

## Satisfactory Academic Progress 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 more detailed information, please see our SAP Policy and Standards at: [financialaid.ucdavis.edu/consumer/sap](http://financialaid.ucdavis.edu/consumer/sap).

### Qualitative: Grade Point Average Requirement

Students must maintain a 2.0 cumulative Grade Point Average (GPA).

### Quantitative: Unit Completion Requirement

Students must complete a minimum of 67% of his or her enrolled units for each academic year. This allows undergraduates to complete 180 unit program in the maximum 150% time allowed for aid.

Units Attempted	Units Completed	Financial Aid SAP Quantitate Measure	67% Minimum Completion SAP Standards Met?
45 units	36 units	$36 \div 45 = 80\%$	Yes
45 units	30 units	$30 \div 45 = 67\%$	Yes
45 units	28 units	$28 \div 45 = 62\%$	No

### Quantitative: Pace Schedule Requirement (Minimum Units Completed per Term)

Students must complete a minimum of 10 units per Term\*

Term	Units Required
1 <sup>st</sup> term	10 units
2 <sup>nd</sup> term	20 units
17 <sup>th</sup> term	170 units
18 <sup>th</sup> term	180 units

\* Summer and Official Part-Time Status count as 0.5 of a term, and required 5 units to meet pace.

### Important Notes:

- 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 probation. Once the Financial Aid and Scholarships Office determines that SAP was met for the probationary term, the student will return to good SAP status for the remainder of the academic year. If SAP is not met during the probationary quarter, financial aid will be canceled for all subsequent terms.** 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 record 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  
One Shields Avenue  
Davis, CA 95616-8596

FAX: (530) 752-1587  
financialaid.ucdavis.edu  
[my.ucdavis.edu/ask\\_us](http://my.ucdavis.edu/ask_us)

**Satisfactory Academic Progress (SAP) Appeal Form**  
**Spring 2018 DEADLINE: March 8, 2018**

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 meeting SAP
- **Type of deficiency** (passing units and/or GPA)
- **Timeline** detailing the circumstances as to why you did not meet SAP
- **Specify what has changed** in your situation that will allow you to meet SAP for the following quarter and the remainder of your academic career (e.g. will work with an academic advisor, seek assistance from Student Academic Success Center)

**Attach any applicable supporting documents for your statement. See examples below:**

- GPA is below 2.0 *because* (e.g. illness, family, academic problems) *with a detailed explanation* (e.g. I was in a car accident in February of 2017 and I withdrew in March of 2017) *and documentation* (e.g. a letter from my doctor, police report, etc.)
- If you are working with an academic advisor and have documentation, such as an Academic Plan, please submit a copy with your appeal

**2. Submit your appeal to the Financial Aid and Scholarships Office by the deadline.** 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 Spring 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 Spring 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid and Scholarships Office Use Only	
<p><b>Officer Comments:</b></p>   <p>Initial: _____ Date: _____</p>	<p><b>Method Received</b></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>