

FINANCIAL AID AND SCHOLARSHIPS

UNIVERSITY of CALIFORNIA • IRVINE

Office of Financial Aid and Scholarships
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Satisfactory Academic Progress Appeal Instructions

You have been notified that you have not met the Satisfactory Academic Progress requirement to continue receiving financial aid. The Office of Financial Aid and Scholarships has an appeal process available to students who, due to extenuating circumstances, have been unable to meet the minimum academic requirements. The following is important information to consider when completing your request and the steps to submitting an appeal.

Circumstances we consider: Extenuating circumstances may include, but are not limited to, prolonged illness or hospitalization, a death in the family or a change of major required by your academic department.

Circumstances we do not consider: Extenuating circumstances generally do not include double majors or participation in an off-campus program (such as EAP, UCDC).

Term Deadlines to submit Appeal Requests:

Fall Term: November 15, 2024
Winter Term: February 21, 2025
Spring Term: May 16, 2025

You cannot apply retroactively for aid eligibility for a term that has ended.

If you submit your request prior to 30 days before the term settlement deadline, you should make arrangements (other than financial aid) to pay your own fees for the term.

Steps to completing your Appeal Request:

Prepare your Appeal Request, which should include the following details –

- Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress.
- What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.
- The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future.
- Provide 3rd party supporting documentation to verify your statement and your extenuating circumstances.

Submit your Appeal Request - Make a copy of your appeal and any supporting documents for your records before you submit.

If Your Reason for Appealing is not Acceptable:

An email informing you of the denied appeal will be sent to you no later than 21 days after the appeal has been submitted. Appeal decisions are final, and no subsequent review of the appeal will be permitted. All appeal decisions are reviewed by a minimum of two financial aid staff.

If Your Reason for Appealing is Acceptable:

An email informing you of the approved appeal will be sent to you no later than 21 days after the appeal has been submitted. Additionally, you will receive a copy of your proposed academic plan.

Your academic plan will include:

- If you have reached or are near to reaching the maximum number of terms of eligibility, the number of additional terms of eligibility you are being granted to complete your degree requirements.
- If you are deficient in GPA, the minimum term and cumulative GPA required for you to achieve each future term to meet the 2.0 cumulative GPA requirement (3.0 for graduate students) by the conclusion of the plan.
- If you are deficient in units or Pace, the number of units required for you to complete for each future term to meet the minimum cumulative unit or Pace requirement by the conclusion of the plan.

If the academic plan is for only one term:

You will be instructed to sign, date and upload a copy of your signed plan to our office. Keep a copy of the plan for your personal records – you will not need to do anything further.

If the academic plan is for multiple terms:

-Schedule a Meeting with your Academic Advisor. Bring your proposed academic plan form with you to the meeting.

-Review Proposed Academic Plan with your Academic Advisor. At the meeting, review the proposed academic plan with your advisor to ensure that it is both realistic and achievable for you to complete. If necessary, make any revisions to the plan that you both agree are needed. At the conclusion of the meeting, your advisor must complete his/her section of the form. You must also sign and date the plan that you agree to the terms.

-Submit your Proposed Academic Plan to the Financial Aid Office for Approval. After you have returned your proposed plan to the Financial Aid Office, we will review it. You will receive an email notifying you of our decision.

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**Satisfactory Academic Progress
Appeal Request**

Upload this SAP Appeal Request Form and all supporting documentation to: *ZotAid*

Student Name _____ UCI ID Number _____

Address _____

Phone Number _____ Email: _____

TERM FOR WHICH YOU ARE APPEALING:

- Fall 2024
- Winter 2025
- Spring 2025

DEFICIENCY OR DEFICIENCIES YOU ARE APPEALING: (CHECK ALL APPLICABLE)

- Cumulative GPA Below a 2.0 (3.0 for graduate students)
- Pace Completion Rate Below 66.6%
- Maximum Timeframe (maximum terms of financial aid eligibility used)

CURRENT MAJOR: _____

ANTICIPATED GRADUATION DATE: _____

Attach your signed statement that includes all of the following details:

-Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress

-What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation

-The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future

-Provide 3rd party supporting documentation to verify your statement and your extenuating circumstances.

I have read and understand the instructions pertaining to the satisfactory academic progress appeals process. I certify that the statements and information I am submitting regarding my appeal are accurate and correct. I understand that the decision rendered is final and no subsequent review will be permitted.

Student Signature _____

Date _____