



## Monterey College of Law Satisfactory Academic Progress Policy

**Applicable to student enrolled in Monterey College of Law, San Luis Obispo College of Law, Kern County College of Law, and Empire College of Law, and via Hybrid Online enrollment**

### *Introduction to Satisfactory Academic Progress*

*Institutions participating in student aid programs under Title IV of the federal Higher Education Act (HEA) continually evaluate satisfactory academic progress (SAP) of their students. **Student aid programs under Title IV of the federal Higher Education Act (HEA) are NOT presently available at The Law Schools.** However, as an institution accredited by the WASC Senior College and University Commission (WSCUC), and in the process of applying for participation in student aid programs under Title IV, MCL has adopted a satisfactory academic progress monitoring policy. Until such time as accreditation and participation is approved, SAP monitoring is advisory for students, and permits the school to collect data which it will use if or when implementing a compliant federal student aid program.*

### Satisfactory Academic Progress Required

Eligibility for federal student aid requires satisfactory academic progress (SAP) as defined by the law and the institution. Because individual students may choose to participate at any time, SAP monitoring policies apply to all students, including students who do not accept loans from these sources.

Students at the College are evaluated for SAP at the end of each semester. Students must meet program-specific SAP Requirements to qualify for funds accessible under the HEA (if at any time the College becomes a participating institution in Title IV programs).

### Program SAP Requirements

Students must meet the following four requirements for SAP (the student must satisfy all four each time):

#### ***Juris Doctor (J.D.) Program***

**Enrollment:** Full time or part time enrollment is required for financial aid eligibility. Students must enroll for a minimum of 8 credit hours per semester for full time enrollment or a minimum of 4 credit hours per semester for part time enrollment.

Minimum Cumulative Grade Point Average (CGPA), measuring a student's cumulative academic performance in courses applied to degree completion: To be eligible for Title IV financial aid during any academic year or term, a student's CGPA, as calculated according to the College's policy, must be 70 or higher. If the student's CGPA is less than 70, the student is ineligible for Title IV aid, with no appeal possible.

Satisfactory Course Completion (SCC), measuring a student's cumulative credits toward degree completion To be eligible for Title IV financial aid during any academic year or term, a student's total completed credits divided by total attempted credits must equal .6 (60%) or more, or the student is ineligible for Title IV aid, with no appeal possible.

Maximum Period of Enrollment Progression (MPEP), measuring timely progress toward degree completion: If enrollment in the next semester would cause the student to exceed the maximum permitted period of enrollment (84 months), the student is ineligible for Title IV aid, with no appeal possible.

### ***Master of Legal Studies (MLS) Program***

Enrollment: Full time or part time enrollment is required for financial aid eligibility. Students must enroll for a minimum of 8 credit hours per semester for full time enrollment or a minimum of 4 credit hours per semester for part time enrollment.

Minimum Cumulative Grade Point Average (CGPA), measuring a student's cumulative academic performance in courses applied to degree completion: To be eligible for Title IV financial aid during any academic year or term, a student's CGPA, as calculated according to the College's policy, must be 65 or higher. If the student's CGPA is less than 65, the student is ineligible for Title IV aid, with no appeal possible.

Satisfactory Course Completion (SCC), measuring a student's cumulative credits toward degree completion To be eligible for Title IV financial aid during any academic year or term, a student's total completed credits divided by total attempted credits must equal .6 (60%) or more, or the student is ineligible for Title IV aid, with no appeal possible.

Maximum Period of Enrollment Progression (MPEP), measuring timely progress toward degree completion: If enrollment in the next semester would cause the student to exceed the maximum permitted period of enrollment (48 months), the student is ineligible for Title IV aid, with no appeal possible.

### ***Master of Law (LL.M.) Program***

***Master of Law (LL.M.) Program students are currently ineligible to receive Federal Student Aid. In the event the Master of Law (LL.M.) Program becomes eligible for participation in Federal Student Aid programs, the following SAP requirements will apply:***

Enrollment: Full time or part time enrollment is required for financial aid eligibility. Students must enroll for a minimum of 8 credit hours per semester for full time enrollment or a minimum of 4 credit hours per semester for part time enrollment.

Minimum Cumulative Grade Point Average (CGPA), measuring a student's cumulative academic performance in courses applied to degree completion: To be eligible for Title IV financial aid during any academic year or term, a student's CGPA, as calculated according to the College's policy, must be 75 or

higher. If the student's CGPA is less than 75, the student is ineligible for Title IV aid, with no appeal possible.

Satisfactory Course Completion (SCC), measuring a student's cumulative credits toward degree completion: To be eligible for Title IV financial aid during any academic year or term, a student's total completed credits divided by total attempted credits must equal .6 (60%) or more, or the student is ineligible for Title IV aid, with no appeal possible.

Maximum Period of Enrollment Progression (MPEP), measuring timely progress toward degree completion: If enrollment in the next semester would cause the student to exceed the maximum permitted period of enrollment (48 months), the student is ineligible for Title IV aid, with no appeal possible.

