The U.S. Department of Education requires higher education institutions to establish, publish, and implement reasonable standards to measure the academic progress of students receiving financial aid. The Satisfactory Academic Progress Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students pursuing a degree.

Satisfactory Academic Progress (SAP) is measured using the student's curriculum, total attempted credits, total completed credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A thru D for the requirements. The student must not exceed 150% of the credits out of the total curriculum credits required for the degree in which he/she is registered.

Eligibility
Students that do not meet the requirement of Satisfactory Academic Progress (34 SFR 668.34) by exceeding 150% of the total hours needed for completion of his/her program of study become ineligible for Title IV funds. Students' academic progress for the Associate, Bachelor's and Master's Degree Programs are evaluated at the end of the academic year (May/August/December), after the completion of two semesters. Professional Graduate Certificate is evaluated at the end of each semester. Eligibility for financial aid funds is based on the following qualitative and quantitative measurements

  a. Qualitative Component
The student's institutional GPA is reviewed.

For the qualitative component, the student must attain the minimum overall institutional grade point average of their curriculum, as described in Tables A thru D. Students who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress" (NSAP). Under this classification, all financial aid will be suspended.

  b. Quantitative Component
The attempted and completed credit hours, in relation to the credit hours required to complete the academic program, are reviewed.

For the quantitative component, the student must attain the established percentage of completed credit hours for all attempted credit hours. Attempted credits are those in which the student enrolls in a regular program. Completed credits are all attempted credits in which the grades of A, B, C and D are awarded. Courses with a grade of F, I, WA, W and NP are considered attempted but not completed. Courses with: I, WA and W are not considered for GPA. The quantitative analysis considers all attempted credit hours from EDP University and all other transferred credit hours from other institutions of higher education the student has attended. Transferred credit hours are considered as attempted credits but are not considered for calculation of the GPA. Students, who do not attain the required academic index, as

established, will be classified as "Non Satisfactory Academic Progress" (NSAP). Under this classification, all financial aid will be suspended.

Any student classified as Non Satisfactory Academic Progress may submit an appeal to the Satisfactory Academic Progress Committee. If the student's appeal is favorably considered he/she will be placed on Financial Aid Probation (FAP) for the next academic term and financial aid will be immediately reinstated. In addition, the student will agree to follow a Financial Aid Probation Academic Plan (AP) outlined by the Satisfactory Academic Progress Committee. If at any time the student fails to fulfill the academic curriculum established by the plan, all financial aid will be suspended, and the student will be responsible for the debt incurred in the Institution during the corresponding term.

If upon completion of the Financial Aid Probation (FAP) period the student has demonstrated an academic improvement, as established by the AP, the probation status will be lifted and their eligibility for financial aid under Title IV will be maintained until the next evaluation of academic progress. However, if upon completion of the Financial Aid Probation period the student has NOT demonstrated an academic improvement, as established by AP, all financial aid will be suspended without the right to appeal until the student achieves the minimum overall retention grade point average required by their curriculum, as described in Tables A, B, C and D.

Tables A. Associates Degree Programs

62 - 64 credits

MAJOR	PROGRAM CREDITS	150%
BIOTECNOLOGY	62	
INFORMATION TECHNOLOGY	64	96
CRIMINAL JUSTICE	66	
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
16-35	50%	1.25
36-59	60%	1.60
60-96	67%	2.00

66 - 68 credits

MAJOR	PROGRAM CREDITS	150%
CRIMINAL JUSTICE	66	102
BUSINESS ADMINISTRATION	68	
OFFICE ADMINISTRATION	68	
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
15-35	50%	1.25
36-59	55%	1.50
60-65	60%	1.75
66-102	67%	2.00

Continue: Table A. Associates Degree Programs

71 - 77 credits

MAJOR	PROGRAM CREDITS	150%
Computer Programming	71	107
Digital Design	74	111
Digital Fashion Design	77	116
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
36-64	55%	1.50
65-70	60%	1.75
71-116	67%	2.00

72 - 74 credits

MAJOR	PROGRAM CREDITS	150%
Nursing	72	108
Pharmacy Aide	72	108
Physical Therapy	74	111
Medical Emergencies	74	111
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.50
36-61	55%	1.75
62-70	60%	2.00
71-111	67%	2.50

86 credits

MAJOR	PROGRAM CREDITS	150%
Interior Design- Decorating	86	129
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
31-64	55%	1.50
65-70	60%	1.75
71-129	67%	2.00

Table B. Bachelor Degree Programs

110 - 120 credits

MAJOR	PROGRAM CREDITS	150%
Business Administrator in Management	110	165
Business Administrator in Accounting	115	173
Science in Information Technology in Computer Programming	119	179
Science in Information Technology in Networking	119	179
Technological Office Administration	120	180

Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
36-68	55%	1.50
69-89	60%	1.70
90-109	65%	1.90
110-180	67%	2.00

