INFORMATIVE BULLETIN

SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATE PROGRAMS

All Inter American University of Puerto Rico students must make satisfactory academic progress (SAP) throughout their program of study to be eligible for federal, state and institutional financial aid.

REQUIREMENTS FOR MAKING SATISFACTORY ACADEMIC PROGRESS (SAP)

I. Qualitative Component

A. Grade Point Average (GPA)

You must maintain a minimum GPA which increases progressively according to the percentage of credits you have earned in your program of study.

For example, if you are in a bachelor's program that requires a minimum graduation GPA of 2.00 on a 4.00 scale, you will need to attain the progressive GPAs indicated in the following table:

Percentage of credits earned	Required GPA
0-25%	1.50
26-50%	1.75
51-75%	1.90
76-100%	2.00

If your program of study requires a graduation GPA higher than 2.00, a different GPA table will apply.

If you are studying engineering, you must maintain a minimum GPA of 2.00 at all times.

To see the progressive GPA table that applies to your program of study, please click on the following link: **Satisfactory Academic Progress Policy: Undergraduate programs.**

B. Required GPA at the end of your second year of studies

If your program of study is longer than two years, you must attain at least a 1.50 overall GPA by the end of your second year; in other words, by the time you have attempted courses in four semesters, six trimesters or eight quarters, either as a full-time or as a part-time student.

II. Quantitative Component

A. Pace of Completion

The pace of completion is the ratio between the total number of credits earned and the total number of credits attempted in your program of study.

The pace of completion is calculated at the end of each academic year by dividing your earned credits by the credits you have attempted. For example, if you have attempted 24 credits and earned 18 of those credits, your pace of completion will be 75%: in other words, (18÷24) x 100 = 75%.

According to the percentage of credits attempted, you must meet the minimum pace of completion as indicated in the following table.

Percentage of credits attempted	Pace of Completion
1-25%	50%
26-50%	60%
51-100%	66.67%

B. Maximum Time Frame

The maximum time frame is the maximum time you can receive federal (Title IV), state and institutional financial aid to complete a program of study. For undergraduate programs, the maximum time frame is no longer than 150% of published length of an educational program measured in credit-hours. In other words, you receive financial aid to pay for all the credits required by your program of study (100%) and an additional 50% for contingencies.

To determine the maximum time frame, you multiply the number of credits of your program of study requires by 1.5. For example:

a. If your program of study requires 120 credits, you may receive financial aid for up to 180 credits. The calculation is 120 credits x 1.5 = 180 credits.

b. If your program of study requires 125 credits, you may receive financial aid for up to 187.50 credits. The calculation is 125 credits x 1.5 = 187.5 credits.

When you reach the maximum time frame, your eligibility to receive federal, state, and institutional financial aid ends.

Note on Transfer Credits

The school accepts a maximum of 67% of transfer credits from other schools toward **associate degree programs** of study. Students must satisfactorily complete at least one third of the credits required for the degree and at least one third of the credits required for the major at Inter American University.

The school accepts between 80% and 85% of transfer credits from other schools toward **bachelor degree programs**, depending on the total number of credits required by the program. Students must satisfactorily complete at least 24 credits of the total number of credits required for the degree at Inter American University, of which at least 15 credits must be credits required for the major. The rest may be General Education courses or elective courses. (Note: some programs of study do not allow transfer of credits. These exceptions are noted in the General Catalog under the program description.)

How can I maintain Satisfactory Academic Progress (SAP)?

- Enroll in courses following your program's course sequence plan
- Attend classes
- Participate in the courses' academic activities
- Do not abandon (stop attending) courses (UW)
- Do not drop courses (W)
- Avoid repeating courses
- Successfully complete the courses in which you enroll
- Visit your academic advisor

How do I know the status of my academic progress?

- At the end of the academic year, you will be notified of your academic standing by letter or e-mail.
- If you are on probation, you will be notified of your academic standing at the end of each academic term in which you enroll. You will be notified, by letter or e-mail, as soon as your academic performance for the term has been evaluated.
- You may also verify your academic standing on InterWeb (www.inter.edu), under **Student Services, View your academic records**, and under **Financial Aid**.

Definitions

- **Financial Aid Suspension** is a status assigned to a student that failed to meet satisfactory academic progress at the end of the Financial Aid Probation. A student may appeal this decision.
- **An Appeal** is the process for a student to petition the financial aid suspension when a student failed to meet satisfactory academic progress at the end of the Financial Aid Probation for reconsideration of the financial aid re-instatement eligibility.
- **Financial Aid Probation** is a status a school assigns to a student that appealed the financial aid suspension, the appeal is granted, and financial aid eligibility is reinstated for one academic term. This status may include an Academic Plan*. The student must meet the school's regular satisfactory academic progress or meet the conditions of the Academic Plan to continue the financial aid eligibility.

