

UC Irvine Paul Merage School of Business

Satisfactory Academic Progress for Financial Aid Graduate Business Student Appeal Instructions

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You have been notified that you have not met the Satisfactory Academic Progress requirement to continue receiving federal financial aid. The UC Irvine Merage School of Business Office of Financial Aid 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 change of academic plan.

We recommend submitting appeals no later than 3 weeks before the fee deadline. If you are unable to meet this timeline, please make alternative payment arrangements to ensure your fees are paid on time.

Term Deadlines to submit Appeal Requests:

Summer Term: August 1, 2025

Fall Term: November 14, 2025

Winter Term: February 20, 2026

Spring Term: May 15, 2026

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

Steps to completing your Appeal Request:

- 1. Prepare your Appeal Request Statement** – 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 SAP Appeal Request** - Login to [ZotAid](#), select **Documents** and click on **upload a non requested document**
 - a. For *Document Name*, select **SAP Appeals Request For Graduate Students**
 - b. For *Owner*, select **Student**
 - c. For *Award Year*, select **2025-2026**
 - d. Attach: SAP Appeal – Graduate Business Student Request form, SAP Appeal Request statement & supporting documentation (if applicable)
 - e. Add Comments (optional) and select **UPLOAD**
- 3. Appeal Committee will review SAP Appeal Request** – Committee will review the SAP appeal and either approve or deny appeal request.

Written notification of the decision will be sent to the student 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 the request is approved, the student will be notified of the decision and provided a copy of the academic plan. The student must sign and date the plan to indicate agreement with the terms and return it as instructed.

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Satisfactory Academic Progress for Financial Aid Appeal Request Form

Student Name _____ UCI ID Number _____
Email: _____

STUDENT PROGRAM:

- ☐ Flex MBA
- ☐ Executive MBA (EMBA)
- ☐ Full-Time MBA
- ☐ Master of Professional Accountancy (MPAc)
- ☐ Master of Finance (MFIN)
- ☐ Master of Innovation and Entrepreneurship (MIE)
- ☐ Master of Science in Business Analytics (MSBA)

TERM FOR WHICH YOU ARE APPEALING:

- ☐ Summer 2025
- ☐ Fall 2025
- ☐ Winter 2026
- ☐ Spring 2026

DEFICIENCY OR DEFICIENCIES YOU ARE APPEALING: (check all applicable)

- ☐ Cumulative GPA Below a 3.0
- ☐ Pace Completion Rate Below 66.6%
- ☐ Maximum Timeframe (maximum terms of financial aid eligibility used)

ANTICIPATED GRADUATION DATE: _____

Upload this form and 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 page one 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 _____