	<u>Semester in which course will be taken</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Department Stamp  
(if available)

**Reviewed and approved by:**

\_\_\_\_\_ Date

\_\_\_\_\_ Ext #

\_\_\_\_\_ Signature

Name \_\_\_\_\_

SF State ID \_\_\_\_\_

**OFFICE OF STUDENT FINANCIAL AID GRADUATION PLAN**

**PART II – MAJOR COURSES STILL REQUIRED**

To be completed by all students – except undeclared

Part II: Must be signed by your major advisor or a department representative.

**Major:** \_\_\_\_\_

Student has successfully completed all major requirements.

Student needs the following courses to fulfill the major requirements.

**Current overall GPA:** \_\_\_\_\_

<u>Subject Area/ Course</u>	<u>Units</u>	<u>Semester in which course will be taken</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Department Stamp  
(if available)

**Reviewed and approved by:**

\_\_\_\_\_

Last & First Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Ext #

\_\_\_\_\_

Signature

Name \_\_\_\_\_  
SF State ID \_\_\_\_\_

## OFFICE OF STUDENT FINANCIAL AID GRADUATION PLAN

### PART III – EXPLANATION, GRADUATE DATE, AND PROJECTED COURSE OUTLINE

To be completed by all students

Please explain why you have been unable to maintain satisfactory academic progress towards your degree. See our Appeals policy at <http://www.sfsu.edu/~finaid/newsapu.html> for details. Attach appropriate documentation to support your statement, if applicable.

**A. STUDENT APPEAL LETTER:** (attach a separate TYPED sheet as needed)

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**B. ANTICIPATED DATE OF GRADUATION:** \_\_\_\_\_

Complete the following graduation plan, listing by semester the courses you plan to take to fulfill your graduation requirements. Refer to Part I and II for specific requirements. Begin with the current semester. (Attach a separate sheet as needed).

Semester	_____	_____	_____	_____
Course/	_____ / _____	_____ / _____	_____ / _____	_____ / _____
Units	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____
	_____ / _____	_____ / _____	_____ / _____	_____ / _____

I hereby certify the statements above as true and complete to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_  
SF State ID \_\_\_\_\_

## **APPEAL PROCESS: PLEASE READ**

You will be notified by automated email notification of the appeal decision in approximately 2 weeks from the date of submission.

If your appeal is approved, you should know:

1. **You can only appeal *once* during your academic career for a one-time probationary period.**
2. **If you are not meeting the Pace Standard, you will have a probationary period of one academic year (Fall, Spring, Summer) to increase your pass rate to the required percentage. By the end of the probationary period, you must be meeting the standard to retain your financial aid eligibility.**
3. **If you are not meeting the Maximum Time Frame standard, you will have until the end of the current academic year to finish your program while retaining your financial aid eligibility. After the current academic year ends, *you will no longer be eligible for financial aid at SF State.***

**Retain this page for your records**