Federal Title IV Financial Aid recipients must maintain Satisfactory Academic Progress (SAP) as regulated by federal guidelines outlined in 34 CFR 668.34. To comply, the David Geffen School of Medicine at UCLA (DGSOM) has adopted a SAP policy that applies to all medical students receiving any form of financial aid. Students who fail to meet SAP requirements become ineligible to receive federal and institutional aid until they are in compliance with these requirements. This DGSOM policy and appeal process can be found at www.medstudent.ucla.edu via Financial Aid–SAP Policy.

The Financial Aid Office has been notified that you are currently not making satisfactory academic progress and therefore your aid eligibility has been suspended. To appeal this, please complete all steps outlined on this form. Once a decision has been made, you will be notified via email. If your appeal is approved, you will be on “Financial Aid Probation” During probation you will be eligible to receive financial aid and be required to follow your academic plan. At the end of probation, if you are still not making SAP, your financial aid will be suspended again and you may appeal for the second time.

**STEP 1: Student Information**

Name: Last                       First                       UID#

**STEP 2: Enrollment period for which you are appealing:**

- Summer term (3rd year only)
- Fall semester
- Spring semester

**STEP 3: Type a detailed letter of appeal**

This letter should include and describe both of the following points:

a) **The reason for failing to meet SAP requirements** (e.g. medical condition, injury or illness, death of relative, or other circumstance).

b) **Plan of action**: Provide an explanation of what has changed in your circumstances and a statement of your plan of corrective action (academic plan) that will now allow you to comply with SAP standards.

**STEP 4: Certification Statement**

I certify that all information reported on my appeal is true and accurate. I have also attached all required documentation. I understand that purposely falsifying information may lead to a cancellation of financial aid and prevent me from receiving financial aid in future academic years.

Student Signature                       Date