



# SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

DEADLINES: FALL- AUGUST 15    SPRING- JANUARY 14    SUMMER- JUNE 1

Please use this form, along with required supporting documentation to appeal the suspension of your financial aid eligibility resulting from your failure to meet UC's minimum standards for Satisfactory Academic Progress. Only valid appeals with documented extenuating circumstances will be considered and reviewed by the Financial Aid Appeals Committee. A valid appeal includes: appeal form, appeal statement, and all required documentation to support extenuating circumstances that have affected your academic progress. All forms and documentation must be submitted by the respective deadline. Incomplete appeals will not be reviewed and automatically. Appeals received after the deadline will be considered for the next semester. You will be notified in writing via email once an appeal decision has been made. An appeal decision may impose limitation upon your financial aid eligibility.

Student's Name \_\_\_\_\_ Student's ID Number \_\_\_\_\_

## DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

**PERSONAL INJURY, ILLNESS, PHYSICAL DISABILITY, OR VICTIM OF A CRIME**

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- If victim of a crime: copy of police report of incident in which student was a victim.
- If injury, illness or disability: statement from healthcare provider detailing the medical condition that impaired academic performance. The statement should specifically address the following:
  - Student's limiting medical condition and timeframe for which conditions existed.
  - How the condition may have impaired academic performance.
  - How the student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.

**DEATH/ ILLNESS OF IMMEDIATE FAMILY MEMBER**

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- If illness of immediate family member: statement from doctor detailing medical condition incurred by family member. Statement should specifically address medical condition and timeframe for with the condition existed.
- If deceased: copy of death certificate.

**SEPERATION/DIVORCE**

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- Copy of separation or divorce decree

**WORK RELATED DIFFICULTIES OR OTHER EXTENUATING CIRCUMSTANCES NOT LISTED ABOVE**

REQUIRED DOCUMENTATION (PLEASE ATTACH)

- Student statement detailing circumstance impairing performance and why future academic performance will not be impaired by circumstance.
- If work related: statement from employer explaining work related difficulties. The statement should specifically address the following:
  - Student's specific work related difficulties and timeframe for with difficulty existed
  - How the work situation has changed to such an extent that it should not significantly impair future academic performance.
- If other extenuating circumstances: relevant documentation to support the student statement

*Please note: All documentation should include the student's name and relate to the specific period of time during which the student's academic performance failed to meet UC's minimum standards for Satisfactory Academic Progress. All Third Party documents must be on letterhead or an official form and include an official signature.*



Student's Name \_\_\_\_\_ Student's ID Number \_\_\_\_\_

**STUDENT APPEAL STATEMENT**

- PARAGRAPH 1: List the circumstances that contributed to your academic problems.
- PARAGRAPH 2: List the changes in your circumstance that will permit you to focus on your future academic performance.
- PARAGRAPH 3: List the steps you will take to improve your academic performance.

The inclusion of documentation as outlined above does no guarantee that an appeal will be granted. Each case must be considered individually. In general, two separate appeals cannot be granted based on the same circumstance. Once all necessary items are reviewed, appeals are considered and a decision will be issued as quickly as possible (generally within 10 business days). Please note that appeals can take longer during peak processing times.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date