



A Guide to Satisfactory Academic Progress

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A GUIDE TO SATISFACTORY ACADEMIC PROGRESS

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Federal regulations require UCLA to establish, publish, and apply standards of Satisfactory Academic Progress for financial aid eligibility. The purpose of measuring and enforcing these standards is to ensure financial aid recipients progress towards graduation. Students who fail to meet the satisfactory academic progress requirements become ineligible to receive financial aid until they are in compliance with these requirements.

If, during any quarter, you think you will not be able to meet satisfactory academic progress, as outlined in this guide, contact a Financial Aid Counselor for information and an academic advisor to help you develop an academic plan.

UNDERGRADUATE STUDENTS

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Qualitative Standard

The qualitative standard relates to GPA and is verified by your school or college. You will be notified by your academic department if you fall below the minimum GPA required.

Quantitative Standard

The quantitative standard relates to the number of units which must be completed over a specific period of time and is based on the number of units successfully completed within any given number of regular session quarters.¹ The Quantitative standard is based on the number of terms attended, regardless of whether or not financial aid was received. Terms in which a student withdrew count as quarters attended. The quantitative standard is verified by the Financial Aid Office annually after Winter Quarter grades are issued and is based on a student's term count as well as unit count.

Term Count

The Financial Aid Office looks at the overall number of terms the student has been enrolled in to determine continued eligibility for financial aid. ***After 18 terms of full-time enrollment, or the equivalent as a part-time student, no additional financial aid will be granted.***

Transfer students are eligible for continued aid based upon the number of full-time quarters completed at the time of transfer. In determining this amount, the number of transferable units are divided by 15 to arrive at the number of quarters exhausted. For example, if a student is credited with 90 transfer units, he/she has used up 6 quarters of eligibility and has 12 quarters remaining.

Unit Count

In order to meet the unit count requirement, you must complete at least 8 units *per quarter during your first 3 terms at UCLA*. The number of units increases thereafter and must adhere to the following schedule.

¹ Number of units required to satisfy Satisfactory Academic Progress standards may differ from the college/school requirement of students' particular course of study

Unit Count Chart

By the end of	units needed
1 st term	8
2 nd term	16
3 rd term	24
4 th term	34
5 th term	44
6 th term	55
7 th term	65
8 th term	75
9 th term	86
10 th term	96
11 th term	106
12 th term	117
13 th term	127
14 th term	137
15 th term	148
16 th term	158
17 th term	169
18 th term	180

Non-Standard Enrollment

If you have been approved for part-time enrollment by the Registrar's office, your progress will be measured by a modified schedule. Make sure that you inform the Financial Aid Office of your enrollment arrangements so that your aid can be adjusted accordingly. **Beginning Summer 2002**, Summer Sessions are included as part of your total term count. Any units earned during a summer session will be applied towards the unit count for the following year.

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 and DR do not count as successful completion of units until replaced by a passing grade. Repeated courses for which completed units were previously credited, are not considered successful completion of units.

Withdrawals and Cancellations

Withdrawal after the first day of classes during a quarter counts as a quarter attended when determining overall term count eligibility and unit count eligibility, unless the student does not attend any classes for the given quarter and receives a 100% refund of all fees. Cancellation of registration on or before the first day of classes does not count as a quarter attended when determining term count or unit count eligibility. Administrative Cancellation will not count towards the overall term or unit count eligibility starting with the Fall 1997 quarter. Administrative Cancellation in any quarter prior to Fall 1997 does count towards the term and unit counts.

Disqualification and Reinstatement

UCLA notifies students not meeting Satisfactory Academic Progress during the Spring Quarter. Students not meeting requirements fall into one of two categories and will receive either a **warning letter** or **suspension letter**.

Warning letter

Students receiving a **Warning letter** are notified that they are not making satisfactory progress towards the completion of their degree and are given one academic year to become compliant. If after the next academic year, the student is once again not making progress or has not graduated, his/her financial aid will be suspended. You may receive a warning letter for one of the following reasons:

1. **Student is deficient between 1 and 12 units based upon the Unit Count guidelines.** This student is given until the end of the following academic year (up to 4 quarters) to make-up all deficient units. Failure to do so will result in automatic suspension of financial aid after the subsequent year. For example, If a student has completed 39 units after five quarters, a warning letter will be generated indicating that the student is deficit 5 units. The student must complete the minimum required units plus the 5 deficit units in order to continue receiving financial aid beyond the following academic year.
2. **Student has received financial aid for 13 quarters of full-time study.** This student is notified that they only have 4 remaining quarters of financial aid eligibility. No action is required by the student since eligibility will not be exhausted within the academic year.
3. **Student has received financial aid for 14 quarters of full-time study.** This student is notified that they have only 3 remaining quarters of financial aid eligibility. Once the student's eligibility ends, the student is considered suspended for any future aid. If the student requests financial aid beyond their remaining 3 terms, he/she will be required to file an appeal. Note: beginning Summer 2002, Summer Sessions is considered a term of enrollment.
4. **Student has received financial aid for 15 quarters of full-time study.** This student is notified that they have only two quarters of financial aid eligibility remaining. Once the student's eligibility ends, the student is considered suspended for any future aid. If the student requests financial aid beyond their remaining 2 terms, he/she will be required to file an appeal. Note: beginning Summer 2002, Summer Sessions is considered a term of enrollment. The appeal form will be available upon request at the Financial Aid Office.
5. **Student has received financial aid for 16 quarters of full-time study.** This student is notified that they only have one quarter of eligibility remaining. Student's requesting financial aid beyond their remaining 1 term will be required to file an appeal that will be available upon request in the Financial Aid Office. Note: beginning Summer 2002, Summer Sessions is considered a term of enrollment.

