

# **INTEC**



## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Santo Domingo, D. N.

2011



INSTITUTO TECNOLÓGICO DE SANTO DOMINGO  
UNIVERSIDAD INTEC

**SATISFACTORY ACADEMIC PROGRESS POLICY**

**Applicable to students who receive  
US Department of Education Financial Aid  
Approved by the Academic Council  
Academic Decree No. 1-29/11 of December 20, 2011**

United States Federal Law that regulates the use of funds assigned to different programs for financial aid requires that all eligible students must meet satisfactory progress criteria as well as all other academic requirements as stated by the university where the student is enrolled.

The Instituto Tecnológico de Santo Domingo adopted a Satisfactory Academic Progress policy in accordance to the regulations of the United States Department of Education (CFR 668-E), Student Assistance Provision. This policy applies to all students who receive Financial Aid assistance that are offered as Federal Student Loans.

The purpose of this policy is to help students who benefit from US Financial aid make proper use of these funds while demonstrating a constant progress towards completing the requirements of their program of studies.

This Financial Aid Satisfactory Academic Progress Policy is: **Effective Fall Term 2011**

Federal regulations require that all students who receive financial aid must maintain satisfactory academic progress and work towards an eligible degree or certificate. In addition, federal regulations require students be on pace to complete their degree or certificate before reaching a 150% maximum time frame limit

This policy provides for consistent application of standards to all students within categories of students, *e.g.*, full-time, part-time, undergraduate, and graduate students, and other educational programs established by the school.

***Determination of Financial Aid Satisfactory Academic Progress Standing***

Satisfactory Academic Progress will be determined for all applicants prior to being awarded financial aid. Determination will be based on all previous academic history regardless of whether or not financial assistance was received. Satisfactory Academic Progress will be reviewed at the end of every trimester.

Satisfactory Academic Progress (SAP) will be measured at the end of each trimester and a student must meet all three (3) of the following requirements to be eligible for financial aid:

**Requirement 1: University Cumulative Grade Point Average (GPA) (Qualitative Measurement)**

An undergraduate student must maintain a cumulative GPA according to the chart present below.

**Requirement 2: Cumulative Pace of Completion (Quantitative Measurement)**

An undergraduate student must maintain a minimum pace of completion of 67%. Pace of completion is calculated by dividing the cumulative credit hours successfully completed by the cumulative number of attempted credit hours.

**Requirement 3: Maximum time frame to complete a program (Time Frame)**

Students are permitted to receive financial aid for 150% of the required number of credits to earn their degree.

**Chapter I  
Definitions**

**Article 1. Academic year:** is defined as any three trimesters.

**Article 2. Academic Load:** is the amount of credits a student attempts in a given trimester.

**Article 3. Fulltime students:** enrolled in a minimum of 12 credits during a trimester.  
**Halftime students:** enrolled in a minimum of six (6) credits per trimester.

**Article 4. Specialty Courses and Master's Degree Programs**  
**Fulltime students:** enrolled in a minimum 6 credits per semester.  
**Halftime students:** enrolled in a minimum 3 credits per semester.

**Article 5. Attempted Credits:** are all credits for which a student enrolls throughout his program of studies independent of any classification he may enjoy including course withdrawals, failed subjects or repetitions.

**Article 6. Approved Credits:** Credit recognition awarded to a student enrolled in a program, course or other academic activity by means of evaluation that awards a minimum 2.00 grade or its equivalent in other grading scales.

**Article 7. Successfully completed credit hours:** are credit hours that have been earned and have a grade value of 4 points (A) through 2 points (C)

**Article 8. Grade Point Average (GPA):** Cumulative average of all final grades obtained through test and performance evaluation at the end of each semester

of studies. Grade Point Average formula considers honor points, credits and grades.

**Note:** Transfer of credit courses are no included in a student's Grade Point Average minimum GPA required at each segment as presented in this document.

