

UCLA Extension Financial Aid Satisfactory Academic Progress Policy

To receive federal and state funds administered by the Financial Aid Office at UCLA Extension, students must be making measurable academic progress toward completion of an eligible degree program. Accordingly, the following Satisfactory Academic Progress (SAP) Policy for students who receive financial aid is in place. These standards require that a student make academic progress during all periods of enrollment, including periods when a student did not receive financial aid. UCLA Extension will be consistent in applying the SAP policies to full-time and part-time, independent and dependent students of all academic levels.

Students enrolling in a federal financial aid eligible UCLA Extension certificate program for the first time are initially considered to be meeting SAP. The measurement of academic progress will be made at the conclusion of the first enrollment period.

When is Academic Progress Evaluated?

A student's satisfactory academic progress will be evaluated at the end of each quarter (Summer, Fall, Winter, and Spring). Students will not be eligible for federal funding during this time if in an ineligible SAP status.

Financial Aid Impacted by SAP

Federal and state regulations and policies require all financial aid recipients meet minimum Satisfactory Academic Progress (SAP) requirements to remain eligible for financial aid.

For the purpose of the SAP policy, financial aid is defined as:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Cal Grants
- Federal Work-Study (FWS)
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Graduate PLUS Loans
- Parent PLUS Loans

Financial Aid Eligibility Statuses

- Eligible - Student is meeting the minimum academic standards or has no academic history. Fully eligible for financial aid.
- Warning - Student did not meet minimum standards for quarter GPA, cumulative GPA, and/or cumulative 67% completion rate after the previous evaluation period. Student is still eligible for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- Ineligible - Student has failed to meet minimum standards for quarter GPA, cumulative GPA, and/or cumulative 67% completion rate after a second consecutive evaluation period. Student is ineligible for financial aid.
- Timeframe - Student has attempted more than 150% of the published program length of their certificate program. Student is ineligible for financial aid.

Financial Aid Satisfactory Academic Progress Standards

Satisfactory Academic Progress (SAP) is comprised of three measurements (qualitative, quantitative, maximum timeframe). At the time of evaluation, all three requirements must be met to remain eligible for financial aid. For complete details on these measurements please see below.

- Maintain required Grade Point Average (GPA) for each quarter and cumulatively based on matrix below, or higher (qualitative measure)
- Successfully complete at least 67% of the cumulative attempted units (a quantitative measure)
- Complete the educational program of study (units needed to earn a degree) within 150% of the published program length.

Program	Required GPA (must be maintained each quarter and cumulatively)	Required Completion Rate	Published Program Length/Maximum Attempted Credits
Landscape Architecture	3.0 GPA	67% of attempted units	111 units/166 units
Paralegal Training Program	3.0 GPA	67% of attempted units	36 units/54 units
Pathways	2.0 GPA	67% of attempted units	83 units/124 units

Post-Baccalaureate in Classics	2.0 GPA	67% of attempted units	36 units/54 units
Pre-Medical and General Science	3.0 GPA	67% of attempted units	48 units/72 units

How is the 67% completion rate calculated?

The calculation is made as follows: earned units divided by attempted units = completion rate.

Please see below for how the following non-passing grades will be considered in the Satisfactory Academic Progress evaluations.

Incomplete Grades

An (I) grade is given if the student has been given approval to extend the amount of time needed to complete the course. This grade will be factored into the completion rate and maximum timeframe.

Withdrawals

All withdrawals are factored into the completion rate and the maximum timeframe.

Transfer units

All transfer units accepted by the UCLA Extension certificate program will be used to determine 67% completion rate and maximum timeframe of 150%.

Repeat Courses

Students repeating courses, for the first time only, can receive aid for that repeated course. All repeat courses will be used in determining completion rate and timeframe. Actual grades are included in the quarter and cumulative GPA.

How to Reestablish Eligibility

A student must maintain the minimum quarter GPA and bring their GPA and completion rate up to the minimum standards of the required cumulative GPA and 67% completion rate. A student is ineligible for financial aid and cannot be reimbursed during this time.

