

**Office Of Financial Aid**

200 McAllister San Francisco, CA 94102

Phone: 415-565-4624 Email: FinancialAid@uclawsf.edu**Federal Financial Aid Satisfactory Academic Progress (SAP) Standards
HPL Program**

Federal financial aid regulations stipulate that students who wish to receive federal financial aid must be in good standing and making satisfactory academic progress (“SAP”) toward a degree. At least annually, typically at the conclusion of the spring semester, UC Law SF measures students’ progress toward degree completion using both qualitative (grades) and quantitative (pace) standards in accordance with the federal regulations (together, “FA SAP Standards”). 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 HPL students. Additionally, they apply to all coursework attempted, including coursework for which the student did not receive federal 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 Absences	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 quantitative pace calculation either when a grade is received or when 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.

Students must be in compliance with all FA SAP Standards, in addition to the academic requirements set forth in the [UC Law SF Academic Regulations](#).

QUALITATIVE STANDARD

Students in the HPL Program must complete 24 semester units of MS HPL coursework and achieve a cumulative GPA of 2.5 or better. A student who ends an academic year with less than the applicable minimum cumulative GPA is not eligible for federal financial aid. There is an appeal process set forth below. (see UC Law SF Academic Regulation XIV.6028).

QUANTITATIVE STANDARD (PACE)

Full-time MS HPL students must complete their degree requirements in one year (two consecutive semesters). Part-time MS HPL students must complete the program within 2 years, i.e., four consecutive semesters of matriculation. (See UC Law SF Academic Regulation, XIV.D.6009). Students may receive federal financial aid for a maximum of 2 consecutive years or 4 consecutive semesters.

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Year of Study	Standard # of Units	Standard Cumulative # of Units required
1 st year	14	14
2 nd year	10	24

FEDERAL FINANCIAL AID SAP APPEAL PROCESS

Federal financial aid SAP evaluations occur at least annually, typically after spring grades are complete. Students who fail to meet FA SAP Standards are placed on financial aid suspension and are no longer eligible to receive federal financial aid. The Financial Aid Office will send an email notice to such students advising them that their federal financial aid has been suspended. Upon receiving the notice, a student has 30 calendar days to submit a written appeal to the Director of Financial Aid. Appeals by students who have been academically disqualified and are not reinstated will not be considered or approved.

Before an appeal is filed, students are required to meet with the Provost and Academic Dean to explore ways of eliminating academic deficiencies and establishing a realistic academic plan toward graduation.

The appeal must include all of the following:

- (i) An explanation of the circumstances that led to the inability to make SAP;
- (ii) Information about what has changed that will now allow the student to make SAP; and
- (iii) An academic plan of study that includes a means by which to measure the student’s progress at the end of each semester, designed with the Assistant Dean of Students to ensure that the student completes the HPL degree requirements within four semesters and two years.

The appeal and the accompanying academic plan will be reviewed by the Federal Financial Aid Satisfactory Academic Progress Committee (“SAP Committee”). If the appeal is approved, the student will be placed on federal financial aid probation (“Financial Aid Probation”) for one semester. During the probationary semester, the student has the opportunity to execute the academic plan submitted in the appeal to the SAP Committee and meet the specific requirements set forth therein to regain federal financial aid eligibility. Financial Aid Probation may be extended for one additional semester if the Provost and Academic Dean determines that the student is meeting the requirements set forth in the approved academic plan. If the Provost and 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 federal financial aid.



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REINSTATEMENT

Students who have had their federal financial aid eligibility suspended for failing to maintain FA SAP Standards or whose FA SAP appeal was denied, may regain federal financial aid eligibility by bringing themselves into compliance with the qualitative and quantitative components of the FA SAP Standards. However, students who have exceeded the maximum quantitative timeframe of four semesters cannot regain eligibility through the reinstatement process.