



Satisfactory Academic Progress Policy
Effective 2023.08.01

I. INTRODUCTION

The federal law that regulates the use of the funds allocated to the different Financial Aid Programs requires all eligible students to meet the satisfactory academic progress standards established by Universidad del Sagrado Corazón (“Sagrado” or “University”). The purpose of satisfactory academic progress standards is to ensure that students who benefit from such aid make good use of it, continuously demonstrating that they are making constant progress work to complete the requirements of their program of studies.

Students are responsible for knowing their academic status or condition.

The evaluation of the Satisfactory Academic Progress (SAP) is composed of two elements:

1. Qualitative Element. The qualitative element measures the student's academic achievement. It will be evaluated using the cumulative grade point average as indicated in section III-A rounded to two decimal places.
2. Quantitative Element. There are two aspects of the quantitative element. The first measures the maximum period that federal financial aid will be awarded to the student per requirements of the Federal Department of Education's Title IV Financial Aid Programs. The second determines the gradual progress towards the degree, through the semester or quarter approval of a minimum percentage of credits as indicated in section III-B. The measurement of the qualitative and quantitative elements will be carried out at the end of each semester (undergraduate student) or quarter (graduate student), as established in the following sections.

II. DEFINITIONS

1. Equivalent year - measures the additional time allotted to complete a degree by aggregating the annual academic load. This computation excludes courses taken in summer sessions.
2. Academic load - the number of credits enrolled in a given academic term (semester or trimester).

Academic Load	Undergraduate Program (Semester)	Graduate Program (Trimester)
Full-time	12 credits or more	6 credits or more
Three Quarters	9 - 11 credits	4 – 5 credits
Part-time	8 – 6 credits	3 credits

Academic Load	Undergraduate Program (Semester)	Graduate Program (Trimester)
Less than part-time	5 credits	Less than 3 credits

Students with less than a part-time academic load are not eligible for some federal financial aid programs.

3. Academic term – refers to the semester for undergraduate students, quarter for graduate, and summer terms.
4. Grade Point Average (GPA) - is a number representing the average value of the accumulated final grades earned in courses over time. GPA is calculated by adding up all accumulated final grades and dividing that figure by the number of grades awarded.
5. Completed Credits - the total credits a student has satisfactorily completed with any of the following grades:
 - a. Undergraduate students
 - For major courses, A, B, C or P are required to be counted as completed credits, and
 - For general courses, A, B, C, D or P are required to be counted as complete courses considered completed courses.
 - b. Graduate student, only A, B or P is allowed.
 - c. In the evaluation of credits completed, the student is required to maintain an academic index consistent with the requirements for graduation established by Sagrado.
6. Irregular Student - a student who does not always carry the same academic load (e.g., a student enrolls in the first semester or year with 12 or more credits and the second semester or year with 9 credits).
7. Readmitted Student - means a student who re-enters Sagrado after having interrupted his or her studies for one semester (undergraduate student) or one session (graduate student) or more.

III. STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS

A. Qualitative Element

1. The qualitative element requires a student to have a minimum GPA of the total credits accumulated at the end of each academic term, as specified in the table below:

Table 1 Undergraduate Student GPA

Attempted Credits	Minimum GPA
10-29	1.50
30-59	1.70
60- 89	1.80
90 or more	2.00

2. Compliance with this standard will be evaluated by academic term using the last available grade point average (GPA). For cases of readmission, the qualitative element will be evaluated using the academic data accumulated as of the last semester of study. For students taking courses in the summer academic sessions, the qualitative element will be evaluated using the academic data accumulated as the last term of study.
3. In determining the GPA, the following grades will be taken into consideration: A, B, C, D, F, and FW. The following grades will not be taken into consideration:

P= Approved	I= Incomplete
NP= Not approved	W= Official withdrawal
NC= Not completed	AU= Active listener

B. Quantitative Element

1. The quantitative element will be measured at the end of the first academic term (semester or quarter). In the case of readmissions, the quantitative element will be measured using the academic information accumulated as of the last semester of study. The student will have up to a maximum of six (6) equivalent years in which Federal Financial Aid will be awarded or 150% of the timeframe. Students are required to complete their degree requirements within a specific time frame that cannot be longer than 150% of the published length of the student’s study program. This provision does not apply to graduate programs.

