Return to:

Financial Aid and
Scholarship Office
San José State University
One Washington Square
San Jose, CA 95192-0036
Telephone: (408) 283-7500

Name of Financial Aid Applicant (Please Print Clearly)

Last **First** **Middle**

San Jose State ID: _____

For Office Use Only:

ACADEMIC PROGRESS PETITION FORM – H HOLD

STEP I: Please read and follow instructions listed below

The Financial Aid and Scholarship Office is required to monitor Academic Progress for all students who apply for aid per Federal and State Regulations. According to our records, your overall Academic Progress Status is **H**. This means a hold has been placed on your aid because you have completed less than 6 undergraduate / credential/ 2nd Degree or 4 graduate units during the last semester or academic year. You may appeal this hold by following all of the instructions in Step II of this document. **Petitions are evaluated by the date order received, and should be submitted immediately.** You will be notified within 21 business days once your appeal has been reviewed. Check my.sjsu.edu for messages and/or "To Do" items pertaining to the outcome of this petition.

If you are not returning to SJSU for the academic year, please sign below and return this form.

Sign here: _____ Date_____

Step II: Submitting your Petition for Committee Review

- **Personal Statement – Required on all petitions.** You must provide a written explanation that states the reasons why you completed less than 6 undergraduate / credential/ 2nd Degree or 4 graduate units during the last semester or academic year.
  - Supporting documentation must be attached to personal statements:
    - For medical reasons, an official letter from the physician/healthcare provider for personal or family member illness.
    - Deceased immediate family member – documentation must be submitted.
- **Grade Changes or Additional Units** – Provide proof of SJSU grade changes or additional units completed at another college. An unofficial transcript is required as proof of units taken at another college.
- **Academic Probation** – Students with a GPA of 2.0 or below must provide proof that Academic Advising has been received.

Academic Advisor: _____ Date: _____Department Stamp: _____

I fully understand that I am responsible for paying any fees owed to the university by the established deadline, regardless of the outcome of this petition.

Student signature: _____ Date: _____

Contact information: _____ _____
Email Daytime phone number

For office use only:

Committee Review:_____Date:_____

☐ Approved/Assign Communication Letter Code: _____ ☐ Refer to Coder to complete documents/Coder's initials_____

☐ Denied/Assign Checklist Code: _____☐ Refer to Coder to complete documents/Coder's initials_____