

# UCI POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

## For Students Entering Prior to Fall 2006

### Undergraduate and Graduate Students

In defining student eligibility for financial aid, the Higher Education Act Amendments of 1986 state that a student must maintain "satisfactory progress in the course of study the student is pursuing, according to the standards and practices of the institution at which the student is in attendance." Federal regulations of May 1982 state that each institution shall establish, publish, and apply "reasonable standards" for assuring that every student receiving need-based financial aid should maintain "satisfactory progress in his/her course of study." Final Federal regulations, published October 6, 1983, state that "in order to receive student financial aid under the programs authorized by Title IV of the Higher Education Act, a student must be maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled."

### Satisfactory Academic Progress Requirements for Financial Aid

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.

1. **Grade Point Average (GPA).** All financial aid recipients must be in compliance with the following minimum cumulative GPA requirements at the conclusion of the spring quarter of each academic year: Undergraduates: first year, 1.85; second year, 1.90; third year, 1.95; fourth year, 1.975; fifth year, 2.00; graduate students: 3.0; medical students: academic performance requirements to pass course.

2. **Units** (Undergraduate and Graduate) and Clock Hours (Medical Students). All financial aid applicants must comply with the following minimum cumulative unit or clock-hour requirements.

Undergraduates:

Year	Units/ Quarter	End of Year Total	Cumulative Total
1	8 *	24	24
2	9 *	27	51
3	12	36	87
4	15	45	132
5	16	48	180

Graduate Students: Completion of at least 8 units per quarter.

Part-time Students: Completion of at least 6 units per quarter.

Medical Students--Regular Curriculum Clock-Hours:

	End of	Cumulative
Year	Year Total	Total
1	783	783
2	740	1,523
3	2,080	3,603
4	1,540	5,143

Medical Students--Extended Curriculum Clock-Hours:

	End of	Cumulative
Year	Year Total	Total
1	392	392
2	391	783
3	740	1,523
4	1,040	2,563
5	1,040	3,603
6	1,540	5,143

\* These requirements are separate from enrollment requirements for specific financial aid programs. Contact the Office of Financial Aid and Scholarships for more information.

NOTE: Undergraduate and graduate students who enroll in more than the minimum number of units required per quarter in the first and second years will have the additional units carried forward for the cumulative total.

**3. Quarter Limits for Eligibility.** All financial aid applicants exceeding the following quarter limits will be ineligible for financial aid consideration. Students will not be granted additional quarters of eligibility solely by reason of changing their field of study or pursuing more than one major.

*Undergraduate students:*

1. Entering freshmen are eligible for all types of financial aid for a total of 15 quarters of academic year attendance.
2. Advanced standing transfer students will have transcripts from previous postsecondary institutions evaluated to determine the number of remaining quarters of financial aid eligibility at UCI.
3. Students acquiring a second bachelor's degree will have up to six quarters of additional financial aid eligibility for a maximum of 21 quarters of undergraduate attendance.

*Graduate students:*

1. California educational credential students: four quarters of academic year attendance.

2. Master's degree designed for completion in:
  - a. three quarters: five quarters of academic year attendance.
  - b. six quarters: eight quarters of academic year attendance.
  - c. nine quarters: eleven quarters of academic year attendance.
3. Ph.D. students may be eligible for financial aid for up to 21 quarters of academic-year attendance following the completion of their baccalaureate degree (whether or not they received financial aid during the 21 quarters).

*Medical students:*

1. Incoming students in their first year of attendance will be eligible for financial assistance for a total of four years.
2. Students who have been approved for Extended Curriculum will be eligible for financial assistance for a total of six years.

### **Unit Evaluation**

1. **Remedial courses.** *Required* remedial courses will count toward the undergraduate, graduate, and medical student minimum unit/clock-hour requirement of the satisfactory academic progress policy for financial aid.
2. **Grade evaluation.** As defined below, units for the following grades *will not* be counted toward meeting the minimum unit/clock-hour requirement.

*Undergraduate and graduate students:* F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), W (Withdraw), NR (No grade reported), Repeat courses (Repeat of a D grade or higher; repeat of an advanced standing or high school course). *Medical students:* F (Failure), NR (No grade reported), Repeat courses (Repeat of a D grade or higher).

3. **Incomplete courses--medical students.** Clock-hours for a grade of Incomplete (I) will be counted toward satisfactory academic progress for the quarter/quintile during which the student took the course. If the student fails to meet the requirements for removing the I and the I becomes a grade of F, the clock-hours for that course will be deleted retroactively from the student's satisfactory academic progress record.
4. **Courses in progress--medical students.** Clock-hours for courses In Progress (IP) will be counted toward satisfactory academic progress during the first quarter/quintile of a course requiring more than two quarters/quintiles for completion. Should the student fail to receive a passing grade, after the course has been completed the clock-hours for that course will be deleted retroactively from the student's satisfactory academic progress record.

### **Deficiencies in Satisfactory Academic Progress and Their Effect on Receiving Financial Aid**

The requirements for undergraduate and graduate student satisfactory academic progress stated above are monitored each quarter and at the end of each academic year. Students who fail to

maintain satisfactory academic progress will have their financial aid eligibility affected in the following manner.

