

**UCI UNDERGRADUATE AND TEACHER CREDENTIAL PROGRAM (TCP)  
STUDENT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL  
AID (EFFECTIVE JULY 1, 2011)**

- I. [REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS](#)
  - A. [Grade Point Average \(GPA\) Requirement](#)
  - B. [Pace Requirement](#)
  - C. [Minimum Cumulative Unit Requirement](#)
  - D. [Maximum Time Frame Requirement](#)
- II. [APPEAL PROCESS FOR SATISFACTORY ACADEMIC PROGRESS](#)
- III. [REVIEW OF ACADEMIC PLANS FOR SATISFACTORY ACADEMIC PROGRESS](#)

**UCI UNDERGRADUATE AND TEACHER CREDENTIAL PROGRAM (TCP) STUDENT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

Beginning July 1, 2011, Satisfactory Academic Progress (SAP) standards will change in accordance with Federal Regulations. These new SAP standards will be monitored annually at the end of the spring term beginning with the completion of the 2011-2012 academic year.

In order to maintain satisfactory academic progress for financial aid eligibility, students must meet four standards: a gpa requirement, a pace requirement, a minimum cumulative unit 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.

[TOP OF PAGE](#)

**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.

[TOP OF PAGE](#)

**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. Teacher Credential Program (TCP) students must have a minimum cumulative GPA of at least a 3.0 at the conclusion of the spring term of each academic year.

TOP OF PAGE

**B. Pace Requirement.** All undergraduate and Teacher Credential Program (TCP) 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.

TOP OF PAGE

**C. Minimum Cumulative Unit Requirement.** Undergraduate and Teacher Credential Program (TCP) financial aid applicants must comply with the following minimum cumulative unit requirements. 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 requirement. AP and IB credits *are* counted toward a student meeting the minimum unit requirement.

*Undergraduate Students (not TCP):*

Table C-1		
Year of Attendance	Minimum Cumulative Unit Requirement	Normal Cumulative Total
1	27	45
2	72	90
3	124	135
4 or more	165	180

*Transfer Students (not TCP):*

Upon a student's entrance to UCI with transfer credit, OFAS will determine the student's academic year standing based upon the number of units UCI accepted for credit (note: according to the general catalog, AP and IB credits are not counted when determining the year of attendance):

Table C-2	
Units Accepted for Transfer Credit at Entrance	Academic Year Standing at Entrance
0-44.9	1
45-89.9	2
90-134.9	3
135-149	4

*Undergraduate Students (not TCP):*

If at the time of evaluation we determine a student a) stopped out for one or more terms since matriculating to UCI (excluding summer terms), b) attended one or more terms as official part-time status (excluding summer terms) or c) entered UCI as a winter or spring admit, we will instead hold the student to the term cumulative unit requirement for however many terms the student has been enrolled using the following chart:

Table C-3	
<i>TERMS OF ATTENDANCE (excludes summer terms)</i>	<i>MINIMUM CUMULATIVE UNIT REQUIREMENT</i>
0	0
0.5	4
1	8
1.5	13
2	18
2.5	22.5
3	27
3.5	34
4	41
4.5	48.5
5	56
5.5	64

Table C-3 (cont.)	
<i>TERMS OF ATTENDANCE (excludes summer terms)</i>	<i>MINIMUM CUMULATIVE UNIT REQUIREMENT</i>
6	72
6.5	80
7	88
7.5	96.5
8	105
8.5	114.5
9	124
9.5	132.5
10	141
10.5	150
11	159
11.5	162
12	165

*California Educational Credential students:*

Teacher Credential Program (TCP) students must complete at least 24 units per academic year.

[TOP OF PAGE](#)

**D. Maximum Time Frame Requirement.** All undergraduate and Teacher Credential Program (TCP) 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 (major) or 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.

*\*Freshmen – Maximum Time Frame Requirement:*

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

\*This chart approximates your remaining terms of institutional and federal eligibility to the nearest whole term. The Financial Aid Office calculates your remaining terms of eligibility by half terms. To learn your actual remaining terms of eligibility, please consult your MY ACADEMIC STATUS page on MyAid.

\*\*Units granted for AP and IB coursework are *excluded*. For institutional aid eligibility, any college level units earned while student was enrolled in high school are **excluded**, while any units taken after matriculating will be **included**. For Federal Title IV aid eligibility, any college level units earned while student was enrolled in high school are *included* as well as any units taken after matriculating.

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

[TOP OF PAGE](#)

**\*Transfers - Maximum Time Frame Requirement:**

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

\*This chart approximates your remaining terms of institutional and federal eligibility to the nearest whole term. The Financial Aid Office calculates your remaining terms of eligibility by half terms. To learn your actual remaining terms of eligibility, please consult your MY ACADEMIC STATUS page on MyAid.

\*\*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, Perkins Loan, Direct Subsidized and Unsubsidized Stafford Loans and Parent PLUS Loan.

- 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.
- California Educational Credential students are eligible for 4 terms of academic year attendance.
- 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).
- 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.

[TOP OF PAGE](#)

## **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.

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.

Undergraduate students must submit a UCI SAP Appeal Form and a letter to the UCI Office of Financial Aid and Scholarships. The appeal form is available in the aid office.

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 must 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 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.

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 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.

Once accepted, appeals will be evaluated by a minimum of two financial aid counselors. If the two counselors differ on their determination of approval or denial a third counselor will evaluate the appeal and their decision will serve as the tie-breaker. At any time the financial aid counselors are encouraged to consult with the student's academic advisor and the academic advisors are encouraged to do the same. All recommended denials will receive a final review by the Assistant Director and Associate Director for Student Services and they will make the final decision.

If an appeal is approved, 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 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.

Financial aid counselors will be responsible for creating student academic plans. If the plan will only be for one term, the plan will not need to be reviewed by an academic advisor. However, if the plan will be for multiple terms, counselors will create a proposed academic plan for the student to take to his/her academic advisor for review.

A student's academic advisor will be responsible for reviewing the proposed academic plan with the student to ensure that the plan is both realistic and achievable. If the advisor feels it is not, he/she is free to adjust the plan to make it so.

Once the proposed plan has been reviewed by the student's advisor, the student must submit the plan back to the Financial Aid Office for approval.



Any appeal that includes an academic plan that exceeds one academic year (fall, winter, spring and summer) must be approved by the Assistant and Associate Director for Student Services.

The student's financial aid counselor will prepare a decision letter for signature by the Director. If the decision was to deny the appeal, the student will be informed in the letter that the decision is final and no subsequent review of the appeal will be permitted. If the appeal was approved, a copy of the student's approved academic plan will be included with the decision letter.

[TOP OF PAGE](#)

### **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.