

## Satisfactory Academic Progress

Federal regulations require all institutions to establish a reasonable satisfactory academic progress policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program and may receive assistance under the title IV, HEA programs.

In compliance with the federal regulations the Board of Trustees of the University of Puerto Rico, through Certification Number 044 (2005-2006), [http://www.vcertifica.upr.edu/PDF\CERTIFICACION\2005-2006\44\\_2005-2006.pdf](http://www.vcertifica.upr.edu/PDF\CERTIFICACION\2005-2006\44_2005-2006.pdf) established the Institutional Policy on Academic Progress for Eligibility to the Programs of Economic Assistance. All students are hereby notified of the requirements to be satisfied at the end of the academic year to maintain their possible eligibility and participate in economic aid programs. For more information please, contact the Department of Financial Aid (extensions 5205, 5206).

## Complementary Norms for Undergraduate Evaluation

The equivalence in credits of the required remedial courses will be considered in order to determine a student's satisfactory academic progress.

The evaluation of academic progress will take place at the end of the academic year.

Criteria considered in determining a student's satisfactory academic progress applies to all students, regardless of economic assistance. This criteria does not affect established academic norms regarding probation and suspension.

A student who completes the requirements for an academic degree corresponding to the program in which he or she is classified is not ineligible for economic assistance, even if he or she has not exceeded 150% of the normal time required for degree completion.

## General Considerations

1. **Withdrawals or Incompletes :**  
Degree courses having provisional grades of incomplete (I) with A, B, C, or D are considered approved. Courses with IF or

courses that are dropped (withdrawn) are considered attempted but not approved. In those cases where an academic program requires a C as minimum for passing major courses, the grades D, ID, IF, W, NP are not acceptable.

2. **Re-admissions:** If a student is re-admitted after discontinuing studies, current academic progress norms standing at the moment of readmission will be applied.

However, if a student does not comply with the number of required credits because of an incomplete F grade in a course (IF), the economic aid will be re-established when the student presents evidence showing completion of pending course work. The Incomplete Removal Form is processed by the Office of the Registrar.

3. **Summer Credits:** Courses taken during the summer will not be utilized in determining the total number of years studied but will be considered in determining the degree-credit percentage progress. However, if a student obtains the minimum required credits including summer credits, a revision will allow the student to be re-established as long as the student complies with established requisites.
4. **Repeating courses:** The repetition of courses within the program of studies will be permitted according to existing institutional norms as long as these courses not exceed 150% of the normal time required for degree completion. In order for a repeated course to be counted towards your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes.
5. **Class Attendance:** Class attendance is compulsory at the University of Puerto Rico and at all its campuses.

## Notification procedure

Students will be able to review their academic progress through the Student Portal at the end of the academic year. Students that do not meet Satisfactory Academic Progress requirements will also be able to view additional information regarding their Academic Progress evaluation. Students receive

prior warnings which he or she can also review in the Student Portal.

### **Revision Procedure**

A student who has valid reasons for not complying with Satisfactory Academic Progress requirements may appeal in writing to the Institutional Committee of Revision for Financial Assistance. This Committee is composed of representatives from each Faculty and one representative from the Office of the Dean of Students.

### **Appeals**

The student has the opportunity to appeal to the Dean of Students, if the answer of the Institutional Committee of Revision for Financial Assistance does not satisfy the student, within ten working days, after receiving notification.

A student that has to repeat a course the financial aid program consider a passing course with D, the student has one more time to repeat the course and have to opportunity to be paid with financial aid.