

**ADDENDUM TO CATALOGO CERTIFICADOS TÉCNICOS 2009-2011  
IN ORDER TO UPDATE THE SATISFACTORY ACADEMIC PROGRESS NORM (NPAS)**

This Addendum has the purpose to update the requirements of the Satisfactory Academic Progress Norm.

**Satisfactory Academic Progress Norm (SAP)**

The institutional Satisfactory Academic Progress Norm has been created in harmony with the Regulation of the Council of Education of Puerto Rico, federal law “Higher Education Act of 2008”, as amended, and in compliance with the eligibility requirements to participate in federal, state and institutional financial aid.

The norm has the intention to establish the academic norms and the evaluation criteria to determine the academic achievement of students of the technical certificate programs.

In addition, the measures that will be taken when students do not obtain a satisfactory academic progress are established, to help students regain their progress towards the fulfillment of their study program requirements. This applies to all students registered in technical programs in the academic units of the university.

**Requirements to achieve satisfactory academic progress: qualitative and quantitative components**

Inter American University requires that all students of the non-university, post-secondary Technical Certificate programs demonstrate satisfactory academic progress while pursuing their study program. The achievement of satisfactory academic progress will be related to the eligibility to receive federal, state or institutional financial aid, in harmony with their level of studies.

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

**Qualitative Component**

1. Students must achieve a minimum academic index of 1.80 during their first term of studies. After that, students must approve the total number of credits of their study program with a minimum academic index of 2.00.

**Quantitative Component**

1. The University will measure the quantitative component of students’ academic progress at the end of each academic term. In order to meet this component students must:
  - a. approve 66.67% of the credits attempted when finishing their first academic term.
  - b. complete the requirements of the study program in 150% of the time (measure in credit hours) required by the program.

### **First academic probation and Financial Aid Warning**

1. All students, who do not meet the minimum requirement of a general average of 1.80 when concluding the first term of studies, or 2.00 when concluded any other successive term, or do not approve 66.67% of the credits attempted, will be classified as in first academic probation. In case of receiving federal or state financial aid, they will be classified, in addition, as students with a Financial Aid Warning. Under this status, students maintain their eligibility to receive federal and state financial aid during one term.
2. Upon finishing the academic probationary period and the financial aid warning, students that meet the provisions of this Document will be considered as students with satisfactory academic progress.
3. Students that, when finishing the period of the financial aid warning, do not reach the index of 2.00, or do not approve 66.67% of the credits attempted, will not be making satisfactory academic progress and will be suspended from the Certificate Program for one study term. They will also lose their eligibility to receive federal and state financial aid. This suspension may be appealed.

### **Academic Agreement, process of appeal of the first academic suspension and process of appeal of the loss of eligibility for financial aid**

1. Any academically suspended student must prepare an Academic Agreement, together with the Technical Certificate Program Director and a Professional Adviser.
2. Students interested in appealing the loss of their eligibility to receive financial aid, and the academic suspension, must submit a completed Appeal Request to the dean of studies or the person whom the dean designates. The Academic Agreement must be submitted with the appeal request.
3. If students decide not to appeal the loss of eligibility of the federal or state financial aid, they will not be eligible to receive it.
4. If students only appeal the academic suspension and this is considered favorably, they will be able to continue studies without federal and state financial aid, under the status of a second academic probation.
5. Students must base their appeal on a commendable cause and must present the evidence that justifies their appeal.
6. In each campus an Appeals Committee will exist, named by the chancellor, to evaluate the appeal requests that students present.
7. If the Committee concludes that the students will be able to achieve satisfactory academic progress during the next academic term in which they register, or will be able to reasonably

meet the provisions of the Academic Agreement, their appeal will be approved, and the Committee may grant a second academic probation and a financial aid probation, for the next academic term in which the students register.

8. If, upon the completion of the term under the financial aid probationary period and the academic probationary period, the students manage to achieve satisfactory academic progress, the probationary (the academic as well as the financial aid) status will be removed and students will be considered in compliance with the academic progress norm.

9. If, upon the completion of the term under the financial aid probationary period and the academic probationary period, the students do not manage to achieve satisfactory academic progress, but have met the provisions of the Academic Agreement for this term, the students will maintain their second academic probation as well as their eligibility to receive federal and state financial aid for the next term.

10. If, upon the completion of the term under the financial aid probationary period and the academic probationary period, the students do not manage to achieve satisfactory academic progress and have not complied with the provisions of the Academic Agreement for this term, they will be suspended for the second time.

### **Second suspension**

1. If, upon the completion of the time period to meet the provisions of the Academic Agreement, in their second academic probation, the students do not manage to achieve satisfactory academic progress, they will be academically suspended during a period of one (1) academic year and may not appeal this decision.

2. Once concluded this suspension period, students may apply for readmission, and if the dean of studies or his representative concludes that there is a possibility that they may attain satisfactory academic progress, in the period of one (1) academic year, they may be re-admitted under the status of a third academic probation.

3. Readmission under the status of a third academic probation does not imply that the students will be eligible to receive federal or state funds.

4. Students with a suspended status, who have not appealed, and who have completed the registration process for the next academic term (with payment), will be dropped with a 100% reimbursement.

The academic progress norm will be applied upon the completion of each study term.

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