



**FEDERAL FINANCIAL AID  
SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS  
JD PROGRAM**

Federal financial aid regulations stipulate that students who wish to receive financial aid must be in good standing and making satisfactory academic progress toward a degree. At least annually, typically at the conclusion of the spring semester, UC Hastings measures students' progress toward degree completion using both qualitative and quantitative standards in accordance with the federal regulations. Students must meet both the qualitative and the quantitative standards in order to be considered as making satisfactory academic progress toward a degree.

These regulations apply to all JD students. Additionally, they apply to all coursework *attempted* including coursework for which the student did not receive financial aid. See the grid below for an explanation of what is included as *attempted* units.

COURSEWORK	CONSIDERED ATTEMPTED UNITS
Transfer Coursework	Coursework eligible for transfer credit is counted as both units attempted and units completed.
Repeat Coursework	Repeated courses are counted both times as attempted units.
Withdrawals & Leaves of Absence	Withdrawals and Leaves of Absence from the College after the first day of classes during a semester count as units attempted unless the student does not attend any classes for the given semester and receives a 100% refund of all fees.
Incompletes	Coursework still in process (Incomplete) is included as units attempted. The result of the Incomplete enters the pace calculation either when a grade is received or the allotted time for completion expires. An incomplete that is not removed in accordance with Academic Regulations is converted to an administrative F and the student receives no credit.

Financial aid satisfactory academic progress (FA SAP) standards are in addition to academic requirements set forth in the UC Hastings [Academic Regulations](#).



**QUALITATIVE STANDARD**

Students who enter the College as first-year students in the Fall 2012 Semester or thereafter or enter as transfer students in the Fall 2013 Semester or thereafter must maintain a minimum 2.2 cumulative grade point average (GPA). All other JD students must maintain a minimum 2.0 cumulative GPA.

Generally, a student must maintain the applicable minimum cumulative GPA to be eligible for federal, state, and institutional funds. A student who ends an academic year with less than the applicable minimum cumulative GPA is not eligible for financial aid. There is an appeal process; however, the appeals of students who have been academically disqualified and who are not readmitted, cannot be granted. If an appeal is successful the student is placed on Financial Aid Probation for one semester. Financial Aid Probation may be extended for one additional semester if the Associate Academic Dean determines the student is meeting the requirements set forth in the academic plan approved by the Financial Aid Satisfactory Academic Progress Committee when the student's appeal was granted.

**QUANTITATIVE STANDARD (PACE)**

- Students in the J.D. program may receive financial aid for a maximum of eight semesters which may be spread to a maximum of five years. Exceptions may be granted for the five year limitation upon a showing of extraordinary and compelling circumstances. However, a student who has been enrolled for more than eight semesters may not receive financial aid. (see UCH Academic Regulation II.D.401,402) A student must successfully complete units each semester according to the following minimum standard.

**Standard Unit Requirement for Graduation in 6 Semesters**

Year of Study	Standard # Units	Standard Cumulative Units Required
1st Year	30	30
2nd Year	28	58
3rd Year	28	86

**Minimum Unit Requirement for Graduation in 8 Semesters**

Year of Study	Standard # Units	Standard Cumulative Units Required	Minimum % Completion Required	Minimum Units	Minimum Cumulative
1st Year	30	30	50%	15	15
2nd Year	28	58	60%	20	35
3rd Year	28	86	75%	29	64
4th Year (If required)			100%	22	86

- To meet the quantitative standard students must receive a passing grade in at least the minimum number of units required and at the minimum completion rate required as indicated in the chart above for graduation in 8 semesters. For example, a student must have completed at least 15 units after two semesters and at least 50% of the number of units attempted.



## **FINANCIAL AID SUSPENSION AND APPEAL PROCESS**

Financial Aid SAP evaluations occur at least annually, typically after spring grades are complete. Students who fail to meet these financial aid SAP standards are placed on financial aid suspension and are no longer eligible to receive financial aid. An email notice will be sent to such students advising them that financial aid has been suspended. Upon receiving the notice a student has 30 days to submit a written appeal to the Assistant Dean for Financial Aid. The appeal will be decided by the Financial Aid Satisfactory Academic Progress Committee (SAP Committee).

### **APPEAL PROCESS**

Students who fail to meet financial aid standards may submit a written appeal in a form of a letter addressed to the SAP Committee. The appeal must include an explanation of the circumstances that led to the inability to make SAP as well as information about what has changed that will now allow the student to make SAP. Additionally, the student must submit an academic plan of study designed to ensure that the student completes the JD degree requirements within eight semesters and five years. The plan must provide a measurement of the student's progress at the end of each semester. Thus, before an appeal is filed, the student is encouraged to meet with the Associate Academic Dean to explore ways of eliminating the deficiencies and to establish a realistic academic plan toward graduation.

The appeal and the accompanying academic plan will be reviewed by the SAP Committee, and if approved, the student will be placed on financial aid probation for one semester. During the probationary semester the student has the opportunity to execute the academic plan approved by the SAP Committee and meet its specific requirements to regain financial aid eligibility. Financial Aid Probation may be extended for one additional semester if the Associate Academic Dean determines the student is meeting the requirements set forth in the approved academic plan. If the Associate Academic Dean determines that the student has not met the requirements set forth in the approved academic plan, the student will no longer be eligible for financial aid.

### **REINSTATEMENT**

Students who have had their financial aid eligibility suspended for failing to maintain financial aid SAP standards or who have a denied financial aid SAP appeal may regain financial aid eligibility by bringing themselves into compliance with the qualitative and quantitative components of the federal financial aid SAP standards. Students who have exceeded the maximum timeframe cannot regain eligibility through the reinstatement process.