

Financial Aid and Scholarships
A129 Murphy Hall, Box 951435
Los Angeles, CA 90095
www.financialaid.ucla.edu
Messaging Center link

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.

If multiple deficiencies please only submit one SAP appeal.

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

PRIORITY DEADLINES

May 31, 2019 – If applying for summer aid.*

*Make sure to fill out a summer

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

JULY 26, 2019 - 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

Optional: 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
Supporting documentation

Satisfactory Academic Progress Appeal – Section A

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

LICLA	2019 – 2020					
Financial Aid and Scholarships	For office use only:					
A129 Murphy Hall, Box 951435 Los Angeles, CA 90095						
2019 – 2020 Satisfactory Academic Progress (SAP) – Appeal Form						
☐ Please check this box if you will be enrolled	at UCLA for Summer 2019.					
Name:						
Last First	Student ID Number Telephone Number					
E-mail Address						
Please select academic level:						
Undergraduate	Graduate					
As of today's date, I am no longer deficient with the following (check all that applies): Grade Point Average Standard (2.0 UG/3.0 Grad) The Pace Standard (67% or better)						
Certification						
My signature below acknowledges the followin	g statements:					
 The information in this form is complete and of the Appeals will be reviewed in the order received. 						
If your appeal is submitted on time, you will be notified electronically of our decision before						
the start of the quarter for which additional o	ala is requestea.					
Student Signature Do	ate					
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. Include the term(s) these extenuating circumstances occurred.
 - 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.
- 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.

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

1205 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.

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UCLA	2019 – 2020				
Financial Aid and Scholarships	For office use only:				
A129 Murphy Hall, Box 951435					
Los Angeles, CA 90095					
2019 – 2020 Satisfactory Academ	nic Progress (SAP) – Appeal Form				
Places chack this box if you will be appelled	A at IICI A for Summar 2010				
Please check this box if you will be enrolled	1 di octa ioi sommei 2017.				
Name:					
Last First	Student ID Number Telephone Number				
E-mail Address					
Please select academic level:					
Undergraduate	Graduate				
Certification					
My signature below acknowledges the followi	ing statements:				
The information in this form and in any attach	chments is complete and accurate.				
 Appeals will be reviewed in the order recei 	ved.				
 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. 					
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Student Signature [Date				
Office Use Only:	<u> </u>				
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Satisfactory Academic Progress Appeal – **Section B** (College or School Academic Advisor – Part II)

UCLA				2019 – 2020				
Financial Aid and Scholarships A129 Murphy Hall, Box 951435 Los Angeles, CA 90095				For office	e use only:			
20	2019 – 2020 Satisfactory Academic Progress (SAP) – Appeal Form							
Nar	ne:		F. 1		01 1 11	D.V.		
	Last		First		Student I	D Number		
Summ	er 2019			Fall	2019			T
Cours	es	Units	*R/NR	Cou	rses		Units	*R/NR
							·	
Winte				<u> </u>	ng 2020			
Cours	es	Units	*R/NR	Cou	rses		Units	*R/NR
*Requ	ired/Not Required							
 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.	2. Indicate if courses listed above are "required" or "not required" towards degree objective.							
3.	3. Will the student enroll in the Reduced Fee Program? (If YES, circle all that apply) SP19 SU19 FA19 WI20 SP20							
4.	4. Please fill in the expected term that the student will fulfill all degree requirements: Term:Year:							
ADVIS	OR'S PRINTED NAME:							
ADVISOR'S SIGNATURE:EXT# Date Completed:								