

Contact the Financial Aid Office for a copy of the Standards of Satisfactory Academic Progress or for questions.

Polytechnic University of Puerto Rico
Financial Aid Office

Standards of Satisfactory Academic Progress



Polytechnic University of Puerto Rico
Orlando Campus

550 N. Econlockhatchee Tr.
Orlando, FL 32825

Phone: 407-677-7000
Fax: 407-677-5082
E-mail: idadiaz@pupr.edu
www.pupr.edu/orlando



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:

Student Level	Transferred Credits* (1)	Completed Credits at PUPR (2)	Total Earned Credits (1+2)	Minimum Required Grade Point Average (GPA)
Undergraduate			0 - 36	1.50
			37 - 72	1.65
			73 - 108	1.80
Graduate			109 +	2.00
			0 - 9	2.50
			10 - 18	2.80
		19 +	3.00	

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%)

POLICY, PROCEDURES AND RESPONSIBILITIES

Important notes about the Timeframe:

- Students who have reached the maximum timeframe do not qualify for financial aid.
- Preparatory courses will not be considered in the evaluation of the maximum time, but all courses attempted at PUPR will be considered.
- Undergraduate students may receive payment from federal financial aid programs for preparatory courses up to a maximum of 30 credits.
- All attempted credits, even those in which the student did not receive financial aid, count towards the established maximum timeframe.
- Transferred courses will also be considered when determining the maximum timeframe.
- If a student changes of Major or School (e.g. from Engineering to Business Administration), will be measured under the new program requirements (total of required credits). All courses taken at PUPR, including credits from previous Major/School, credits from the new Major/School, as well as transferred credits, will be included.
- The student is ineligible when it is determined that it will be mathematically impossible to complete the program within the program time frame.
- A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further additional student aid funds for that program.

Academic Progress Review Process

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).

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 about 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

A student who fails to make satisfactory academic progress can restore his/her eligibility for financial student aid funds. Eligibility can be restored by successfully appealing to the Academic Progress Committee and complying with the established academic plan; or taking the appropriate actions which bring him/her into compliance with the Standards of Satisfactory Progress Standards.

After we confirmed that the student meets the requirements for satisfactory academic progress again, and if qualified for it, the student will get his/her eligibility for student financial aid reinstated for the next academic period.

Appeal Procedure

Polytechnic University of Puerto Rico allows the student to 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 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 programs until he/she complies with the Standards of Satisfactory Academic Progress.
- ◇ If the appeal is approved - The student will meet with the Academic Advisor to establish an academic plan. The Financial Aid Office will place the student on a Financial Aid Probation status and will reinstate his/her financial aids for the next academic period. At the end of the academic period, the student must meet with the Academic Advisor to confirm if he/she complied with the established academic plan. The Financial Aid Office will determine if a student is eligible for subsequent payments.
 - * If the student meets the requirements for satisfactory academic progress, he/she will be placed in a Good Standing status and will not be required (although it is encouraged) to establish a

new academic plan for the next academic period.

- * 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.
- * 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.

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



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 and MATH 1330/1340. 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.