

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/standards.

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.

Degree Program	Maximum Timeframe Attempted (150%)*
Undergraduate	270 units
Second Baccalaureate**	270 units (including undergraduate terms)
Masters	216 units
Doctorate	500 units
Doctorate of Educational Leadership – CANDEL	162 units
Teaching Credential	99 units
Graduate School of Management	108 units
Doctorate of Veterinary Medicine	356 units
Masters of Preventative Veterinary Medicine	75 units
Masters of Forensic Science	81 units
Masters of Maternal and Child Nutrition	54 units
Masters of Professional Accountancy	72 units

* Degree programs and lengths vary. See the General Catalog or contact your Department for the exact length of your program. ** For students considering a Second Baccalaureate, refer to admissions for application and eligibility requirements.

Important Notes:

- Appeals are reviewed in the order they are received.
- Students with an approved appeal are placed on probation and are given a Probation Contract to follow. Academic progress is monitored to ensure that they meet the Probation Contract. Once confirmed that they have met the conditions, their financial aid will be released for the subsequent quarter, if applicable. If a student does not meet the conditions in the Probation Contract, they may submit a new appeal.
- The UC Davis Financial Aid and Scholarships Office cannot confirm that 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 2019 DEADLINE: November 29, 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 completing your degree within the maximum unit timeframe. 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. Graduate students completing their dissertation should instead submit a statement from an academic representative (statement must include an estimated completion date).
- ☐ 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 2019 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 2019 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	
Officer Comments: Officer Approval Initial: _____ Date: _____	Method Received <input type="checkbox"/> Front Desk <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Other Received By: _____ Date: _____

(To be completed by Academic Advisor)

College(s): _____

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

Term: _____ Year: _____		
Course	*R **GR	Units
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Total Units:		

Term: _____ Year: _____		
Course	*R **GR	Units
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Total Units:		

Term: _____ Year: _____		
Course	*R **GR	Units
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Total Units:		

***Repeat Course:** Financial aid considers a passing grade to be a D- or above. Repeating a class for a second time may affect the student's financial aid disbursement.

****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: _____