

Satisfactory Academic Progress (SAP) 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.

PRIORITY DEADLINES

May 31, 2024 – Summer*

*Make sure to fill out a summer application via my.ucla.edu under Finances and Jobs.

JULY 19, 2024 – Academic Year

Appeals submitted after the priority due dates, if approved, may be considered for federal aid only.

Resource: [SAP Guide](#)

SAP 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 submit only one SAP appeal.

Determine the situation that applies to you below and complete the subsequent appeal form:

As of today's date, you have completely eliminated your deficiency(ies).

You received a Financial Aid Suspension Letter or Courtesy Notification and are requesting additional terms.



Proceed to Section A
(page 2)



Proceed to Section B
(pages 3-6)



Section B Checklist



Student form (pgs. 4 and 5)



Supporting documentation(s)



Academic Plan (pg. 6) signed by your academic advisor.

Satisfactory Academic Progress Appeal – Section A

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



UCLA Financial Aid & Scholarships	2024 – 2025
A129 Murphy Hall, Box 951435 Los Angeles, CA 90095	Office use only:

2024 – 2025 Satisfactory Academic Progress (SAP) – Appeal Form

Please check this box if you will be enrolled at UCLA for Summer 2024.

Name:

Last	First	Student ID#	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 apply):

Grade Point Average Standard:
2.0 Undergraduate | 3.0 Graduate

The PACE Standard: **67% or better**
Units completed ÷ units attempted = PACE

Certification

My signature below acknowledges the following statements:

- The information in this form is complete and accurate.
- 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 aid is requested.

Student Signature

Date

Office Use Only:

HOW TO SUBMIT FORM

Please upload this document via [ONLINE MyUCLA Message Center](#) and select the Topic: Satisfactory Academic Progress Appeals

Completing Your SAP 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. Complete pages 4-6 of this form. Attach a letter of appeal if more space is needed on page 5.

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.

b. Plan of action indicating how you have addressed or will resolve the issue(s) which resulted in your inability to meet the Satisfactory Academic requirements.

2. Provide copies of supporting documentation (e.g. doctor's letter/bill, death certificate, obituary, police report, or external transcripts)

3. Submit an Academic Plan* (page 6) This must include your expected graduation date, the courses and number of units you plan to complete each quarter and your College.

You must schedule an appointment with an academic advisor and have them complete the Section B, part II form on page 6 of this packet.

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 departments are prepared to help you with the development of your academic plan.

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

Resource: [SAP Guide](#)

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) 825-9580

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.



UCLA Financial Aid & Scholarships	2024 – 2025
A129 Murphy Hall, Box 951435 Los Angeles, CA 90095	Office use only:

2024 – 2025 Satisfactory Academic Progress (SAP) – Appeal Form

<input type="checkbox"/> Check this box if you will be enrolled at UCLA for Summer 2024.	<input type="checkbox"/> Check this box if you have missed <u>two</u> or more consecutive terms
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Last name	First name	Student ID#	Telephone #

E-mail Address	Term being appealed (Choose from dropdown)
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Please select academic level:

Undergraduate
 Graduate

Certification

My signature below acknowledges the following statements:

- The information in this form and in any attachments is complete and accurate.
- 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 aid is requested.

Student Signature	Date
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Office Use Only:

HOW TO SUBMIT FORM

ONLINE

Please upload pages 4-6 via [MyUCLA Message Center](#) and select the Topic: Satisfactory Academic Progress Appeals



1. Why were you unable to meet Satisfactory Academic Progress (SAP)? Please explain the extenuating circumstances that prevented you from meeting the SAP requirements. Include the terms these circumstances occurred.

[Empty text box for answer to question 1]

2. What has changed in your situation and what is your plan of action that will allow you to meet SAP in the future?

[Empty text box for answer to question 2]

3. What supporting documentation are you including with this appeal?

[Empty text box for answer to question 3]

Student Certification

Please carefully read each item.

I understand if my appeal is approved, I will be on financial aid probation.

I understand if my appeal is approved, I must be meeting the requirements of SAP at the end of my quarter on probation, or be making upward progression in my GPA/Pace.

I understand that in order to be making SAP I must be meeting the following standards:

- I must maintain a cumulative GPA of at least 2.0 (undergrad) or 3.0 (grad).
- I must maintain a pace of completion (credits earned/credits attempted) of at least 67%.
- I must complete my academic program within the maximum timeframe, which is 150% of the published length of my primary degree program.

I understand that failure to comply with the above terms could result in the loss of financial aid. I certify that all information provided in this appeal, including any attachments, is complete and accurate.

Section 3: Signature (electronic signatures accepted)

Student's Signature:

Date:

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



UCLA Financial Aid & Scholarships

2024 – 2025

A129 Murphy Hall, Box 951435
Los Angeles, CA 90095

For office use only:

2024 – 2025 Satisfactory Academic Progress (SAP) – Appeal Form

Name: _____

Last

First

Student ID#

Term

You should only list, and register for, courses that can satisfy degree requirements (including GE's).

Summer 2024 Courses

	Units	*R/NR

Fall 2024 Courses

	Units	*R/NR

Winter 2025 Courses

	Units	*R/NR

Spring 2025 Courses

	Units	*R/NR

To be completed by Academic Advisor:

***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 timeframe 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) **SU24 FA24 WI25 SP25**

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: _____