

## **Satisfactory Academic Progress Policy Norm (SAPN)**

Satisfactory Academic Progress Policy Norm (SAPN) measures the student's progress toward the completion of a degree and takes part on the determination of the student's financial aid eligibility under Title IV. Students' academic progress for the associates, bachelors, masters, and doctorates degree programs will be evaluated at the end of each two terms.

To determine if a student complies with SAPN, the Registrar's Office will evaluate the student's academic record against their concentration in the semester SAPN is processed. The Counselor's office will notify the student via regular mail or email of their academic status.

The Satisfactory Academic Progress Norm contains qualitative and quantitative measures of progress. This measure depends on the student's attempted credits, earned credits, academic level, and 150% of the student's program credits in which the student is registered to.

**Qualitative measures** – the student must comply with the minimum level of retention according to their academic program. This level will increase considering the attempted and approved credits. Students registered in academic programs of two or more years must have a minimum of a C or equivalent by the second year.

**Quantitative measures** – the student complies with the measure when:

▮ Approves the established minimum credits in accordance to their academic program. For SPAN purposes, both attempted (registered courses) and earned credits are considered.

▮ Attempted and earned credits of transfer courses are also considered. Only those credit courses that are part of the program are recognized. In order to validate associate and bachelor degrees, courses must have a minimum grade of C and master programs courses a minimum of B.

▮ Completes the degree without exceeding the 150% total credits of their study program. The student must complete their degree on or before the 150% time period of their study program and during their Title IV funds eligibility period.

Example: Bachelors of 120 credits equivalent to 150% is 180 credits (120 + 60).

## **SAPN is affected by:**

### **▮ Course repetition:**

Federal regulation limits the repetition of courses that can be paid by financial aid funds from Title IV. This regulation states that a student can repeat a failed course until the student approves it. The highest grade will be used to determine their point average.

▮ **Withdrawals:** partial and total withdrawals are considered as attempted credits.

▮ **Incompletes:** courses with incomplete grades are considered when counting attempted credits, approved credits, and point average.

### **Appeal process:**

A student that does not meet the satisfactory academic progress has the right to apply for an appeal. The following critical situations may be considered when applying for an appeal with documented evidence:

▮ Student, family member and/or dependents illness with a doctor's certify letter.

▮ Death in the family

▮ Financial hardship (loss of employment or income)

▮ Change on work schedule, work transfer to other location in between semesters.

▮ Family situations (divorce, separations, order of protection, domestic violence, among others)

▮ Natural disaster

▮ Military leave

▮ Criminal situations (incarcerated, probation, among others)

▮ Extreme circumstances (loss of transportation, family emergency, physical impairment and/or mental impairment of the student or an immediate family, among others)

As part of the application process the student must present how their critical situation has impacted their academic progress. The student prepares along with his/her Counselor an

Academic Plan. This plan establishes the courses that the student must register and pass with a projected grade in order for the student to meet a satisfactory academic progress. The students that are approved are eligible to use financial aid with Title IV funds for an academic semester. When the semester ends, the Counselor will determine if the student met the academic plan. If the student met the requirements he/she will be eligible for financial aid until the following Satisfactory Academic Progress Norm is processed.

According to federal regulations, if the student does not comply with their academic plan the student will not be able to use financial aid for the following semester. The Registrar's office will notify the Appeals Committee's determination to the student in writing by email or regular mail. The student that does not excel their probation period will be identify as suspended and will lose their eligibility to receive Title IV funds.

### **Other SAPN dispositions:**

▮ It is the student's responsibility to learn about and meet the Satisfactory Academic Progress Norm and stay inform in relationship to their academic progress.

▮ Remedial courses are counted as attempted credits, approved credits, and point average.

▮ Transfer courses that are validated are considered attempted and approved credits.

▮ Courses that are repeated are considered attempted credits and are included when measuring the maximum study time (150%) and the usefulness of the Pell Grant.

▮ Students whose appeals are approved and are subject to comply their Academic Plan, cannot apply for program reclassification until he/she meets the Satisfactory Academic Progress.

▮ Students who discontinue their studies and later applies for readmission are subject to their current Satisfactory Academic Progress and would be readmitted under the academic progress status he/she had before discounting their studies.

▮ Every document that is presented for appeals will be filed in the student's academic record.

▮ The student who considers that there was an administrative error when evaluating their academic progress can file a claim in the Registrar's office. This claim will not be considered as an appeal.