

UCI School of Medicine

POLICY ON SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID

Federal law and regulations require that all students receiving financial assistance from Federal Title IV funds maintain satisfactory academic progress according to qualitative (grade-based), quantitative (time-related) and maximum timeframe measures. All measures must be met for continued federal aid eligibility.

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

The following policy presents the standards adopted by the University of California, Irvine School of Medicine. The policy applies to all students receiving financial aid. These requirements are separate and distinct from UCI's policy regarding satisfactory academic progress set by the academic departments and/or schools.

Qualitative Measure Defined

The School of Medicine does not measure academic progress by means of a cumulative grade point average. The student is required to complete, with at least a passing grade, all the required courses in the curriculum in order to graduate. Financial Aid recipients must be in compliance with the minimum academic requirements at the conclusion of each academic year. The minimum requirements are as follows:

1. Effective June 1995, first and second year students must meet the academic requirements necessary to successfully pass course (s).
2. Effective June 1996, third year students must meet the academic performance necessary to successfully pass course (s). Prior to June 1996, students must meet the minimum 2.0 GPA requirement.
3. Effective June 1997, ALL students must meet the academic performance requirements necessary to pass course(s).

Quantitative Measure Defined (PACE)

The quantitative measure for all students can be summarized as the total number of clock hours successfully completed divided by the total number of clock hours actually attempted. When these measures are applied, federal regulations require that a student's entire academic history be considered. This includes terms during which federal aid was not received by the student as well as all applicable transfer hours.

Financial aid recipients must satisfactorily complete at least 66.6% of all cumulative clock hours attempted.

Financial aid is suspended if the quantitative measurement is not met and the student will remain ineligible unless the student follows the steps in the appeal process and the appeal is approved, or the student corrects his or her deficiency on their own.

Full-time Status

The normal course load in the MD curriculum constitutes a full-time program. Students who receive financial aid are expected to take at least the equivalent of 120 clock hours(3 weeks) per quarter.

Maximum Timeframe

A student may receive financial aid for a maximum of eight quarters of enrollment beyond the standard length of study as a full-time student to complete the program for which he/she is enrolled. Summer enrollment if required, is considered part of the academic year for purposes of this measure.

Program	Standard	Maximum
Doctor of Medicine	4 years	6 years
Doctor of Medicine/Master of Business Administration	5 years	7 years
Doctor of Medicine/Doctor of Philosophy	8 years	10 years
Program in Medical Education for the Latino Community	5 years	7 years

Students following an extended curriculum plan must have it approved by the Committee on Promotions and Honors (P&H).

A student failing to meet this standard will be suspended from financial aid eligibility.

Appeal Procedure for Suspension of Financial Aid

If a student fails to maintain satisfactory academic progress, he/she will be notified in writing that he/she is ineligible for financial aid beginning with the quarter immediately following the quarter the SAP requirements were not met.

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; at which point the student is placed on Financial Aid Probation.

Students placed on Probation are expected to be making SAP in the next quarter, or be successfully following an academic plan designed to ensure that the student will be able to make SAP by a specific point in time.

A student wishing to appeal must submit a letter to the Office of Financial Aid stating (1) his/her reasons for failing to meet the clock hours and/or requirements to successfully pass course(s), and (2) explain what has changed that will allow him/her to

make SAP at the next evaluation. The assistance of the Associate Dean of Student Affairs may be sought in the preparation of appeals. A student may also be required to submit a degree check, course plan, or letter from the Associate Dean of Student Affairs. All relevant materials will be presented to the Committee on Promotions and Honors. If the Committee, after consideration of the appeal, determines that the student's appeal should be approved, its decision will be forwarded to the Director of Financial Aid and the student's aid will be reinstated. In the event the student 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 Director of Financial Aid for implementation.

Each appeal will be considered on its own merit. Individual cases will not be considered as precedent.

After Financial Aid Probation, the student must be making SAP or successfully following an academic plan.

Reinstatement of Financial Aid

Periods of non-enrollment or paying for school at his/her own expense, does not automatically qualify a student to receive financial aid again in a subsequent term. Eligibility may be regained by eliminating all satisfactory progress deficiencies at the student's expense until all requirements of this policy are met or by appealing his or her satisfactory academic progress status and the appeal is approved.

After termination of financial aid, a student will be considered for financial aid only when one of the following conditions has been met:

1. Sufficient clock hours have been completed and/or academic performance requirements to successfully pass course(s) have been satisfied.
2. It is established through the financial aid appeals process that the student encountered some type of extenuating circumstances during the period in question that hindered his/her academic performance (i.e., prolonged hospitalization, death in the family, etc.)

Withdrawals

The entire academic history is reviewed to ensure reasonable progress toward graduation. Course withdrawals are not generally noted on a medical student's transcript and therefore are not included in the quantitative measurement of this policy.

Remedial Courses

Required remedial courses are only offered for the third year clerkships. A remedial course in which a student is enrolled will count towards the clock hour requirement of the financial aid policy on satisfactory academic progress.

Remedial coursework credits are included within this policy. Students may only take up to 320 clock hours (8 weeks) of remedial coursework. Remedial coursework is not considered in the qualitative measure. Remedial coursework is, however, included in the quantitative and maximum timeframe measures.

Repeated Courses

Federal student aid can be used to pay for the same course no more than two times.

All retake registration hours will be counted in the quantitative and maximum time frame measures.

Incomplete Courses

Clock hours for a grade of incomplete (I) will be counted towards satisfactory academic progress for the quarter during which the student took the course. If the student fails to meet the requirements for removing the "I" and the "I" becomes an "F", the clock hours for that course will be retroactively deleted from the student's satisfactory academic record.

Courses in Progress

Clock hours for courses in progress (designated by an "IP" on the student's record) will be counted toward satisfactory academic progress during the annual review of a course requiring more than one quarter 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 retroactively deleted from the student's satisfactory academic record.