



POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Requirements for Satisfactory Academic Progress

The following requirements for Satisfactory Academic Progress for receipt of financial aid apply to all applicants for federal financial aid awards administered by the UCI Office of Financial Aid and Scholarships (OFAS) and/or the UCI School of Law Office of Financial Aid. These requirements are separate and distinct from UCI's policy regarding satisfactory academic progress set by academic departments and/or schools.

1. **Grade Point Average (GPA) Requirement.** All Law School financial aid recipients must have at least a cumulative GPA of 2.5 at the conclusion of the spring term of each academic year. Each degree candidate must maintain a minimum grade-point average of 2.5.
2. **Pace Requirement.** All Law School financial aid recipients must complete at least 66.6% of the units attempted each year to keep pace toward graduation.

$$\text{STUDENT'S PACE} = \frac{\text{UCI Completed Units}}{\text{UCI Attempted Units}}$$

- Each degree candidate must successfully complete 66.6% of courses offered as part of the curriculum for each academic year or the substantial equivalent.
 - The number of attempted units counted in the formula reflects the units attempted as they appear on the student's transcript.
 - Units for the following grades will *not* be counted as completed units toward meeting the pace requirement for law students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), IP (In Progress), NR (No grade reported).
 - If a student repeats a previously passed course, only the first enrollment will apply toward the completed unit count; subsequent repeats will not. This does not apply to courses that are repeatable for credit (i.e. independent study courses).
 - Required remedial courses will count toward the law student Pace requirement.
3. **Minimum Cumulative Units Requirement.** All Law School financial aid applicants must complete at least 24 semester units per academic year. Units for the following grades will *not* be counted as completed units toward meeting the minimum cumulative unit requirement for law students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), IP (In Progress), NR (No grade reported). Required remedial courses *will* count toward the law student unit hour requirement.
 4. **Maximum Time Frame Requirement.** All Law School financial aid applicants pursuing Jurist Doctorate degrees are eligible for a maximum 110 units of qualified enrollment due to unexpected circumstances. All financial aid applicants pursuing concurrent degrees are eligible for a maximum 182 units of qualified enrollment due to unexpected circumstances. Students who exceed this term limit will be ineligible for financial aid consideration.

- Terms in which the student withdraws are counted toward a student's maximum term limit.
- Terms in which the student did not receive aid are counted toward the maximum term limit.

Appeal Process for Satisfactory Academic Progress

If a student fails to maintain satisfactory academic progress, the student will be ineligible for federal financial aid. Since SAP is monitored annually at the end of the spring term, the first term of ineligibility will typically be the following fall term.

Eligibility for continued financial aid will only be re-established if a) the student subsequently meets the Satisfactory Academic Progress requirements; or b) the student successfully appeals and aid is reinstated.

Law students who would like to appeal must submit a UCI SAP Appeal Form and a letter to the UCI School of Law Financial Aid Office. The appeal form is available in the School of Law Financial Aid Office.

Prior to submitting the appeal, students must seek assistance from the School of Law Assistant Dean of Student Services with the goal of establishing a realistic Academic Plan towards graduation that must be included as part of the appeal.

All appeals must state the reason(s) for failing to meet the SAP requirements. Students must demonstrate some type of extenuating circumstances during the term(s) in question which hindered academic performance (e.g., prolonged hospitalization, death or extreme sickness in the family, etc.). Supporting documentation of these extenuating circumstances should be submitted with the appeal form and letter.

Furthermore, students must submit, as part of the appeal, information regarding what has changed in their situation that would prevent a re-occurrence and would now allow them to re-establish the satisfactory academic requirements by the conclusion of the outlined time frame.

On the appeal form, students must propose an academic plan which details how they will make up their deficiencies:

- If deficient in units, the number of units required for each future term to eventually meet the minimum cumulative unit or pace requirements by the conclusion of the plan.
- If deficient in GPA, the minimum GPA required for each future term to eventually meet the minimum cumulative GPA requirement by the conclusion of the plan.
- If maximum number of terms of eligibility has been reached, the number of additional future terms required to complete degree requirements.

In all circumstances, students must report which future terms of enrollment will be required to complete any and all academic deficiencies.

Students cannot apply retroactively for aid eligibility for a term that has ended. Deadline dates for each term are published annually on the SAP appeal form.

Once received by the aid office, the appeal is reviewed for completeness. If the application is incomplete, it is returned to the student with instructions to resubmit once it has been completed in full.

Once accepted, appeals will be evaluated by the Satisfactory Academic Progress (SAP) Committee.

Review of Academic Plans for Satisfactory Academic Progress

A student whose appeal is approved will have financial aid eligibility reinstated and become subject to the terms of the academic plan. At this time, the student is considered to be on academic probation. Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress and has appealed and had eligibility for aid reinstated.

At the conclusion of the next term for which the student enrolls, likely fall term, the Financial Aid Office will evaluate whether the student is meeting the conditions of the plan. If so, but the student has not made up all of the deficiencies (i.e., the plan is longer than one term), the student will remain on probation and may continue to receive aid for the subsequent term. The determination of whether the student will be eligible for aid in a subsequent term will only be determined after the student's adherence to the plan has been verified. The student remains eligible for Title IV aid as long as conditions of the plan are met (note: GPA deficiencies must be cleared at a University of California campus).

The Financial Aid Office evaluates whether the student is adhering to the plan on a term-by-term basis. If the student has made up all deficiencies, the student will no longer be considered on probation and instead will be considered an eligible student and meeting the SAP requirements. If the student fails to meet the terms of the plan in a future term, he/she will be notified by email that aid has been placed on hold due to failure to meet the requirements of the plan. Going forward, the student may a) continue without aid until the SAP requirements are met; or b) submit a new appeal which includes a new academic plan. For a subsequent appeal to be considered, the student must document extenuating circumstances *different from the original extenuating circumstances*.