OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF CALIFORNIA

March 21, 2024   **GOM 2024-11**

TO: Financial Aid Administrators

FROM: Tae Kang   *Tae Kang*
            Deputy Director, Program Administration & Services Division

SUBJECT: **Cal Grant – Late GPA Appeal Process for Colleges**

This Operations Memo from the California Student Aid Commission (Commission) explains the Late Cal Grant Grade Point Average (GPA) appeal process for colleges and students who missed the March 2, 2024*, filing deadline.

Late GPA Appeal Process – Submitted by School(s)

- Submit an appeal on school letterhead and include the following:

  o School code
  o School contact information
  o Brief explanation of why the submission deadline was missed
  o If appealing for a few students, include the following on your appeal letter (no need to attach excel or .txt file)
    - Student name
    - DOB
    - Address
    - SSID (if applicable)
    - GPA
  o **Send all appeal letters to** schoolsupport@csac.ca.gov.

- If appealing for an entire school or many students, submit the GPA file through *Secure File Transfer* (WebGrants >Data Transfer > File Upload > Select "Secure File Transfer"). <u>If submitting through this method, please state so on your appeal letter.</u> Colleges continue to have the option to submit GPAs using the SSN (preferred) or Non-SSN methods.

  o SSN GPA files should be formatted using the SSN GPA Record Layout.

  o For students who do not have an SSN or Dream Act ID, GPAs can be submitted using the Non-SSN GPA Excel template.

  o If you do not have access to upload via *Secure File Transfer*, send a password protected document via e-mail. Please include the password for your file in your appeal letter.

Late GPA Process – Submitted by Student(s)

State regulations allow Cal Grant applicants to appeal the late submission of their Cal Grant GPA if circumstances beyond their control delayed or prevented them from submitting a verified GPA by the March 2, 2024, filing deadline. The appeal process mentioned herein covers students in the High School Entitlement (E1), Community College Transfer Entitlement (E2) and Competitive Cal Grant awards, which specify that a GPA be submitted by the March 2 deadline. Students planning on attending a California Community College in the fall 2024, have until September 2*, 2024, to have a qualifying GPA submitted as part of the Community College Entitlement (E3) program.

- Students complete the [Late Cal Grant GPA Appeal Form](#) located on the Commission's website, providing an explanation of the circumstances that prevented them from submitting an on-time Cal Grant GPA.

    o 2024-25 Competitive Cal Grant Late GPA Appeal Deadline – Friday, March 22, 2024.

    o 2024-25 Entitlement Cal Grant Late GPA Appeal Deadline – Thursday, May 16, 2024.

Due to March 2, 2024, falling on a Saturday, Cal Grant GPAs submitted through March 4, 2024, will be considered on time.

Due to September 2, 2024, falling on Labor Day holiday, Cal Grant GPAs submitted through September 3, 2024, will be considered on time.

Need to contact us?
- School Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

Working together to effectively promote education beyond high school!