



FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 ☎ (415) 239-3575/3576 • Fax (415) 239-3917

APPEAL PROCESS

The deadline to appeal for the semester is 10 working days before the last day of school.

Students who fail to meet and maintain Satisfactory Academic Progress (SAP) standards are not eligible for State and Federal Financial Aid (Grants, Federal Work Study, and Federal Student Loan). However, disqualification of financial aid will not affect the state Board of Governor's Fee Waiver (BOGW). The SAP standards for Financial Aid are as follows:

- Maintain 2.0 cumulative grade point average (GPA)
- Complete 67% of all units attempted
- Complete your educational goal within a maximum time frame (90 cumulative attempted units for AA degree on transfer program)

The Financial Aid Office at City College of San Francisco maintains an appeals process for students who are disqualified from Title IV, Federal Financial Assistance due to not meeting the institution's Satisfactory Academic Progress policy. To apply for reinstatement of financial aid, students may file an appeal with the Financial Aid Academic Counseling Office. Filing an appeal will not guarantee approval. **To receive financial aid, students must enroll in class(es) toward the completion of their educational goal and meet CCSF Satisfactory Academic Progress standards.**

In reviewing the appeal, exceptions may be made to students with extenuating circumstance. Title IV defines extenuating circumstances as a situation or event the student is unable to anticipate which prevents from making Satisfactory Academic Progress. Extenuating circumstances such as serious injury or illness, death of a relative, mental or physical abuse, etc. and supporting documentation is required such as court order, police report, death certificate, state of family physician, etc. Students granted an exception will be placed on PROBATION for one semester, and must adhere to the conditions set for the probationary semester. At the end of completing probation semester, students must meet CCSF's SAP standards or meet the requirements of the academic plan to qualify for further financial aid. **Extenuating circumstances will not be considered for more than one appeal.**

ATTACHED THE FOLLOWING ITEMS WITH YOUR APPEAL APPLICATION.

Failure to bring the following items will result in having to reschedule counseling appointment.

(CHECK BOXES BELOW)

- Typed and printed statement explaining your situation.
 - Name, student ID #, and phone number.
 - Explain your educational goal, major, and anticipated time of completion.
 - Explain why you are disqualified and unable to meet the federal standards for financial aid: below 2.0 GPA, below 67%, and/or over the maximum time frame.
 - If you have an extenuating circumstances, explain your situation and attach a copy of supporting documentation. Extenuating circumstances will not be considered for more than one appeal.
 - Explain what have changed that will allow you to meet Satisfactory Academic Progress at the next evaluation.
- Prepare a student plan (use attached form) outlining courses necessary to complete your educational goal.
- Print out of current class schedule. To receive financial aid, student must enroll in class(es) toward the completion of their educational goal.
- Print out of unofficial transcript by logging into your Web4.
- Provide copy of supporting documentation (if applicable). Do not attach original documentations.



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Financial Aid Academic Counseling Office STUDENT PLAN

SPL

NAME: _____ STUDENT ID #: _____ MAJOR: _____

DEGREE OBJECTIVE: Certificate: _____ Associate Degree: _____ Transfer to University: _____

____ Semester, 20____	
Course	Unit

____ Semester, 20____	
Course	Unit

____ Semester, 20____	
Course	Unit

____ Semester, 20____	
Course	Unit

____ Semester, 20____	
Course	Unit

____ Semester, 20____	
Course	Unit

COMMENTS:

SIGNATURE: _____

DATE: _____