



Financial Aid and Scholarships Office Satisfactory Academic Progress (SAP) Appeal Academic Plan for Graduate Students

Student Name: _____ Student ID: _____

School or College: _____ Program and Degree: _____

Anticipated Completion Date [Term/Year]: _____

Reason for Not Meeting SAP (please circle): **Completed Units < 67%** **GPA < 3.0** **Total Attempted Terms > 150%**

I understand that I am requesting an appeal for continued federal financial aid eligibility. I agree to follow my academic plan and successfully complete the units/benchmarks indicated each semester to maintain satisfactory academic progress. I understand that failure to do so will result in loss of my federal financial aid eligibility.

Student Signature: _____ Date: _____

TO BE COMPLETED BY YOUR ADVISOR AND APPROVED BY YOUR GRADUATE/PROFESSIONAL SCHOOL DEAN

Dear Advisor: To maintain federal financial aid eligibility, students must be making Satisfactory Academic Progress (SAP) toward degree completion as stated in our policy at <http://financialaid.berkeley.edu/satisfactory-academic-progress>. The student listed above has not met one or more of the minimum requirements and is appealing for an exception to the SAP policy and the loss of federal financial aid. One of the requirements of the appeal process is for the student to meet with the appropriate academic advisor(s) to create an academic plan that will put the student back on track to successful graduation.

Proposed Academic Program

Beginning with the current term, indicate the specific academic benchmark the student is required to complete in order to meet his or her Program and/or degree requirements for graduation. Describe deliverables and timeframes for completion of degree requirements for each of the following terms. If expected graduation term is in a future year, please only provide benchmarks for the current academic year.

Academic Term (populate the year)	Academic Benchmark (e.g. 3.0 cumulative GPA and complete 6 units, completion of two chapters, etc.)	Advisor Notes and Comments (please initial)
Summer 20____ (if planned)		
Fall 20____		
Spring 20____		

Required Signatures: By signing below, I certify that I have met with the student and we have developed an academic plan that will ensure academic progress in each of the semesters above and will meet program/degree requirements for graduation. *FASO may contact the academic advisor at the end of each term to confirm that academic benchmarks have been met.*

Academic Advisor Signature (REQUIRED): _____ **Date:** _____

Print Name: _____ **Email:** _____

Dean (or delegate) of Graduate Division, Dean of Optometry School, Director of Program Office at Haas, or Dean of Students at Berkeley Law. Please see Instructions on page 2 regarding how to submit this appeal for Dean approval.

Signature (REQUIRED): _____ **Date:** _____

Print Name: _____ **Email:** _____

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INSTRUCTIONS FOR GRADUATE STUDENTS AND ADVISORS

- Students, be sure to check the email to receive from the Financial Aid and Scholarships Office that informs you of the reason you were flagged for SAP and indicate at the top of page 1 of the Academic Plan for Graduate Students form.
- Be sure that you have answered all questions in the Berkeley Financial Aid Forms website before downloading and completing the Academic Plan for Graduate Students form.
- Prepare a proposed plan that defines the deliverables to be completed in each of the semesters and the summer, as applicable.
 - Be specific (e.g., remove incompletes in course X in Fall, submit Chapters Y & Z in Spring, Review introduction in Summer, etc.). Submit a *feasible* plan that you are confident you can meet in this academic year. Second SAP Appeals have a higher bar for approval.
- Prepare a written statement and be sure to include the following:
 - **Extenuating circumstances** that caused you not to meet Satisfactory Academic Progress. Include specific details when appropriate, such as dates.
 - **What will/has changed** that will enable you to meet Satisfactory Academic Progress in the future.
 - **Steps you have taken** to ensure that you will meet Satisfactory Academic Progress in the future. For example, what resources have you sought out to ensure success in future semesters?
- Meet with your Faculty Graduate Advisor/Head Graduate Advisor and ensure that your advisor signs AND initials next your specific plans; advisor notes are appreciated.
- **Optometry, Business and Law students:**
 - Please submit your academic plan to the Dean of Optometry School; Director of Program Office at Haas; or Dean of Students at Berkeley Law for review and approval.
- **All other Graduate Students:**
 - Submit for review and approval to the Dean of the Graduate Division c/o Assistant Dean Andrea Rex, gradsapappeal@berkeley.edu; please allow five business days for review.
- When approved, your academic plan will be returned by email for you to upload to the Berkeley Financial Aid Forms website.
- Be sure to upload all relevant, third party supporting documentation that supports your letter of explanation and your plan moving forward.