



SATISFACTORY ACADEMIC PROGRESS (SAP)

The provisions contained herein constitute the institutional policy of the University of Puerto Rico, which defines the academic eligibility of its undergraduate and graduate students to participate in Financial Aid Programs at the University.

The institution requirements are:

- Policy treats all students within categories (full time, part time, different programs of study, etc.) the same.
- These rules are applicable to new students, full-time or part-time active students, and those who paused their studies.
- The basic formula for **calculating GPA** is to divide the total credits earned in a program by the total number of credits attempted. The resulting **figure** is the **GPA** for that program. For the purposes of Financial Aid (undergraduate and graduate students), to achieve academic eligibility, students must attain a minimum cumulative GPA required for retention at the program or unit. For example, for **undergraduate students**, depending on the program and school, the GPA can start with a 1.90 in the first year and 2.00 the second year onwards. For **graduate students** the GPA fluctuates between 2.00 and 3.00 for all years depending on the school and the program. For specific details of the minimum required GPA for undergraduate or graduate students, refer to the school catalog.
- An undergraduate student meets satisfactory academic progress when he / she meets the minimum GPA required by the unit for retention and the minimum percent of credits attempted and completed, together with the mathematical requirement of being able to complete the degree within the 150 percent (150%) limit of the program. After the sixth year, the student shall no longer be eligible to receive the Pell Grant.
- First-year undergraduate students must complete 57 percent (57%) of attempted credits during the first academic year. Second-year undergraduate students must

complete 67 percent (67%) of attempted credits during the academic year prior to evaluation. The resulting calculation shall be rounded down.

- In the case of students who are reclassified from another institutional unit, from within the same unit, through a transfer from another licensed or accredited institution of higher education, only validated credits shall be considered toward the 150 percent (150%) credit maximum allowed toward the maximum timeframe permitted for a graduate student to complete a degree. The University of Puerto Rico is responsible for conducting the process of validation or equivalency prior to enrolling transfer students of the credits accepted towards the program beforehand. For the purposes of financial aid, courses completed at the institution or unit of origin shall be analyzed when evaluating a student's file to accredit the most courses possible as part of the academic program curriculum to which the student was admitted.
- For the purposes of determining academic eligibility, all courses with a provisional grade of incomplete (I) or with an A, B, C, or D shall be considered completed. Courses graded an IF or dropped courses (W) shall be considered attempted and not completed. Similarly, courses graded with an F shall be considered attempted and not completed. Dropped courses shall not be used to calculate the GPA.
- An undergraduate student may attempt up to 150 percent (150%) of the credits required by his or her academic program. For the purposes of receiving financial aid, an undergraduate student may repeat courses per regulations, provided the student does not exceed 150 percent (150%) of the total amount of credits required to complete the desired degree. There is no limit to the amount of times a student may repeat a course, as long as the student has not passed the course previously. However, after a third attempt, the student must demonstrate that he or she requested and is receiving assistance from a professional, that he or she has taken remedial courses as approved by the Department Chair or his or her representative or has received some other documented form of assistance to improve his or her performance. Completed courses may be repeated only once. According to the Federal Aid Student Handbook (34 CFR 668.2(b)), the completed course is a course in which the student obtained a grade higher than an F. Any additional course repetition, if approved by the Department Chair or his or her representative, shall be paid for directly by the student. In the case of graduate students, repeated courses, workshops, seminars, and laboratories in which the student obtained a grade of C or less or an NP shall be considered when calculating the GPA. Graduate students may repeat said courses according to the graduate studies policy for the unit.

- The first notification shall be sent when the student reaches 100% of the credits required by the academic program. The second notification shall be sent when the student reaches 125% of the credits required by the academic program.
- A student that is placed on **suspension status** or lost eligibility to receive financial aid for not meeting Satisfactory Academic Progress may appeal to the Dean of Students of the corresponding unit. Graduate students may appeal to the Dean or Chair of Graduate Studies. Appeals are reviewed by the Reviewing Committee.

Appeal Process: a student that does not meet Satisfactory Academic Progress requirements may appeal in writing to the Institutional Review Committee. For guidance on how to complete the appeal process, the student should visit the Office of the Dean of Students in their Campus.

- A **student on probation** shall have a year to achieve satisfactory academic progress. At the end of each annual period, SAP will be measured. A student with an academic plan will be measured at the end of each payment period. However, the Reviewing Committee shall evaluate academic progress at the end of each academic term to verify compliance with the academic plan. Failure to comply with the academic plan will result in the student's loss of eligibility for financial aid. An agreement form is included for a student that does not show academic progress for failing to meet SAP requirements at the end of the probation period and the student loses financial aid. Meeting Satisfactory Academic Progress (SAP) is a combination of GPA, Progression of Pace and Maximum Time Frame; if one of these components is not met, a student becomes ineligible for Title IV aid.