



INSTRUCTIONS FOR QUARTER/SEMESTER UPDATE FORM

Please read the following information carefully before completing and emailing the Quarter/Semester Update Form:

Before submission, the student will review their brief Quarter/Semester Update with a UC campus contact at the end of each term. The UC representative must be a scholarship/financial aid adviser or faculty adviser and cannot be a student or peer adviser. He or she will review all of the submitted forms to ensure a completed quarterly update form. If the student's cumulative UC GPA falls below 2.0 or if the student does not enroll full-time, the UC will hold funds and immediately inform the Foundation. Reminder: If a recipient's GPA for a given term falls below a 3.0, she must submit a performance plan to the Baskin Foundation **in addition** to the signed Quarter/Semester Update Form and all required attachments.

On the Quarter/Semester Update form, all of the boxes must be checked by the UC Representative showing that they have seen each of the required documents. The student must show the UC Representative the following documents:

- **Term and Cumulative GPA**
 - Provide an unofficial transcript or grade print out for the UC Representative to review and to send to the Foundation.
- **Grades and Course Titles**
 - Provide an unofficial transcript or grade print out for the UC Representative to review and to send to the Foundation.
- **Performance Plan (if term GPA is below a 3.0)**
 - If the student's term GPA is below a 3.0, the student must create and submit a plan of how she will improve her academic performance for the following quarter/semester to the UC Representative. This performance plan may include working with a tutor, joining a study group, meeting with professors during office hours, taking minimum number of courses instead of extra courses, etc.
- **Summary of Expenses**
 - In this section on the Quarter/Semester Update Form, please delineate how much money was allocated to each of the following categories for the past quarter/semester:
 - Books and Supplies
 - Tuition/Fees
 - Food and Housing
 - Transportation