

Satisfactory Academic Progress/SAP - Undergraduate Level

In accordance with Federal Regulations, the student who receives student financial aid must comply with the Standards of Satisfactory Academic Progress|SAP, both qualitative and quantitative. The student will maintain, from the second year of studies until the graduation date, a minimum average of “C” or its equivalent (Qualitative Norm). Also, you must comply with the Quantitative Norm, that is, the 150% study time norm to receive financial aid. This SAP Standard must be equal to, or more stringent, than the Institutional Policy.

The Pontifical Catholic University of PR has established the following norms so that students at the undergraduate, short careers, graduate level, or who wish to obtain a professional certificate, participate in financial aid programs.

NO ACADEMIC PROGRESS

The student who does not attain the minimum GPA required according to the total number of credits and has not approved the percentage of the attempted credits, will automatically be placed in NO ACADEMIC SATISFACTORY PROGRESS |No SAP, with the right to appeal.

PROBATION

After the Appeal Committee evaluates the case and gives the opportunity, they will be classified under **PROBATION** for a term of one semester. All students on probation must work together with their academic advisor an *Academic Plan* that will enable them to achieve Satisfactory Academic Progress|SAP.

SUSPENSION

After the Appeal Committee evaluates the student case, and is gives the opportunity, if the student continues to fail to meet the SAP and fail to meet their *Academic Plan*, he will be SUSPENDED of receiving financial aid during the next semester, not right to appeal. However, in the event that the student presents other extraordinary circumstances other than the appeal already approved, he/she may submit a new appeal to the Committee. If at the end of the semester without the right to financial aid, the student has reaches the required “SAP”, they will be considered again for financial aid.

MAXIMUM TIMEFRAME

Students must complete all graduation requirements within a maximum time of (150%) of their academic program's total credits. Any course attempted by the student, regardless of whether or not part of the credits required to his, will count against the maximum of 150%.

The Office of Student Financial Aid annually evaluates the Satisfactory Academic Progress/SAP and proceeds as follows:

1. Notification of No Academic Progress is sent to students.
2. The student must go to the Office to have completed the SATISFACTORY ACADEMIC PROGRESS form. It indicates the reason for the appeal, if it is for the ***Qualitative Criteria/Quantitative Criteria or Maximum Study Timeframe.***
3. **Qualitative/Quantitative Criteria** - Requires the Academic Plan, in which the student is indicated the courses and the number of credits that he must take until he reaches the SAP again (Minimum average required and 67% of the credits attempted; in the case of first-year students 60%).
4. **Study Timeframe** - Requires completion of the Study Years Assessment.
5. The student will submit an appeal to the Vice Presidency of Student Affairs. In this appeal, the student must present the following documents:
 - SATISFACTORY ACADEMIC PROGRESS Form (*Financial Aid*)
 - Academic Plan (Qualitative Criteria) (*Department director*)
 - Years of studies evaluation form (Quantitative Criteria) (*Department director*)
 - Evidence of reason for failure to meet Satisfactory Academic Progress|SAP Standards (*Student*)
 - The effectiveness of this process depends on the teamwork between the student, the administration, and the academic area.

Note: Cases that go through the Appeal Process will be evaluated per semester

Satisfactory Academic Progress

(SAP)

Associate

Accumulated Completed Credits	Minimum Required GPA	% of Credits Attempted
0-24	1.50	60%
25-47	1.70	67%
48 plus	2.00	67%

College of Education (Teacher Preparation Program)

Accumulated Completed Credits	Minimum Required GPA	% of Credits Attempted
0-24	2.20	60%
25-48	2.40	67%
49-72	2.60	67%
73-96	2.80	67%
97-108	2.90	67%
109 plus	3.00	67%

Bachelor Degree

Accumulated Completed Credits	Minimum Required GPA	*Minimum Required GPA Education (Physical conditioning)	% of Credits Attempted
0-24	1.40	1.60	60%
25-48	1.60	1.70	67%
49-72	1.80	1.80	67%
73-84	1.90	1.90	67%
85 plus	2.00	2.00	67%

Bachelor of 5 years (BBA-PUAC BBA-LOGS BS-MEDT)

Accumulated Completed Credits	Minimum Required GPA	% of Credits Attempted
0-24	1.50	60%
25-48	1.60	67%
49-72	1.70	67%
73-96	1.80	67%
97-108	1.90	67%
109 plus	2.00	67%

Architecture

Accumulated Completed Credits	Minimum Required GPA	% of Credits Attempted
0-32	1.50	60%
33-64	1.65	67%
65-97	1.80	67%
98-130	1.95	67%
131 plus	2.00	67%

Non Degree Programs

Accumulated Completed Credits	Minimum Required GPA	% of Credits Attempted
2-12	1.50	70%
13-24	1.70	70%
25-39	2.00	70%

Notes:

- ✓ **Rounding:** The cases that have a result of 66.5% of attempted credits, these will be rounded up to 67%.
- ✓ The transferred credits must be considered as attempted and completed credits, according to the Federal Government Regulations.