121 - 127 credits

MAJOR	PROGRAM CREDITS	150%
Information System in Network	121	182
Information System in Computer	122	183
BA Interior Design and Decoration	126	189
BA Digital Design Multimedia	127	191
Information System Digital Imaging	127	191

Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
36-65	55%	1.50
66-94	60%	1.70
95-120	65%	1.90
121-191	67%	2.00

Continue: Table B. Bachelor Degree Programs

124 credits

MAJOR	PROGRAM CREDITS	150%
Science in nursing	124	186
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
36-65	55%	1.50
66-94	60%	1.75
95-123	65%	2.00
124-186	67%	2.50

129-135 credits

MAJOR	PROGRAM CREDITS	150%
BA Digital Fashion Design	129	194
Business Administration	135	203
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
36-65	55%	1.50
66-94	60%	1.70
95-128	65%	1.90
129-203	67%	2.00

Table C. Master Degree Programs

MAJOR	PROGRAM CREDITS	150%
Major in Information Security and Fraud Investigation (MIIF)	36	54
	37	56

Attempted Credits	% Credits Completed	Grade Point Average (GPA)
10-26	67%	2.50
27-35	67%	2.66
36-56	67%	3.00

MAJOR	PROGRAM CREDITS	150%
Master in Information Systems (MISIS)	40	60
Major in Strategic Management (MStM)	42	63
	43	65

Attempted Credits	% Credits Completed	Grade Point Average (GPA)
13-23	67%	2.50
24-39	67%	2.78
40-67	67%	3.00

MAJOR	PROGRAM CREDITS	150%
Master in Information Systems (MIS)	45	68
Master in Information Technology for Education (MITED)	45	68
Naturopathic Science	47	71

Attempted Credits	% Credits Completed	Grade Point Average (GPA)
10-26	67%	2.50
27-44	67%	2.88
45-71	67%	3.00

Table D. Professional Certificates

MAJOR	PROGRAM CREDITS	
(illegible)	15	
(illegible)	18	
Information Security and Fraud Investigation	18	
Information Systems Auditing (IS)	18	
Project Management	21	
Information Technology in Education	21	
Information Systems Auditing	21	
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
6-14	67%	2.50
15-32	67%	3.00

Appeal Process

Students who do not fulfill all of the SAP requirements are ineligible for Title IV funds and will have the right to appeal. Appeal forms must be solicited and filed, including all supporting documents, through the Counselors Office. All appeals must be submitted prior to or during the semester for which the student is seeking financial aid.

After an appeal has been filed, the Satisfactory Academic Progress Committee will review the documents submitted by the student. Based on the submitted documentation and the merits of each individual case, the Committee will reach a decision. Students will be notified by mail of the Committee's decision as promptly as possible. All appeal decisions are final.

Students whose initial appeal is denied can't submit a subsequent appeal until a successful completion of at least one (1) additional term, in which a minimum of six (6) credit hours have been attempted.

The Satisfactory Academic Progress Committee is composed of a Program Specialist, Student Counselor, Academic Dean, Admission's Office Director, Registrar, Adult Modality Director, and Financial Aid Office Director.

Extenuating Circumstances

There are various extenuating circumstances that may prevent a student from satisfactorily progressing towards reaching their academic goals. The Satisfactory Academic Progress Committee gives special consideration to students who file for an appeal and fall under these special conditions. Extenuating circumstances include:

- Personal illness/ accident
- Serious illness or death within the immediate family
- Other exigent circumstances: a change in their educational objectives, changes in the household, changes and/or loss of employment, among other situations beyond the reasonable control of the student.

Documents to substantiate the extenuating circumstance, such as a medical record/certificate, notice of layoffs, accident report, etc., must accompany the submitted appeal forms.

Financial Aid Warning (FAW)

Status assigned to a student who does not meet the Satisfactory Academic Progress standard and is evaluated at the end of each term (semester). This status can be applied without the student having to go through an appeals process. Students classified as FW are eligible to receive financial assistance under Title IV funds for an additional academic period. At the end of this academic period, the student will be re-evaluated to determine their eligibility. Failure to comply with the SAP will automatically render the student as ineligible for Title IV aid.

Financial Aid Probation (FAP)

The Financial Aid Probation (FAP) category is assigned to a student who has not obtained Satisfactory Academic Progress, but his/her appeal has been approved by the Satisfactory Academic Progress Committee. Students under this category are eligible for Title IV funds and their financial aid may be reinstated. Nevertheless, FAP students who do not submit an appeal and are approved cannot receive Title IV aid.

Not Eligible (NE)

The student who does not meet the Satisfactory Academic Progress Standard and has not appealed or not approved the appeal request will not be eligible for Title IV Financial Aid Programs.

Academic Plan (AP)

Students under Financial Aid Probation are required to follow an Academic Plan established between the student and the Professional Counselor. Students who satisfactorily continue to

progress through their established AP and therefore show academic progress will be eligible for financial aid for up to the next three (3) academic semesters.

