



UCLA



STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS GUIDE

UCLA Financial Aid and Scholarships establishes Standards for Satisfactory Academic Progress to measure students' progress toward degree completion using both qualitative and quantitative methods in accordance with federal regulations. This guide is to help you understand how your academic progress affects your eligibility for financial aid.

UCLA Financial Aid and Scholarships

A-129 Murphy Hall, Box 951435
Los Angeles, CA 90095
www.financialaid.ucla.edu
[Message Center](#)

If multiple deficiencies please only submit one SAP appeal.



STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

UCLA Financial Aid and Scholarships establishes Standards for Satisfactory Academic Progress to measure students' progress toward degree completion using both qualitative and quantitative methods in accordance with federal regulations. To be eligible for financial aid, students must meet or exceed these standards. Failure to maintain these standards may result in suspension of your financial aid eligibility. These standards are as strict as or stricter than the UCLA standards for a student enrolled in the same educational program who is not receiving Title IV assistance.



MAXIMUM TIME FRAME

Units attempted or total enrolled terms may not exceed 150% of the published length of your program.

UNDERGRADUATE

Maximum time frame for undergraduate students is 270 units attempted. This is 150% of the 180 units required for you to obtain your degree.

GRADUATE

Maximum time frame for graduate students is based on 150% of the time required to a degree as defined by your school or department. For example, if your program time to degree is 6 quarters, you will not reach SAP maximum until the end of your 9th quarter at UCLA. For more information about a specific graduate program length visit: www.gdnet.ucla.edu/gasaa/library/pgmrqintro.htm.

**Please note that some schools have programs of varying lengths, which UCLA Financial Aid and Scholarships may not be able to differentiate between. In cases where these programs are not readily identifiable, we will default to the shortest time to degree listed in the catalog. If you are a graduate student identified as exceeding the maximum time frame in error, you will not be required to submit an appeal. You will, however, need to let our office know what program you are enrolled in and attach a program description stating the minimum unit requirement for graduation (website printouts are acceptable).

MINIMUM REQUIREMENTS

QUALITATIVE STANDARD

Undergraduate Students

Maintain a cumulative grade point average (GPA) of 2.0

Graduate Students

Maintain a cumulative grade point average (GPA) of 3.0

QUANTITATIVE STANDARD

Pace

Complete a minimum of 67% of cumulative coursework attempted.



PROFESSIONAL SCHOOLS

Students attending the schools of Dentistry, Law, Medicine, and Management are covered by criteria established by these schools.

CHANGE OF ACADEMIC MAJOR/PURSUIT OF A DOUBLE MAJOR OR MINOR

Students who have a change of academic major or pursue a double major or minor will not have additional financial aid eligibility beyond the Maximum Time Frame established in this policy.

SUCCESSFUL COMPLETION OF UNITS

To successfully complete units, you must receive a grade of A, B, C, D, or P (S for graduate students) in a course. Grades of F, NP (U for graduate students), I, DR, and NR do not count as successful completion of coursework attempted. **Coursework attempted is defined by the number of units you are enrolled in at Census.**

Census is the procedure of systematically acquiring and recording information about each student's enrollment status. **Census occurs on the Friday of the 3rd week of each term.**

The Standards for Satisfactory Academic Progress apply to all coursework attempted including coursework for which the student **did not** receive financial aid.

COURSEWORK

CONSIDERATIONS FOR ATTEMPTED UNITS

English as a Second Language (ESL)

ESL coursework will count as units attempted and toward cumulative GPA.

Remedial

Remedial coursework will count as units attempted, but will not count toward cumulative GPA.

Transfer Coursework

Coursework accepted for transfer credit will count as both units attempted and completed. Transfer coursework will have no effect on GPA unless coursework is transferred from a UC campus.