Appeal Process

1. A student who according to established criterio, has not complied with the Satisfactory Academic Progress|SAP, may appeal the decisión in writing before a Committee appointed by the PUCPR Presidency. This Committe will be chaired by the Vice President of Student Affairs. The Committee shall meet during the summer, at the beginning of the enrollment process for each semester or as indicated by the Chairman of the Committe.
2. Extraordinary circumstances shall be taken into account, such as: death of a family, illness or disability of the student, changes in academic objectives or other special situation determined by PUCPR. The student will be responsible for submitting in writing the evidence necessary to support his or her appeal.
3. The Appeals Committee will evaluate each case and notify the student of the action taken. Likewise a copy will be send of the decision to the Office of Student Financial Aid and the director of the student department.
4. The student who receives a favorable appeal will have a semester with financial aid. If at the end of this period the student again falls to comply withe the SAP or the Academic Plan established by his Academic Counselor, he/she will not be eligible to continue receiving financial aid. However, in the evento that the student presents other extraordinary circumstances other tan the appeal already approved, he/she may submit a new appeal to the committe.
5. The student who receives a denied appeal will be suspended from financial aid for one semester and if he/she studies he/she will be entitled to be evaluated for the next periodo of studies.
6. If at the end of the period without the right to financial aid the student meets SAP, he will be considered again for financial aid.

Process established by the Office of Student Financial Aid

Annually the Financial Aid Office evaluates the Satisfactory Academic Progress. These are classified as follows:

Good- Student who met the Qualitative/Quantitative criteria, and Study Timeframe.

No Academic Progress - Student who does not attain the GPA required according to the total number of credits or has not approved the percentage of the credits attempted.

Probation - After the Appeal Committee evaluates the student case and gives the opportunity; It will be evaluated at the end of each pay period and are classified as follows:

- **PLANG** - Fullfilled with the Academic Plan.
- **PLANNO** - Did not fulfilled with the Academic Plan and falls into Suspension. The student who does not comply with the Academic Plan has the right to appeal as long as the circumstance for not achieving academic progress is different from the one presented in the appeal.

Suspension - The student will not receive financial aid and have no right to appeal. However, if at the end of the semester, without the right to financial aid, the student attains the required SAP, he will be considered again for financial aid.

Timeframe Study - The student reached the maximum timeframe allowed (150%), with the right to appeal.

SAP Codes - Eligibility Status (Banner System)

Código	Descripción
G	<i>Met Standards for Academic Progress</i>
APEL	<i>Appeal Approved</i>
NOSAP	<i>No Academic Progress</i>
NSSUTF	<i>No Academic Progress- Study Timeframe</i>
PLANG	<i>Academic Plan Good</i>
PLANNO	<i>Academic Plan Unrealized</i>
SFGP	<i>Final Suspension</i>
SUTF	<i>Study Timeframe</i>
SFGPTF	<i>Final Suspension- Study Timeframe</i>

Additional Policies

Withdrawals

The courses dropped, within the period stipulated for changes, will not count for determining compliance with the quantitative criteria or against the maximum of 150%. Courses dropped after the change period will count as attempted and not passed.

Incomplete Courses

Courses with a grade of "Incompletes" or "F" are counted as attempted credits, but not approved. If you get a grade of A, B, C or D, they will be considered as attempted and passed.

Summer

Any student who has not achieved Satisfactory Academic Progress, after studying the two (2) semesters, may use the summer section to compensate for any qualitative or quantitative deficiency that she may have had at the time of the evaluation.

Repeated Courses

If you get an "F" grade, you can continue enrolling until you get a "D" grade and the "C" grade will have an opportunity to improve it.

Completed Graduation Requirements

A student cannot receive financial aid after completing all graduation requirements.

Definition of Academic Year and Full-Time Status

The academic year consists of at least 24 credits per year, 30 weeks of teaching, or 12 credits per semester with 15 weeks of teaching, at the undergraduate level.

Transferred Courses

All those courses approved with a grade of C or more, that the dean considers to be equivalent or can substitute the curriculum requirements in our institution. Transferred credits are taken into consideration as attempted and completed credits, according to federal government regulations.