



INSTITUTO TECNOLOGICO DE PUERTO RICO

**Technological Institute of Puerto Rico
Satisfactory Academic Progress Rules and procedures applicable
to those students receiving Federal Financial Aid
2021-2022**



GOVERNMENT OF PUERTO RICO
COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF EDUCATION-ITPR

SATISFACTORY ACADEMIC PROGRESS RULES AND PROCEDURES APPLICABLE TO THOSE STUDENTS RECEIVING FEDERAL FINANCIAL AID

I. INTRODUCTION

The provisions of Title IV programs require that all eligible students comply with the Satisfactory Academic Progress rules established by the Institution.

The purpose of the Satisfactory Academic Progress rules is to encourage students' participation to financial aid programs under Title IV, making good use of these, and showing academic progress toward completion of their program of study.

The instructor will perform the first intervention to those students who have failed a class, and, if necessary, will refer them to the Office of Student Support Services.

BEING AWARE OF HIS OR HER STATUS, OR ACADEMIC CONDITION IS THE RESPONSIBILITY OF EACH STUDENT.

The evaluation is composed of the following elements:

Qualitative element – The qualitative element measures the student's academic achievement. It will be evaluated by examining the student's average, or cumulative academic index, in accordance with the academic progress tables, depending on the student's program of study (refer to the academic progress tables).

Quantitative element – This element determines the gradual progress toward the achievement of the DIPLOMA / DEGREE by regularly examining (each semester) the passing of a minimum number of credits as per the academic progress tables, depending on the student's program of study (refer to the academic progress tables).

Maximum timeframe to complete the program – Under this policy, students may only complete their program of study within a one hundred and fifty percent timeframe, as per the academic progress tables, depending on the student's program of study (refer to the academic progress tables).

The evaluation of both the qualitative and quantitative elements will be carried out at the end of each semester, as per the following sections.

II. DEFINITIONS

- A. **Semester** – a period of study that is not less than 15 weeks of instruction, one of them being for final exams.
- B. **Appeals Committee** – Composed by the Registrar, one Financial Aid representative, one Counselor, one Social Worker, and one Technology Coordinator; the Committee will be responsible for evaluating those student appeals which were duly brought to the Committee’s attention.
- C. **Attempted credits** – The number of credits a student enrolled in for the semester.
- D. **Approved credits** – The number of credits a student approves each semester, or their accrual during the semester or periods of study subsequent to the first semester.
- E. **Maximum timeframe to complete the program** – The maximum timeframe that is available for a student to complete his or her program of study while participating of Title IV programs.
- F. **Academic load** – Amount of credits a student is enrolled in during a given period of study. It may be:

| Academic load | Hours in a period of study |
|---------------------|----------------------------|
| Full-time | 12 credits or more |
| Three-quarter time | 9 to 11 credits |
| Half-time | 6 to 8 credits |
| Less than half-time | 5 credits or less |

- G. **Accrued credits** – The total number of credits a student has accrued since his or her admissions to the Technological Institute of Puerto Rico, with the student having received the following grades: A, B, C, D, F. The hours and credits accrued will determine the minimum average required.

Upon evaluating both the approved and accrued credits, the student shall maintain an academic average that is consistent with the graduation requirements that were established by the Institution.

- H. **Readmitted students** – Those students returning to the Institution after having interrupted their studies for a semester, or for a longer period.
- I. **Technological Institute of Puerto Rico** – Postsecondary institution of higher education offering Associate Degree programs at its four campuses: Guayama, Manatí, Ponce, and San Juan. Licensed by the Board of Postsecondary Institutions of Puerto Rico, and accredited by State Agency.
- J. **Tool and Die Academy** – Specialized postsecondary, non-university institution offering a Tool & Die course of 3,200 hours. Licensed by the Board of Postsecondary Institutions of Puerto Rico, and accredited by State Agency.

III. SATISFACTORY ACADEMIC PROGRESS RULES FOR STUDENTS

A. Qualitative Element

1. The qualitative element requires that a student accrued a minimum average in accordance with the total number of credits accrued at the end of each period of study, as per the academic progress tables.
2. Compliance with these rules will be evaluated during every period of study; the latest average available at the end of each period will be taken into account. For readmissions, the qualitative element will be evaluated through the academic data accrued during the last semester of study.
3. For the determination of the academic index, the following grades will be considered: A, B, C, D, and F.
4. For the calculation of the academic index the following grades will not be taken into account:

WA = Administrative Withdrawal
 NA = Never attended
 AP = Pass

W = Partial Withdrawal
 WT = Total withdrawal
 NAP = Did not pass

B. Quantitative element

The evaluation of the quantitative component will be carried out at the end of each academic semester. For readmissions, the quantitative element will be evaluated through the academic data accrued during the last semester of study.

Full-time students

At the end of each period, these students shall possess the following MINIMUM PERCENTAGES in terms of accrued credits:

SATISFACTORY ACADEMIC PROGRESS TABLES

Programs that are 60 to 74 credits

| ACCRUED CREDITS | NUMBER OF CREDITS | MINIMUM INDEX |
|-----------------|-------------------|---------------|
| 50% | 17 or less | 1.70 – 1.80 |
| 54% | 18 – 34 | 1.80 – 1.90 |
| 58% | 35 – 52 | 1.90 – 2.00 |
| 62% | 53 or more | 2.00 or more |

Programs by number of hours

| SEMESTER | AVERAGE | HOURS |
|------------------|---------|-------|
| First semester | 1.70 | 450 |
| Second semester | 1.80 | 900 |
| Third semester | 1.90 | 1,350 |
| Fourth semester | 1.95 | 1,800 |
| Fifth semester | 2.00 | 2,250 |
| Sixth semester | 2.00 | 2,700 |
| Seventh semester | 2.00 | 3,200 |

Satisfactory academic progress rules (Title IV) apply to: all full-time students (12 credits or more), all the students of our Institution, regardless of their academic load; half-time students (3 credits), irregular students (any combination of the above-mentioned options), and to less than half-time students.

