

Satisfactory Academic Progress| Undergraduate Level

In accordance with federal regulations, the student who receives financial aid must comply with Satisfactory Academic Progress Standards| SAP (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 standard). Also, it must comply with the quantitative standard, that is, the maximum study time frame (150%) to receive financial aid. This SAP Standards must be equal to the institutional policy or more stringent.

In the evaluation of SAP Standards, the following policies are implemented:

- **Transferred courses-** approved courses with a grade of “C” or more, that the dean or the department director considers to be equivalent or can substitute the curriculum requirements in our institution. Transferred credits are taken into consideration as attempted and completed credits, in accordance with the Federal Department of Education regulations.
- **Withdrawals-** courses dropped, within the stipulated period for changes, will not count towards determining compliance with the quantitative standard or against the maximum study time frame of 150%. Courses dropped, after the period for changes, will count as attempted and not passed.
- **Incomplete courses-** courses with a grade of “Incomplete” will not count to determine compliance with the quantitative standard neither against the maximum study time frame (150%). They will be evaluated once the student removes them for the next SAP process.
- **Repeated courses-** if the student gets a grade of “F”, he/she can continue enrolling until he/she gets a grade of “D”. The student will have the opportunity to improve it. It is important to consider that each repeated course counts as attempted credits for the quantitative element and study time frame.
- **Remedial courses-** when the new student is admitted to the institution and the score of the *University Admission Test* does not meet the score required by the PCUPR (to place in basic Spanish, English and Mathematics courses) the student is placed in pre-basic courses, as necessary. Remedial courses will be considered in the SAP evaluation.
- **Concentration changes-** when evaluating the maximum study time frame (150%), only the courses that apply to the student’s current program will be considered.

The Pontifical Catholic University of Puerto Rico has established the following rules so that students at the undergraduate level, short courses, graduate, or who wish to obtain a professional certificate, participate in the financial assistance programs:

NO ACADEMIC PROGRESS

The student who does not attain the minimum GPA required according to the credits and does not approve 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 Institutional Scholarship Appeals Committee evaluate the case, and provide the opportunity, the student will be classified under **PROBATION**, for one semester. All students on probation must prepare, with their academic counselors, an *Academic plan* that will allow them to achieve SAP.

SUSPENSION

After the Institutional Scholarship Appeals Committee evaluate the student case, and provide the opportunity, if the student still fails to meet the SAP and fails to meet their *Academic Plan*, he/she will be SUSPENDED of receiving financial aid during the next semester. However, in the event that the student presents other extraordinary circumstances, 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 reached the required SAP, he/she will be considered again for financial aid.

MAXIMUM STUDY TIME FRAME

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

The Financial Aid Office annually evaluates the SAP Standards and proceeds as follows:

1. A notification of NO SAP is sent to students.
2. The student should visit the Financial Aid Office to complete the form| *Satisfactory Academic Progress/ Undergraduate Level*. The reason for the appeal will be indicated on this document (if it is for quantitative/qualitative standard or maximum study time frame).
 - Quantitative/Qualitative Standard- requires an *Academic plan* that will indicate the courses and the number of credits that he/she must take until reaching the SAP again

(Minimum GPA required and 67% of the credits attempted; in the case of first year students, 60%).

- Maximum study time frame- requires the Study Years Assessment.
3. The student will submit an appeal to the Vice Presidency of Student Affairs. In this appeal, the student must present the following documents:
- Form| *Satisfactory Academic Progress/ Undergraduate Level* (Financial Aid Office)
 - *Academic plan* (qualitative standard) (department director)
 - Form| *Evaluation of 150% of attempted credits* (quantitative standard) (department director)
 - Evidence of the reason for not reaching SAP (student)

Note: Cases under appeal process will be evaluated every semester.