- Article 9. Satisfactory Progress Warning:** Warning issued to a student by the financial aid office that he/she is not, or will not, meet satisfactory academic progress criteria in his next period of studies. During this time the student is considered to be meeting Satisfactory Academic Progress criteria and is able to receive financial aid funds
- Article 10. Probation:** A student is placed on probation after he has undergone suspension of financial aid participation, has presented a successful appeal before the Financial Aid Committee and has been determined to be meeting Satisfactory Academic Policy. During this time the student is considered to be meeting Satisfactory Academic Progress criteria and is able to receive financial aid funds
- Article 11. Financial Aid Suspension:** When a student does not meet the requirements of the school's Satisfactory Academic Progress Policy during any given period of evaluation after and has been given Satisfactory Progress Warning..
- Article 12. Appeals:** The process to request review of Satisfactory Progress Determination.
- Article 13. Academic plan:** is a specific study plan developed by the SAP Appeals Committee. The plan, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.
- Article 14. Remedial course work:** Intec does not offer remedial course work for credit.
- Article 15. Repeat course:** is a course that is usually repeated in a trimester subsequent to when it was originally taken. For each trimester the attempted credit hours are counted but only the most recent grade will be used to determine whether the course was successfully completed or not; only the most recent grade is used in the GPA calculation.
- Article 16. Incompletes (Conditional grades) (I):** are given for courses where the student fails to complete a segment or requirement of a course, but in the judgment of the instructor does not need to repeat the course. Incomplete (I) grades are counted as attempted credit hours but are not successfully completed credit hours. Incomplete (I) grades are changed to the appropriately earned grade when the required course work is completed and evaluated. Incomplete (I) grades becomes an F if it required work is not

completed by the close of the next trimester. Incomplete (I) grades are not included in GPA calculations. Incomplete (I) courses will impact students' pace of completion.

**Article 17. Failure grades (F):** are 0.00 grades points per credit. F grades are included in GPA calculations and count as attempted but not successfully completed credit hours.

**Article 18. Withdrawal grades (R):** are given when a student drops a course after the second week of the trimester and before the tenth week resulting in an R grade being assigned for the dropped course. R grades are counted as attempted, but are not successfully completed credit hours. Withdrawal (R) grades are not included in GPA calculations.

## **Chapter II Satisfactory Academic Progress**

**Article 19.** Students who participate in the United States financial Aid Programs must meet Satisfactory Academic Progress Policy criteria at the end of each trimester evaluation.

**Article 20.** Student Financial Aid eligibility is determined at the end of each trimester in accordance with the university's Satisfactory Academic Progress Policy and the student progress report from the Registrar's office.

**Article 21.** To meet Financial Aid Satisfactory Academic Progress the student must:

- Maintain the minimum cumulative grade point average or higher required for each trimester of the program
- Complete successfully two-thirds of attempted credits at the end of each trimester.
- Ability to complete program of studies within 150% maximum time frame limit

**Article 22. Maximum Time Frame Eligibility**

Federal regulations require that the student complete their degree or certificate within 150% of the credits required for a program of study. For example, if a degree requires 90 credits, a student must complete the degree within 135 attempted credits.

Attempted credits include all earned, unearned, repeated, and transfer credits. All attempted credits count toward this limit even if financial aid is not received or there are extenuating circumstances for not completing credits.

A student's record will be evaluated to determine if they are able to complete a degree or certificate within the maximum time frame allowed. When it is determined a student will not complete their program within the 150% credit limit, the student will be suspended from receiving financial aid. The 150% maximum credit rule is applicable to students who change their major or pursue double majors and second degrees.