IV. TRANSFER STUDENT RULES

A. Transfer students

1. To determine students' eligibility during their first period of study, it will be presumed that they are meeting satisfactory academic progress at the time of their admission.
2. The grades obtained at other institutions will not be included in the evaluation of satisfactory academic progress.
3. Except for the aforementioned cases, satisfactory academic progress of transfer students will be evaluated in accordance with the rules that apply to all other students who happen to be in their same status.

VI. REPEATED COURSEWORK

All eligible students receiving financial aid funds from the different programs who did not pass a specific course are entitled to repeat it:

- Students who received a C or D may repeat the course once.
- Students may repeat failed courses until they pass them.

VII. PROBATION, SUSPENSION, REINSTATEMENT, AND APPEALS PROCESS

Students who did not meet one or more of the satisfactory academic progress rules and who are categorized as **suspended** will become ineligible to financial aid. Nonetheless, eligibility may be reinstated in cases of probation.

A. Notice of violation

1. Once a student fails for the first time to meet one or more of the minimum requirements with regard to satisfactory academic progress, a **notice of violation** may be placed within the corresponding semester for an academic period through which the student will be eligible to receive financial aid. At the end of said probationary period, the student shall have overcome his or her deficiency(ies) and met minimum requirements, both qualitative and quantitative, as per these rules.
2. A student who received a **notice of violation** shall regularly attend the Orientation Office and receive the corresponding orientation as applicable.
3. Readmitted students may receive financial aid as long as they meet federal eligibility requirements and have not been **suspended** for the period during which they interrupted their studies.

Students who have been categorized as **suspended** do not meet academic progress. Said students may initiate an appeals process in order to regain their financial aid eligibility upon requesting admission.

B. Suspension

1. A student will be deemed ineligible to receive financial aid upon the occurrence of a second violation of the established minimum requirements with regard to satisfactory academic progress.
2. All students who had received financial aid for the maximum timeframe established by these rules and who did not complete their degrees will not be making satisfactory academic progress, becoming ineligible to receive further financial aid.

C. Appeals Process

1. Students whose financial aid was **suspended** due to non-compliance with regard to satisfactory academic progress are entitled to appeal the decision through a hearing where they are allowed to expose the circumstances that affected their academic achievement; said explanation shall be supported by relevant documentation.
2. The following circumstances are considered critical and extenuating:
 - Student's prolonged illness (certified by a physician)
 - Student's accident
 - Death of a close relative (father, mother, spouse, son/daughter, etc.)
 - Active duty or work-related travel
 - Loss of employment (student or his or her parents)
 - Student's or parent's divorce
 - The prolonged illness of the head of household to the extent it constituted an actual economic hardship
 - Any other major situation that is duly documented

Subject to the discretion of the evaluating committee; under special conditions, a change in the academic objective (degree or major) MAY be considered an extenuating circumstance.

3. Students may not appeal the same condition under extenuating circumstances for two consecutive times.
4. Appeals requests with regard to satisfactory academic progress shall be submitted to the Registrar's Office no later than 10 business days after the receipt of the notification of suspension.

The appeals committee will evaluate the case and notify the student about its decision on or before the start of the next period of study.

Students who submit their appeal requests after the filing date will be evaluated over the course of the semester. **Appeal requests will NOT be received after the first day of class of each academic semester.**

While an appeal is **not approved**, the student **will NOT be** eligible to participate of federal financial aid programs, and shall make payment arrangements with the Finance Office with regard to the financing of his or her tuition costs.

The acceptance of an appeals request does not imply that said request will be approved.

D. Financial aid reinstatement

1. Financial aid will be disbursed once the student meets the satisfactory academic progress requirements that apply to him or her, or as soon as the evaluating committee approves his or her appeal.

E. Notification

The Registrar's Office will notify the student about notices of violation, suspension, or about the reinstatement of his or her financial aid.

VIII. Handling unexpected situations

Any situations that are not contemplated within the satisfactory academic progress rules will be addressed by a Registrar's Officer, in coordination with, and following authorization from the Director of the Institution.

IX. AMENDMENTS

Satisfactory Academic Progress rules may be amended upon request before the Student Affairs supervisor and the Institution at large. All amendment requests shall be supported by compelling information, not just in the light of the social benefit these would pursue, but because of the laws that regulate financial aid programs.

The amendments, once approved by the relevant institutional authorities, will become effective immediately.

X. EFFECTIVE DATE

The initial Satisfactory Academic Progress rules became effective starting with the 2011-2012 academic year. Students began being evaluated under these rules on July 1, 2011: they are applicable to all students requesting financial aid. The Satisfactory Academic Progress policy was revised and amended on May 2011 and its amendments became effective starting with the 2011-2012 academic year. Revised policies supersede academic progress rules previously published by the Financial Aid Office as of July 1, 2011.

The Department of Education of Puerto Rico does not discriminate based on age, race, color, sex, national origin, Veteran status, political or religious affiliation, social origin or condition, sexual orientation or gender identity, physical or mental handicap; nor shall discriminate toward victims of domestic, sexual violence, or aggression.