

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) standards ensure that you are successfully completing your coursework and can continue to receive financial aid. All students receiving financial aid are required to meet SAP standards.

Federal regulations require the University to establish, publish, and apply standards to monitor your progress toward completing your degree program. If you fail to meet the SAP standards, you will be placed on financial aid warning or suspension. Your academic performance must meet the SAP standards below.

- Students must maintain a minimum cumulative GPA of 70 Numerical Grades for the entire enrollment in your program.

| Letter Grade | G.P.A. | Numerical Grades |
|---------------------|---------------|-------------------------|
| A | 4.0 | 100-93 |
| A- | 3.7 | 92-90 |
| B+ | 3.3 | 89-87 |
| B | 3.0 | 86-83 |
| B- | 2.7 | 83-80 |
| C+ | 2.3 | 79-77 |
| C | 2.0 | 76-73 |
| C- | 1.7 | 72-70 |
| D+ | 1.3 | 69-67 |
| D | 1.0 | 66-60 |
| F (failing) | 0.0 | 59-0 |

Satisfactory Pace of Progression Toward Degree Completion

You are eligible to receive financial aid for 150% of the published degree credits required to complete your program. For example, if your degree program requires 30-degree credits, you are eligible to receive financial aid for up to 45 attempted credits.

A minimum percentage of units attempted must be successfully completed both cumulatively and by the end of each academic year to maintain a satisfactory pace toward

degree completion and remain eligible for financial aid. Students must successfully complete 67% of all units attempted during the academic year including accepted transfer units. If a student repeats a previously passed course, only the first repeat will apply toward the completed unit count.

The following classes/units do not count as units attempted or completed:

- **Remedial courses for which no credit is received**
- **Classes taken at other colleges that are not reflected on your transcript as transfer units**
- **Courses dropped before the add/drop deadline.**

The following classes do count as units attempted, but do not count as units completed:

- **Courses dropped after the add/drop deadline**
- **Courses attempted in a semester in which you withdraw after the add/drop deadline.**
- **Failed or incomplete courses**

Calculating Your Pace of Progression

To determine if you have maintained a satisfactory pace of progression toward your degree, you will need to know how many units you have attempted and completed both during the academic year and during your undergraduate career.

Divide the number of units successfully completed by the number of units attempted to calculate your percentage. For example, 18 units successfully completed divided by 24 units attempted would be $18/24 = 0.75$ or 75%. This exceeds the 67% minimum and meets the satisfactory pace requirement

SAP Warning

You will be placed on financial aid SAP warning for one term if you fail to meet the required GPA and/or overall cumulative completed credits percentage standards. While on warning, you may still receive financial aid.

To be removed from financial aid warning status, you must attain the required cumulative GPA and/or cumulative completed credits percentage standards by the end of your warning period. You will be suspended at the end of your warning period if you fail to attain the required standards.

Timeframe reminder

Once your record shows you have attempted more than 125% of your degree credit requirements you will receive a timeframe reminder in your University email account. This is meant to inform you that you are approaching your maximum timeframe. You are still

eligible for aid, but you may want to plan your coursework to ensure you complete your degree within the maximum timeframe. If you exceed the timeframe before you have finished your studies, you will not be eligible for financial aid.

Financial aid suspension

If you do not attain the required cumulative GPA and/or cumulative completed credits percentage during your warning period, or if you exceed your maximum timeframe of 150% of the published degree credits required to complete your program, you will be placed on financial aid suspension.

While on suspension you are not eligible for most financial aid programs. You may attend the University at your own expense until you attain the cumulative GPA and cumulative completed credits percentage requirement. To regain financial aid eligibility, your record must reflect that you have met these requirements. If you failed to meet these standards due to unusual circumstances, you have the right to appeal your SAP suspension status.

Academic suspension

If you have been suspended from the University, you are no longer eligible for any financial aid. Once you have been readmitted, your financial aid status and eligibility will be determined based on financial aid SAP standards through a review of your academic record.

Information on making a SAP Appeal

Your right to appeal

If you are not meeting SAP standards, you will receive a notice before the beginning of the next term. You may appeal your financial aid suspension status for the following reasons:

- Your record shows that you earned the required GPA or cumulative completed credits percentage to meet SAP standards during a term at your own expense.
- You were readmitted after a suspension.
- Unusual circumstances interfered with your ability to meet SAP standards, including but not limited to: Illness, accident, or injury experienced by you or a significant person in your life. Documentation required: physician's statement, police report, or other documentation from a third-party professional; hospital billing statement
- Death of a family member or significant person in your life. Documentation required: a copy of the obituary or death certificate
- Reinstatement after an academic dismissal or extended break in your enrollment. Documentation required: adviser's written statement

- Successfully following an academic plan during the probationary term, yet remaining below the overall completion ratio. Documentation required: appeal with advisor's statement section completed

If you have been placed on financial aid suspension, your financial aid awards will be canceled.

Probation

You will be placed on financial aid satisfactory progress probation if a SAP appeal is approved. You are eligible for financial aid while on probation. Failure to attain the required GPA and/or cumulative completed credits percentage will mean that you are no longer eligible for financial aid. If you do not attain required GPA and/or cumulative completed credits percentage, but you do successfully follow the academic plan submitted with your SAP appeal, you may submit a follow-up appeal showing you have met the terms of your academic plan.

Grade and credit definitions

At Universidad de Iberoamérica we use numerical grades on a scale (1-100).

Credit is the unit of value of the student work, which is three clock hours per week for a period of 15 weeks, applied to an activity that has been monitored, evaluated and approved by the instructor. Working hours to be included in credit allocation should correspond to activities subject to evaluation and also, whether formal or informal approval of the subject or activity.

The definition so formulated, seeks to integrate into the unit valuation every student's academic activity. Within this academic activity includes both the hours designated in the formal schedule, as those hours of study, practice, or any other activity necessary for the acquisition of knowledge or skill. The determination of the formal hours is immediate and objective, not the determination of hours of study or additional practices necessary to require a subjective criterion for estimation. This subjective standard should be applied as far as possible, instructors who taught each lecture, whose knowledge of it is more direct.

If a student receives an F "failing" (59-0) he/she must repeat the course. A student may choose to take a temporary "incomplete"("I") if she/he has some work remaining, or test pending to finish the class. If she/he does not complete the outstanding work within the time limit established by the academic calendar and / or professor, the "incomplete" automatically will become a "failing"

Satisfactory Academic Progress Appeal Form



APPEAL FORM

| | |
|--|--|
| NAME: | |
| STUDENT ID: | |
| SUBJECT: | |
| COMMENTS: -Explain your unusual circumstances -Explain what has changed that will allow you to meet SAP standards | |
| DEPARTMENT | |
| Student Signature and Date | |

Received by

Date