



Satisfactory Academic Progress Appeal

Students who have their financial aid suspended may submit a written appeal using the Satisfactory Academic Progress Appeal form. When filing an appeal, make sure that you provide a full explanation along with documentation, verifying the circumstances that led to your inability to meet the Standards for Satisfactory Academic Progress. Before filing an appeal, it is important that you seek assistance from your school or college advisor in order to explore ways of eliminating your deficiencies and to establish a realistic plan towards graduation.

Satisfactory Academic Progress Appeal Options

If you received a Financial Aid Suspension Letter or Courtesy Notification, you have an opportunity to appeal this decision.

Select ONE option that best describes your situation and complete the subsequent appeal form:

Section A

- AS OF TODAY'S DATE, you have completely eliminated your deficiency(ies). Proceed to Section A, page 2.

Section B

- You received a Financial Aid Suspension Letter or Courtesy Notification and are requesting additional terms. Proceed to Section B, page 3.

PRIORITY DEADLINES

JUNE 1, 2018 – If applying for summer aid.*

*Make sure to fill out a summer application by April 30th via www.financialaid.ucla.edu

JULY 27, 2018 – Academic Year


You may submit the appeal after the deadlines but, if approved, you may be considered for federal aid only.

Satisfactory Academic Progress Appeal Checklist

- Submit a Summer Application if applying for summer.
- Optional:* Attend a Satisfactory Academic Progress Workshop. (dates, time, and location to be announced, via email)
- Academic Plan signed by your College or School academic advisor. Keep a copy for your records.
- Letter of appeal (signed and dated with Student ID number)
- Supporting documentation (if any)

Satisfactory Academic Progress Appeal – Section A

THIS SECTION IS TO BE COMPLETED ONLY IF, AS OF TODAY'S DATE, ALL DEFICIENCIES ARE COMPLETELY ELIMINATED.

| | |
|---|--|
|  Financial Aid and Scholarships A129 Murphy Hall, Box 951435 Los Angeles, CA 90095 | 2018 – 2019 For office use only: |
| 2018 – 2019 Satisfactory Academic Progress (SAP) – Appeal Form | |
| <input type="checkbox"/> Please check this box if you will be enrolled at UCLA for Summer 2018. | |
| Name: | |
| Last | First |
| Student ID Number | Telephone Number |
| E-mail Address | |
| Please select academic level: | |
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Graduate |
| As of today's date, I am no longer deficient with the following (check all that applies): | |
| <input type="checkbox"/> Grade Point Average Standard (2.0 UG/3.0 Grad) | <input type="checkbox"/> The Pace Standard (67% or better) |
| Certification My signature below acknowledges the following statements: <ul style="list-style-type: none"> • The information in this form and in any attachments is complete and accurate. • Summer appeals will be reviewed starting in MAY and Academic Year appeals will be reviewed starting in AUGUST. If your appeal is submitted on time, you will be notified electronically of our decision before the start of the quarter for which additional aid is requested. • No in-person appointments will be granted unless requested by Financial Aid and Scholarships. | |
| Student Signature | Date |
| Office Use Only: | |

Completing Your Satisfactory Academic Progress Appeal – Section B

If you received a Financial Aid Suspension Letter or Courtesy Notification and are requesting additional terms, you have an opportunity to appeal this decision. Carefully read and follow the instructions below:

1. Write a **detailed letter of appeal**. This letter should include and describe the following points:
 - a. Explanation of the extenuating circumstances that impacted your ability to meet the minimum Satisfactory Academic Progress (SAP) Standards.
 - b. Plan of action indicating how you have addressed or resolve the issue(s) which resulted in your inability to meet the Satisfactory Academic Progress requirements.
2. Provide **copies of supporting documentation** such as doctors' letters/bills, death certificate, obituary, police reports, or college transcripts (for suspensions related to percentage of units completed).
3. Submit an **Academic Plan**. This must include your expected graduation date, the courses and number of units you plan to complete each quarter and your College or School academic advisor's signature.
 - a. You must schedule an appointment with an academic advisor to complete this form and use the Academic Plan form provided in this packet.
4. Sign and date your letter of appeal. Make sure to include your student ID number.

