

**UCI UNDERGRADUATE STUDENT POLICY ON
SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**
(EFFECTIVE SEPTEMBER 2024)

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UCI UNDERGRADUATE STUDENT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Satisfactory Academic Progress (SAP) standards are monitored annually at the end of the spring term.

In order to maintain satisfactory academic progress for financial aid eligibility, students must meet three standards: a gpa requirement, a pace requirement and a maximum timeframe requirement.

If a student fails to maintain satisfactory academic progress, she will be notified that she is ineligible for financial aid 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 her aid is reinstated. A student who has her financial aid eligibility reinstated is placed on probation and becomes subject to the terms of an academic plan.

The Office of Financial Aid and Scholarships (OFAS) will evaluate whether the student is adhering to the plan on a term-by-term basis. If the student has made up all of her deficiencies, she will no longer be considered on probation and instead will be considered an eligible student and meeting the SAP requirements.

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I. Requirements for Satisfactory Academic Progress -

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

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- A. Grade Point Average (GPA) Requirement.** Undergraduates must have a minimum cumulative GPA of at least a 2.0 at the conclusion of the spring term of each academic year.
- B. Pace Requirement.** All undergraduate students must complete at least 66.6% of the units attempted each year to keep pace toward graduation.

$$STUDENT'S PACE = \frac{UCI\ Completed\ Units + Accepted\ Transfer\ Units}{UCI\ Attempted\ Units + Accepted\ Transfer\ Units}$$

- Units granted for AP and IB coursework are *excluded*; college level units earned by the student while still enrolled in high school are *included*.
- The number of attempted units counted in the formula reflect the units attempted as they appear on the student's transcript.
- All transfer credits UCI accepts toward a student's program are included in the pace calculation, both as attempted units as well as completed units.
- These pace calculations include all completed and attempted units from the academic year's summer term.
- Units for the following grades will *not* be counted as completed units toward meeting the pace requirement for undergraduate students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), W (Withdraw), NR (No grade reported).
- If a student repeats a previously passed course, only the first repeat 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 pace requirement.

C. Maximum Time Frame Requirement. All undergraduate 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 pursuing more than one major or a minor.

- 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.
- Remedial coursework is excluded from maximum timeframe calculations.

Freshmen – Maximum Time Frame Requirement:

Transfer Units Accepted	Terms of Eligibility Used	Remaining Terms of Federal Title IV Aid Eligibility
0	0	18
1-14.9	1	17
15-29.9	2	16
30-44.9	3	15
45-59.9	4	14
60-74.9	5	13
75-89.9	6	12
90-104.9	7	11
105-119.9	8	10
120-134.9	9	9
135-149.9	10	8
150-164.9	11	7
165-179.9	12	6
180-194.9	13	5
195-209.9	14	4
210-224.9	15	3
225-239.9	16	2
240-254.9	17	1
255-269	18	0

-Units granted for AP and IB coursework are excluded. College level units earned by the student (both those earned during high school as well as after) are included for institutional and Federal Title IV aid eligibility.

-Federal Title IV Aid includes: Pell Grant, SEOG, Work-Study, Direct Subsidized and Unsubsidized Stafford Loans and Parent PLUS Loan.

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Transfers - Maximum Time Frame Requirement:

Transfer Units Accepted	Terms of Eligibility Used	Remaining Terms of Title IV Eligibility
0	0	18
1-14.9	1	17
15-29.9	2	16
30-44.9	3	15
45-59.9	4	14
60-74.9	5	13
75-89.9	6	12
90-104.9	7	11
105-119.9	8	10
120-134.9	9	9
135-149.9	10	8
150-164.9	11	7
165-179.9	12	6
180-194.9	13	5
195-209.9	14	4
210-224.9	15	3
225-239.9	16	2
240-254.9	17	1
255-269	18	0

-Units granted for AP and IB coursework are *excluded*; college level units earned by the student while still enrolled in high school are *included*.

-Federal Title IV Aid includes: Pell Grant, SEOG, Work-Study, Direct Subsidized and Unsubsidized Stafford Loans and Parent PLUS Loan.