**Article 23. Satisfactory Academic Progress Statuses**

Warning

Unsatisfactory

Probation

Academic Plan

**Article 23. Appeals and Reinstatements**

A student not meeting the satisfactory progress requirements due to extenuating circumstances (i.e. death of a relative, illness or injury of the student, other extenuating circumstances, etc.) may request reinstatement of financial aid by submitting a written appeal in letter or email format. The appeal must describe the circumstance(s) which prevented the student from meeting the satisfactory progress requirements, and the action(s) the student plans to take to bring him or her back into a satisfactory progress status. In addition to the written appeal, the student must submit the Satisfactory Academic Appeal Form, which can be obtained from Financial Aid Office.

**Chapter III  
Satisfactory Academic Policy Determination**

**Article 24.** Student evaluation is determined on quantitative and qualitative criteria, as well as a time frame policy

**Article 25.** Qualitative measurement is based on the student's general point average, (GPA).

**Article 26.** Satisfactory Academic Progress determination of the Qualitative measurement is based on minimum grade point average as presented in the following table.

## Premed

PERIOD OF STUDIES	MINIMUM GPA
Upon completion of the first Trimester	2.00 or more
Upon completion of the second Trimester	2.25 or more
Upon completion of the third Trimester	2.50 or more
Upon completion of the fourth Trimester	2.50 or more
Upon completion of the fifth Trimester	2.50 or more
Upon completion of the sixth Trimester	2.50 or more

## Medical School

PERIOD OF STUDIES	MINIMUM GPA
Upon completion of the first Trimester	2.00 or more
Upon completion of the second Trimester	2.10 or more
Upon completion of the third Trimester	2.20 or more
Upon completion of the fourth Trimester	2.25 or more
Upon completion of the fifth Trimester	2.30 or more
Upon completion of the sixth Trimester	2.35 or more
Upon completion of the seventh Trimester	2.40 or more
Upon completion of the eighth Trimester	2.50 or more
Upon completion of the ninth Trimester	2.50 or more
Upon completion of the tenth Trimester	2.50 or more
Upon completion of the eleventh Trimester	2.50 or more
Upon completion of the twelfth Trimester	2.50 or more
Upon completion of the thirteenth Trimester	2.50 or more
Upon completion of the fourteenth Trimester	2.50 or more
Upon completion of the fifteenth Trimester	2.50 or more
Upon completion of the sixteenth Trimester	2.50 or more

## Other Programs

PERIOD OF STUDIES	MINIMUM GPA
From first to final trimester	2.00 or more

## Masters, Graduate Programs

PERIOD OF STUDIES	MINIMUM GPA
Upon completion of the first Trimester	2.80 or more
Upon completion of the second Trimester	2.85 or more

Upon completion of the third Trimester	3.00 or more
Subsequent trimesters	3.00 or more

**Article 27.** Maximum time frame to complete the program is defined as 150% of the stated program length.

**Paragraph 1:** All courses attempted are considered in the 150% calculation regardless if the participant has received or not received financial aid.

**Paragraph 2:** Incompletes are considered attempted credits.

**Paragraph 3:** Cancellations during the period allotted for changes are not considered as attempted credits. Therefore they are not included in any of the calculations to determine Satisfactory Academic Progress

**Article 28. Transfers:** Transfer of Credit courses will be included as part of the maximum time frame calculation.

**Article 29. Course approval:** Students are required to approve a minimum 66% of credits attempted in each trimester.

**Article 30. Financial Aid Appeals Committee Composition:**

1. Academic Vice-chancellor (President)
2. Registrars (Secretary)
3. School Dean
4. Student Services Dean
5. Student's Program Coordinator

**Article 31.** Students with status of Satisfactory Progress Warning, Probation or Financial Aid Program suspension will participate in the university's academic support programs to assist them in regaining Satisfactory Academic Progress.

#### **Chapter IV Status**

**Article 32. Financial Aid Good Standing**

Student has a cumulative GPA of 2.0 or higher, student is completing two-thirds (66.67%) of all attempted credits each term, and student is able to graduate within 150% maximum time frame limit.

