



# FINANCIAL AID OFFICE

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

**Must submit in person**

## CREDIT HOUR PROGRAM APPEAL FOR REINSTATEMENT OF FINANCIAL AID TO PROCESS YOUR APPEAL, PLEASE FOLLOW THE INSTRUCTION ON THIS FORM

<b>Name of Financial Aid Applicant (Please print)</b>			
Last Name	First	MI	SSN/Student ID

### SEMESTER FOR WHICH YOU ARE REQUESTING AN APPEAL (APPEALS WILL NOT BE GRANTED FOR A SEMESTER THAT HAS ENDED)

FALL SELECT AN ITEM    SPRING SELECT AN ITEM    SUMMER SELECT AN ITEM

### REASON(S) FOR APPEAL (CHECK ALL THAT APPLY)

- Cumulative Grade Point Average (GPA) below 2.00
- Failure to complete 67% of all units attempted
- Reached Maximum Time Frame (90 cumulative units attempted)
- Reached 60 cumulative units attempted and GPA is below 2.00

**THE FIRST STEP TO APPEALING IS TO ATTEND A MANDATORY FINANCIAL AID SAP WORKSHOP, THEN SUBMIT A WRITTEN APPEAL TO AN ACADEMIC COUNSELOR IN THE FINANCIAL AID OFFICE. APPEALS ARE NOT AUTOMATIC AND WILL ONLY BE APPROVED FOR EXTENUATING CIRCUMSTANCES.**

The Financial Aid Office at City College of San Francisco maintains an appeal process for students who have been disqualified from Title IV, Federal Financial Assistance due to failure to meet the institution's Satisfactory Academic progress policy. If you failed to maintain a cumulative grade point average of at least 2.0 and/or a cumulative unit completion rate of 67% or reached the maximum time frame of 90 cumulative attempted units and have extenuating circumstances, you may appeal for an exception.

### HELPFUL HINTS FOR COMPLETING YOUR APPEAL

On the separate sheet of paper please **WRITE OR TYPE AN EXPLANATION** that addresses why you were unable to meet the financial aid satisfactory academic progress requirements.

The statement must include the steps taken or action plan that you have set up to achieve Satisfactory Academic Progress.

For example:

- Meet with an academic counselor to develop an educational plan & enroll in courses that your educational plan specifies
- Seek tutorial services
- Reduce your working hours

Your statement should focus on the academic term(s) and/or course(s) for which you enrolled but did not complete or earned a failing grade (i.e. W, NC, I, RD, F, D). Please be specific. Incomplete information may delay the review of your appeal or result in the denial of your request.

You need to bring pertinent documentation to support your extenuating circumstances such as medical records or letter from physician, obituaries or death certificates or court documents. Supporting documentation could also include a letter of support from a person familiar with the specific circumstances surrounding your lack of academic progress. This may be a faculty member, advisor, counselor, religious official, or other person who is aware of your situation.

**EXTENUATING CIRCUMSTANCES ARE DEFINED AS SITUATIONS OR EVENTS WHICH YOU CANNOT ANTICIPATE AND PREVENT YOU FROM MAKING SATISFACTORY ACADEMIC PROGRESS.**

**FOR EXAMPLE:**

Serious injury or illness  
Death of a relative  
Mental or physical abuse

***APPEALS WILL NOT BE GRANTED FOR A SEMESTER THAT HAS ALREADY ENDED.*** Therefore, the deadline to submit the appeal is 10 working days before the end of the semester for which you are appealing.

**APPEAL PROCESS:**

- Attend a Mandatory Financial Aid SAP Workshop.
- See the Financial Aid Academic Counselor who will assist you with the following:
- Discuss with you your appeal
- Develop your educational plan, or review the plan prepared by an academic counselor
- Make a determination to grant an exception to the Satisfactory Academic Progress requirements (this may include conditions or a contract)

Provide you with a written response to your appeal.