

Satisfactory Academic Progress Norm: Undergraduate Programs

Inter American University requires that all students demonstrate satisfactory academic progress throughout their study program. The attainment of satisfactory academic progress is related to eligibility to receive federal, state and institutional financial aid.

- The University will evaluate student satisfactory academic progress at the end of the academic year in June. The evaluation will include all the terms that the student has attended.
- New students (both regular and transfer) will be evaluated for the first time when they complete their first academic year of studies. After this first evaluation, these students will be evaluated together with the rest of the student population, once per year, at the end of each academic year in June.
- For students classified in academic probation, the progress will be measured at the end of each academic term until the student achieves satisfactory academic progress.
- The maximum period of eligibility will be evaluated in all terms and all credits attempted in the Institution and transfer credits will be considered.

The University will notify the student, by means of letter or e-mail, his academic status and his eligibility to receive federal and state financial aid.

Requirements to achieve satisfactory academic progress

The requirements to attain satisfactory academic progress are divided into two components: qualitative and quantitative.

Qualitative Component

The student will fulfill the qualitative component, if he attains the required academic index in his study program. This index increases progressively in accord with the percentage of credits approved. The academic index that a student must achieve if he is studying an associate or a bachelor's degree is indicated in the tables below.

Table 1. Academic index required in the associate degree programs whose required graduation average is 2.00.

Percent (%) of credits approved	Progressive academic index
0-20	1.50
21-50	1.80
51-75	1.95
76-100	2.00

Table 2. Academic index required in the bachelor's level study programs of 111-127 credits and whose required graduation average is 2.00.

Percent (%) of credits approved	Progressive academic index
0-30	1.50
31-60	1.75
61-80	1.90
81-100	2.00

Table 3. Academic index required in the bachelor's level study programs of 128-150 credits and whose required graduation average is 2.00.

Percent (%) of credits approved	Progressive academic index
0-25	1.50
26-50	1.75
51-75	1.90
76-100	2.00

Table 4. Academic index required in the bachelor's level study programs whose required graduation average is 2.20.

Percent (%) of credits approved	Progressive academic index
0-25	1.70
26-50	1.95
51-75	2.10
76-100	2.20

Table 5. Academic index required in the bachelor's level study programs whose required graduation average is 2.30.

Percent (%) of credits approved	Progressive academic index
0-25	1.80
26-50	2.05
51-75	2.20
76-100	2.30

Table 6. Academic index required in the bachelor's level study programs whose required graduation average is 2.50.

Percent (%) of credits approved	Progressive academic index
0-25	2.00
26-50	2.25
51-75	2.40
76-100	2.50

Table 7. Academic index required in the Teacher Education Programs of 121 to 128 credits (year of graduation 2011-2013).

Percent (%) of credits approved	Progressive academic index
0-36	2.30
37-55	2.55
56-74	2.70
75-100	2.80

Table 8. Academic index required in the Teacher Education Programs of 129 to 137 credits (year of graduation 2011-2013).

Percent (%) of credits approved	Progressive academic index
0-34	2.30
35-52	2.55
53-69	2.70
76-100	2.80

Table 9. Academic index required in the Teacher Education Programs of 138-147 credits (year of graduation 2011-2013).

Percent (%) of credits approved	Progressive academic index
0-32	2.30
33-48	2.55
49-64	2.70
65-100	2.80

Table 10. Academic index required in the Teacher Education Programs of 121 to 128 credits (year of graduation 2013 - 2014 and beyond).

Percent (%) of credits approved	Progressive academic index
0-36	2.50
37-55	2.75
56-74	2.90
75-100	3.00

Table 11. Academic index required in the Teacher Education Programs of 129 to 137 credits (year of graduation 2013 - 2014 and beyond).

Percent (%) of credits approved	Progressive academic index
0-34	2.50
35-52	2.75
53-69	2.90
76-100	3.00

Table 12. Academic index required in the Teacher Education Programs of 138-147 credits (year of graduation 2013 - 2014 and beyond).

Percent (%) of credits approved	Progressive academic index
0-32	2.50
33-48	2.75
49-64	2.90
65-100	3.00

The progressive academic index ***will not apply to the engineering programs***. Students studying a bachelor's program in this discipline must maintain an academic index of 2.00 points.

Students registered in a study program that has academic exigencies greater than those previously described, must fulfill those requirements to remain in the program.

The student taking a study program of more than two years duration, must achieve a minimum general academic index of 1.50 when completing his second academic year; that is to say, when the student has attempted courses in four semesters, six trimesters or eight bimesters, as either a part-time or full-time student.

