

# University of California, San Diego - Financial Aid and Scholarships Office

## Graduate Satisfactory Academic Progress (SAP) Standards For Financial Aid Eligibility

### I. GENERAL PROVISIONS

The U.S. Department of Education requires that in order to receive student financial aid under the programs authorized by Title IV of the Higher Education Act, **all** students must maintain satisfactory academic progress in their course of study she or he is pursuing according to the standards and practices of the institution in which she or he is enrolled. The Title IV graduate programs administered by the Financial Aid Office of the University are: Federal Direct Unsubsidized and/or Federal Direct Graduate PLUS loans. Effective 7/1/13, graduate students may only qualify for non-need based federal loans through the Direct Loan Program and Private Loans.

An annual review of the academic records will be completed prior to the start of the Fall quarter. Those students who are not meeting the Satisfactory Academic Progress standards will be notified of their possible ineligibility to receive further financial aid for the following academic year. The following Satisfactory Academic Progress standards for UCSD financial aid eligibility must be met prior to the start of fall in order to receive Title IV (Federal Direct Loans) financial aid for the following academic year:

### II. SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FULL-TIME GRADUATE STUDENTS

- A) **Unit Standards:** Students must complete and receive credit (NR, I, F, U, W, IP grades excluded) for 36 units during the academic year and the following summer (exception: If you are approved Part Time or are majoring in an Part Time approved program or are in an Education Studies program or Masters of Advanced Studies program). For students not attending the following summer this will equate to a minimum average of 12 units per quarter of enrollment (see section IV). Students on the Satisfactory/Unsatisfactory grading system cannot accumulate more than a total of 8 units of 'U' grades. Students are not eligible for current year aid for quarters in which they are enrolled for less than 6 units.
- B) **Grade Standards:** Students must maintain a minimum cumulative UC grade point average of 3.0. Exception: Students on a Satisfactory/Unsatisfactory grading system satisfy the grade requirement as long as no more than 8 units of 'U' grades are accumulated. **NOTE:** Our SAP procedures include a review of your cumulative UC GPA prior to the start of Fall Quarter which includes UC summer session grades and accepted transfer credits. Although your GPA may have met the SAP standards of 3.0 at the end of the academic year, if your cumulative UC GPA falls below the standards at the end of summer session, your financial aid eligibility status for next year will be affected.
- C) **Pace:** Students must progress towards their educational degree to ensure completion of the program within the maximum timeframe. Pace is measured annually prior to the start of the following Fall Quarter and includes UC summer session courses and accepted transfer credits. A student's pace is calculated by dividing the cumulative number of courses successfully completed (NR, NP, I, F, W, IP grades excluded) by the cumulative number of courses attempted. The resulting pace percentage must be equal to or greater than the required pace percentage by grade level: First Year Grad 50%; Second year and beyond 66%. If you do not meet the pace requirement and you feel your situation is exceptional, please refer to the Financial Aid Office for a review and possible appeal.
- D) **Duration Limits:** There are limits on the type and availability of aid for graduate students enrolled in various degree and certificate programs. These limits apply whether or not the student received aid or withdrew after the deadline to add classes (typically the end of 2<sup>nd</sup> week) and are based on a reasonable time to complete the degree or certificate. "All Aid" funding refers to the Federal Direct Loans (Unsubsidized and/or Graduate PLUS).

**Full Time Quarter of Eligibility \***

	PhD/DMA	MFA	MA/MS/ MPIA/MBA	MA/Cred (EDS)	M.Ed	M.Eng
<b>All Aid</b>	21	11**	8	10 ***	11***	5

\* Two quarters of Graduate Studies approved half-time status would count as one quarter.

\*\* Based on individual program requirements.

\*\*\* Includes summer sessions and accepted transfer credits. Based on individual program requirements.

- E) **Maximum Time Frame:** Students must complete their degree within a specific amount of time. The unit limit varies depending on the number of units required to complete the degree. Maximum Time Frame is measured annually prior to the start of the following Fall Quarter and includes UC summer session courses and accepted transfer credit. Students may not exceed 150% of the published length of their educational program. Maximum Time Frame is measured at each evaluation point. A student becomes ineligible at the evaluation point in which it is determined the degree cannot be completed within the Maximum Time Frame limits. Students will be notified and must appeal for further financial aid when they are *approaching* 150%.