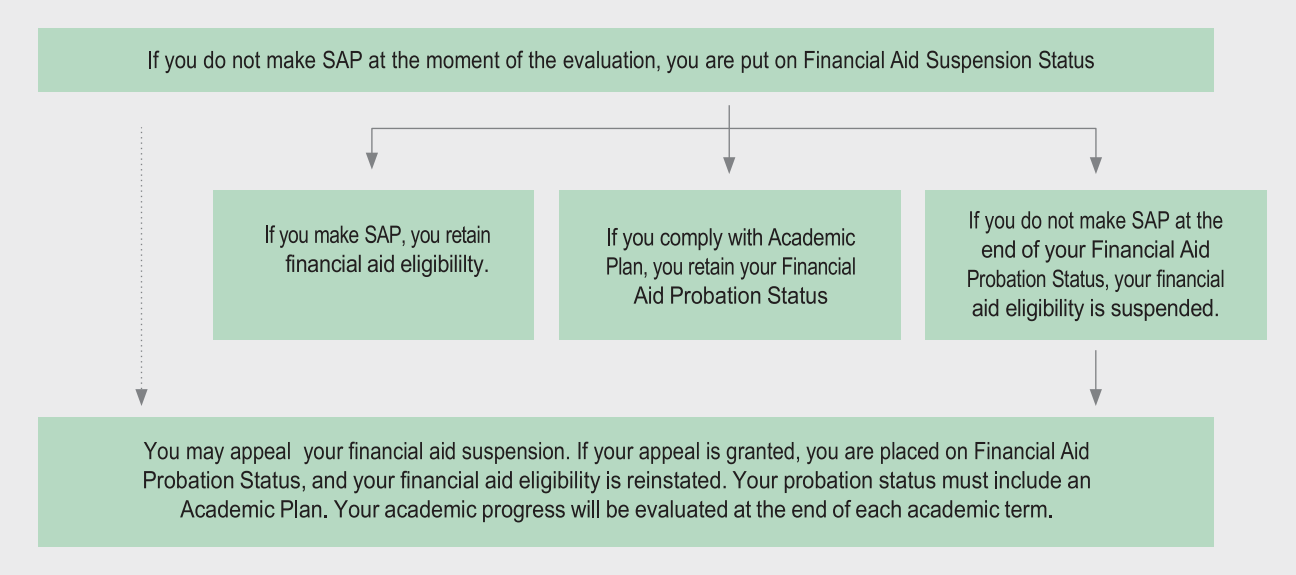
** IAUPR requires an Academic Plan.*

What happens if I do not make Satisfactory Academic Progress (SAP)?

The University will evaluate your academic history at least once a year.

- If you do not comply with the quantitative or qualitative components of the Satisfactory Academic Progress Policy, you will be placed on Financial Aid Suspension Status. During this status, you will lose your eligibility to receive federal, state, and institutional financial aid.
- An appeal is required if you want to regain financial aid eligibility.

SAP EVALUATION STATUSES FLOW CHART



How can I appeal a suspension and recover my financial aid eligibility?

1. Fill out the Appeal Form and make an Academic Plan with the help of an academic advisor or a professional counselor. The Academic Plan will help you map out a strategy to make Satisfactory Academic Progress.

   a. You must base your appeal on extenuating circumstances, such as:
      i. Suffering a documented illness
      ii. Death of an immediate family member
      iii. Military deployment
      iv. Other major circumstances beyond your control

   b. Your appeal must explain why you failed to make satisfactory academic progress and what has changed in your situation that will allow you to make satisfactory progress by the time specified in your Academic Plan.

2. Submit the documents to the dean of academic affairs or the designated person.

The Appeals Committee will evaluate your petition. If the Committee concludes that your Academic Plan will enable you make SAP, they will approve your Academic Plan, restore your eligibility for financial aid, and grant you financial aid probation. You must comply with your Academic Plan or make SAP to maintain your eligibility for financial aid.

The first academic suspension will be for six months and it may be appealed. The second academic suspension will be for one year and may not be appealed. If you want to continue studying at the end of the academic year of suspension, you must apply for readmission. The dean of academic affairs, or the designated person, will evaluate your application and, if approved, you will be readmitted and placed on third academic probation. You may appeal the loss of eligibility for financial aid using the previously described process. Your appeal cannot be for the same reasons as previous appeals. It must be based on a different reason. **You may receive financial aid if you have not exceeded the Maximum Time Frame for your program of study.**

If you do not make SAP at the end of the third academic probation, you will be suspended for the third time and may not appeal.

How will changing majors affect me?

Changing programs reduce the time frame available for you to receive financial aid.

How will dropping courses and abandoning courses affect me?

You will have to repeat the courses, and this will reduce the time frame available for you to receive financial aid. It will also adversely affect your pace of completion (ratio between earned and attempted credits).

How will incompletes (I) affect me?

Courses in which you receive incomplete (I) will not be included in the satisfactory academic progress review until you remove the incompletes.

How will repeating courses affect me?

All repeated courses are considered attempted credits for the purpose of determining the maximum time frame measured in credit hours and the pace of completion. Only the highest grade of the repeated courses will be used to calculate the student's GPA.

How will transfer credits affect my maximum time frame?

All transfer credits are considered when determining your maximum time frame.

For more information, please click on the following link: **Satisfactory Academic Progress Policy: Undergraduate Programs.**

IMPORTANT

The Federal Government limits the time of use of the Federal Pell Grant that students can use during their academic life. This time is the equivalent of six (6) academic years or 600%. The accumulated percentages of the Federal Pell Grant awards that you receive is known as the Lifetime Eligibility Used (LEU).

To monitor your Pell LEU, please visit the *StudentAid.gov* portal by clicking on the following link: https://studentaid.gov/fsa-id/sign-in/landing or consult the Financial Aid Office of your campus.

We encourage you to use your available financial aid funds responsibly and make the most of your university years to reach your academic goals.

Contact Information per Campus

It is important to stay in contact with your campus personnel to receive the support and updated information regarding your academic progress and financial aid eligibility.

Aguadilla Campus
(787) 891-0925 ext. 2205
ecastillo@aguadilla.inter.edu

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