

Financial Aid Office
University of California
One Shields Avenue
Davis, CA 95616-8596

PHONE: (530) 752-2390
FAX: (530) 752-6667
financialaid.ucdavis.edu

**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM
2011-2012**

Student's Name: _____ Student ID#: _____

Phone #: _____ E-mail: _____

Address: _____

Major: _____ College: _____

*** Your appeal must be received by the following deadlines designated per quarter as outlined below:**

Fall, Winter and Spring Quarters	Winter and Spring Quarters	Spring Quarter Only
September 9, 2011	December 16, 2011	March 9, 2012

Please check the box if you were recently re-admitted:

Please indicate the date you were re-admitted: _____

APPEAL INSTRUCTIONS:

Submit a signed, typed statement indicating which quarters you are appealing for in the last two years you were deficient in Units and/or GPA. Your statement must address the following:

- *indicate* each quarter you were academically *deficient*,
- *describe* the type of deficiency (units and/or GPA),
- *provide* details about what caused the deficiency, *and*
- tell us your plans to correct the situation. Provide an estimate of how long it will take to clear the deficiency or complete your degree.

Attach supporting documents for your statement (See example below)**

**** Example:** GPA below 2.0 or completed less than 12 units *because* (e.g., illness, family, academic problems) *with a detailed explanation* (e.g.: I was diagnosed with mononucleosis in February of 2011 and I withdrew in March. In addition, I was hospitalized in October of 2010 for a severe bronchial infection, etc.)

Student's Signature: _____ Date: _____