Table 2 Undergraduate Student Percentage (%)

Attempted Credits	% Minimum Approved Credits
10-29	50%
30-59	55%
60- 89	67%
90 or more	67%

2. For purposes of the satisfactory academic progress calculations (attempted credit vs completed credit), successful completion of a course for all undergraduate students are the following grades:

- A, B, C or P for major courses, and
- A, B, C, D or P for general courses.

All other grades, including F, W (Withdrawal), I (Incomplete), R (Repeated), and NC (Not Completed) will not be counted as successful completion.

3. Courses with the following grades will be considered as attempted:

P= Approved	I= Incomplete
NP= Not approved	W= Official withdrawal
NC= Not completed	

4. Incomplete (I) grades are counted as unsuccessful attempts. Remedial courses are not included in the attempted courses to complete the program in the maximum time frame of 150%.
5. At the end of each academic year, a full-time student (semester academic load of 12 or more credits) must have a minimum percentage of completed credits as indicated in section III-B.
6. Non-credit courses required by Sagrado will be counted as part of the academic load in determining the financial aid award and will be included in the evaluation of completed credits and equivalent years.
7. The Standards of Satisfactory Academic Progress apply to all full-time students, three-quarter-time students, part-time students, and irregular students (any combination of the above) including less than half-time students.

IV. STANDARDS FOR INCOMING STUDENTS

1. Students coming directly from high school are presumed to be making satisfactory academic progress at the time they begin their undergraduate studies.
2. Transfer students
 - a. In determining their eligibility in their first year of study, it will also be assumed that they are making satisfactory academic progress at the time of their admission.
 - b. Grades obtained at other institutions will not be included in the determination of their GPA in Sagrado. Therefore, the GPA will not be affected by the grades of the transferred credits. Sagrado counts as attempted and earned the transferred credits from other institutions.
 - c. Except for the above particulars, the satisfactory academic progress of the transfer student will be evaluated in accordance with the standards governing other students of the same classification.

V. STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS IN GRADUATE PROGRAMS

A. Qualitative Element

1. A graduate-level student must maintain a minimum GPA of 2.60 when he or she has passed at least 62% of the credits required for his or her program. In addition, he or she must maintain a minimum GPA of 3.00 when he or she has passed at least 67% of the credits required for the degree.
2. In determining the GPA, the following grades will be taken into consideration: A, B, C, D, F, and FW.
3. Compliance with this rule will be evaluated per academic term using the last average available at the first term of the academic year. For readmissions, the qualitative element will be evaluated using the accumulated academic data as of the last term of study.

Table 3 Minimum GPA completed in a Graduate Program

Attempted Credits	Minimum GPA
1 - 6	2.60
6 - 12	2.75
18 or more	3.00

B. Quantitative Element

1. Measurement of the quantitative element will be made at the end of the first term of the academic year.
2. Full-time student (quarterly academic load of minimum of six credits). At the end of each academic year, they must have the following minimum percentage of approved credits. Students with a partial academic load will have the quantitative element computed based on equivalent years of study.

Table 4 Minimum % of credits completed in a Graduate Program

Attempted Credits	% Minimum Credit Approved
1 - 6	62%
6 - 12	64%
18 or more	67%

3. Satisfactory academic progress standards apply to all full-time students, three-quarter-time students, part-time students, and irregular students (any combination of the above) including less than half-time students.

VI. RULES FOR REPEATED COURSES

Any student eligible to receive funds from the various financial aid programs who does not pass a course is entitled to repeat the same course on a maximum of two federally funded occasions. That is, a maximum of three times eligible to receive funds from the financial aid programs. Is important to notice that each repeated course counts as an attempted credit for the quantitative element.

VII. WARNING, SUSPENSION, APPEAL PROCESS, PROBATION, AND REINSTATEMENT

A. Financial Aid Warning

1. The Financial Aid Warning is a status assigned to a student who does not meet the Satisfactory Academic Progress (SAP) standards at the end of an academic term. The purpose of this warning is to inform the student that if the SAP standards are not met at the end of the warning period, the student will be placed on Financial Aid Suspension and will not be eligible for federal financial aid and/or a summer grant.
2. A Financial Aid Warning can only be granted for one academic term; no subsequent warnings will be allowed.
3. The student is strongly encouraged to meet with the academic advisor for consultation regarding their academic status.
4. The SAP status will be reviewed at the end of each semester or quarter, including summer session. During the Financial Aid Warning academic term, the student will be awarded financial aid. When a student is under Financial Aid Warning no SAP appeal is required.

