

THE OFFICE OF STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL COVER SHEET FOR **UNDERGRADUATE STUDENTS WITH AP 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 2nd 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.**

Academic Progress

- An undergraduate student with a unit deficiency greater than 9 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>