1. Quarterly totals--unit and GPA

a. Cumulative GPA below the minimum required total:

Students are placed on Satisfactory Academic Progress probation for the remainder of the academic year. They are able to receive financial aid funds for that academic year but the GPA deficiency must be cleared by the end of spring quarter of that academic year or the end of summer session. Eligibility for the following academic year will be dependent upon clearing the GPA deficiency. Note: GPA deficiencies must be cleared at a University of California campus.

b. Unit deficiencies:

i. Enrolled in less than the minimum units required but at least six per quarter. Students are placed on Satisfactory Academic Progress probation for the remainder of the academic year. They are able to receive financial aid funds for that academic year but the unit deficiency must be cleared by the end of spring quarter of that academic year or the end of summer session. Eligibility for the following academic year will be dependent upon clearing the unit deficiency.

ii. Enrolled in less than six units per quarter. Students are placed on Satisfactory Academic Progress probation for the remainder of the academic year. They are able to receive campus-based financial aid funds for that academic year but the unit deficiency must be cleared by the end of spring quarter or the end of summer session. Eligibility for the following academic year will be dependent upon clearing the unit deficiency.

2. Academic year totals--units and GPA. The Office of Financial Aid and Scholarships will verify the cumulative totals for units and GPA after the conclusion of spring quarter. Students who have unit and/or GPA deficiencies will be required to make up the deficiency prior to receiving any future financial aid funds, including funds that would be used for payment of fees.

3. Quarter limits of eligibility. At the end of each quarter students will be notified by the Office of Financial Aid and Scholarships if they are nearing the quarter limit of eligibility for financial aid. The notice will indicate how many quarters of eligibility remain. Students also will be notified when they have completed the maximum number of quarters of eligibility for financial aid.

### **Satisfactory Academic Progress Appeals**

After failure to maintain satisfactory academic progress, a student will be considered for financial aid only when one of the following conditions has been met: (a) sufficient units/clock-hours have been completed and/or the minimum cumulative GPA requirement has been satisfied, or (b) it is established through the financial aid appeals process that the student encountered some type of extenuating circumstances during the quarter(s) in question which hindered academic performance (e.g., prolonged hospitalization, death in the family).

### **Appeals Procedure**

Students wishing to appeal must submit the UCI Financial Aid Appeal Request Form (available from the Office of Financial Aid and Scholarships); a letter to the Office of Financial Aid and Scholarships stating their reasons for failing to meet the unit, clock-hour, or GPA progress requirements, and whether or not they have solved their difficulties; and any other requested

documents. Undergraduate and graduate students may seek the assistance of the University Ombudsman in the preparation of appeals. Medical students may seek the assistance of the Associate Dean of Student and Resident Affairs in the preparation of appeals. They may also be required to submit a degree check, course plan, or letter from their dean.

**Undergraduate Students--**All relevant material will be presented to the Financial Aid Appeals Board (the Board is composed of Financial Aid professional staff). Once material has been reviewed, the Board will decide whether eligibility for aid will be reinstated. In the event the Board decides not to accept an appeal, the student will be given the right to a personal interview with the Board. If the student decides to exercise this right, a final recommendation based upon the interview and written material will be made by the Board and forwarded to the Director of Financial Aid and Scholarships for a final decision.

**Graduate Students--**Appeals are reviewed by (1) the Graduate Advisor of the student's advanced degree program and (2) the Dean of Graduate Studies, who will make the final recommendation to the Director of Financial Aid and Scholarships for a final decision.

**Medical Students--**All relevant materials will be presented to the Committee on Promotions and Honors. If the Committee, after consideration of the appeal, determines that the appeal should be approved, its decision will be forwarded to the School of Medicine Director of Financial Aid, and aid will be reinstated. In the event the appeal is denied by the Committee, the student will be given the right to a personal interview with the Committee. The Committee will forward the final decision to the School of Medicine Director of Financial Aid for implementation.

#### **UCI POLICY ON EXCESS UNITS**

Under the Partnership Agreement with the State of California, the University has made a number of commitments including the following: new California resident freshmen matriculating at UCI fall 2005 and thereafter may be subject to additional fees and denied State financial aid if (1) they seek to enroll beyond the twelfth quarter of attendance and (2) they have completed more than 110 percent of the units required for their major. Transfer students may be subject to the same additional fees, but on a time schedule and unit limit adjusted to reflect their work prior to matriculation at the University of California. Students who are approaching the threshold may be notified by the Office of Financial Aid and Scholarships regarding the potential loss of UC State funds. However, final determination will be made by the UC Office of the President based on specific degree requirements. Only credits earned at a University of California campus or through the Education Abroad Program, the UCDC Academic Internship Program, or the University of California Center in Sacramento are used in the calculation of this limit. Advanced Placement, International Baccalaureate, extension course work, and transfer credit earned at a non-UC institution are not used to determine eligibility. If an aid recipient does exceed the 110 percent threshold, the recipient will be retroactively billed for any UC State funds received during the academic year.