

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 (SAP) Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students pursuing a degree. SAP is measured using the student's total attempted credits, total completed credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A through D for the requirements. Students must not exceed 150% of the credits required for their degree program.

### **Qualitative Component**

The qualitative component evaluates the student's institutional GPA. Students must attain the minimum overall institutional GPA specified in Tables A through D. Failure to meet the required GPA will result in classification as “Non-Satisfactory Academic Progress” (NSAP), leading to the suspension of all financial aid.

### **Quantitative Component**

The quantitative component assesses the attempted and completed credit hours in relation to the required credit hours for the academic program. Attempted credits include all enrolled credits, while completed credits are those with grades A, B, C, or D. Grades of F, I, WA, W, and NP are considered attempted but not completed. Transferred credits are included in attempted credits but not in GPA calculation. Failure to meet the required completion percentage will result in NSAP status and suspension of financial aid.

### **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 Associate, Bachelor's and Master's Degree Programs are evaluated at the end of the academic year (July), after the completion of two semesters. Technical's Level Degree Program. 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 through 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 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 with 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, D and E.

**Tables A. Technical's Level Degree Programs**

<b>MAJOR</b>	<b>PROGRAM CREDITS</b>	<b>150%</b>
<b>Geriatrics Technical Certificate with Emphasis on the Management of Mental Health Conditions</b>	<b>26</b>	<b>39</b>
Attempted Credits	% Credits Required	Grade Point Average (GPA)
6-16	67%	2.50
17-39	67%	3.00

<b>MAJOR</b>	<b>PROGRAM CREDITS</b>	<b>150%</b>
<b>Technical Certificate in Surgical Technician</b>	<b>41</b>	<b>62</b>
Attempted Credits	% Credits Required	Grade Point Average (GPA)
13-23	67%	2.50
24-39	67%	2.78
40-62	67%	3.00

<b>MAJOR</b>	<b>PROGRAM CREDITS</b>	<b>150%</b>
<b>Technical Certificate in Integrated Clinical Massage</b>	<b>47</b>	<b>71</b>
Attempted Credits	% Credits Required	Grade Point Average (GPA)
10-26	67%	2.50
27-44	67%	2.88
45-71	67%	3.00

**Tables B. Associate Degree Programs**

<b>MAJOR</b>	<b>PROGRAM CREDITS</b>	<b>150%</b>
<b>Biotechnology</b>	<b>63</b>	<b>95</b>
<b>Information Technology</b>	<b>64</b>	<b>96</b>
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
16-35	50%	1.25
36-59	60%	1.60
60-96	67%	2.00

<b>MAJOR</b>	<b>PROGRAM CREDITS</b>	<b>150%</b>
<b>Digital Design</b>	<b>66</b>	<b>99</b>
<b>Criminal Justice</b>	<b>67</b>	<b>101</b>
<b>Health and Physical Aptitude for Special Populations</b>	<b>67</b>	<b>101</b>
<b>Business Administration</b>	<b>68</b>	<b>102</b>
<b>Office Administration</b>	<b>68</b>	<b>102</b>
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



**Satisfactory Academic Progress Policy  
004-2024**

MAJOR	PROGRAM CREDITS	150%
<b>Executive Protection and Security</b>	<b>71</b>	<b>107</b>
<b>Health Billing and Codification Services</b>	<b>71</b>	<b>107</b>
<b>Digital Fashion Design</b>	<b>77</b>	<b>116</b>
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

MAJOR	PROGRAM CREDITS	150%
<b>Nursing</b>	<b>72</b>	<b>108</b>
<b>Pharmacy Technician</b>	<b>72</b>	<b>108</b>
<b>Physical Therapy</b>	<b>74</b>	<b>111</b>
<b>Medical Emergencies</b>	<b>74</b>	<b>111</b>
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

MAJOR	PROGRAM CREDITS	150%
<b>Interior Design and Decorating</b>	<b>86</b>	<b>129</b>
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 C. Bachelor Degree Programs**

<b>MAJOR</b>	<b>PROGRAM CREDITS</b>	<b>150%</b>
<b>Business Administrator in Management</b>	<b>110</b>	<b>165</b>
<b>Business Administrator in Accounting</b>	<b>115</b>	<b>173</b>
<b>Health Sciences in Speech-Language Therapy</b>	<b>117</b>	<b>175</b>
<b>Digital Design Multimedia</b>	<b>118</b>	<b>177</b>
<b>Political Sciences and International Relations</b>	<b>119</b>	<b>179</b>
<b>Information Technology Science Major in Programming</b>	<b>120</b>	<b>180</b>
<b>Information Technology Science Major in Networks</b>	<b>120</b>	<b>180</b>
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