Suspension letter

Students receiving a **Suspension Letter** are notified that they are not making satisfactory progress towards the completion of their degree and will have their financial aid suspended. A Satisfactory Academic Progress Appeal form is also sent indicating that if the student wishes to have their aid reinstated, the appeal must be filed by the specified deadline on the form, even if the student believes an error has been made in his/her case. Students may receive a suspension letter for any of the following reasons:

- 1. Student is deficient more than 12 units based upon the Unit Count guidelines.**
- 2. Student is deficient less than 12 units, but received a Warning letter in the previous year.** If the student did not take the necessary steps during the previous academic year to make satisfactory academic progress, their financial aid will be suspended.
- 3. Student has reached 18 or more quarters of full-time enrollment.**

GRADUATE STUDENTS

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Qualitative Standards

The qualitative standard relates to GPA and is determined by the Dean of Graduate Division in consultation with your department.

Quantitative Standard

The quantitative standards related to the number of units which must be completed over a specific period of time. The quantitative standard is measured based upon the number of terms attended, regardless of whether or not financial aid was received, and is verified by the Financial Aid Office.

Maximum financial aid eligibility is dependent on your degree program. If you are in a credential program or a professional masters program (other than Master of Fine Arts) you are eligible to apply for a maximum of nine quarters of financial aid. **Eligibility for a MA or MS program, a doctorate program extends to twenty-seven quarters of eligibility.** Students who change their course of study may be accommodated through an extension of quarters of eligibility. The extension must be secured at the time the program change is made.

Professional Schools

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

APPEAL PROCESS

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Before filing an appeal for reinstatement of financial aid, it is important that you seek assistance from an academic advisor in order to explore ways of eliminating your deficiencies and to establish a realistic plan towards graduation. In addition to individual academic departments, the following academic units will be available to assist you with the development of an academic plan.

Academic Advising Unit	Address	Phone Number
Letters & Science Counseling	A316 Murphy Hall	310-825-3382
Campus Retention Center	203 Men' Gym	310-206-8043
Academic Advancement Program	1209 Campbell Hall	310-825-1481
Honors Programs	A311 Murphy Hall	310-825-1553
School of Engineering	6426 Boelter Hall	310-825-2826

The Financial Aid Office will provide you with instructions and a Satisfactory Academic Progress Appeal Form at the time of suspension of your financial aid. You may obtain additional copies of the Appeal form at the Financial Aid Service Counter located in A129 Murphy Hall, or at our website www.fao.ucla.edu.

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 minimum progress requirements.

It is important that, as part of your appeal, you demonstrate that you have established a definite plan towards graduation. A Planning Guide form will be included with the Appeal Form and must be filled out with the assistance of an academic advisor. Should your appeal be approved, it is important that the Planning Guide you develop is realistic. Your ability to adhere to the units and courses specified by the Planning Guide will be closely monitored. Failure to follow the courses and units outlined may be used as a basis for future denial of financial aid.

If your appeal is denied

Students that are denied can file a secondary appeal with the Assistant Director. The student can submit additional information with the secondary appeal. The Assistant Director will review the secondary appeal within 10-15 days and notify the student of his/her decision.

Students that do not have their appeals approved will receive information regarding other alternative available to them. Some options include:

- 1) Continuing enrollment at UCLA without any financial assistance.
- 2) Continuing enrollment at UCLA with the assistance of auxiliary loans. The Financial Aid Office can supply the student with additional information and applications for these loans.
- 3) Taking a Leave of Absence from UCLA to make up a portion or all of the deficient units at UCLA Extension or a Community College. In this case, the student will have to file an additional appeal to have aid reinstated once

he/she has completed the required units and demonstrated the ability to continue at UCLA without incurring additional deficiencies.

SATISFACTORY ACADEMIC PROGRESS WORKSHEETS

TERM COUNT

Step 1: Determine the number of terms you have transferred in (if any):

Transferable Units _____
Divide by 15

Total terms _____

Step 2: Determine the number of terms of aid eligibility:

Total terms transferred: _____

Total terms at UCLA: + _____

Total terms: = _____

Step 3: Calculate remaining term eligibility:

UCLA total term
Eligibility for aid: 18

Your total terms: - _____

Remaining term
eligibility: = _____

UNIT COUNT

Step 1: Determine the number of terms attended:

Total terms transferred: _____

Total terms at UCLA: + _____

Total terms: = _____

Step 2: Determine units required.

Units required based on
total term count:
(Table on page 2) _____

Your cumulative units
earned (including
transfer units). - _____

Total units that you
are deficient or
exceeding. = _____