



## Financial Aid Office

### 2010-11 Instructions to Submitting a Satisfactory Academic Progress Appeal

#### DEADLINES

**July 30, 2010** – Academic Year  
**June 1, 2010** – if applying for  
summer aid.

You may submit the appeal  
after the deadline but you will  
not be considered on-time for  
priority funding.

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#### CHECKLIST

- Letter of appeal  
(signed & dated with  
Student ID #). Mark  
"Summer Appeal" if  
applying for summer.
- Supporting  
documentation (if any)
- Program Planning Guide  
(signed by academic  
advisor)

Do not submit your appeal until  
you have completed all of the  
above.

Submit to:  
UCLA Financial Aid Office  
A-129 Murphy Hall  
Box 951435  
Los Angeles, CA 90095-1435  
FAX 310.206.7419

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**THE COMPLETE SAP GUIDE**  
is on the web:  
<http://www.fao.ucla.edu>  
under "Publications"

Use this form if your eligibility to receive financial aid for the 2010-11 academic year has been suspended. You have an opportunity to appeal this decision. Carefully read and follow the instructions below.

1. Write a **detailed letter of appeal**. This letter should include and describe the following points:
  - a) Extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress (SAP) standards. Examples of extenuating circumstances include, but are not limited to:
    - unexpected death or major hospitalization of an immediate family member
    - extended hospitalization or medical condition of student
    - victimization of a violent crime or natural disaster

Work conflicts or lack of transportation to school are NOT considered extenuating circumstances. Change of major or pursuit of a double major are also not considered as extenuating circumstances.

Note: If you are a graduate student and enrolled in a 3-year program (i.e. Architecture), you are not required to submit a highly-detailed appeal. All that is required is a simple appeal stating what program you are enrolled in and attach a program description (website printouts are acceptable).
  - b) Plan of action to resolve the cause for the circumstance or unit-deficiency and explain how it will not cause problems in the future.
  - c) Your contact information. Provide a telephone number and email address.
  - d) Sign and date your letter of appeal. Make sure to include your student ID number.
2. Provide **copies of supporting documentation** such as doctors' letters/bills, death certificate, obituary, police reports or college transcripts (for unit deficiency appeals).

(OVER)

3. Submit a **Program Planning Guide**. This must include your expected graduation date, course and number of units for each quarter and your academic advisor's signature. If you have a copy of this form developed in conjunction with an earlier academic advising appointment, such copy will be acceptable. However, if you do not have one, you must schedule an appointment with an academic advisor and have one completed.

### **AFTER SUBMITTING YOUR APPEAL**

Your appeal will be reviewed within 2 weeks of your submission date. The review of your appeal may take longer during peak periods. You will be notified via email of the decision. No in-person appointments will be granted unless requested by the Financial Aid Office.

During the review, some of the factors that will be considered are:

1. Validity of the reasons for failing to meet the standards.
2. Resolution of the problems leading up to your failure to meet the standards.
3. Prior academic history (credits earned vs. credits attempted, GPA, number of repeats, etc.).
4. Meetings with your academic advisor, along with their notes and recommendations.
5. Number of previous suspensions and reinstatements.
6. Your demonstrated motivation to succeed.
7. Likelihood of future success.
8. Number of additional quarters requested.
9. Quality of appeal.
10. Quality and thoroughness of supporting documentation.

If your appeal is denied, you may submit a secondary appeal to the Financial Aid Office if you are providing new information that was not considered in your original appeal.

If you have graduated, will graduate or will not apply for Financial Aid assistance during the 2010-11 year and you have a Satisfactory Academic Progress hold on your record, Financial Aid policy mandates that we cannot remove this hold until we can verify your graduation. You may either bring us verification of your completed degree or you may wait until the Registrar's Office posts this on your account. The SAP hold will only prevent disbursements to the BAR account and does not affect any other services on campus.

**If you feel that you've received a Satisfactory Academic Progress notification in error**, you must still submit a letter of explanation as to the nature of the error, as well as academic transcripts (inclusive of spring 2010 grades or grade cards).

*The following academic advising units are prepared to help you with the development of an academic plan. Graduate students should seek academic counseling with an appropriate departmental representative.*

#### ***Letters & Science Counseling***

*A316 Murphy Hall  
310.825.3382*

#### ***Honors Programs***

*A311 Murphy Hall  
310.825.1553*

#### ***Campus Retention Committee***

*Student Activity Center/  
220 Westwood Plaza #105  
310.825.5969*

#### ***Academic Advancement Program***

*1209 Campbell Hall  
310.825.1481*

#### ***School of Engineering***

*6426 Boelter Hall  
310.825.2826*

#### ***School of the Arts***

*194 Kinross South  
310.206.3564*

#### ***School of Nursing***

*2-137 Factor Building  
310.825.7181*

## STUDENT PROGRAM PLANNING GUIDE

NAME \_\_\_\_\_ SID# \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Federal Regulations require UCLA to establish, publish and apply standards of satisfactory academic progress for financial aid eligibility. This worksheet is to be used for planning of student's program towards graduation and in estimating the number of units completed for the purpose of determining eligibility. Additional information regarding Satisfactory Academic Progress requirements can be found in the "Satisfactory Academic Progress Guide", available online [www.fao.ucla.edu](http://www.fao.ucla.edu) under "Publications".

subject	units	subject	units	subject	units	subject	units
SUMMER 2010		FALL 2010		WINTER 2011		SPRING 2011	

subject	units	subject	units	subject	units	subject	units
SUMMER 2011		FALL 2011		WINTER 2012		SPRING 2012	

subject	units	subject	units	subject	units	subject	units
SUMMER 2012		FALL 2012		WINTER 2013		SPRING 2013	

subject	units	subject	units	subject	units	subject	units
SUMMER 2013		FALL 2013		WINTER 2014		SPRING 2014	

subject	units	subject	units	subject	units	subject	units
SUMMER 2014		FALL 2014		WINTER 2015		SPRING 2015	

**RETAIN A COPY OF THIS DOCUMENT:** If your appeal is approved you will be expected to complete units as indicated in your Planning Guide. Failure to do so may result in future denial of additional Financial Aid.

**ADVISOR'S PRINTED NAME & SIGNATURE:** \_\_\_\_\_ **EXT#** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

Attach advisor's business card here