



UNIVERSIDAD ANA G. MÉNDEZ

**Office of the Registrar**

## **Universidad Ana G. Méndez**

### **Satisfactory Academic Progress (SAP) Policy**

Students pursuing an academic degree must achieve or exceed the minimum standards of satisfactory academic progress (SAP). These standards shall apply to all students, regardless of the methods by which they fund their studies. Failure to meet SAP requirements may result in the suspension of Title IV eligibility and/or the student may not continue in the program.

SAP is measured at the end of each academic semester through minimum qualitative and quantitative benchmarks. Refer to Appendix A (last page), Satisfactory Academic Progress Tables, for the quantitative components per program level. Further, all students must successfully complete their program of study within 150 percent of the normal timeframe. All students must meet the minimum standards of academic achievement and successful course completion percentage while enrolled at the Universidad Ana G. Méndez, US Branch campuses. Specific programs may mandate higher academic standards to meet SAP. It is the responsibility of the students to adhere to the academic standards for their program of study. Students who fail to maintain specific academic requirements will not be permitted to continue in their program of study.

#### **Reviewing Satisfactory Progress:**

##### **Minimum CGPA and Rate of Course of Completion**

The progress of all students will be reviewed at the end of each semester and at the end of each academic year. Students' satisfactory academic progress is reviewed using two measures, which must both be achieved to meet SAP: cumulative grade point average (CGPA) and rate of course completion percentage. Students who fail to earn the minimum required cumulative grade point average and/or earn the minimum required rate of course completion percentage will be placed on Financial Aid Warning status for one semester. While on Financial Aid Warning, the student will remain eligible for federal financial assistance.

At the end of the Financial Aid Warning period, the student's cumulative grade point average and rate of course completion percentage are again reviewed. If the student's cumulative grade point average and rate of course completion percentage equal or exceed the minimum, the student is removed from Financial Aid Warning because the student is meeting SAP. If the student's cumulative grade point average and/or rate of course completion percentages are below the required minimum for SAP, the student will be deemed not making satisfactory academic progress, and the student will lose eligibility for federal financial assistance.



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### SAP Appeal Process

If the student loses federal financial aid assistance because of not meeting the minimum SAP requirements following a semester on Financial Aid Warning, he/she may submit an Application for Appeal to the Director of the Student Success Center or Director of Nursing (for students majoring in Nursing) explaining and documenting the basis for an appeal including his/her injury or illness, the death of a relative, or other special circumstances. The appeal must also explain why he/she failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation. The appeal is submitted to the Appeals Committee or Director of Nursing. If the Committee or Director of Nursing determines that the student will make SAP at the end of the next evaluation, the student will be placed on Financial Aid Probation for one semester and remain eligible to receive federal financial assistance. If the Committee or Director of Nursing determines that, based on the appeal, the student will require more than one semester to meet SAP, the student may be placed on Financial Aid Probation, and an academic plan must be developed for the student. If the student meets the minimum SAP requirements at the end of the semester of Financial Aid Probation or after the semester when the student was on an Academic Plan, the student will be considered meeting the SAP standards. If not, the student will no longer be eligible for federal financial assistance and may no longer continue in their program of study. The student shall be referred to the Center of Student Success to explore alternate academic options.

### Academic Plan

Once a student is placed on probation, an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his or her SAP goal within a specified time and method. The plan is designed by the Center for Student Success and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. An Academic Plan may span multiple evaluation periods, so long as the Academic Plan allows for graduation from the program within the maximum time frame (MTF), and the student stays in compliance with the terms of the Academic Plan.

### Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period may be terminated from the University. Students may continue their studies in an extended enrollment status to attempt to earn eligibility for reentry. Students on an extended enrollment status will be charged the appropriate tuition and fees and will not be eligible for any Title IV financial aid. While on this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time



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frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the Center for Student Success. The Appeals Committee reviews and approves requests for extended enrollment.