### III. SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR APPROVED HALF-TIME GRADUATE STUDENTS

- A) **Approved Status:** To meet the Satisfactory Academic Progress standard the student's half-time status must be **approved by the Office of Graduate Studies**.
- B) **Unit Standards:** Although half-time students may register for 4 units, **to meet financial aid standards for Satisfactory Academic Progress the student must complete 18 units during the academic year and the following summer.** Students on a Satisfactory/Unsatisfactory grading system satisfy the grade requirement as long as no more than 8 units of 'U' grades are accumulated. **For students not attending the following summer, this will equate to a minimum average of 6 units per quarter of enrollment** (see section IV). For current year aid, the student must be enrolled in 6 units each quarter that aid is received.
- C) **Grade Standards:** Students must maintain an overall grade point average of at least 3.0. Exception: Students on a Satisfactory/Unsatisfactory grading system satisfy the grade requirement as long as no more than 8 units of 'U' grades are accumulated. (see section II, B. above)
- D) **Pace:** Students must progress towards their educational degree to ensure completion of the program within the maximum timeframe. (see section II, C. above)
- E) **Duration Limits:** Two quarters of approved half-time enrollment will equate to one quarter in the full time chart above (see section II, C.).
- F) **Maximum Time Frame:** Students may not exceed 150% of the published length of their educational program.

### IV. ADDITIONAL SATISFACTORY ACADEMIC PROGRESS UNIT REQUIREMENT INFORMATION

- A) Students who withdraw for the quarter after the deadline to add classes (typically the end of 2<sup>nd</sup> week) are considered enrolled for the quarter and are still required to meet the unit standards (see II or III above) prior to the following fall quarter. Students who withdraw for the quarter up to the deadline to add classes are not required to complete the units and that quarter would not be counted in determining financial aid duration eligibility.
- B) Students who participate in the UC Education Abroad Program are considered to have maintained Satisfactory Academic Progress standards during the period of their study abroad in conjunction with the academic standards for admission into the program.
- C) Repeated courses will count as units completed if the student receives university credit for those courses.
- D) Courses in which a student does not receive credit will not count toward units completed for Satisfactory Academic Progress, though they will be counted as workload units in determining current aid eligibility.
- E) Units taken at another college or UCSD Extension concurrent with enrollment at UCSD are not counted toward the number of units required for Satisfactory Academic Progress and are not considered in determining current year aid eligibility.
- F) Students enrolled in the EDS joint Doctoral Program with CSU SM, are considered to be meeting the Satisfactory Academic Progress unit requirements of the program if they complete at least 8 units during both Winter and Spring Quarter at the start of their program. The remaining quarters of the program require the completion of at least 12 units.
- G) Students enrolled in the Masters of Advanced Study program must complete and receive credit (NR, I, F, U, W, IP grades excluded) for a minimum 18 units to be meeting the Satisfactory Academic Progress unit requirements.

### V. SECOND PH.D. or Masters Degree, EXTENSION STUDENTS, MASTERS OF ADVANCED STUDY (MAS), and Joint Doctoral Programs with SDSU

- A) Students pursuing a second Ph.D., or Masters degree are eligible for "All Aid" funding consideration only if they have not completed their maximum quarters of post baccalaureate attendance for their current degree program (refer to chart for Full Time Quarter of Eligibility). The quarterly unit standard and an overall 3.0 grade point average standard also apply to second degree students.
- B) Extension students are not eligible for any funding at UCSD.
- C) Masters of Advanced Study and other graduate self supporting program students are eligible to apply for Federal Direct Loan(s) if enrolled at least halftime.
- D) Students enrolled in Joint Doctoral Programs with SDSU are not eligible for any funding at UCSD.

### VI. FINANCIAL AID INELIGIBILITY

Students who fail to meet the Satisfactory Academic Progress requirements become ineligible for financial aid and have the option to complete the appeal process (see section VII below).