Quantitative Component

In order to comply with the quantitative component, the student must:

- a. approve at the end of every academic year, upon the closing of the term that finishes in June, 50%, 60% or the 66.67% of the total of the credits attempted in the study program, in harmony with the interval

of the level of studies indicated in the table. This will be determined by means of the following calculation: the total of credits attempted in the study program divided by the maximum period of eligibility of the study program in credit-hours

Interval of the level of studies	% of credits attempted in the study program	Accumulated tempo of approval required
1	1-25	50%
2	26-50	60%
3	51-100	66.67%

b. complete the study program requirements in no more than 150% of the time (measured in credit-hours).

Maximum Period of eligibility

This is the maximum time measured in credit-hours during which a student can attempt courses, and which is not greater than 150% of the duration of the study program. The student will retain his eligibility for federal and state funds while he does not exceed this period. The student who does not complete his study program within the established maximum time in the applicable federal or state regulations and who, therefore, does not obtain satisfactory academic progress, will not be able to continue studies with financial aid, be it federal or state aid. When the student exceeds the limits indicated in this document, the dean of academic affairs or his representative will evaluate each case in order of determine if the student can continue his studies without financial aid.

First academic probation and loss of eligibility for financial aid

All students who do not manage to achieve satisfactory academic progress will be classified as in first academic probation, during the next academic term in which they register.

All students who receive federal and state financial aid and ***do not comply with the required qualitative or quantitative component*** and therefore ***do not manage to achieve satisfactory academic progress, will lose the eligibility to receive these aids*** during the following academic term in which they register.

Preparation of the Academic Agreement for overcoming the academic probation and the appeal process for the loss of eligibility for financial aid

All students in academic probation must make, along with the academic adviser or a professional adviser, an **Academic Agreement**, which will allow them to achieve satisfactory academic progress within the next two (2) semesters, three (3) trimesters or four (4) bimesters. In those cases that merit it, academic agreements with a greater duration may be made.

As part of the **Academic Agreement** the student will give priority, but without limiting it, to (1) repeating and approving those courses that he has failed (F), abandoned (UW) or in which he has not obtained the grade required for the courses of his program, (2) approving no less than 66.67% of the credits attempted upon completing each academic term, and (3) obtaining an academic index of 2.00 upon finishing the term.

The student interested in appealing the loss of his eligibility to receive financial aid must submit the completed **Appeal Request** to the dean of academic affairs or the person that the dean designates, after having received the notification of his loss of eligibility. The Appeal Request must be submitted together with the Academic Agreement.

The student must base his appeal on a worthy cause. Among the justified causes to request an appeal are the following, without being limited to them:

1. the suffering of a serious and severe illness,
2. the death of a member of the familiar nucleus,
3. the death of the spouse or
4. a military assignment.

In addition, the applicant should indicate how his circumstances have changed at the time of presenting the appeal, so that they will allow him to achieve satisfactory academic progress.

The student's request will be referred to the **Appeals Committee**, a work group designated by the chief executive officer comprised of the dean of academic affairs or his representative, the dean of students or his representative and a professional adviser. The director of financial aid or his representative will form part of the committee in case it is necessary to evaluate the eligibility to receive federal and state financial aid and probationary periods of financial aid may be granted. This committee will deal with the appeal requests to restore federal and state financial aids or the appeal requests from academic suspensions. When evaluating the request, the **Appeals Committee will consider if the student can attain the required academic progress upon completion of the next academic term in which he registers or when completing the Academic Agreement.**

If the committee concludes that the student will be able to attain satisfactory academic progress during the next academic term in which he registers or will be able to reasonably fulfill the provisions of the Academic Agreement, it will approve the appeal, and the student will be granted a **financial aid probationary status** during the next academic term in which he registers or while he continues to reasonably comply with the provisions of the Academic Agreement. A student can be in academic probation during one (1) academic year and the summer, unless it has been established in the Academic Agreement that the student will require more time to attain satisfactory academic progress. At the conclusion of each term, the student must reasonably comply with the provisions of the Academic Agreement in order to retain his eligibility to receive federal or state financial aid.

Evaluation of students under Academic Probation upon the conclusion of each term

If, upon the conclusion of one of the terms under the financial aid probationary period and the academic probationary period, the student manages to attain satisfactory academic progress, he will be considered in compliance with the academic progress norm and it will be considered that he complied with the provisions of the Academic Agreement.

If, upon the conclusion of one of the terms under the financial aid probationary period and the academic probationary period, the student does not manage to attain satisfactory academic progress, but has complied with the provisions of the Academic Agreement for said term, the student will retain his academic probationary classification and the financial aid probationary one.

If, upon the conclusion of one of the terms under the financial aid probationary period and the academic probationary period, the student does not manage to attain satisfactory academic progress and has not complied with the provisions of the Academic Agreement, he will be suspended academically during six months.

