

POLICY NAME					
SATISFACTORY ACADEMIC PROGRESS POLICY					
POLICY NO.	PAA-08-23	VERSION NO.	03	EFFECTIVE DATE	October 8, 2026

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INTRODUCTION/PURPOSE

Federal regulations require students who receive Title IV (federal) financial aid to make deliberate and measurable progress toward their degree to continue to receive these funds. This requirement is called Satisfactory Academic Progress or SAP.

The evaluation criteria for SAP include qualitative (grade-based) and quantitative (pace) components. The qualitative measure is based on the cumulative grade point average (CGPA). The quantitative measure is based on the number of credit hours the student attempts and earns. Students are also expected to complete their program within 150 percent of the length of the published program length as measured in credit hours.

SCOPE

This policy applies to all Ana G. Méndez University students (AGMU or Institution).

PROCEDURE

Maintaining Satisfactory Academic Progress

The Satisfactory Academic Progress of students enrolled in associate, bachelor's, master's, and doctorate degree programs will be assessed at the end of every two (2) semesters. The academic progress of students enrolled in diploma programs will be assessed at the end of each semester. The registrar's office will notify students in writing, through e-mail, of their academic status.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credit hours required for their academic program, unless an appeal is successfully approved. The maximum timeframe calculation includes the attempted credits, including transfer credits related to the student's academic program. Students may continue in their academic programs after exceeding the

150% maximum timeframe, provided they meet AGMU academic requirements; however, they are not eligible for federal student financial aid unless an appeal is approved.

To maintain good standing, students must comply with the following:

Qualitative component

AGMU establishes specific minimum CGPA requirements by program level (i.e., diploma, associate, bachelor's, master's, and doctorate degree programs). The student must meet the minimum retention rate according to their academic program. This index increases when considering the credits attempted and approved. Refer to Appendix A, Satisfactory Academic Progress Tables, for the qualitative components per program level.

Quantitative component

AGMU uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.

All credits attempted and earned, including transfer credits that count towards the student's program of study, are considered in the calculation.

Refer to Appendix A, Satisfactory Academic Progress Tables, for the quantitative components per program level.

Maximum Timeframe

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credit hours required for graduation in their academic program, unless an appeal is successfully approved. The maximum timeframe calculation includes the attempted credits, including transfer credits related to the student's academic program. Students may continue in their academic programs after exceeding the 150% maximum timeframe, provided they meet institutional academic requirements; however, they are not eligible for federal student financial aid unless an appeal is approved.

Changes in Status or Program

If a student wants to enroll in a different academic program, the student must request approval from the associate dean. For SAP purposes, the quantitative measure will include all attempted and earned credits applicable to the new program, including transfer credits accepted toward program requirements. Only grades from the program in which the student is enrolled are included in the qualitative measure. Students are encouraged to carefully consider program changes because federal regulations limit total lifetime financial aid eligibility.

Students who discontinue their studies and subsequently apply for readmission will be readmitted under the current SAP policy and will have the same SAP status that resulted as of the end of the last term attended. Students applying for readmission will be referred by the Office of Enrollment to the Registrar

for evaluation. If the student does not meet SAP, AGMU will determine if the student may be readmitted, provided an appeal has been approved.

Students requesting admission into a new academic program after graduation will begin the new program with a new SAP history. If a student transfers credits from the completed program of study, only those transfer credits that apply to the student's current academic program will be considered when measuring SAP.

Impact of Course Repetitions, Withdrawals, Incompletes and Transfers on Satisfactory Academic Progress

- **Course Repetitions** – Federal regulations limit the number of times a student can repeat a course paid for with Title IV financial aid funds. Generally, failed courses may be repeated until passed and courses that a student has passed can be repeated only once. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted and will appear on the official transcript of credits.
- **Withdrawals** – If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but not earned and will not be considered in the cumulative GPA.
- **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted but not earned. The credit hours will be considered earned once the course is completed. The course will not be considered in the cumulative GPA until a grade is assigned. If a final grade is posted prior to the next evaluation point, the updated credits and grade will be reflected in that evaluation.
- **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits count toward the determination of credit hours attempted and credit hours earned but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

Remedial and Developmental Courses

Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in remedial courses are expected to receive passing grades in those courses to progress into the next term. Remedial and developmental courses count toward the determination of credit hours attempted and earned and will be considered in the cumulative GPA when determining SAP.