## Consequences of Failure to Meet the Applicable SAP Requirement: Warning, Probation and Ineligibility

Students not meeting satisfactory academic progress requirements are subject to the following:

### ***End of First Semester Not Meeting SAP – SAP Warning:***

The first time any student is not meeting SAP at the time the student's SAP is evaluated, the student will be placed on SAP Warning status and will continue to be financial aid eligible for the following term. SAP Warning students receive notice that they are on SAP Warning and are required to meet with the program Associate Dean and develop a plan for improvement. Students may not appeal a determination of SAP Warning status.

### ***End of Second Consecutive Semester Not Meeting SAP – Financial Aid Ineligible:***

Students not meeting SAP standards for the program undertaken by the end of the second consecutive term will be ineligible for financial aid until such time as the student makes satisfactory academic progress. If the academic plan developed after appeal from SAP Probation determined that the student would require more than one Semester to meet SAP standards, however, the student remains eligible, but only until the deadline specified in the academic plan. A student found to be financial aid ineligible for the next term has two alternatives:

1. Appeal the determination with the program Associate Dean, providing a written plan for improvement, with specific timelines, projects, deadlines, and milestones for improvement during the term, sufficient to ensure the student is able to meet SAP standards by the end of the next term. No longer time frame may be specified. If the appeal is granted, the student will be reinstated to financial aid eligibility on SAP Probation status and remain financial aid eligible for the probationary term. The student's academic plan will be reviewed with the student during the final probationary term as stated in the plan. If the appeal is not granted, the student will remain ineligible for financial aid until such time as the student meets the applicable SAP standard.
2. Not appeal, remain in school, and be ineligible for financial aid until such time as the student meets the applicable SAP standard.

***End of Second Consecutive Semester Not Meeting SAP – SAP Probation (after successful appeal) :*** A student who successfully appeals a determination of financial aid ineligibility may be placed on SAP probation. If the student does not maintain SAP at the end of the probationary term, the student will be

financial aid ineligible for the next term. Students may not appeal a determination of SAP Probation status.

## Special Circumstances

### ***Withdrawals***

If a student withdraws from a course at any time, the credits for that course are not included as attempted credits in the calculation of the Satisfactory Course Completion (SCC) component of SAP. If a student fails to withdraw from a course before the withdrawal deadline, the credits for that course are included as attempted credits in the calculation of the Satisfactory Course Completion (SCC) component of SAP.

### ***Incompletes and Grade Changes***

If a student received a grade in a course, including a grade of Pass, Fail, or Incomplete, the credits attempted in that course are included as attempted credits in the calculation of the Satisfactory Course Completion (SCC) component of SAP. If the grade of Incomplete is changed to a passing grade during the next quarter, the student may request a recalculation of the SAP status based on the change of grade. This request does not require an appeal, but rather contacting the financial aid advisor with the request. Other grades changes, for example, as the result of an appeal, will result in recalculation of CGPA and SAP.

### ***Repeating Courses***

If a student repeats a course, and the grade for the previous taking of the course is replaced with the grade for the repeated taking of the course, the credits for the repeated taking of the course are included as attempted credits in the calculation of the Satisfactory Course Completion (SCC) component of SAP, and the grade for the repeat taking is included in the calculation of the Cumulative Grade Point Average (CGPA) component of SAP. The credits for the first taking are, in this instance, not included as attempted credits in the calculation of the Satisfactory Course Completion (SCC) component of SAP. However, if under a special waiver a student repeats a course for a second time, the credits attempted on the second repeat are not included as attempted credits in the calculation of the Satisfactory Course Completion (SCC) component of SAP. For any course, credits will only be counted once as attempted credits in the calculation of the Satisfactory Course Completion (SCC) component of SAP.

### ***Transfer Credit***

The effect upon CGPA of transfer credits accepted from another institution is described in the Transfer Credit Policy of the Student Handbook. Credits accepted toward completion of a student's academic program count as both attempted credits and completed credits when calculating the Satisfactory Course Completion (SCC) component of SAP.

## Appeals

A student is allowed only one (1) appeal of financial aid ineligible status for the length of their program.

Students must appeal within ten (10) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide a written

statement that includes information about the circumstances or events which prevented the student from attaining SAP. Circumstances may include:

- Death of a relative of the student
  - An injury or illness of the student ●
- Other special circumstance.

Circumstances must be documented in the appeal. The student must demonstrate that these circumstances had an adverse impact of the student's performance. In addition, the student must note what has changed in order for the student to now be successful.

Every appeal must be accompanied by the student's proposed academic plan, which must include specific timelines, projects, deadlines, and milestones for improvement during the term. The plan must establish, with sufficient and convincing evidence, that the student is able to meet SAP standards within the required time frame. Proposed academic plans are subject to rejection, revision, and other determinations by the program Associate Dean, in the exercise of administrative discretion.

The program Associate Dean will review appeals to determine whether they include the necessary information and documentation. The program Associate Dean will then determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing of the final decision. There are no additional appeals processes.