INFORMATIVE BULLETIN

SATISFACTORY ACADEMIC PROGRESS (SAP)
TECHNICAL CERTIFICATE PROGRAMS (INTERTEC)

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)

To comply with this component, you must attain:

a. at least a 1.80 GPA at the end of your first academic term
b. at least a 2.00 GPA in the following terms.

B. Graduation GPA

A minimum GPA of 2.00 is required to successfully complete Technical Certificate Programs.

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 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%.

The minimum completion rate at the end of each academic term you must earn is 66.67% of the credits you attempt.

B. Maximum Time Frame

The maximum time frame is the maximum time a student can receive federal (Title IV), state and institutional financial aid to complete a program of study. For technical certificates, the maximum time frame is no longer than 150% of published length of the 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 by 1.5. For example:

a. If your program of study requires 24 credits, you may receive financial aid for up to 36 credits. The calculation is 24 credits x 1.5 = 36 credits.
b. If your program of study requires 48 credits, you may receive financial aid for up to 72 credits. The calculation is 48 credits x 1.5 = 72 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 25% of transfer credits from other schools toward the program of study. Every transfer credit will be counted as an attempted credit for the maximum time frame.

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.
- 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 Warning** is a status a school assigns to a student who failed to meet satisfactory academic progress at the end of an academic term. Financial aid continues for the next academic term; no appeal is required.
- **Financial Aid Suspension** is a status assigned to a student that failed to meet satisfactory academic progress at the end of the Financial Aid Warning*. 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 Warning 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.

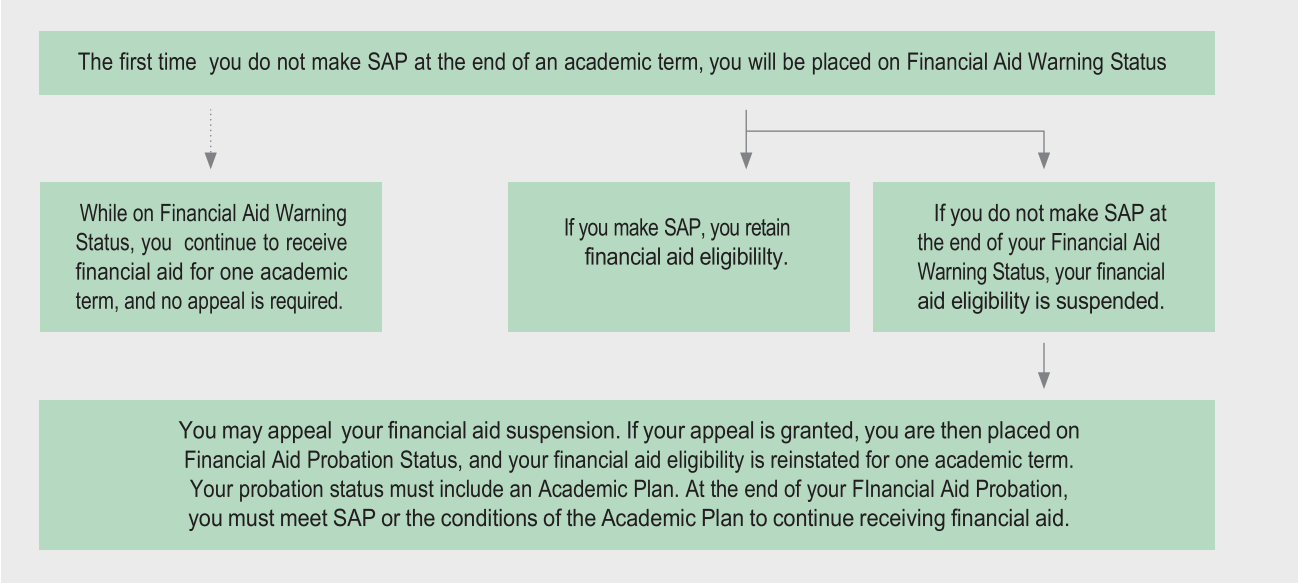
** or Financial Aid Probation*
***IAUPR requires an Academic Plan.*

What happens the first time I do not make Satisfactory Academic Progress (SAP)?

The University will evaluate your academic history at the end of each academic term.

- If you do not make the required GPA and successfully complete at least 66.67% of the credits you attempted, you will be placed on a Financial Aid Warning Status. During this status, your financial aid eligibility continues. No appeal is required.

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 the director of the technical certificate program or designated person. The Academic Plan will help you map out a strategy to make Satisfactory Academic Progress, and it may cover no longer than two consecutive academic terms.

   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. You must present evidence to support the circumstance upon which you base your appeal.

   c. 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 to make SAP, they will approve your Academic Plan and place you on Financial Aid Probation for one academic term, and your financial aid eligibility is restored. At the end of your Financial Aid Probation term, you must meet the school's regular SAP or the conditions of your Academic Plan to maintain your financial aid eligibility. Your academic performance will be evaluated at the end of the term.

If after appealing the suspension of financial aid favorably under the terms of an Academic Plan, you do not achieve Satisfactory Academic Progress, you will be suspended academically for a period of one academic year. 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 they determine that you can make SAP within one academic year, you may be readmitted and placed on third academic probation. You may appeal the loss of financial aid eligibility, 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.**

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 your 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: Technical Certificate 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

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
angel.pagan@fajardo.inter.edu

Guayama Campus
(787) 864-2222 ext. 2224
angel.ortiz@guayama.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

January 2026