Note: If your Suspension Notice states that you only have a GPA deficiency, the Academic Plan is not required. (Please see Section B, page 4)

Please note that the information you share in your appeal will be kept private, but not confidential. In some instances, we may be required to report incidents you disclose in your appeal to confidential sources on campus which may include the Dean of Students, CAPS, and/or University of California Police Department.

The following academic advising units are prepared to help you with the development of your academic plan.

Graduate students should seek academic counseling from an appropriate departmental representative.

Letters & Science Counseling

College Academic Counseling
A316 Murphy Hall
(310) 825-3382

Academic Advancement Programs
1209 Campbell Hall
(310) 825-1481

Honors Programs
A311 Murphy Hall
(310) 825-1553

School of Engineering
6426 Boelter Hall
(310) 825-2826


School of the Arts and Architecture
2200 Broad Art Center
(310) 206-3564

School of Nursing
2-137 Factor Building
(310) 825-7181

School of Theater, Film and Television
103 East Melnitz Hall
(310) 206-8441

Satisfactory Academic Progress Appeal – **Section B** (Student – Part I)

DO NOT SUBMIT AN ACADEMIC PLAN IF APPEALING A SUSPENSION DUE TO GPA ONLY.

| | | | |
|--|--|-------------------|------------------|
|  Financial Aid and Scholarships A129 Murphy Hall, Box 951435 Los Angeles, CA 90095 | 2018 – 2019 For office use only: | | |
| 2018 – 2019 Satisfactory Academic Progress (SAP) – Appeal Form | | | |
| <input type="checkbox"/> Please check this box if you will be enrolled at UCLA for Summer 2018. | | | |
| Name: | | | |
| Last | First | Student ID Number | Telephone Number |
| E-mail Address | | | |
| Please select academic level: | | | |
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Graduate | | |
| Certification My signature below acknowledges the following statements: <ul style="list-style-type: none"> • The information in this form and in any attachments is complete and accurate. • Summer appeals will be reviewed starting in MAY and Academic Year appeals will be reviewed starting in AUGUST. If your appeal is submitted on time, you will be notified electronically of our decision before the start of the quarter for which additional aid is requested. • No in-person appointments will be granted unless requested by Financial Aid and Scholarships. | | | |
| Student Signature | Date | | |
| Office Use Only: | | | |

Satisfactory Academic Progress Appeal – Section B (College or School Academic Advisor – Part II)

DO NOT SUBMIT AN ACADEMIC PLAN IF APPEALING A SUSPENSION DUE TO GPA ONLY.



Financial Aid and Scholarships
A129 Murphy Hall, Box 951435
Los Angeles, CA 90095

2018 – 2019

For office use only:

2018 – 2019 Satisfactory Academic Progress (SAP) – Appeal Form

Name: _____
Last First Student ID Number

| Summer 2018 | | |
|-------------|-------|-------|
| Courses | Units | *R/NR |
| | | |
| | | |
| | | |
| | | |

| Fall 2018 | | |
|-----------|-------|-------|
| Courses | Units | *R/NR |
| | | |
| | | |
| | | |
| | | |

| Winter 2019 | | |
|-------------|-------|-------|
| Courses | Units | *R/NR |
| | | |
| | | |
| | | |
| | | |

| Spring 2019 | | |
|-------------|-------|-------|
| Courses | Units | *R/NR |
| | | |
| | | |
| | | |
| | | |

***Required/Not Required**

1. Please fill the above grid with courses and correlating units. If these are not known (i.e. GE courses), fill in the course type and expected units to complete. Full time enrollment is not required as long as the student can complete their degree objective within the maximum attempted units allowed. Grant aid will be reduced for less than full-time attendance.
2. Indicate if courses listed above are “required” or “not required” towards degree objective.
3. Will the student enroll in the Reduced Fee Program? (If YES, circle all that apply) **SP18 SU18 FA18 WI19 SP19**
4. Please fill in the expected term that the student will fulfill all degree requirements: Term: _____ Year: _____

ADVISOR'S PRINTED NAME: _____

ADVISOR'S SIGNATURE: _____ EXT# _____ Date Completed: _____