INFORMATIVE BULLETIN

SATISFACTORY ACADEMIC PROGRESS (SAP) GRADUATE 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.

Inter American University reviews students' academic progress at the end of the academic year. The review includes all of the academic terms in which the students have studied. The academic progress of students on academic probation and on financial aid probation is reviewed at the end of each academic term.

REQUIREMENTS FOR MAKING SATISFACTORY ACADEMIC PROGRESS (SAP)

I. Qualitative Component

You must maintain a minimum grade point average (GPA) according to the level of your program of study, as illustrated in the following table.

Table 1: Qualitative Component

I. Post-Baccalaureate Professional Certificate and Master's Degree Students		Post-master's Professional Certificate and Doctoral Degree Students
A. Grade Point Average (GPA)		**A. Grade Point Average (GPA)**
You must maintain: a. at least a 2.50 general GPA in your first year of study, and b. at least a 3.00 general GPA in the ensuing years until you complete your program of study.		You must maintain at least a 3.00 general GPA while pursing your program of study.

If you are enrolled in a program of study that has higher academic requirements than those established in this document, you must meet the program's requirements to remain in the program.

II. Quantitative Component

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 by dividing your earned credits by the credits you have attempted. For example, if you have attempted 12 credits and earned 9 of those credits, your pace of completion will be 75%. The calculation is (9÷12) x 100 = 75%.

Maximum Time Frame

The maximum time frame is the maximum time you have to complete your program of study. If you do not exceed this time frame, you will maintain eligibility to receive federal, state, and institutional financial aid. The maximum time frame is reviewed at the end of every academic term and all the credits attempted at Inter American University, as well as transfer credits, will be considered. If you are readmitted, the **Expiration Norm for Graduate Courses** will apply to all current academic programs included in the Graduate Catalog.

Note on Transfer Credits

The school accepts a maximum of 33% of transfer credits from other schools toward graduate programs of study. Courses with grades of A or B will be considered for transfer if they are equivalent to corresponding courses in the student's program of study. Only courses taken within the past ten years will be considered for transfer. All transfer credits will be counted as attempted credits for the maximum time frame. Post-Baccalaureate and Graduate level students accumulate time of study for transferred credits, at the rate of one year of study for every 16 transferred credits.

Table 2: Quantitative Component

Post-Baccalaureate Professional Certificate and Master's Degree Students		Post-master's Professional Certificate and Doctoral Degree Students
A. Pace of Completion		A. Pace of Completion
You must earn: a. 50% of the credits attempted in your first year of study b. 66.67% of the credits attempted in the remaining years		You must earn: a. 66.67% of the credits attempted in each year of study
B. Maximum Time Frame		B. Maximum Time Frame
You have a maximum period of time to complete your program of study requirements, starting on the date you begin your first course at this level.		You have a maximum period of time to complete your program of study requirements, starting on the date you begin your first course at this level.
Post-Baccalaureate Professional Certificate Programs		Post-master's Professional Certificate Programs
• You have a maximum of two natural years to complete your program of study.		• You have a maximum of two natural years to complete your program of study.
Master's Programs		Doctoral Programs
• You have a maximum of seven natural years to complete your program of study.		• You have a maximum of eight natural years to complete your program of study.

If you do not complete your program of study within the established time frame, you may submit an appeal to be evaluated to determine whether you may continue studying and restore your financial aid.

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
- uccessfully 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.

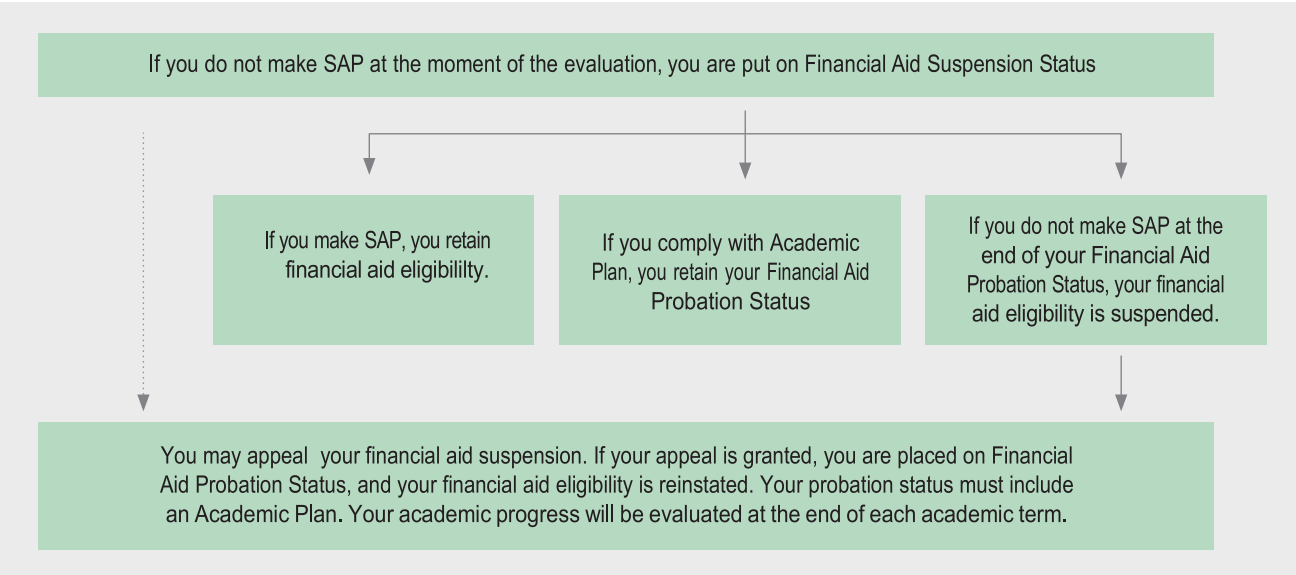
**IAUPR requires an Academic Plan.*

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
      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 both 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 to a different program. The dean of academic affairs, or the designated person, will evaluate your application and, if approved, you may be readmitted. 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.**

How will changing specializations affect me?

Changing specializations reduces 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 the annotations I, DP, TP, and PP affect me?

Courses in which you receive the annotations I (Incomplete), DP (Dissertation in Progress), TP (Thesis in Progress) and PP (Project in Progress) will not be included in the satisfactory academic progress review until they are removed.

How will repeating courses affect me?

All repeated courses are considered attempted credits for the purpose of determining the maximum period of eligibility 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 and GPA?

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

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

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

Arecibo Campus
(787) 878-5475 ext. 3212
reacevedo@arecibo.inter.edu

Barranquitas Campus
(787) 857-3600 ext. 2004
brenda.burgos@br.inter.edu

Bayamón Campus
(787) 279-1912 ext. 2136
arivera@bayamon.inter.edu

Fajardo Campus
(787) 863-2390 ext. 2209
marielis.ruiz@fajardo.inter.edu

Guayama Campu
(787) 864-2222 ext. 2224
angel.pagan@fajardo.inter.edu

Metropolitan Campus
(787) 250-1912 ext. 2289
lesotomieses@intermetro.edu

Ponce Campus
(787) 284-1912 ext. 2047
krivera@ponce.inter.edu

San Germán Campus
(787) 264-1912 exts. 7342, 7245
vilma_martinez_toro@intersg.edu