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UC Merced Undergraduate Financial Aid Satisfactory Academic Progress Policy

Beginning July 1, 2011, Satisfactory Academic Progress (SAP) standards will be updated to comply with Federal Regulations. These updated 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. Students pursuing a double major or second baccalaureate degree will be held to the same standards as all other students.

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 as the result of an appeal is placed on probation and becomes subject to the terms of an academic plan. All work that is done to regain eligibility under this SAP policy must be completed at UC Merced.

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. Appeals are only accepted one time per year, at the end of spring semester.

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 UCM Office of Financial Aid and Scholarships. These requirements are separate and distinct from UCM's policy regarding satisfactory academic progress set by The Office of the Registrar. Note: Some funds have higher academic and/or enrollment requirements.

Qualitative Measurement

An undergraduate student will be ineligible for aid unless an appeal is approved if one of the following occurs:

- The student's cumulative University of California grade point average is less than 2.0.

Pace Requirement

All undergraduates must complete enough at least 66.6% of the units attempted each year to keep pace toward graduation.

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

- 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 reflects the units attempted as they appear on the student's transcript.
- All transfer credits UCM 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 (with a grade C- or better) course, the repeat will not apply toward the completed unit count. This does not apply to courses that are repeatable for credit (i.e. independent study courses).
- Required remedial courses will count toward the undergraduate pace requirement.

Quantitative Measurement (minimum unit requirement)

Undergraduate financial aid applicants must comply with the following minimum unit requirements by the end of each academic year.

Status of Student	Units Required
1 year attended- full time	24
1 year attended- part time	12
1 year attended- 1 full time term/1 part time term	18
1 term attended- full time	12
1 term attended- part time	6

Units for the following grades will *not* be counted as completed units toward meeting the unit requirement for undergraduate students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), W (Withdraw), NR (No grade reported). Transfer courses and required remedial courses *will* count toward the undergraduate student unit requirement. Only the transfer units that are earned during the academic year for which the Financial Aid SAP processing is being run will count.

Maximum Timeframe Requirement

All undergraduate financial aid applicants exceeding the following year limits will be ineligible for financial aid consideration. Students will not be granted additional years of eligibility solely by reason of changing their field of study

(major) or pursuing more than one major or a minor. Students are allowed up to 6 years of financial aid eligibility, depending on their class standing when they are admitted. The initial class level is assigned by the Office of Admissions, based on transfer credits accepted, including Advanced Placement units.

- Terms in which the student withdraws are counted toward a student's maximum year limit.
- Terms in which the student did not receive aid are counted toward the maximum year limit.
- Maximum Timeframe measure also includes all of the bulleted items under the Pace Requirement section.

Grade Level at Entrance:

Units Accepted for Transfer at Entrance	Academic Year Standing
0-29	1
30-59	2
60-89	3
90-119	4

Number of years of Eligibility:

Academic Year Standing	Years of Eligibility
1	6
2	4.5
3	3
4+	1.5

- Every term in which the student was enrolled as official part-time status is counted as a ¼ year of eligibility used.
- Summer terms attended are counted when determining if a student has reached his maximum year limit. If a student attempts more than 9 units in summer, he will have used one ½ year of eligibility. If a student attempts 9 or fewer units in summer, he will have used one ¼ year of eligibility.
- Accepted transfer units taken in-between (non-concurrent) enrollment at UCM will be added to the total number of transfer units the student has and will be used to determine remaining years of eligibility.
- Units taken while concurrently enrolled at UCM do not count as a separate year of eligibility.
- Students acquiring a second bachelor's degree will have up to 2 years of additional Title IV financial aid eligibility (no institutional aid will be awarded) not to exceed 8 years (6 years of Title IV eligibility for first bachelor's and an additional 2 for second bachelor's).

Appeal Process for Financial Aid 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 wishing to appeal must submit a UCM SAP Appeal to the UCM Office of Financial Aid and Scholarships. The appeal form is available on-line and instructions are sent to all students that do not meet the SAP standards.

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 should be submitted with the appeal.

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.

On the appeal, students must propose an academic plan which details how they will make up their deficiencies:

- If deficient in units, what they will do to ensure that they pass the minimum number of units the following academic year to meet the minimum 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.

In all circumstances, students must report which future terms of enrollment will be required to complete any and all academic deficiencies.

Academic advisors will review and approve all academic plans submitted via the on-line appeal. By approving a plan, an advisor concurs that, if followed, the plan will permit the student to meet the SAP requirements at the end of the duration of the plan.

