



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, 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.

Submit in person or by mail: One Stop Financial Aid in Student Services Building; or SFSU Office of Student Financial Aid, 1600 Holloway Ave, San Francisco, CA 94132-4011

Section I: Type of Appeal

When was your first semester at SF State? _____

Check 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. Seek assistance from your Major faculty advisor, EOP, or Academic Advisor, if necessary.

PART III: Type, sign, and date Student Appeal Letter. 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.

For more details regarding S.A.P. and Financial Aid, visit
<http://financialaid.sfsu.edu/newsapu>

Name _____
SF State ID _____

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 note the following:

- 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