## Appeals Committee

The Appeals Committee is composed of a representative of the following offices: Academic Advisor, Registrar, Financial Aid, and the Academic Director. It is presided by the Campus Director or his/her representative.

## Impact of Certain Grades on the CGPA and Rate of Course Completion Percentage

- **Incompletes:** A student with a grade of “I” must complete the coursework within the allotted time as published in the Catalog. The faculty member will assign a final grade if the student does not complete the course within the allotted time. The final grade will be included in the cumulative grade point average and the credits will count as credits attempted.
- **Withdrawals:** All course withdrawals will count as credits attempted but will not be included in the cumulative grade point average.
- **Repetitions:** Students are permitted to repeat courses. All credits count as credits attempted. The grade for the repeated course will count in the cumulative grade point average.
- **Transfer Credits:** All transfer credits count as credits attempted and credits earned in the rate of course completion percentage. Transfer credits do not count in the cumulative grade point average.

## Programmatic Academic Achievement Requirements:

### Bachelor of Science in Nursing (BSN)

In addition to the SAP requirements noted above, certain other standards related to academic progress apply to BSN students. In particular,

- Students must earn a grade of “A” or “B” in every core course with a NURS prefix,
- Students may repeat no more than two core courses with a NURS prefix, and
- Only one repeat of any core course with a NURS prefix may be attempted.



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### Reestablishing Financial Assistance Eligibility

If a student majoring in Nursing does not meet the program's minimum requirements of rate of completion or cumulative grade point average, the student is not eligible for re-entry. If a student majoring in Nursing does not meet the program's minimum academic achievement requirements, the student is not eligible for re-entry. A student who may not continue in the program is not eligible to apply for re-entry in the program at any of the Universidad Ana G. Méndez, US Branch campuses.

### Bachelor of Arts in Social Work (BSW)

In addition to the SAP requirements noted above, certain other standards related to academic progress apply to BSW students. In particular,

- Students must earn a minimum of a C in all major courses
- Students must earn a grade of "A" or "B" in Supervised Practice I (SOWO 451-O) and Supervised Practice II (SOWO 452-O).
- Students cannot receive an incomplete in Supervised Practice courses SOWO 451-O and 452-O.
- Students can repeat Supervised Practice courses SOWO 451-O and 452-O for a maximum of two occasions, may only repeat for the second and last time with the approval, and recommendation of a Committee composed of the Associate Director of the Social Work Undergraduate Program, Social Work Field Education Coordinator and Field Instructor/Liaison.

### Reestablishing Financial Assistance Eligibility

If a student majoring in Social Work does not meet the program's minimum requirements of rate of completion or cumulative grade point average, the student is not eligible for re-entry. If a student majoring in Social Work does not meet the program's minimum academic achievement requirements, the student is not eligible for re-entry. A student who may not continue in the program is not eligible to apply for re-entry in the program at any of the Universidad Ana G. Méndez, US Branch campuses.



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Appendix A

Satisfactory Academic Progress Tables

<b>Bachelor's Degree Programs</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	1.70
31 – 60	60%	1.85
61 – 90	64%	2.00
91 +	67%	2.00

<b>BA Social Work Program</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	2.25
31 – 60	60%	2.30
61 – 90	64%	2.40
91 +	67%	2.50

<b>BSN in Nursing</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 24	55%	2.50
25 – 48	60%	2.75
49 - 92	64%	3.00
93 +	67%	3.00

<b>Associate's Degree Programs</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 28	57%	1.70
29 – 56	62%	1.85
57 +	67%	2.00

<b>Teacher Preparation Bachelor's Degree Program</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	2.00
31 – 60	60%	2.25
61 – 90	64%	2.50
91 +	67%	2.50

<b>Graduate Degree Programs (Masters and Graduate Certificates)</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 18	55%	3.00
19 – 36	60%	3.00
37 +	67%	3.00