**Article 33. Financial Aid Warning**

Student's cumulative GPA dropped below a 2.0, and/or student did not complete two-thirds (66.67%) of all attempted credits in a term, and student



is able to graduate within 150% maximum time frame limit. A student is able to receive financial aid while on financial aid warning status, but must meet SAP standards during that term of enrollment to remain eligible for subsequent financial aid.

**Article 34. Financial Aid Suspension**

Student did not meet SAP standards while in Financial Aid Warning or Financial Aid Probation status, or it is determined that the student will not be able to graduate within 150% maximum time frame limit, or a student in Financial Aid Academic Plan status fails to follow the plan. Student is not eligible to receive financial aid while on Financial Aid Suspension.

**Article 35. Financial Aid Probation**

This status is only granted upon the approval of a Financial Aid SAP Appeal. Student may receive financial aid for one term but must meet SAP standards by the end of that term to remain eligible for subsequent financial aid.

**Article 36. Financial Aid Probation with Academic Plan**

Student fails to meet SAP standards for the term in which the student is on Financial Aid Probation. This status is only granted upon the approval of a Financial Aid SAP Appeal with the condition the student follows an academic plan. The student is eligible to receive financial aid as long as the student continues to follow that academic plan.

**Article 37. Reinstatement of Financial Aid Eligibility**

Financial aid eligibility may be reinstated when the student raises his/her cumulative GPA to a 2.0 and has achieved a cumulative completion rate of two-thirds (66.67%) of all credit hours attempted. Reinstatement of financial aid eligibility may also occur upon approval of a Satisfactory Academic Progress Appeal.

## **Chapter V Review and Appeals**

**Article 38. Satisfactory Academic Progress Appeal Process**

**All students:** have the right to requests a review of the grades received at any given trimester if he believes there is an error in his evaluation. The request must be filed within three days after grade notification.

A student may request consideration for reinstatement of financial aid eligibility through a formal appeal process by completing the Satisfactory Academic Progress Appeal form with appropriate documentation. An appeal must be received and approved prior to or during a term for which aid is being requested.

Aid will not be awarded retroactively for a prior term in which financial aid eligibility was suspended or during which satisfactory progress was not made.

A student may appeal if the reason for failure to meet the minimum satisfactory academic progress standards was the result of extenuating circumstances and if the situation that caused the poor performance has been resolved. Documentation of extenuating circumstances may be required. Students will receive notification of the results of their appeal via the Student Services Office within 1-2 weeks of submission.

**Appeals may result in any one of the following actions:**

- Reinstatement on probation
- Reinstatement on an academic plan where the student will be held to specific requirements
- Denial of reinstatement
- Satisfactory Academic Progress determination.

**Article 30. Maximum Time Frame Extension Appeal Process**

Students have the right to request an extension of their financial aid eligibility once per degree objective should they exceed or expect to exceed the maximum credits allowed for their degree or certificate. Students will need to complete a Time Frame Appeal form and include an academic plan. Submission of an appeal does not guarantee approval.

If an appeal is approved, coursework will be limited to courses required for the completion of the degree or certificate. In addition, a student must maintain a minimum cumulative GPA as indicated in the required index table and successfully complete all courses listed on their academic plan. Failure to meet the requirements of the approved time frame appeal will result in suspension of financial aid eligibility.

If a Time Frame Extension Appeal is denied, a student may submit a written request for review of the appeal to the College Financial Aid Appeals Committee. The committee meets quarterly. If the Committee's decision is to uphold the denial, the student may not submit any subsequent requests for funding consideration.

**Chapter VI  
General Considerations**

**Article 31:** This policy is effective and mandatory from the date of its publication.

**Article 32:** This policy will be considered officially published upon date it appears in the university's Web page it may also be publish in hard copy or digital format. If any discrepancy should arise the Web publication will be considered as the final authority.

**Article 33:** Items not foreseen in this policy will be subject to Intec's regulations according to Article 25, h of the Estatutos del Instituto Tecnológico de Santo Domingo.