

2014-2015



Financial Aid

**Financial Aid Office**

5150 N. Maple Avenue, M/S JA 64

Fresno, CA 93740-8026

Phone: (559) 278-2182 Fax: (559) 278-4833

www.fresnostate.edu/studentaffairs/financialaid/

## Incomplete Satisfactory Progress Petition

<b>Name:</b> _____	<b>Student ID:</b> _____
<b>Address:</b> _____	<b>Phone:</b> _____
_____	<b>E-mail:</b> _____

Your Satisfactory Academic Progress petition is **INCOMPLETE**. At this time our records indicate that you are missing the following:

- Signature on your student statement.
- An EOP Letter of Recommendation. Schedule an appointment to see your EOP counselor as soon as possible at (559) 278-1787.
- An RSP Letter of Recommendation. Schedule an appointment to see your RSP counselor as soon as possible at (559) 278-4240.
- An academic plan for a student with more than 100 attempted units. Contact your department advisor to obtain a signed academic plan on department letterhead.
- Documentation:
- The statement submitted to our office does not address all the specific semesters that you did not complete 100% of your semester units. Please provide our office with a signed explanation for **each semester** where you received a grade of **F, I, NC, W, WU or RP**, for the following semesters:
- Other:

**Please resubmit your petition with all of the information/documentation requested by:** \_\_\_\_\_

Your prompt attention to this matter is greatly appreciated.

\_\_\_\_\_  
Financial Aid Counselor/Technician

\_\_\_\_\_  
Date

**NOTE: If you fail to respond, your petition will be returned to you without being processed.**