- A) **UNITS:** Students who are not meeting the unit standard for SAP have until the start of the following Fall Quarter to complete the deficiency of units by completing courses during summer. These units will be counted toward UCSD's Satisfactory Academic Progress requirements providing the units can be used to meet the student's degree objective. Before attending summer session, the student should check with OGS and her/his graduate department to ensure the units will be counted toward the degree objective. Verification of course relevancy from the department must be submitted to the Financial Aid Office for students completing summer session courses. The Financial Aid Office will verify your summer session courses and update your SAP standing.
- B) **GPA:** Students who do not meet the 3.0 overall GPA requirements may only raise their GPA by completing courses at UC's summer session (excluding UC Extensions). Verification of course relevancy from the department must be submitted to the Financial Aid

Office for students completing summer session courses. The Financial Aid Office will verify your summer session courses and update your SAP standing.

- C) **PACE**: Students must progress towards their educational degree to ensure completion of the program within the maximum timeframe. (see II, C. above).
- D) **DURATION**: Students who do not meet the Satisfactory Academic Progress requirements and are enrolled, use a quarter or the appropriate equivalent of their duration limits.
- E) **MAXIMUM TIME FRAME**: Students may not exceed 150% of the published length of their educational program. Student may regain eligibility based on an approved Maximum Time Frame appeal. (see II,E. above).

## VII. APPEALS:

Appeals may be submitted if there are "exceptional" circumstances that affected your ability to meet the SAP standards.

- A) Students must provide documentation of the "exceptional" circumstances.
- B) Students must meet with the department advisor to develop a written Financial Aid Academic Plan toward meeting graduation requirements.
- C) An additional probationary period(s) may be granted by the Financial Aid Satisfactory Academic Progress Appeals Committee.
- D) Students may re-appeal the following quarter after demonstration of progress met if their appeal has been denied. E) Students are generally limited to only one appeal during their period of attendance at UCSD

## VIII. FINANCIAL AID PROBATION

Students whose appeals are approved for further financial aid, may continue to receive financial aid on a probationary quarter-by-quarter basis. The length of the probation period varies depending on the Financial Aid Academic Plans completed with the department advisor. During the financial aid probationary period, students must maintain the requirements outlined on the Financial Aid Academic Plan. Failure to meet the requirements for subsequent quarter(s) will result in loss of further financial aid eligibility. Additional appeals will generally not be available, unless "exceptional" circumstances that are "new developments" over and above the previous circumstances addressed in the student's Satisfactory Academic Progress plan developed with Academic Advising.

## IX. REESTABLISHING AID ELIGIBILITY

If a student fails to meet any of the Satisfactory Academic Progress standards outlined in Section II., eligibility may be regained for the categories below without regard to the appeal process by completing the specified course of action:

- A) **Unit Standards**: If students fail to meet the unit standard, generally completion of 36 units completed during fall, winter and spring quarters, the summer term may be used to complete additional credit to fulfill the unit requirement. Upon fulfilling the unit requirement, students would regain eligibility for the upcoming academic year, assuming all other Satisfactory Academic Progress standards are met.
- B) **Grade Standards**: If students fail to meet the minimum cumulative grade point average of 2.0 (2.6 for Scholar-Athletes), students may continue to enroll in courses, provided in good academic standing with the University, without financial aid funding. Upon regaining a minimum cumulative grade point average of 2.0, students would regain eligibility assuming all other Satisfactory Academic Progress standards are met.
- C) **Pace**: If students fail to meet the appropriate pace percentage according to the grade level, students may continue to enroll in courses, provided in good academic standing with the University, without financial aid funding. Upon regaining the appropriate minimum Pace percentage, students would regain eligibility assuming all other Satisfactory Academic Progress standards are met.

Please note: Aid eligibility may only be regained for Duration Limit or Maximum Time Frame based on an approved appeal or completion of the relevant degree.

For more information regarding these standards and/or forms, please contact the Financial Aid Office (858) 534-4480. 5/25/2016 Grad SAP Standards