Students cannot apply retroactively for aid eligibility for a term that has ended. Deadline dates for each term are published annually on the financial aid website.

Once received by the aid office, the appeal is reviewed for completeness. If the student indicated that they are attaching supporting documentation the application will be considered incomplete until the documentation is received. An email is sent to the student with instructions to submit the documentation to the OFAS.

Once accepted, appeals will be evaluated by the Financial Aid Appeal Committee.

If the decision was to deny the appeal, the student will be informed via email 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 emailed with decision email letter.

UC Merced Graduate Financial Aid Satisfactory Academic Progress Policy

Beginning July 1, 2011, Satisfactory Academic Progress (SAP) standards will be updated to comply with Federal Regulations. These updated 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.

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 UCM Office of Financial Aid and Scholarships. These requirements are separate and distinct from UCM's policy regarding satisfactory academic progress set by the Graduate Division or the Schools.

Note: Some funds have higher academic and/or enrollment requirements.

Grade Point Average (GPA) Requirement

Graduate students must have at least a 3.0 GPA at the conclusion of the spring term each academic year.

Pace Requirement

All graduates must complete enough at least 66.6% of the units attempted each year to keep pace toward graduation.

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

- The number of attempted units counted in the formula reflect the units attempted as they appear on the student's transcript.
- All transfer credits UCM accepts toward a student's program are included in the pace calculation, both as attempted units as well as completed units.
- 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 graduate pace requirement.

Minimum Cumulative Unit Requirement

Graduate financial aid applicants must comply with the following minimum unit requirements by the end of each academic year.

Status of Student	Units Required
1 year attended- full time	16
1 year attended- part time	8
1 year attended- 1 full time term/1 part time term	12
1 term attended- full time	8
1 term attended- part time	4

Units for the following grades will *not* be counted as completed units toward meeting the minimum cumulative unit/clock hour requirement for graduate students: F (Failure), I (Incomplete), NP (Not Pass), U (Unsatisfactory), W (Withdraw), NR (No grade reported). Required remedial courses *will* count toward the graduate student unit/clock hour requirement.

Maximum Timeframe Requirement

All graduate 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.

Master's degree students are eligible for financial aid for up to 3 years of academic year attendance following completion of their baccalaureate degree (whether or not they received financial aid during these terms).

- 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.
- Summer terms attended are counted when determining if a student has reached his maximum term limit. If a student attempts more than 8 units in summer, he will have used one term of eligibility. If a student attempts 8 or fewer units in summer, he will have used half a term of eligibility.
- Every term in which the student was enrolled as official part-time status is counted as a half a term of eligibility used.

Doctoral students may be eligible for financial aid for up to 7.5 years of academic-year attendance following the completion of their baccalaureate degree (whether or not they received financial aid during these terms).

- 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.
- Summer terms attended are counted when determining if a student has reached his maximum term limit. If a student attempts 9 or more units in summer, he will have used one term of eligibility. If a student attempts 8 or fewer units in summer, he will have used half a term of eligibility.
- Every term in which the student was enrolled as official part-time status is counted as a half a term of eligibility used.

Appeal Process for Financial Aid 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.

Graduate students wishing to appeal must submit a UCM SAP Appeal to the UCM Office of Financial Aid and Scholarships. The appeal form is available on-line and instructions are sent to all students that do not meet the SAP standards.

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 should be submitted with the appeal.

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.

On the appeal, students must propose an academic plan which details how they will make up their deficiencies:

- If deficient in units, what they will do to ensure that they pass the minimum number of units the following academic year to meet the minimum 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.

In all circumstances, students must report which future terms of enrollment will be required to complete any and all academic deficiencies.

Students must consult with their academic counselors as they must sign and approve all academic plans. By approving a plan, a counselor concurs that, if followed, the plan will permit the student to meet the SAP requirements at the end of the duration of the plan.

Students cannot apply retroactively for aid eligibility for a term that has ended. Deadline dates for each term are published annually on financial aid website.

Once received by the aid office, the appeal is reviewed for completeness. If the student indicated that they are attaching supporting documentation the application will be considered incomplete until the documentation is received. An email is sent to the student with instructions to submit the documentation to the OFAS.

Once accepted, appeals will be evaluated by the Dean of the Graduate Division or an appointed committee. The recommended decision will be communicated to the Director of Financial Aid and Scholarships for final approval.

If the decision was to deny the appeal, the student will be informed via email 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 emailed with decision email letter.