Repeat Coursework

Repeated courses and GPA will be treated in accordance with the University's academic policy as outlined in the general catalog. If the Registrar's Office counts repeat coursework as attempted/completed, this will count equally for academic progress standards. The Financial Aid and Scholarships office will determine if you are eligible for aid for repeat coursework.

UCLA Summer Sessions

All coursework attempted in summer sessions count as units attempted and toward cumulative GPA.

Withdrawals

Withdrawals after the term begins during a quarter will count as units attempted unless the student does not attend any classes for the given quarter and/or receives a 100% refund of all fees. However, students who enroll in coursework and withdraw after the start of the term but before Census will have units attempted calculated based on their enrollment at the time of withdrawal.

Cancellations

Cancellation of registration on or before the 1st day of classes will not count as units attempted.

SUSPENSION

Academic progress will be evaluated annually after winter grades are available. Students who fail to meet the Standards for Satisfactory Academic Progress will be placed on suspension and will no longer be eligible to receive financial aid. Students who are placed on Suspension will be notified via MyUCLA.

APPEAL PROCESS

Students who have their financial aid suspended may submit a written appeal using the Satisfactory Academic Progress Appeal form. Appeal forms will be available at, www.financialaid.ucla.edu/Forms-and-Publications in April (when Suspension notifications are generated). When filing an appeal, make sure that you provide a full explanation along with documentation, verifying the circumstances that led to your inability to meet the Standards for Satisfactory Academic Progress. Before filing an appeal, it is important that you seek assistance from your school or college advisor in order to explore ways of eliminating your deficiencies and to establish a realistic plan towards graduation. See the Appeal Instruction Packet for specific examples of valid reasons for an appeal.

APPEAL DEADLINE

Appeals must be submitted to UCLA Financial Aid and Scholarships by the deadline specified on your suspension letter for priority consideration but no later than the last day of the term for which you are appealing to have aid reinstated. If approved, students who submit their SAP appeal late will be considered for limited funding. Appeals are not considered retroactively. Please refer to the Appeal Instruction Packet for priority deadlines.

PROBATION

Academic progress is evaluated each term for students on probation and/or for students who are required to follow an Academic Plan. Students who have an appeal approved

will be placed on probation and their academic progress will be monitored each term to ensure that they meet the conditions of their Academic Plan.

DENIED APPEALS

If your appeal is denied, you may file a Secondary Appeal. When filing a Secondary Appeal, submit additional information that may assist with explaining the circumstances for which you were not able to maintain the Standards for Satisfactory Academic Progress. Students are notified of the decision of the Secondary Appeal in writing. The decision of a Secondary Appeal is final.

REINSTATEMENT

Students who have had their aid eligibility suspended for failing to maintain the Standards for Satisfactory Academic Progress, or who have a denied Satisfactory Academic Progress Appeal may regain financial aid eligibility by bringing themselves into compliance with the qualitative and quantitative components of the Academic Progress Standards. Students who have exceeded the Maximum Time Frame cannot regain eligibility through the Reinstatement process.

ACADEMIC PLANS

If you are required to submit an Academic Plan as a condition of your approved appeal, your financial aid will not be disbursed until UCLA Financial Aid and Scholarships confirms that you are adhering to your Academic Plan. Students on an Academic Plan will be evaluated each term. Your ability to adhere to the units and courses specified in your Academic Plan will be closely monitored. Failure to adhere to your Academic Plan will cause delays in your aid being disbursed and may result in suspension of your financial aid eligibility.

If you are an undergraduate student, the following academic advising units can assist you with the development of an Academic Plan:

Academic Advancement Program

1209 Campbell Hall
310.825.1481

College Academic Counseling

A316 Murphy Hall
310.825.3382

Honors Program

A311 Murphy Hall
310.825.1553

School of the Arts and Architecture

2200 Broad Art Center
310.206.3564

School of Theater, Film and Television

103 East Melnitz Hall
310.206.8441

School of Engineering

6426 Boelter Hall
310.825.2826