

**The Office of Student Financial Aid**  
**Graduate Student Satisfactory Academic Progress Appeal Form**  
**THIS FORM MUST BE TYPED**

**Admit Term:** Indicate the semester for which you were admitted to your current program: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Master of:** \_\_\_\_\_ **Major:** \_\_\_\_\_

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

**Section I: Type of Appeal**

Select appropriate appeal category (one or both).

- Pace (Pass Rate):** Your percentage of units attempted to units earned at SF State is less than 70%.  
*Visit the Office of Financial Aid website for details on how to calculate the pass rate: <http://www.sfsu.edu/~finaid/sapnewpolicy.html>*
- Maximum Time Frame:** Your total units attempted at all institutions exceed maximum units necessary for completion of your graduate degree.

**Section II: Appeal Statement and Graduation Plan**

- A. Complete Student Appeal Statement:**  
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 SAP toward your graduate degree? Be specific.
  
- B. Anticipated Date of Graduation and Signature**

## The Office of Student Financial Aid

### Graduate Student Satisfactory Academic Progress Appeal Form

**Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**A. Student Appeal Statement: (attach additional **TYPED** sheet as needed)**


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**B. Anticipated Date of Graduation:** \_\_\_\_\_

Complete the following graduation plan. Please list each semester course you must take to fulfill your graduate degree completion requirements. Begin with current semester. See your Graduate Advisor for assistance, if necessary.

SEMESTER I: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>			SEMESTER II: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Course #	Course Title		Course #	Course Title	Units
<b>Total ATC units:</b>			<b>Total ATC units:</b>		

SEMESTER III: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>			SEMESTER IV: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Course #	Course Title	Units	Course #	Course Title	Units
<b>Total ATC units:</b>			<b>Total ATC units:</b>		

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

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Appeal Process: Please Read**

You will be notified via 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, unless you enter a new degree-seeking program as a post-baccalaureate student (ie, credential program).

Retain this page for your records