SATISFACTORY ACADEMIC PROGRESS

In accordance with federal regulations, the University of the District of Columbia David A. Clarke School of Law (UDC Law) has established the following Satisfactory Academic Progress (SAP) standards that must be met in order to receive federal financial assistance. These SAP standards relate solely to eligibility for federal financial assistance and do not replace other UDC Law policies related to academic standing and degree progression.

In order to maintain SAP for federal financial aid eligibility, UDC Law students must meet the following standards:

Grade Point Average (Qualitative Measure)

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 in order to receive federal financial aid during their course of study. GPA is computed by dividing the number of quality points by the number of credit hours for which the student has registered based on his or her academic record.

Annual Credits (Quantitative Measure)

Students must successfully complete a minimum of **66.7** percent of all attempted credits each academic year. This is computed as **successfully completed credits ÷ attempted credits**. The following course designations are included in attempted hours:

- Withdrawals
- Incompletes
- Repeated coursework
- Failing grades
- Failing grades in pass/fail courses

Total Allowable Credits (Maximum Timeframe Measurement)

Students must complete their degree requirements within **150** percent of the number of credits required to complete the degree. All coursework which is attempted is included, but not limited to, repeat and incomplete coursework.

Overall Credits Completed (Pace)

Students must successfully complete a minimum of **66.7** percent of all courses attempted within their academic degree. Students who do not meet pace are not eligible for financial aid. Pace is calculated annually in order to determine if the student is making the necessary progression to complete the degree program within the maximum timeframe. This is computed as **cumulative successfully completed credits ÷ cumulative attempted credits.**

cont.

Measurement	JD Full-time	JD Part-time
Minimum GPA	2.0	2.0
Minimum Annual Credits Earned	66.7%	66.7%
Minimum Cumulative Credits Earned	66.7%	66.7%
Maximum Timeframe	135 attempted credits	135 attempted credits

The Office of Financial Aid will evaluate SAP for all students mid-June after the Spring grades have been posted to determine financial aid eligibility for the next academic year. In addition, SAP will be reviewed to alert students who may be in danger of failing. This review will happen in January after the Fall semester grades have been posted. Students who have failed to meet federal SAP requirements at the end of the Spring semester will be ineligible to receive any federal financial aid for the upcoming academic year.

Students who are not making SAP at the mid-year evaluation will receive an email to their UDC email addresses to alert them of their SAP status. Students who have failed to meet SAP at the end of year evaluation will receive a notification to their UDC email addresses and a letter sent to their preferred mailing address.

SAP Appeal

A student with extenuating circumstances may appeal the denial of federal financial aid by submitting a SAP Appeal Form within 7-10 business days from the date the failure notice was sent. The appeal must be made in writing to the SAP Appeal Committee, which will consist of university administrators, in care of the UDC Law Office of Financial Aid. Appeals will be considered in cases where there has been a death of a relative, injury or illness of the student or other special circumstances. The explanation must be supported by documentation. The committee may decide to consult with deans or professors to determine if the appeal may be approved on a probationary basis for one semester, as long as it is feasible for the student to meet all SAP requirements.

When submitting an appeal, the following must be included:

- Completed Satisfactory Academic Progress Appeal Form.
- A signed letter of explanation describing why the student failed to make SAP along with supporting documentation(s) to substantiate his or her explanation. Documentation should be from an unrelated individual, such as professors, clergy members, or doctors as appropriate.
- An explanation of how the student plans to remedy his or her situation in order to meet the requirements at the end of the probationary period.

Reinstatement of Financial Aid Eligibility

Students who have failed SAP can regain their financial aid eligibility for future semesters by meeting SAP standards. Students who were placed on financial aid probation due to an approved SAP appeal must meet all SAP standards after that one probationary semester in order to re-establish their eligibility for future semesters.

***Please note: Students who lost financial aid cannot be reinstated retroactively for previous semesters. ***