

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 – S 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 **S**. This means a hold has been placed on your aid because you have excessive semesters beyond your degree requirement. 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 for excessive semesters.
- **Supporting documentation must be attached to all personal statements:** A department approved Major and Minor Form (undergraduate, credentials, post baccalaureate) or a Candidacy Form (graduate) specifying completed courses, coursework in progress and your anticipated graduation date.

Advisor Signature: _____ Date: _____

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: _____
<input type="checkbox"/> Approved/Assign Communication Letter Code: _____	<input type="checkbox"/> Refer to Coder to complete documents/Coder's stamp: _____
<input type="checkbox"/> Denied/Assign Checklist Code: _____	<input type="checkbox"/> Refer to Coder to complete documents/Coder's stamp: _____