

SAP Maximum Timeframe Appeal Instructions

To be eligible for federal, state and institutional funds, a student must meet the Satisfactory Academic Progress (SAP) Standards. Failure to maintain these standards will result in a suspension of Financial Aid Eligibility for subsequent terms. For detailed information, please see our SAP Policy and Standards at: financialaid.ucdavis.edu/consumer/sap/.

Maximum Time Frame for Financial Aid Purposes

Regardless whether or not a student has met their maximum term limit, students are not eligible for additional financial aid funds beyond completion of their degree requirements.

Undergraduate Students must complete a minimum of 10 units per term.

Degree Program	Maximum Terms Attempted (150%)
Undergraduate	18 terms of full-time enrollment

Transfer and Advance Placement (AP) units count as term(s) completed.

Transfer/AP Units Completed	Transfer/AP Units to Term(s) Calculation *	UC Davis Terms	Total Terms
12 units	$12 \div 15 = 1$ Term	12 Terms	13 Terms
30 units	$30 \div 15 = 2$ Terms	15 Terms	17 Terms
105 units	$105 \div 15 = 7$ Terms	8 Terms	15 Terms

* Transfer units include, but are not limited to, units completed at a Junior College and AP units.

Important Notes:

- Official Part-Time Career Staff terms count as 0.5 of a term.
- Summer (Session 1, 2 and Special Sessions) counts as:
 - 0.5 of a term if enrolled in less than 12 units total
 - 1.0 term if enrolled in 12 or more units total
- The term counts if the student separates from the university on or after the first day of instruction.
- Appeals are reviewed in the order they are received.
- **Students with an approved appeal are placed on probation for the following quarter and their academic progress is monitored to ensure that they meet the conditions of their corrective plan. If you must submit a Graduation Plan as a condition of your approved appeal, your financial aid will not disburse until the Financial Aid and Scholarships Office confirms you are adhering to your Graduation Plan. Your ability to adhere to the units and courses specified in your Graduation Plan will be closely monitored. Failure to adhere to your Graduation Plan will delay aid disbursement and may result in suspension of your eligibility for financial aid.** If a student believes that an extenuating circumstance led to not meeting the conditions, the student may meet with a Financial Aid Officer.
- The UC Davis Financial Aid and Scholarships Office cannot confirm that probation conditions are met until after the grades are posted on the student's records and the academic standing and GPA are recalculated. This may occur after the fee deadline and in this case you may need to make alternative payment arrangements, for example [alternative loans](#) or the [Deferred Payment Plan](#).
- Students seeking readmission to the University must submit an appeal by the published deadline. Once readmitted, the student will need to submit a complete copy of the readmission notification email from the Office of the University Registrar.

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

FAX: (530) 752-1587
financialaid.ucdavis.edu
my.ucdavis.edu/ask_us

SAP Maximum Timeframe Appeal Form
Winter 2018 DEADLINE: November 29, 2017

Student's Name: _____ Student ID: _____

Email: _____ Phone: _____

Address: _____

Major(s): _____ College(s): _____

Check the box if you were recently re-admitted* Date you were re-admitted: _____

*Please include a complete copy of the readmission notification email from the Office of the University Registrar.

Appeal Process

1. Compile the following documents:

- A typed statement detailing your situation and reason(s) for not completing your degree in 18 terms.** Your statement should be concise, but should be as long as necessary to explain the **timeline** of applicable events and any applicable items below:
- Completed SAP Graduation Plan (below)** including the signature from any required offices. Financial Aid's form must be used.
- Any supporting documentation**

2. Submit your appeal to the Financial Aid and Scholarships Office by the deadline. Be sure to include your Student ID on all documents submitted to our office. You will receive notification of the SAP Board's decision.

If you are submitting this form by the deadline noted above, you may request to be saved from being dropped for non-payment for Winter 2018 by checking the box below. **If you do not meet with our office in person, your request is not guaranteed.**

- I request to be saved from being dropped for the Winter 2018 term while my appeal is reviewed. By signing below, I acknowledge that I am responsible for all charges on my student account whether my appeal is approved or not.

Student Certification

The enclosed statement is true and correct. I understand that any false statements or misrepresentations will be cause for denial, reduction, cancellation, or repayment of financial aid.

Student's Signature: _____ Date: _____

Financial Aid and Scholarships Office Use Only	
<p>Officer Comments:</p> <p>Officer Approval</p> <p>Initial: _____ Date: _____</p>	<p>Method Received</p> <p><input type="checkbox"/> Front Desk <input type="checkbox"/> Mail</p> <p><input type="checkbox"/> Fax <input type="checkbox"/> Other</p> <p>Received By: _____ Date: _____</p>

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Financial Aid SAP Graduation or Academic Plan

18 Quarters for Bachelor's 9* Quarters for Master's, 21* Quarters for Doctoral Degree
(To be completed by Academic Advisor)

* Cannot Exceed 21 Total Quarters for Master's and Doctoral Degrees Combined

Name: _____ Student ID: _____

Major(s): _____ Minor(s): _____

College(s): _____

List remaining coursework required for degree completion. Please also specify the term and year the student will attend.

Term: _____		
Year: _____		
Course	*GR	Units
Total Units:		

Term: _____		
Year: _____		
Course	*GR	Units
Total Units:		

Term: _____		
Year: _____		
Course	*GR	Units
Total Units:		

*Graduation Requirements (GR): Please indicate which Graduation Requirement each course meets:

C = College	M1 = 1 st Major	G = General Education	M2 = 2 nd Major
MN = Minor	U = University	NR= Not Required	

Total number of units at graduation: _____ Date of graduation: _____

I/We project that the above course(s) will meet all College, General Education, Major, Minor and University requirements for this student (signature verifies that you have checked all requirements in your area of authority).

Major/Department Advisor: _____ Signature: _____ Date: _____

Dean's Office Representative: _____ Signature: _____ Date: _____

Advisor Comments: Provide any other relevant information regarding the student's academic status and degree completion:

Student Signature: _____ Date: _____