- The only transfer units counted in the maximum timeframe calculation are those that count for credit toward the student's current program of study.
- Every term in which the student was enrolled as official part-time status is counted as a half a term of eligibility used.
- Summer terms attended are counted when determining if a student has reached his maximum term limit. If a student attempts more than 10 units in summer, he will have used one term of eligibility. If a student attempts 10 or fewer units in summer, he will have used half a term of eligibility.
- Accepted transfer units taken in-between (non-concurrent) enrollment at UCI will be added to the total number of transfer units the student has and will be used to determine remaining terms of eligibility.
- Units taken while concurrently enrolled at UCI do not count as a separate term of eligibility.
- Students acquiring a second bachelor's degree will have up to 6 terms of additional Title IV financial aid eligibility (no institutional aid will be awarded) not to exceed 24 terms (18 terms of Title IV eligibility for first bachelor's and an additional 6 for second bachelor's). NOTE: Students who are double-majoring or triple-majoring but only receiving one bachelor's degree for completion of these majors are not eligible for the additional terms of aid."
- Post-baccalaureate students preparing for admission into the M.D. program in the School of Medicine are eligible for financial aid for up to 3 terms of academic year attendance.

Minimum Cumulative Unit Recommendation - Undergraduate financial aid applicants should attempt to complete the following minimum cumulative unit recommendations:

<i>Undergraduate Students</i>		
Year of Attendance	Minimum Cumulative Unit Requirement	Normal Cumulative Total
1	27	45
2	72	90
3	124	135
4 or more	165	180

- Units for the following grades will *not* be counted as completed units toward meeting the minimum cumulative unit requirement for undergraduate students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), W (Withdraw), NR (No grade reported).

- Required remedial courses *will* count toward the undergraduate student unit recommendation.
- AP and IB credits *are* counted toward a student meeting the minimum unit recommendation.

II. Appeal Process for Satisfactory Academic Progress -

If a student fails to maintain satisfactory academic progress, she will be notified that she is ineligible for financial aid 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. Ineligible students will also be informed of an appeal process whereby they can regain eligibility for financial aid.

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

Ineligible students who wish to appeal must submit a UCI SAP Appeal Request Form and supporting documentation to the UCI Office of Financial Aid and Scholarships.

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.). 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 timeframe.

Students may seek the assistance of the University Ombudsman in the preparation of appeals.

Once received by the aid office, a counselor reviews the appeal for completeness and whether or not the appeal will be considered. If the application is incomplete, it is returned to the student with instructions to resubmit once it has been completed in full.

If the counselor approves the appeal, the student will be placed on an academic plan, which details:

- 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.

If the counselor denies the appeal, it will receive a second review by the Assistant Director and Associate Director for Student Services and they will make the final decision.

Students are entitled to submit one written appeal and to one review of that appeal. No subsequent reviews of that appeal are permitted (although there is no limit to the number of appeals a student may submit throughout their career at UCI).

No in-person appeals are conducted.

Deadline dates for appeal submission for each term are published on the SAP Appeal Request Form. Students cannot apply retroactively for aid eligibility for a term that has ended.

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III. Review of Academic Plans for Satisfactory Academic Progress -

A student whose appeal is approved will have her 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 has had eligibility for aid reinstated.

At the conclusion of the next term for which the student enrolls (likely summer or fall), OFAS 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., her plan is longer than one term), she 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 she continues to meet the conditions of that plan (note: GPA deficiencies must be cleared at a University of California campus).

OFAS evaluates whether the student is adhering to the plan on a term-by-term basis. If the student has made up all of her deficiencies, she 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, she will be sent an email notifying her that her aid has been placed on hold due to her failure to meet the requirements of the plan. Going forward, the student may a) continue without aid until she meets the SAP requirements; or b) submit a new appeal which includes a new academic plan. For a student's subsequent appeal to be considered, she must document extenuating circumstances and what will be changing from when her last appeal was approved to make her successful.