

**THE OFFICE OF STUDENT FINANCIAL AID SATISFACTORY  
ACADEMIC PROGRESS APPEAL COVER SHEET FOR  
UNDERGRADUATE STUDENTS WITH MAX UNIT HOLDS**

**Appeal must be submitted at least one week prior to meeting date**

Print your Name and COMPLETE Mailing Address below (please do not leave anything blank).

Name (First, Last) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ SF State ID# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

This cover sheet is to be attached to and submitted with your appeal packet.  
To be considered complete your appeal packet **must** include the following:

— **Appeal Letter\*** (Must be typewritten or written legibly)

— **Graduation Plan\*** \_\_\_Part I (undergrad or 2<sup>nd</sup> BA w/ first degree from non-CSU school)  
\_\_\_Parts II and III

**\*\*\*Make copies of your appeal packet for your records prior to submitting it.\*\*\*  
\*\*\*Copies will not be made and returned to you.\*\*\***

**OR**

**Baccalaureate Degree Completion Plan** (if you reached the SF State unit tolerance).

\_\_\_ **Unofficial Transcript** (Located on MySFSU)

\_\_\_ **ASE** (See Registrar's counter in One-Stop) **and/or DARS** (Located on MySFSU)

\_\_\_ **EOP Contract** (If you are an EOP student then you must see your EOP counselor)

\_\_\_ **Medical Documentation** (Must address semester where unit deficiency occurred)

\_\_\_ **Other Documentation** (as specified by counselor) \_\_\_\_\_

**\*\*If any documents are missing or incomplete, your appeal may be returned.\*\***

**\*Explain in your appeal letter why your circumstances prevented you from complying with the following Academic Progress Policy.**

**Maximum Units**

- An undergraduate student who has a cumulative number of earned units (including transfer units and/or a previous BA/BS) that exceeds **175 units** cannot receive financial aid.

**For further information regarding our satisfactory academic progress policy please refer to our website at: <http://www.sfsu.edu/~finaid/sapu.html>**