Suspension

When the student fails to conform to their AP, he/she will automatically fall under an NSAP, non-compliance status. These students will be classified under the "Suspension" category. The Suspension will apply for the duration of two (2) academic semesters, at the end of which, the student may request a re-installment. In this case, the Satisfactory Academic Progress Committee will evaluate the request and if determined to be favorable, the student will be allowed to continue his/her studies. The reinstated student will be eligible for financial aid if he/she meets the established SAP standards.

Course Repetition

Federal regulations limits the attempt on courses which area payed with financial aid Title VI funds.

    a. The student can repeat a course that was previously failed (received a grade of "F" or "NP") and use Title IV funds regardless of the number of times the course is attempted and failed.

    b. The student can repeat a course with a D grade in order to improve his/her GPA, but will be able to use the Title IV funds for only one attempt. In this case the student may request an evaluation that the highest grade be used in the calculation of the GPA.

    c. Student can repeat all other courses C or above but will not be able to use Title IV funds.

Credit hours every course repeated will be added to the student's attempted/earned credit totals.

Remedial Courses

A student admitted to one of the University's academic programs and required to enroll in remedial courses will be able to use Title IV funds, even if he/she is taking all remedial courses before taking any regular courses.

Change of Academic Program

The student has the right to ask for change of academic program. If the petition is accepted, only the courses that apply for the new program will be used in the calculation of the student's GPA. However, all credit hours will be considered as attempted credit hours for the purpose of SAP.

Eligibility Re-installment or Readmission

A student who requests to be readmitted, reinstalled, has been suspended, or has been absent for an academic term will be evaluated for SAP.   Students who do not meet the SAP

standards will lose financial aid for the next academic semester. However, if an appeal is requested and approved, the student will be classified as FAP and becomes eligible for financial aid for the next semester. Once the probationary period ends and the student is able to achieve Satisfactory Academic Progress, eligibility will be reinstated.

Satisfactory Academic Progress Policy for VA Benefit Recipients
Students who receive benefit from the Veterans Administration (VA), are going to be evaluated with the same SAP Policy. If he/she fail in maintain the SAP, the institution are going to notify VA the probation status. Notification will be sent using VA's "Ask a Question" via the Internet Inquiry System.
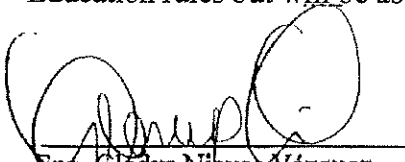
Appeals
The student classified under unsatisfactory academic progress has the right to appeal if he/she understands that it is due to an administrative error or has valid reasons for not attaining satisfactory academic progress.

Requirements for Maximum Program Length
The maximum program length is a measure used to evaluate the student's eligibility to receive Title IV Funds. It determines the total of credits required for his or her program of study. The maximum number of credits attempted is limited to 1.5 times the number of credit hours required in order to complete the program.

A student who completes the 150% maximum time length of his/her program may ask the Satisfactory Academic Progress Committee for an extension. If the Committee approves the extension, the student will not be allowed to use Title IV Funds due to U.S. Department of Education rules but will be able to continue in his/her program of study.

Eng. Gladys Nieves Vázquez
President

Reviewed May 2016

Las Políticas de Progreso Académico Satisfactorio (PAS)

El propósito de PAS es mantener un requisito de elegibilidad para las ayudas económicas tales como las de los Fondos de Título IV que otorga el Departamento de Educación Federal y cualquier otra ayuda económica disponible en EDPU.

Con las Normas de Progreso Académico Satisfactorio se evalúan tres (3) aspectos:

1) El tiempo máximo, que es vez y media la cantidad de créditos del Programa de Estudios;
2) El porciento de aprobado de los créditos matriculados, que se requiere que el estudiante apruebe - 67% de todos los créditos que matricule para la fecha de graduación.
3) El promedio, que es la media aritmética de las calificaciones del estudiante, convertidas a puntos de honor. El Promedio de Graduación en EDPU es de 2.0 para los programas de Tecnología, Artes y Administración, y de 2.5 para programas de Salud

Cada término se evalúa el cumplimiento de la normativa de Progreso Académico Satisfactorio, acorde con la cantidad de créditos intentados y según lo establecido en el Reglamento de Estudiantes y el Catálogo Institucional. De incumplir con alguno de los aspectos evaluados el estudiante recibirá Notificación de Estado de Probatoria. Si el estudiante no está de acuerdo o su incumplimiento fue por causas extraordinarias puede apelar su Estado de Probatoria.

COMITÉ PANS
· Evalúa las apelaciones de Probatorias y Tiempo Máximo Excedido
· El procedimiento de apelación comienza en la Oficina de Orientación y Consejería, del Decanato de Asuntos Estudiantiles