



2015-2016 STUDENT CERTIFICATION

Student San Jose State I.D. Number	Student Last Name	Student First Name
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CERTIFICATION STATEMENT – REQUIRED READING!

- I understand any failure to meet the standards now or in the future shall disqualify me from financial aid (including student loans).
- I understand that I must notify the Financial Aid and Scholarship Office if I stop attending class.
- I understand that I cannot receive aid (e.g., Pell Grant) from more than one college during the same period of enrollment and that I will be required to repay any over award.
- I understand that SJSU will use my financial aid funds to pay any outstanding debts I owe to the University.
- I understand that a refund may be requested for any portion of financial aid funds that apply to University debts unrelated to registration fees or University housing.
- I understand that if I am receiving a Cal Grant B, my stipend portion will be used to pay outstanding University charges unless I have made alternate arrangements with the Bursar's Office.
- I understand that this form is not an acknowledgement of admission to San Jose State University and is separate from any admission requirements.

I have read and accept the Academic Progress Policy as stated on page 2 of this form. We recommend that you keep a copy of all forms for your records.

By signing this form, I certify that all of the information to qualify for student financial aid is complete and correct. **WARNING:** If you purposely give false or misleading information on this form, you may be fined, sent to prison, or both.

Student Signature	Date
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Return this form by mail or in person:

By Mail:

Financial Aid and Scholarship Office
One Washington Square
San Jose, CA 95192-0036

In Person:

Financial Aid and Scholarship Office
Student Services Center
1st floor of the North Parking Garage

Questions?

Phone: 408-283-7500
Email: fao@sjsu.edu

KEEP THIS PAGE FOR YOUR RECORDS

Students who receive either Federal or State Financial Aid (including loans) are obligated to make satisfactory academic progress toward their degree. Students who accept financial aid are obligated to attend class, complete their assignments, seek tutorial assistance if necessary and prepare for exams. In effect, Financial Aid students must take responsibility and make every effort to ensure their educational success.

Two components make up the Satisfactory Academic Progress Policy at SJSU:

1. Qualitative (grade based)

Students must maintain good academic standing with the university and have a minimum GPA of 2.0 (Undergrad, Credential, 2nd BA) and 3.0 (Graduate level) by graduation. Students must also complete at least 75% of their cumulative attempted units in order to maintain their financial aid.

2. Quantitative (time-related)

Students must complete their program of study within 150% of the units for the degree. For undergraduate degrees at SJSU, the maximum number of units that a student can receive financial aid is for 180 units. For 2nd BA, Credential, or Graduate students, the maximum number of units that a student can receive financial aid is for 60 units.

Transfer units are also counted in this total, whether or not SJSU has accepted those units toward the degree and whether or not financial aid was received for those units.

To avoid problems with your eligibility expiring before you graduate, take classes that meet your general education requirements or are required for your major.

Petition and Appeal Process

If a student fails to complete 75% of their cumulative attempted units or reaches 180 undergraduate units or 60 graduate units, a hold is placed on the student's future financial aid. A student has the opportunity to submit a petition form and explain the reasons for not completing their attempted units or to explain why it has taken them more units to complete their program of study. Each petition has certain documentation that is required. Submit all required paperwork in order for the committee to make a complete evaluation of your situation. A student cannot have the same petition reason for two semesters in a row.

Petition forms are posted as a To-Do List item on a student's [MySJSU](#) and are also available [online](#). Follow the directions as outlined on the Academic Progress Petition Form and submit all required documentation immediately to the Financial Aid and Scholarship Office for the Appeals Committee to review. Petitions are evaluated in date order received. Students will be notified of the outcome within four weeks of submission. The decision of the committee is final.

A student whose appeal has been approved may receive financial aid but must meet the satisfactory academic policy in the future to continue receiving financial aid. Students will only be allowed three petitions during their academic career, regardless of the situation.

Units Required to Receive Aid

All students must be enrolled at least half-time (6 units undergraduate/credential/2nd BA; 4 units-200 level equivalency for graduate) to receive financial aid, including loans, regardless of their situation. Submit the [Student Information Update Form](#) for review by the Committee. If approved, financial aid may be reduced proportionately.

For more information on academic progress visit: sjsu.edu/faso/Policies/academicprogress