

FINANCIAL AID AND SCHOLARSHIPS

UNIVERSITY of CALIFORNIA • IRVINE

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Satisfactory Academic Progress Appeal Instructions

You have been notified that you have not met the Satisfactory Academic Progress requirement to continue receiving financial aid. The Office of Financial Aid and Scholarships has an appeal process available to students who, due to extenuating circumstances, have been unable to meet the minimum academic requirements. The following is important information to consider when completing your request and the steps to submitting an appeal.

Circumstances we do consider: Extenuating circumstances may include, but are not limited to, prolonged illness or hospitalization, a death in the family or a change of major required by your academic department.

Circumstances we do not consider: Extenuating circumstances generally do not include a voluntary change of major, double majors, or participation in an off-campus program (such as EAP, IOP, UCDC).

Term Deadlines to submit Appeal Requests:

Summer Session I:	July 15, 2016
Summer 10-Week:	August 15, 2016
Summer Session II:	August 25, 2016
Fall Term:	November 11, 2016
Winter Term:	February 24, 2017
Spring Term:	May 19, 2017

You cannot apply retroactively for aid eligibility for a term that has ended.

If you submit your request prior to 30 days before the term settlement deadline, you should make arrangements (other than financial aid) to pay your own fees for the term.

Steps to completing your Appeal Request (Undergraduate and TCP Students):

1. **Prepare your Appeal Request** – Indicate the nature of your appeal and include the reason(s) why you were unable to make academic progress. This information will assist the office in reviewing your situation and best determine the impact your extenuating circumstances may have had in completing your degree. Please submit any supporting documentation that would assist in evaluating your extenuating circumstances. This may include, but not be limited to, a statement from your physician or hospital records indicating your or your family member's illness or a death certificate or obituary for a family member.

Also, please explain how your situation has changed and would therefore prevent a re-occurrence.

2. **Submit your Appeal Request** - Make a copy of your appeal and any supporting documents for your records before you submit. To ensure timely processing of your appeal, you should submit your appeal in person to our office in 102 Aldrich Hall so we can review it to ensure it is complete. A financial aid counselor will review your request upon submission. No appointment is necessary.

If Your Reason for Appealing is not Acceptable:

Written notification of the decision will be sent to the address indicated on your Appeal Request form no later than 21 days after the appeal has been submitted. Appeal decisions are final and no subsequent review of the appeal will be permitted.

If Your Reason for Appealing is Acceptable:

3. **Pick up a Copy of your Proposed Academic Plan** – You will receive an email instructing you to stop by the Financial Aid Office and pick up a copy of your proposed academic plan.

Your academic plan will include:

- If you have reached or are near to reaching the maximum number of terms of eligibility, the number of additional terms of eligibility you are being granted to complete your degree requirements.
- If you are deficient in GPA, the minimum term and cumulative GPA required for you to achieve each future term to meet the 2.0 cumulative GPA requirement (3.0 for graduate students) by the conclusion of the plan.
- If you are deficient in units or Pace, the number of units required for you to complete for each future term to meet the minimum cumulative unit or Pace requirement by the conclusion of the plan.

If the academic plan is for only one term:

You will be instructed to sign, date and keep a copy of the plan for your personal records – you will not need to do anything further.

If the academic plan is for multiple terms:

4. **Schedule a Meeting with your Academic Advisor** – Please make an appointment to see your advisor. (If you are considering switching majors, you may wish to first meet with an advisor from that other department before meeting with your current advisor.) Bring your proposed academic plan form with you to the meeting as well as a print-out of your “My Academic Status” webpage from the My Aid website.
5. **Review Proposed Academic Plan with your Academic Advisor** – At the meeting, review the proposed academic plan with your advisor to ensure that it is both realistic and achievable for you to complete. If necessary, make any revisions to the plan that you both agree are needed. At the conclusion of the meeting, your advisor must complete his/her section of the form. You must also sign and date the plan that you agree to the terms.

