



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 points 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.
- An undergraduate student has satisfactory academic progress when he or she meets the minimum GPA required by the unit for retention and the minimum percent of credits attempted and approved, together with the mathematical requirement of being able to complete the degree within the 150 percent (150%) limit. After the sixth year, the student shall no longer be eligible to receive the Pell Grant.
- First-year undergraduate students must approve 57 percent (57%) of attempted credits during the first academic year. Undergraduate students from second-year onward must approve 67 percent (67%) of attempted credits during the academic year prior to evaluation. The resulting calculation shall be rounded down to the next integer.

- 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 herein or toward the maximum timeframe permitted for a graduate student to complete a degree. The University of Puerto Rico is responsible for conducting all processes of validation or equivalency prior to enrolling transfer students so that the margin of credits pertaining to financial aid for each student is known beforehand. For the purposes of financial aid, courses approved at the institution or unit of origin shall be analyzed when evaluating a student's file to accredit the most amount of 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 approved. Courses graded an IF or dropped courses (W) shall be considered attempted and not approved. Similarly, courses graded with an F shall be considered attempted and not approved. 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 benefits, an undergraduate student may repeat courses pursuant to the current 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 has 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 performance. Approved courses may be repeated only once. According to the Federal Aid Student Handbook (34 CFR 668.2(b)), an approved course is a course in which the student has 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 pursuant 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.

- Students who have been placed on **suspension status** or have lost eligibility to receive financial aid under these rules may file a petition for review before the Dean of Students of the corresponding unit. Graduate students shall petition for review before the Dean or Chair of Graduate Studies. Petitions shall be referred to the Reviewing Committee.
- All **students on probation** shall have a year to achieve satisfactory academic progress. At the end of each annual period SAP will be measured. 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 in said time shall result in the student's loss of eligibility for financial aid and must reapply. An agreement form is included for students who do not show academic progress for failing to approve the required percent of attempted credits, but have met or exceeded the minimum required GPA.