

UC Irvine Paul Merage School of Business

POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID FOR GRADUATE BUSINESS STUDENTS (updated 6/17/2025)

SAP standards will be monitored annually at the end of the spring term.

To maintain satisfactory academic progress for financial aid eligibility, students must meet three standards:

1. GPA requirement
2. Pace requirement
3. Maximum timeframe requirement

If a student fails to maintain satisfactory academic progress, the student will be notified of financial aid ineligibility, beginning with the term immediately following the term the SAP requirements were not met. Since SAP is monitored annually at the end of the spring term, the first term of ineligibility will typically be the following summer or 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. A student who has financial aid eligibility reinstated is placed on probation and becomes subject to the terms of an academic plan.

The UC Irvine Merage School of Business Office of Financial Aid will evaluate 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.

Requirements for Satisfactory Academic Progress

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

1. **Grade Point Average (GPA) Requirement.** Graduate students must have at least a 3.0 GPA at the conclusion of the spring term of each academic year.
2. **Pace Requirement.** All graduate students must complete at least 66.6% of the units attempted each year to keep pace toward graduation.

$$STUDENT'S PACE = \frac{UC\ Irvine\ Completed\ Units}{UC\ Irvine\ Attempted\ Units}$$

- a. The number of attempted units counted in the formula reflects the units attempted as they appear on the student's transcript.

- b. These pace calculations include all completed and attempted units from the academic year's summer term.
 - c. Units for the following grades will not be counted as completed units toward meeting the pace requirement for students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), IP (In Progress), NR (No grade reported).
 - d. 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).
 - e. Required remedial courses will count toward the student pace requirement.
3. **Maximum Time Frame Requirement.** All graduate financial aid applicants exceeding the following term limits will be ineligible for financial aid consideration. Students will not be granted additional terms of eligibility solely by reason of changing their field of study.
- a. Master's degree students are eligible for financial aid for up to 9 terms of academic year attendance following completion of their baccalaureate degree. Exceptions are as follows:
 - Executive MBA = 10 terms
 - Flex MBA = 13 terms
 - b. Doctoral students in Business Management may be eligible for financial aid for up to 18 terms of academic-year attendance following the completion of their baccalaureate degree (whether or not they received financial aid during these terms).
 - c. Terms in which the student withdraws are counted toward a student's maximum term limit.
 - d. Terms in which the student did not receive aid are counted toward the maximum term limit.
 - e. Summer terms attended are counted when determining toward the maximum term limit.

Recommendation for Minimum Cumulative Units.

The UC Irvine Merage School of Business Office of Financial Aid recommends that all graduate financial aid applicants complete at least 24 units per academic year. (8 units per term.)

Units for the following grades will not be counted as completed units toward meeting the minimum cumulative unit recommendation for students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), IP (In Progress), NR (No grade reported). Required remedial courses will count toward the graduate student unit recommendation.

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 summer or 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.

Graduate Business students who would like to appeal must submit a SAP Appeal – Graduate Business Student Request form and statement to the UC Irvine Merage School of Business Office of Financial Aid. The appeal form is available in the UC Irvine Merage School of Business Office of Financial Aid.

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 statement.

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 reestablish the satisfactory academic requirements by the conclusion of the outlined time frame.

The UC Irvine Merage School of Business Office of Financial Aid will provide an academic plan that will detail how the student will make up their deficiencies:

- If deficient in units, the number of units required for each future term to eventually meet the 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 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 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, the student 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. For a subsequent appeal to be considered, the student must document extenuating circumstances *different from the original extenuating circumstances*.