Financial Aid Warning and Failure to meet Satisfactory Academic Progress (non-degree programs)

Students enrolled in diploma programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended as a consequence of not making Satisfactory Academic Progress. AGMU uses this status without appeal or any other action by the student. The Registrar's Office will notify the student in writing, through e-mail, of the financial aid warning status.

The student must meet SAP as of the next evaluation point (by the end of the next semester attended) to receive financial aid in future terms. Students who do not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, they may appeal the termination status to the Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures below.

Please note that certain scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office.

Financial Aid Ineligibility and Failure to Meet Satisfactory Academic Progress (degree programs)

Students enrolled in degree programs, for which SAP is measured at the end of every two semesters, will be informed in writing, through e-mail, of their loss of financial aid eligibility at the measurement point. The student will be advised of SAP requirements, appeal procedures and the process for re-establishing financial aid eligibility.

Failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office.

Appeal Procedures and Financial Aid Probation

Students who have lost eligibility for financial aid based on a failure to meet SAP standards may appeal their loss of eligibility if they have suffered extenuating circumstances beyond the student's control, such as the following:

- Student's injury or illness,
- Death of a relative, or
- Other special circumstances determined by the Institution, which may include Family difficulties, such as divorce or illness, financial hardships that significantly affected the student's ability to attend class or complete academic work, or Other significant personal circumstances that affected the student's academic performance.

Students who wish to make an appeal must be current on all financial obligations. Students may not use financial aid to make retroactive tuition and fee(s) payments.

As part of the request for an appeal, the student must present how the critical situation prevented them from meeting the academic progress. The student must also describe how their situation has changed in

order to allow the student to meet the SAP standards at the next evaluation point. As part of the appeal, the student must submit the following:

- SAP Appeal Form (please refer to the form for further instructions),
- Signed and dated letter, and
- Supporting documentation (third-party documentation may be required as appropriate)

The student must submit the appeal after the receipt of the failure to meet SAP notification. For the appeal to be considered, the student must submit the SAP appeal documentation to the Academic Advisor, who will submit the documentation to the Appeals Committee.

The Appeals Committee is composed of a representative of the following offices: Academic Advisor, Registrar, Financial Aid, the Academic Director and the Campus Director or designated representative. It is presided by the Campus Director or designated representative. The Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at AGMU. The Appeals Committee may request additional information or documentation, as needed. The Dean of Student Affairs will notify the student in writing, through e-mail, of the determination made by the Appeals Committee. AGMU will generally provide its decision within ten (10) business days after receiving the student's appeal documentation.

Financial Aid Probation and Reinstatement

If the SAP appeal is approved, the student will be placed on financial aid probation for the next semester attended. The student may also be placed on an academic plan at the Appeal's Committee's recommendation. AGMU will advise the student in writing of the progress the student must achieve to meet the requirements of the SAP policy or of the academic plan by the end of the next semester attended. Students will be eligible for financial aid while on financial aid probation.

After the end of the financial aid probation semester, AGMU will measure the student's Satisfactory Academic Progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards and meets the requirements of the academic plan at the end of the semester of financial aid probation. If the student does not comply with SAP or does not meet the requirements of the academic plan at the end of the probation semester, the student will no longer be eligible for financial aid funds unless the student successfully appeals their status again.

Any student who loses financial aid eligibility due to failure to meet SAP and attends school at their own cost will regain financial aid eligibility in the academic semester following the semester in which the student meets the minimum SAP standards.

ENFORCEMENT

Further disregard and/or non-compliance in these areas, or with company policy in general, will result in further corrective action, up to and including termination of employment.

VALIDITY

This Policy will come into effect from the date of its publication and will remain in effect until amended or rescinded.

Disclaimer: To protect the identities of our officials, electronic versions of executive orders and policies are published without signature. Nonetheless, these electronically published documents should be considered duly approved and signed for all applicable purposes. If you have any questions regarding this matter, please direct them to the personnel of the Vice Presidency of Academic Affairs.

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