Satisfactory Academic Progress| SAP Table

Associate Degree

Accumulated completed credits	Minimum required GPA	Percentage of credits attempted
0-24	1.50	60%
25-47	1.70	67%
48 or more	2.00	67%

College of Education (Teacher Preparation Program)

Accumulated completed credits	Minimum required GPA	Percentage 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%
More than 108	3.00	67%

Bachelor Degree

Accumulated completed credits	Minimum required GPA	*Minimum required GPA Education (Physical conditioning)	Percentage 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%
More than 84	2.00	2.00	67%

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

Accumulated completed credits	Minimum required GPA	Percentage 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%
More than 108	2.00	67%

Architecture

Accumulated completed credits	Minimum required GPA	Percentage of credits attempted
0-32	1.50	60%
33-64	1.65	67%
65-97	1.80	67%
98-130	1.95	67%
131 or more	2.00	67%

Non-Degree Programs

Accumulated completed credits	Minimum required GPA	Percentage of credits attempted
2-12	1.50	70%
13-24	1.70	70%
25-39	2.00	70%

Notes:

- ✓ *Rounding- when evaluating academic progress, any case that has a result of 66.5% of credits attempted will be rounded to 67%.*

Appeal Process

1. A student who, according to established criteria, has not complied with the SAP Standards may appeal the decision writing to the committee designated by the PCUPR Presidency. This committee 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 committee.
2. Extraordinary circumstances, such as: death of a family, illness or disability of the student, changes in academic objectives or another special situation determined by PCUPR, will be considered. The student will be responsible for writing and submitting the necessary evidence to support his or her appeal.
3. The Institutional Scholarship Appeals Committee will evaluate each case and notify the student of the action taken. A copy of the decision will be sent to the Financial Aid Office.
4. The student who receives a favorable appeal will receive financial aid for one semester. If at the end of this period the student fails again to comply with the SAP Standards or the *Academic plan* established by his/her academic counselor, he/she will not be eligible to continue receiving financial aid. However, in the event that the student presents other extraordinary circumstances, different than the appeal already approved, he/she may submit a new appeal to the committee.
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 period of studies.
6. If at the end of the period without the right to financial aid the student meets SAP, he/she will be considered again for financial aid.

Process established by the Financial Aid Office

Annually, the Financial Aid Office evaluates academic progress standards. These are classified as follows:

1. **“Good”**- student who met the qualitative/quantitative standards and the maximum study time frame.
2. **“No Academic Progress”**- student who does not reach the academic index corresponding to the credits or does not approve the required percentage of the credits attempted.

3. **“Probation”**- after the Institutional Scholarship Appeals Committee evaluates the student case and gives the opportunity; he/she will be evaluated at the end of each payment period and will be classified as follows:
 - **PLANG**- comply with the *Academic plan*.
 - **PLANNO**- did not comply with the *Academic plan* and falls into “Suspension”. The student who does not comply with the *Academic plan* has the right to appeal if the circumstance for not achieving academic progress is different from the one presented in the appeal.
4. **“Suspension”**- after the Institutional Scholarship Appeals Committee evaluates the student case, and is gives the opportunity, if the student continues failing to reach SAP and fail to meet the *Academic plan*, he/she will be SUSPENDED of receiving financial aid during the next semester. However, in the event that the student presents other extraordinary circumstances, 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 reached the required SAP, he/she will be considered again for financial aid.
5. **“Study time”**- the student reached the maximum study time frame allowed (150%), with the right to appeal.

SAP CODES- Eligibility Status
(Banner System)

Code	Description
G	<i>Met SAP Standards</i>
APEL	<i>Appeal approved</i>
NOSAP	<i>No Academic Progress</i>
NSSUTF	<i>No Academic Progress Study time frame</i>
PLANG	<i>Academic plan- Good</i>
PLANNO	<i>Academic plan unrealized May appeal, if extraordinary reason is presented.</i>
SFGP	<i>Final suspension Appeal denied</i>
SUTF	<i>Study time frame</i>
SFGPTF	<i>Final suspension Study time frame</i>

Additional Policies

SUMMER

Any student who has not achieved SAP, after studying the two (2) semesters, will be automatically placed in NO SATISFACTORY ACADEMIC PROGRESS| NO SAP, with the right to appeal.

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, for the undergraduate level.