<b>MAJOR</b>	<b>PROGRAM CREDITS</b>	<b>150%</b>
<b>Natural Sciences</b>	<b>121</b>	<b>182</b>
<b>Science of Criminal Justice Major in Forensic Sciences</b>	<b>122</b>	<b>183</b>
<b>Science of nursing</b>	<b>124</b>	<b>186</b>
<b>Digital Fashion Design</b>	<b>124</b>	<b>186</b>
<b>Interior Design and Decoration</b>	<b>126</b>	<b>189</b>
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

**Table D. Master's Degree Programs**

MAJOR	PROGRAM CREDITS	150%
Public Affairs and Government Innovation	36	54
Information Security and Digital Fraud Investigation	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%
Information Systems	40	60
Strategic Management	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%
Emergency/Trauma Care	46	69
Acu/Critical Care	46	69
Family Nurse Practitioner	53	79
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
10-26	67%	2.50
27-44	67%	2.88
45-79	67%	3.00

MAJOR	PROGRAM CREDITS	150%
Naturopathic Science	58	87
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
10-28	67%	2.50
29-47	67%	2.88
48-87	67%	3.00

**Table E. Professional Certificates**

MAJOR	PROGRAM CREDITS	150%
Administration Relational Database	15	23
	18	27
Information Security and Digital Fraud Investigation	18	27
Information Systems Auditing	18	27
Project Management	21	32
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.

Students who do not fulfill all SAP requirements are ineligible for Title IV funds and have the right to appeal. Appeal forms must be requested and submitted, along with all supporting documents, through the Counselor’s Office. Appeals must be submitted before or during the semester for which the student seeks financial aid.

After an appeal is filed, the Satisfactory Academic Progress Committee reviews the submitted documentation. Based on the merits of each individual case, the Committee reaches a decision. Students are notified by mail of the Committee’s decision as promptly as possible. All appeal decisions are final. Students whose initial appeal is denied cannot submit



a subsequent appeal until they successfully complete at least one additional term, with a minimum of six attempted credit hours.

The Satisfactory Academic Progress Committee is composed of a Program Specialist, Student Counselor, Academic Dean or a Representative, Admission's Office Director, Registrar Office Director, Bursar's Office 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 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 SAP standard and is evaluated at the end of each term. This status can be applied without an appeals process. Students classified as FAW are eligible to receive financial aid under Title IV for an additional academic period. If the student fails to meet SAP standards by the end of this period, they become ineligible for Title IV aid.

### **Financial Aid Probation (FAP)**

Assigned to a student who has not met SAP but whose appeal has been approved by the SAP Committee. Students under FAP are eligible for Title IV funds, but must submit an appeal and be approved to receive 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 on Financial Aid Probation must follow an established Academic Plan (AP) or complete recommended courses, as agreed upon with a Professional Counselor. Students

who continue to progress satisfactorily through their AP will remain eligible for financial aid for the next academic semesters.

### **Course Repetition**

Federal regulations limit the number of times a course can be attempted with financial aid. Students can repeat a failed course (grade of F or NP) and use Title IV funds, regardless of the number of attempts. Students can repeat a course with a D grade to improve their GPA but can only use Title IV funds for one additional attempt. All repeated courses will be included in the student's attempted/earned credit totals

### **Remedial Courses**

A student required to enroll in remedial courses as part of an academic program may use Title IV funds, even if all courses taken are remedial.

### **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**

Students who request readmission after suspension or absence will be evaluated for SAP. Students who do not meet SAP standards will lose financial aid for the next semester. If an appeal is requested and approved, the student will be classified as FAP and become eligible for aid.

### **Satisfactory Academic Progress Policy for VA Benefit Recipients**

Students receiving VA benefits are evaluated under the same SAP Policy. Failure to maintain SAP will result in probation status, and the institution will notify the VA using the "Ask a Question" system.

### **Appeals**

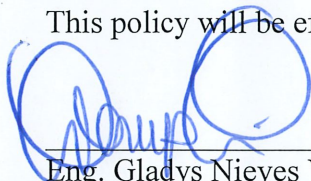
The student classified under unsatisfactory academic progress has the right to appeal if he/she understands that it is due to an administrative error or has valid reasons for not attaining satisfactory academic progress.

### **Maximum Program Length**

The maximum program length is a measure to evaluate the student's eligibility for Title IV funds. It limits the number of attempted credits to 1.5 times the required credit hours for program completion. Courses with grades F, WA, NP, W, and I count as attempted but not completed credits. Transferred credits count as attempted and completed but are not included in GPA calculation.

Students who exceed 150% of the maximum program time may request an extension from the SAP Committee. If approved, the student can appeal and, if successful, use Title IV funds.

This policy will be effective immediately after being signed.



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Eng. Gladys Nieves Vázquez  
President  
EDP University of Puerto Rico

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