First academic suspension and the appeal process of the academic suspension

If, upon the conclusion of the time limit to comply with the terms of the Academic Agreement in his first academic probation, the student does not manage to attain satisfactory academic progress, **he will be academically suspended during a period of six (6) months.** In this period all the applicable academic terms will be included. The dean of academic affairs will notify the student of the decision by means of a letter or e-mail, a copy of which will be included in the student's academic file.

A student interested in appealing the suspension must present the **Appeal Application**, in writing or by means of e-mail, to the dean of academic affairs or the person that the dean designates, after having received the suspension notification. The request will be referred to the appeals committee. When evaluating the request, the appeals committee will consider if the student will be able to attain satisfactory academic progress by the end of the next academic year. The dean of academic affairs will notify the student of the decision by means of a letter or e-mail, a copy of which will be included in the student's academic file.

If the committee concludes that there are merits in the request of the student, he will be allowed to continue studies, under the condition of a **second academic probation**. The permission to continue studying under the condition of a second academic probation does not imply that the student is eligible to receive federal or state funds. On the contrary, the student must attain satisfactory academic progress and if he complies with the criteria established by the federal regulations, he may appeal to have his eligibility to receive federal and state financial aids restored. If the committee does not consider the appeal of the suspension favorably, the student will remain suspended during six (6) months, after which he may resume his studies, under the condition of a **second academic probation**.

If, upon the conclusion of the period of the second academic probation, the student manages to attain satisfactory academic progress, it will be considered that he is in compliance with the academic progress norm. Otherwise, **he will be academically suspended for the second time**.

Second academic suspension

A student suspended for the second time for academic deficiency, will remain in that classification for one (1) academic year and this decision may not be appealed. Once this period of suspension is ended, the student may request readmission and if the dean of academic affairs or his representative concludes that there is the possibility that the student may attain satisfactory academic progress, in the period of one (1) academic year, he may be re-admitted under the classification of a **third academic probation**. A student re-admitted after a second academic suspension is not eligible to receive federal or state funds.

All students re-admitted under the previous classification, must meet the satisfactory academic progress requirements in order to recover their eligibility to receive federal and state financial aid. In case a student does not attain satisfactory academic progress under the classification of third academic probation, he will be suspended for the third occasion and may not appeal this decision.

Other provisions related to Satisfactory Academic Progress

1. The University will not accept as transfer credit any course that a student approves in another institution during the time in which he was suspended.

2. The student **should declare the major study program of his interest, and he will be able to change it, after consulting with the academic adviser**. When a student changes his major study program, the credits attempted for the previous study program will not be considered to determine the program grade point index and the required tempo of approval to comply with the satisfactory academic progress norm, except when these credits form part of the requirements of the new study program selected. Nevertheless, the credits attempted in the previous study program will be considered to determine the time remaining in the maximum period of eligibility for financial aid in the new study program.

3. In case a student is authorized to change his study program major, after having been classified with academic probationary status, he will maintain this status in his file during the next academic term in which he registers. Nevertheless, when he is evaluated again, only the credits applicable to the new study program will be considered.

4. The student, who receives financial aid probation and is subject to comply with the provisions of the Academic Agreement, **may not change his study program major nor change the level**.

5. The courses of a study program may be paid with federal, state and institutional funds while the student stays in his original program or after making a properly authorized and registered change of study program.

6. All students may opt for a minor that is within their baccalaureate program. For a minor that is not within his baccalaureate program, the student must take a minimum of 18 credits and a maximum of 27

credits, in accord with the curricular sequence of the corresponding academic program and the academic norms included in the current General Catalog.

7. In case a student opts for a minor, the courses for this may be paid with federal and state funds, as provided by the applicable regulations. ***These credits will be considered to determine the maximum period of eligibility, measured in credit-hours.***

8. A student who officially withdraws (W), abandons the course (UW) or fails it; that is to say, he obtains the grade of "F" or "NP", can repeat that or those courses as many times as necessary and pay for this with federal and state funds. However, ***a student who wants to repeat a course previously approved, may pay for it with federal or state aid only one (1) time.***

9. All repeated courses are considered as attempted credits for the purpose of determining the maximum period measured in credit-hours, and the tempo of approval.

10. Transfer credits (T) are considered as part of the academic file of the student for purposes of establishing the percent of credits of the study program requirements that have been approved, and of determining the maximum time of eligibility to receive federal funds (in credit-hours). Only transfer credits that may be applied to the study program, including the elective credits will be validated. If the student has already approved the elective courses permitted in his program, additional credits will not be validated.

11. The evaluation to determine the academic progress of the student will not consider the courses in which the student has received the annotation of incomplete until this annotation has been removed.

12. After graduating, the transcript of credits will not reflect the student's probationary and suspension periods.

13. A student may not obtain financial aid probation for the same circumstances more than once.