Financial aid eligibility is reinstated for the quarter following the quarter in which compliance is reestablished. For example, if deficiencies are satisfied in Fall Quarter, then the student will become eligible for financial aid in Winter Quarter.

Financial Aid Ineligible Appeal Process

Mitigating Circumstances: If a student has experienced mitigating circumstances (illness, family illness, change of major) during the most recent evaluation period which lead them to not meet minimum standards for GPA and completion rate, they may submit an appeal to reinstate financial aid eligibility. A deadline for the submission of an appeal will be communicated with the suspension status email notification for the corresponding quarter. Appeals received after the deadline will not be reviewed. Students who missed the deadline will have an opportunity to appeal in future quarters.

Timeframe Mitigating Circumstances: If a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances, they may submit an appeal to reinstate financial aid eligibility.

Requirements for Appeal Evaluation

Students who are ineligible for financial aid due to not meeting SAP may submit an appeal along with supporting documentation (if available) to have suspension lifted. Students will submit appeal packet (statement + supporting documentation) to the financial aid office via email. Requirements for appeal evaluation include:

- **Personal Statement:** Student must provide a concise statement explaining why they were unable to maintain SAP, what has changed, and the action to be taken to ensure they will be successful going forward; and
- Provide acceptable supporting documentation of extenuating circumstance(s) that prohibited them from meeting SAP
- Students are required to meet with their UCLA Extension Academic Advisor and submit a copy of their academic plan to the Office of Financial Aid after the advising meeting

The following are examples of acceptable documentation to support a student's reason for appeal:

- Personal injury or illness - Detailed letter, on letterhead, from physician explaining dates and types of illness, recommended treatment, dates of non-attendance, prognosis, etc.
- Death/illness or injury of a close family member - Death certificate, obituary notice; documentation of illness or injury of close family member.
- Legal Issue - Divorce decree, separation agreement, police report detailing incident, date and those involved
- Job Conflict - Letter from supervisor, on letterhead, stating scheduling problems, etc.
- Disability - Letter from Disability Services Office addressing problems that arose during the semester in question and the resolution for future terms or medical documentation from other outside sources, letter from a doctor, etc.
- Other - Any other documentation that will support the appeal (letter from faculty, or third-party source)

Appeals that are incomplete and/or lack supporting documentation are not reviewed and the student is notified.

If the appeal is approved the student will be placed on one of two Financial Aid Eligibility Statuses:

- Probation - Students with approved appeals will be placed on a probation status for a prescribed number of quarters. The student will be required to follow their academic plan to allow the student to meet minimum standards within a fixed number of quarters. The student is fully eligible for financial aid as long as they are strictly following the academic plan. If at any time the student stops following the plan they will become ineligible for financial aid. If a student meets minimum standards at any time while on an academic plan their Financial Aid Eligibility Status will be updated to eligible.
- Timeframe Probation - The student and UCLA Extension have agreed to an academic plan. The student is fully eligible for financial aid, as long as they are strictly following the academic plan. If at any time the student stops following the academic plan, they will become permanently ineligible for financial aid. Students will not be permitted to extend their program when they are on Timeframe Probation.

Progress will be monitored at the end of each quarter after grades are posted. If a student fails to meet any of the conditions of their Academic Plan, eligibility for future financial aid will be suspended.

All appeals are reviewed by the Financial Aid SAP Appeals Review Group. All SAP appeal decisions are final.

If the appeal is denied the student will remain ineligible for financial aid until they meet all minimum standards. The student is responsible for determining other methods to cover their UCLA Extension charges for any terms in which they are deemed ineligible for federal or state financial aid.

Availability of SAP Policy: The SAP policy is available to students on the UCLA Extension Financial Aid website. The policy is updated as needed or whenever changes in federal regulations occur.

STUDENTS WHO ARE NOT MEETING SAP STANDARDS AFTER AN EVALUATION PERIOD WILL BE NOTIFIED BY EMAIL OF THEIR SAP STATUS (WARNING, INELIGIBLE, OR TIMEFRAME)