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

The minimum federal components to measure the satisfactory academic progress require three specific measures: qualitative, quantitative, and maximum time to receive Federal aid. These three components provide a measure on the reasonable progress of student to successfully complete the academic career.

Evaluation Criteria

A. Qualitative Measure

One of the elements of the Standard of Satisfactory Academic Progress is the qualitative measure. This component consists of the grade point average and the total accumulated credits at the end of the academic year.

The Polytechnic University of Puerto Rico, adopts the retention rate (qualitative measure) according to the following chart:

<table>
<thead>
<tr>
<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></td>
<td>0 - 36</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>37 - 72</td>
<td>1.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>73 - 108</td>
<td>1.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>109 +</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

* 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

The second element of the Standard of Satisfactory Academic Progress is the quantitative measure. This component compares the number of credits attempted by students in the Institution, versus the number of
approved credits. The student must approve at least the 66% of all the credits attempted at UPPR. This measure will be cumulative.

C. Maximum time to receive payments from federal financial aid

All students must complete the graduation requirements within a maximum equivalent to 1.5 times (150%) of the program degree credits. Preparatory courses will not be considered in the evaluation of the maximum time, but all courses attempted at our Institution will be included.

Students who have completed the maximum time do not qualify for financial aid.

The student will receive payment of federal financial aid for preparatory courses up to a maximum of 30 credits.

Example:
Student in Accounting Program
The Accounting Program requires 120 credits to complete the curriculum
Maximum time (120 crds. x 150%) 180 attempted credits

- The credits hours will be used to determine the maximum time.
- The maximum time must be 150% of the credits hours required to complete the program degree.
- All attempted credits, even those in which the student did not receive financial aid, counts towards the established maximum.
- This policy includes and measures students who are enrolled half-time.
- All courses attempted in the institution, except for preparatory courses, will be included. Transferred courses will also be included for the maximum time.
- If a student changes of Major or School (eg. from Engineering to Architecture), will be measured with the new concentration requirements (total of required credits). All courses taken at UPPR, including credits from previous Major/School, credits from the new Major/School as well as transferred credits, will be included.
Students in Probation or Suspension

The Satisfactory Academic Progress of students is evaluated once a year at the end of the academic year (May).

If the student does not meet one or both measures of the Standard of Satisfactory Academic Progress will be classified with a status of probation or suspension. The Financial Aid Office will notify the student about his/her status.

Probation Status

A student in probation status is the one that has not met the Standard of Satisfactory Academic Progress for the first time. If in probation, the student does not qualify for Federal, State and Institutional aids programs. Only students in probation that submit an appeal, and it is approved, are eligible to receive Federal, State and/or Institutional aid.

Procedure for Appealing a Probation Status

1. How the student can appeal a probation status?
The student must go to www.pupr.edu to complete the Academic Progress Appeal Form and carefully follow the instructions.

2. Where to submit the Appeal Form?
The student must submit the Appeal Form and supporting documentation before the deadline to the Financial Aid Office.

3. Once submitted, the appeal will be evaluated by the Satisfactory Academic Progress Committee:
   - If approved - Continue to step #4
   - If denied – You will not be eligible the Federal, State and/or Institutional aid programs until you comply with the Standard of Satisfactory Academic Progress.

4. Plan to improve your academic progress:
   - Once the appeal is approved, the student will be referred to his Mentor or Advisor to establish an academic plan for the next 3 trimesters.
   - Sign the agreement with the Mentor or Advisor who established the academic plan.
   - Submit copy of the established academic plan to the Financial Aid Office to reactivate your financial aids.
5. The academic plan will be evaluated every trimester by your Mentor or Advisor to see if the student is complying with it. While the student complies with his/her academic plan, can continue to be eligible to receive Federal, State and/or Institutional aids as long as he/she meets the other requirements to receive financial aid. If the student does not meet any of the terms set forth in the academic plan, will lose all his/her Federal, State and/or Institutional aids until he/she complies with the Standard of Satisfactory Academic Progress are met.

Suspension Status

Every student that does not overcome the probation status will fall in a suspension status. A student in suspension status does not qualify for Federal, State and/or Institutional aid and cannot appeal this status.

The student may be eligible to receive funds from Federal, State and Institutional aid and loans, when he/she complies with the Standards of Satisfactory Academic Progress again.

DEFINITIONS

1. Attempted credits – Enrolled credits at UPPR in which the student has obtained grades of I, I (with grades), A, B, C, D, F or W, WF, NR, including all courses repetitions.

2. Transferred Credits - Credits taken at other Institutions of Higher Education recognized by accrediting agencies that were approved with A, B or C and which are accepted by the Department Director or by the authorized Dean in compliance with the standards of the UPPR.

3. Earned Credits - Credits of courses attempted in the UPPR which obtained grades of A, B, C or D with the exception of specific cases defined by the Department.

4. 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 WF’s which have not been removed.

5. Repeated Courses – Undergraduate courses that the student repeats when it has obtained qualification of D, F, W or WF. For the purpose of determining the Grade Point Average only the highest grade will be used. Repeated courses will be considered in the quantitative measure.
6. Academic Progress – Is the measure which shows whether the student passes the percentage (66%) of the attempted credits versus those approved and whether the academic index is equal to or higher than the established retention index.

7. Academic year - Consists of three academic term that begin in August and end in May. The summer term is optional.

8. Academic Term - Typical academic term during which the regular courses are offered, and which consists of 12 weeks beginning on the first day of school and ending on the last day of final examinations. In summer, the academic term is reduced to 6 weeks, doubling the weekly contact hours.

9. Provisional Grades (Incompletes) - If the Professor gives an incomplete in a course, the student must complete the requirements of the course within the established date in the next academic term. The Professor will remove the incomplete within the established date. If the incomplete is not removed, it will become the provisional grade until the professor changes the grade. Provisional grades are considered in the calculation of the qualitative and the quantitative measures.

10. Courses with grade W - Course from which the student withdraw official and voluntarily. These withdrawals must be authorized by the Financial Aid Office, Registrar Office, Counseling Office, and Finance Office. These courses will be considered in the calculation of the quantitative measure.

11. Preparatory courses (Remedial) - These are basic courses required by the program (includes courses in MATH, SCIE, ATUL, ENGL, SPAN, and others starting with 01xx). These courses will be covered by federal financial aid up to a maximum of 30 credits.

12. Expired credits - Courses approved seven or more years ago in this or other institution will expire at the date of applying for re-admission with the exception of those validated by the Department Director and the Dean of Faculty. The student must repeat all courses declared outdated or must take other equivalent course of the existing curriculum with the approval of the Director of Department and the Dean of the Faculty. These courses are considered for the calculation of the quantitative measure.

13. Suspension of financial aid - Students who at the end of the probation period do not overcome deficiencies with the qualitative and/or quantitative element, or does not comply with the established Academic Plan, will have his/her financial aid suspended. Federal financial aid will also be suspended if the student exceeds the maximum time required to complete his/her program of studies. The maximum time is equal to 150% of the of the program credits. All the attempted credits and transferred courses will be taken into consideration.
14. No Satisfactory Academic Progress (NPAS - suspension) - Classification that is given to the student who at the end of his Financial Aid Probation period does not overcome the academic deficiencies or has not completed the Academic Plan as agreed. The student does not qualify for Federal, State or Institutional aid.

Last revision: May 2011