



FINANCIAL AID OFFICE

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50 FRIDA KAHLO WAY SAN FRANCISCO, CA 94112 (415) 239-3577 www.ccsf.edu

Students who become ineligible may appeal their financial aid disqualification status by submitting an SAP appeal application to the financial aid office. SAP Appeals are assigned to students for the term they are currently enrolled in regardless of the terms the student failed to meet SAP standards. Students must also have a valid FAFSA in our system for the academic year the term falls under. Deadlines for each semester will be established and published on the SAP Appeal form in Campus Logic. A committee will evaluate all appeals on a case-by-case basis and decide based on the documents collected; the decision of the Financial Aid Appeals Committee is final. A student cannot use the same reason from a prior appeal to appeal for the current term. A notification is sent to students via email of the appeals committee decision. [SAP Appeal Process](#)

Special note: Students are allowed a [second appeal](#) regardless of the decision. *Appeals must be filed by the published deadline for the current term.*

The SAP appeal must consist of the following:

Completion of the SAP Online Workshop (myRAM Portal)

An Academic Plan: An agreement between the student and the institution, which ensures the student's academic progress. An academic plan could take the student to program completion, rather than meeting the SAP standards. [Academic Plan](#)

- o Please plan accordingly to make an appointment with an academic counselor.

SAP Appeals Application

A personal statement explaining why they were unable to meet SAP standards.

- o GPA/Progression: The student must indicate extenuating circumstances as well as third party supporting documentation and must outline corrective or preventative measures to ensure satisfactory progress in the future. Extenuating circumstances will only be reviewed for



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