The Standards of Satisfactory Academic Progress establish the evaluation criteria to determine the student’s academic progress, which is one of the eligibility requirements to receive student financial aid from the Title IV of the Federal Department of Education, State, Institutional and Private programs.

The minimum federal components required to measure satisfactory academic progress are: qualitative measure, quantitative measure, and maximum time to receive Federal aid. These three components provide a reasonable measurement to determine whether a student is making satisfactory academic progress towards the completion of the educational program.

Evaluation Criteria

A. Qualitative Measure

This element establishes the minimum grade point average (GPA) that a student must have at each evaluation based on the total earned credits. Polytechnic University of Puerto Rico adopts the retention rate (qualitative measure) according to the following chart:

<table>
<thead>
<tr>
<th>Student Level</th>
<th>Transferred Credits* (1)</th>
<th>Completed Credits at PUPR (2)</th>
<th>Total Earned Credits (1+2)</th>
<th>Minimum Required Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>0 - 36</td>
<td>37 - 72</td>
<td>73 - 108</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>73 - 108</td>
<td>109 +</td>
<td></td>
<td>1.50</td>
</tr>
<tr>
<td>Graduate</td>
<td>0 - 9</td>
<td>10 - 18</td>
<td>19 +</td>
<td>1.50</td>
</tr>
</tbody>
</table>

Note: Credits transferred from other colleges are not taken into consideration to calculate the grade point average but they are considered to calculate the student’s level or year.

B. Quantitative Measure

This element calculates the student’s progress by dividing the cumulative number of credit the student has successfully completed by the cumulative number of credits the student has attempted. The student must successfully complete at least the 66% of all the credits attempted at PUPR.

C. Maximum time to receive federal aid

The student must complete the graduation requirements of his/her educational program within a period no longer than the 150% of the published length of the program degree. The maximum timeframe will be based on the total credits hours required to complete the educational program.

Example on how to calculate your timeframe:

Student in BBA - Accounting
Credits required to complete program: 120
Maximum time: 180 attempted credits (120 crds. x 150%)

Student in MBA - Accounting
Credits required to complete program: 39
Maximum time: 58 attempted credits (39 crds. x 150%)
Eligibility Reinstatement

A student who fails to make satisfactory academic progress can appeal on the basis of mitigating circumstances (e.g., serious injury or illness, death of immediate family members, or other special circumstances) that affected his/her academic progress. The student must complete the Academic Progress Appeal Form and submit it with supporting documentation before the deadline. The Academic Progress Committee will evaluate the appeal and notify the student of the results of the appeal. The decision of the Academic Progress Committee is final.

If the appeal is denied – The student will be placed on a Financial Aid Suspension status and will not be eligible for Federal, State and/or Institutional aid funds. If the student meets the requirements for satisfactory academic progress again, and if he/she complies with the established academic plan, he/she will get his/her eligibility for financial student aid reinstated for the next academic period.

Eligibility Reinstatement

The student who fails to make satisfactory academic progress can appeal to the Academic Progress Committee for reconsideration.

Eligibility Reinstatement

The Financial Aid Office will review the satisfactory academic progress annually for those students enrolled in any period during the academic year. This evaluation is completed at the end of the academic year (Summer period). In each academic progress review, the Financial Aid Office will measure all three evaluation criteria (previously identified as A, B and C).

Eligibility Reinstatement

The student will lose his/her eligibility for student aid programs if he/she does not meet the requirements for satisfactory academic progress as established in this policy. The Financial Aid Office will notify the student of the results of the satisfactory academic progress review and how his/her eligibility has been affected. The student who loses eligibility for student aid due to failing to make satisfactory academic progress can appeal to the Academic Progress Committee for reconsideration.

Eligibility Reinstatement

If the student is in compliance with the academic plan but still is not meeting the requirements for satisfactory academic progress, an academic plan for the next academic period will be established. The student will continue to receive financial aid as long as he/she complies with his/her academic plan.

Eligibility Reinstatement

If the student did not comply with the academic plan, he/she will be placed on a Financial Aid Suspension status and will lose eligibility for subsequent payments until eligibility requirements for financial aid are met again. The student cannot appeal this status.

Eligibility Reinstatement

This process will apply to appeals allowed under federal and state regulations.

Eligibility Reinstatement

DEFINITIONS

1. Attempted credits – Enrolled credits at UPRR in which the student has obtained grades of I, I (with grades), A, B, C, or D. Or W, WF, NR, or non-transferable for coursework taken after a Financial Aid Suspension status and will not be eligible for financial aid funds up to a maximum of 30 credits.

2. Earned Credits - Credits of courses attempted in the UPRR which were approved with a, B, C, or D and which are accepted by the Department Director or by the authorized Dean in compliance with the standards of the UPRR.

3. Grade Point Average (GPA) – The measure of academic merit achieved by the student. It is calculated by dividing the total number of accumulated honor points by the number of credits in which the student has received final grades, including F’s and WPs which have not been removed.

4. Repeated Courses – Undergraduate courses that the student repeats when it has obtained qualification of D, F, W or WF. For the purpose of calculating the Grade Point Average only the highest grade will be used. Repeated courses will be considered in the quantitative measure.

5. Academic Progress - Is the measure which shows whether the student passes the percentage (60%) of the attempted credits versus those approved and whether the academic index is equal to or higher than the established retention index.