(note: To assist you in this process, we include a worksheet with your plan that you and your advisor may use to determine which courses to take for each term of your proposed plan).

6. **Submit your Proposed Academic Plan to the Financial Aid Office for Approval** – After you have returned your proposed plan to the Financial Aid Office, we will review it. You will receive a letter notifying you of our decision.

Steps to completing your Appeal Request (Graduate Students):

1. **Prepare your Appeal Request** – Indicate the nature of your appeal and include the reason(s) why you were unable to make academic progress. This information will assist the office in reviewing your situation and best determine the impact your extenuating circumstances may have had in completing your degree. Please submit any supporting documentation that would assist in evaluating your extenuating circumstances. This may include, but not be limited to, a statement from your physician or hospital records indicating your or your family member’s illness or a death certificate or obituary for a family member.

Also, please explain how your situation has changed and would therefore prevent a re-occurrence.

2. **Download a Proposed Academic Plan Form** – You will need to download a proposed academic plan form from the graduate forms page of the Financial Aid website (www.ofas.uci.edu/GradForms2016) and take it your faculty advisor for him/her to complete with you.
3. **Schedule a Meeting with your Faculty Advisor** – Please make an appointment to see your advisor. (If you are considering switching majors, you may wish to first meet with an advisor from that other department before meeting with your current advisor.) Bring your proposed academic plan form with you to the meeting as well as a print-out of your “My Academic Status” webpage from the My Aid website.
4. **Create a Proposed Academic Plan with your Faculty Advisor** – At the meeting, create an academic plan with your advisor which is both realistic and achievable for you to complete. At the conclusion of the meeting, your advisor must complete his/her section of the form. You must also sign and date the plan that you agree to the terms.

(note: To assist you in this process, we include a worksheet with your plan that you and your advisor should use to determine which courses to take for each term of your proposed plan).

5. **Submit your Appeal Request and Proposed Academic Plan Form** - Make a copy of your appeal request, proposed academic plan and any supporting documents for your records before you submit. To ensure timely processing of your appeal, you should submit your appeal materials in person to our office in 102 Aldrich Hall so we can review them to ensure they are complete. No appointment is necessary.

Written notification of the decision will be sent to the address indicated on your Appeal Request form no later than 21 days after the appeal has been submitted. Appeal decisions are final and no subsequent review of the appeal will be permitted.

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Satisfactory Academic Progress Appeal Request

Student Name _____ UCI ID Number _____

Address _____

Phone Number _____ Email: _____

STUDENT LEVEL:

- ☐ Undergraduate
- ☐ Graduate

TERM FOR WHICH YOU ARE APPEALING:

- ☐ Summer 2016
- ☐ Fall 2016
- ☐ Winter 2017
- ☐ Spring 2017

DEFICIENCY OR DEFICIENCIES YOU ARE APPEALING: (CHECK ALL APPLICABLE)

- ☐ Cumulative GPA Below a 2.0 (3.0 for graduate students)
- ☐ Pace Completion Rate Below 66.6%
- ☐ Insufficient Number of Completed Units
- ☐ Maximum Timeframe (maximum terms of financial aid eligibility used)

CURRENT MAJOR: _____

ANTICIPATED GRADUATION DATE: _____

Attach a signed statement that includes all of the following:

- a. The reason(s) for your appeal, including all pertinent facts.
- b. An explanation of how your situation has changed and a description of how you plan to make up your deficiency or deficiencies in order to prevent a re-occurrence.
- c. Include all relevant documentation to substantiate and verify the facts pertaining to your appeal.

Please consult pages one and two of this form for additional information about the appeals process.

I have read and understand the instructions pertaining to the satisfactory academic progress appeals process. I certify that the statements and information I am submitting regarding my appeal are accurate and correct. I understand that the decision rendered is final and no subsequent review will be permitted.

Student Signature _____

Date _____

The State of California requires that you be told the following: Federal student loans are available to most students regardless of income and provide a range of repayment options including income-based repayment plans and loan forgiveness benefits, which other education loans are not required to provide.