PART 1: STUDENT’S LETTER OF APPEAL

Attach a letter with this form explaining the reason for your appeal. Letters should be typed and no more than two pages. Letters that do not sufficiently address the required points may result in your appeal being put on hold or denied.

If your appeal is due to unsatisfactory GPA or pace of progress, or failing to meet the terms of an existing SAP contract, please provide a detailed account of:

1. What caused your work at USC to fall below SAP requirements? Think carefully and be specific.
2. How have those conflicts been resolved?
3. How do you intend to maintain good academic standards and progress toward your program of study if your appeal is granted?

If you are appealing to request an extension past the Maximum Time Frame, please provide a detailed account of:

1. What prevented you from completing your program objective within the Maximum Time Frame.
2. How you intend to ensure your completion objective within no more than 150 percent of the standard time frame to complete your program of study.
Student’s Name _______________________________________________ Student’s USC ID Number _____________________________

Part 2: Academic Plan

Student: Please meet with your academic advisor to determine a semester-by-semester academic plan. Your advisor must complete this section of the form and sign to indicate their approval of the plan. If your appeal is approved, you will be expected to meet the goals set for each semester. We encourage you and your academic advisor to be realistic when planning the number of units you will complete each semester, as failure to meet goals established here may result in ineligibility for future financial aid.

Student’s current major/degree objective ___________________________________________ Anticipated graduation date (MM/YY) ____________________________

Is this part of a double major or dual-degree objective? ☐ Yes ☐ No If YES, name other major/degree _____________________________________________

Does this plan contain units that are not required for completion of the degree objective(s)? ☐ Yes ☐ No If YES, please explain:
____________________________________________________________________________________________________________________________________________________________________________________________________________________

Schedule for remaining course work: Please specify the number of units the student will register for each semester until expected graduation, starting with the current semester, and excluding incomplete units from previous semesters that the student may be working to resolve. If the plan does not fit, please attach an additional page.

- We strongly urge students who are struggling academically, or who have not earned many attempted units, to focus on completion of degree objectives.
- Unit ranges cannot be accepted. If the student’s academic plan requires future adjustment, a new appeal may be submitted for consideration.
- Students who enroll less than half-time for any given semester—unless the enrollment includes a qualifying full-time exception course such as a thesis or dissertation—will be ineligible for financial aid for that semester.

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Advisor’s Comments (as needed)

By signing here, I certify that the course plan outlined above should lead to completion of the degree objective. In addition, I certify that in my professional opinion the student is currently capable of successfully completing the course plan indicated above.

Advisor’s signature ___________________________ Date ____________ Direct campus extension ________________________________

Advisor’s name _______________________________ Advisor’s email address ________________________________

Please submit to USC Financial Aid Office. To contact us and for document submission instructions visit financialaid.usc.edu/contactfao. Document upload is preferred and is the quickest, most efficient way to submit materials to our office.