B. Financial Aid Suspension

1. A student who does not meet the minimum requirements established in this policy at the end of Federal Aid Warning academic term will not be making satisfactory academic progress and will be ineligible to receive federal financial aid.
2. A student who has reached the maximum timeframe established by this policy and has not completed the degree will not be making satisfactory academic progress and will be ineligible to receive federal financial.
3. A student who withdraws from all his/her courses after the 100% refund period, during two consecutive academic terms will not be making academic progress and will be ineligible to receive federal financial aid.
4. The student can submit an SAP appeal request to have his/her financial aid reinstated.

C. Appeals Process

1. A student whose federal financial aid has been suspended has the right to appeal such a decision by submitting an appeal form, a statement of the circumstances that affected his or her academic achievement and the evidence regarding the extenuating circumstances.
2. The following circumstances are considered critical and mitigating:
 - a. The student's prolonged illness.
 - b. The illness of the "head of household" for a prolonged period has created a situation of real economic need.
 - c. Alteration of the family unit such as the divorce of parents or own, death of father, other, or spouse, among others.
 - d. Subject to the discretion of SAP Review Committee and under very special conditions, a change in academic objective (degree or concentration) may be considered as a mitigating circumstance. The student's academic advisor will assist the student in developing an academic study plan to meet Sagrado's standards of satisfactory academic progress toward a degree. The student is responsible for following it.
3. Academic progress appeal requests must be accompanied by an academic plan coordinated and agreed upon by the student and the academic advisor to meet the minimum requirements of the academic progress standards.
4. Academic progress appeal requests must be submitted to the Financial Aid Office as established for each academic term of the academic year prior to the start of the new academic year.
5. The submission of an appeal request for failure to meet any component of Sagrado's standards of satisfactory academic progress, does not constitute an agreement that it will be resolved favorably for the student.
6. The student is not eligible to participate in federal or state financial aid programs and must use the payment plan option established in the Financial Norms for the payment of tuition costs until the appeal is finally resolved.

D. Financial Aid Probation

1. A student begins the probation period when the submitted appeal is approved by the SAP Review Committee. The probation period is for an academic term during which the student may continue to receive financial aid funds. Compliance with the academic plan will be verified each payment period (one semester for undergraduate students or one quarter for graduate students). If the student does not comply with the projected

academic plan during the first semester or quarter, he or she will not be eligible for financial aid programs in the following payment period.

2. The student who has been granted probation must visit his or her academic advisor regularly to attend to his or her academic situation and follow the recommendation of the courses according to the established academic plan. Graduate students will follow the same procedure with the Program Coordinator.
3. A student who, upon dropping out, does not meet the standards for satisfactory academic progress, may go through an appeal process to determine his or her eligibility to receive financial aid at the time of applying for readmission.

E. Restitution of Financial Assistance

Financial aid will be reinstated as soon as the student again satisfies all requirements of the applicable Satisfactory Academic Progress Standards or at such time as the Academic Progress Review Committee has favorably considered the appeal.

F. Notification

The Financial Aid Office will notify the student of the warning, suspension, probation, or reinstatement of his or her financial aid to the student's official email provided by Sagrado.

G. Readmission of students with warning, suspension, or probation

A student seeking readmission, and that meets readmission requirements, will be admitted under the financial aid status that he/she had in the last term of study. For example, financial probation will be under FAP. Financial Aid Warning is only applicable once. If Financial Aid Suspension, the student is required to appeal.

VIII. Handling of Unforeseen Situations

Situations not contemplated in the Standards of Satisfactory Academic Progress will be evaluated by the Financial Aid Office in consultation with the Registrar's Office. The final decision will be made by the Auxiliar Vice president for Enrollment Management.

IX. Questions About this Policy

Questions regarding the scope and interpretation of this Policy should be directed to the Auxiliary Vice president of Enrollment Management at gestionmatricula@sagrado.edu or mi.sagrado.edu>Students Services>Forms and Request> Solicitud Gestión de Matrícula.

If there is any ambiguity in any provision of this Policy, Sagrado reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact on Sagrado's operations, and good faith, unless otherwise provided by law.

This policy substitutes the one approved in 2021.

X. Reporting Violations

Violations to this Policy should be directed to the Compliance, Audit, and Institutional Integrity Office at cumplimiento@sagrado.edu. Any violations to this Policy will be addressed in accordance with the Sagrado's policies and procedures.


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