

# SATISFACTORY ACADEMIC PROGRESS

A Guide for Financial Aid Students from the Pacifica Graduate Institute  
Office of Financial Aid

**CONTINUED ELIGIBILITY FOR FINANCIAL AID IS REVIEWED ANNUALLY AFTER GRADES ARE POSTED FOR THE SPRING QUARTER.**

Financial aid is *not* available for an indefinite period; *neither* is it available for an unlimited number of units.

**To remain eligible for financial aid,  
you must meet these satisfactory academic progress requirements:**

- 1) YOU MUST MAINTAIN A CUMULATIVE GRADE POINT AVERAGE OF 3.0 OR HIGHER.**
- 2) YOU MUST COMPLETE A MINIMUM NUMBER OF UNITS.**
- 3) YOU MUST COMPLETE YOUR PROGRAM WITHIN A MAXIMUM TIME FRAME.**

- **REQUIRED MINIMUM GRADE POINT AVERAGE OF 3.0**

Students must keep a quarterly and over-all grade point average of 3.0 or higher according to Pacifica's academic policies. The same is required of all financial aid recipients. Students whose grades fall below the acceptable level (3.0) are placed on academic probation. Those who fail to achieve satisfactory grades while on academic probation may be dismissed from the Institute. Students *may receive* financial aid while they are on academic probation, but they lose all financial aid when they are academically dismissed. Academically dismissed students may have to begin repayment of student loans.

- **YOU MUST COMPLETE A MINIMUM NUMBER OF UNITS EACH YEAR.**

Each academic program has a prescribed number of units required for completion each quarter. To earn units for a course, you must complete and pass that course. Dropped, failed, incomplete courses or remedial courses for which no credit is received, and repeated courses (in which you previously received a passing grade or for which you already received financial aid) do not count towards total units completed, but do count towards total units attempted. **Therefore, students may not have more than two (2) incompletes, withdraws, failing or not passing grades after final grades are posted for the spring quarter.** After evaluation, any students with more than two deficiencies will be placed on financial aid probation.

In addition, you will *not* be eligible for aid for courses in excess of the requirements stated in the Pacifica catalog unless there is a revised academic program plan approved by your program advisor.

- **YOU MUST COMPLETE YOUR PROGRAM WITHIN A MAXIMUM TIME FRAME.**

This means that **all work attempted**, including transfer units, will apply towards the maximum time frame. It does not include quarters when you are not registered. For financial aid purposes: Students may not attempt more than 150% of the total units required for the program. Please note that Pacifica also has a maximum time frame for completion beginning the year entered: Eight years for Ph.D. programs and Five years for Masters Program.

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## **FINANCIAL AID PROBATION**

Satisfactory academic progress is evaluated annually after grades are posted for the spring quarter. Students who do not make satisfactory academic progress will be placed on financial aid probation for up to three quarters. During this financial aid probationary period, students are expected to resolve ALL academic deficiencies. During the financial aid probationary period, the student may receive financial aid. Students will be notified in writing when placed on financial aid probation.

## **FINANCIAL AID SUSPENSION**

If after being placed on financial aid probation the deficiencies are not removed by the end of the financial aid probationary period or if deficiencies exceed those listed above, further aid will be suspended until the deficiencies are resolved. Students whose financial aid is suspended for failure to achieve satisfactory academic progress will be notified in writing. Students may appeal if extenuating circumstances (such as prolonged illness or a death in the family) hindered academic performance.

## **APPEALS**

Students are strongly encouraged to file their appeal immediately after receiving notification that financial aid has been suspended. Appeals must include a Corrective Action Plan (CAP) to explain in detail how and when deficiencies will be resolved. The Department Chairperson for the respective program of study must approve the Corrective Action Plan. The appeal and the approved CAP must be in writing and sent to the Director of Financial Aid.

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