

## Satisfactory Academic Progress Policy (SAP)

Federal regulations require that institutions set standards that the student must meet to be eligible for financial aid and to keep it from one academic year to the next.

The Financial Aid Office measures SAP (minimum cumulative GPA, maximum timeframe and pace of completion) at the end of each term (fall and spring semester).

The policy addresses the Satisfactory Academic Progress standards for undergraduate and graduate students enrolled in the International Dental Programs, Title IV eligible.

The Federal Student Aid SAP policies are similar, but not identical to the University's Academic Standing policies. Students should review both sets of policies and ask for clarification as needed. Questions about Federal Student Aid SAP policies should be directed to the Financial Aid Office. Questions about the University's Academic Standing policies should be directed to the Office of Student Affairs.

### Conditions for Meeting Satisfactory Academic Progress Policy

#### 1. Qualitative Measure (GPA)

- Undergraduate students must maintain a cumulative grade point average of 2.0 (equivalent to 7 in México) or higher.
- Graduate students must maintain a cumulative grade point average of 3.0 (equivalent to 8 in México) or higher.

Complete grades are 10, 9, 8, 7, 6, 5, 4, 3, 2, and 1. However, grades below 6 will place you in a credit-shortage status.

#### 2. Quantitative Measure (Credit Progression)

- Student must complete their degree in 150% of the timeframe published the University's website and at a completion rate of 70%.
  - The **maximum timeframe** for an undergraduate student enrolled in the Dual Degree Dentistry Program is 13.5 semesters. The program takes 9 semesters to complete, multiplied by the 150%, the maximum number of semesters to complete is 13.5 semesters a student can attempt to maintain satisfactory academic progress.

$$9 \text{ semesters} \times 150\% = 13.5 \text{ semesters}$$

- The **maximum timeframe** for a student enrolled in the International Dental Plan – CIRO is 3 years. The program takes 2 years to complete multiplied by 150%, the maximum number of years to complete is 3 years a student can attempt to maintain satisfactory academic progress.

$$2 \text{ years} \times 150\% = 3 \text{ years}$$

Periods when a student is not eligible for, still counts toward the maximum timeframe. Periods/semesters when a student is not enrolled in the eligible program, do not count towards maximum timeframe.

**In addition**, students must complete 50% of the credits in which they are enrolled. Credit hours completed by credit hours attempted is the student's **pace of completion**, which must equal or exceed 50%.

Example: 30 credits completed/42 credits attempted = 71.42% (round to next whole number)

- Credit progression will be based on a cumulative total of attempted credits earned.
- Courses dropped after initiating the term, will count towards credits attempted.
- Repeated semesters will also be applied toward the maximum timeframe.
- Due to the nature of the International Dental Programs, no transfer credits are accepted; unless, the student is transferring from our national Dentistry program to our international Dentistry Dual Degree program.
- At the end of each payment period/semester the Financial Aid Office will print and review the grades obtained by the student, and notify each student by email if SAP was met.
- Classes passed through a course (intersemestral during the months of January or July) or through an extraordinary exam (examen extraordinario), will not count towards the semesters' ending grade; however, it will count towards the student's overall GPA, and passing the classes through these options will help the student complete the program within the timeframe, and or avoid retaking the class by itself during a semester; taking only one or two classes during a semester, does not qualify for at least halftime enrollment status. To be eligible for federal student loans the student must be enrolled at least halftime status.

### **Disqualification**

Students, who do not maintain satisfactory academic progress at the end of a term for the first time, will be placed on **Financial Aid Warning**.

Students under Financial Aid Warning can receive student financial aid without submitting an appeal for **one term only** throughout the entire academic program. At the end of the term, the student must meet the criteria for satisfactory academic progress. If not, the student is placed on **Unsatisfactory Academic Progress**.

Students placed on Unsatisfactory Academic Progress are ineligible for federal financial aid unless they submit an appeal, and the appeal is granted. To be considered, an appeal must explain why the student failed to make satisfactory academic progress, and what has changed in his/her situation that will allow him/her to make satisfactory academic progress at the next evaluation. If a student's appeal is granted, he/she is placed on **Financial Aid Probation** and can receive student financial aid for one term **only**.

At the end of the term, the student must meet the criteria for satisfactory academic progress. If not, the student is once again placed on Unsatisfactory Academic Progress and is ineligible for aid. The student can appeal again, but the latter appeal must be based on a different reason from the first. If it is not mathematically possible for a student who is appealing to reach satisfactory academic progress by the end of the next term, the student can be placed on an **Academic Plan** for a specific number of terms.

The Academic Plan will be used to evaluate the student's satisfactory academic progress until it expires. As part of this type of appeal process, our office may request for student to provide an academic/graduation plan signed by his/her career coordinated in addition to an appeal letter. Students will lose financial aid eligibility if they do not complete all of their coursework before the maximum timeframe allowed.

### **Withdrawals**

Students who withdraw and/or who fail all courses in the last semester enrolled will be automatically placed on **Unsatisfactory Academic Progress**, regardless of prior Financial Aid status.

### **Appeal Process Guidelines**

Students can appeal their disqualification from financial aid by completing a Satisfactory Progress Appeal. Students must provide an explanation of any mitigating circumstances that prohibited them from maintaining satisfactory academic progress throughout the semester in question, such as, but not limited to following:

- a) Illness of the student or family member;
- b) Need to become a caregiver or first responder;
- c) Economic hardship;

The Appel must explain the following:

- An explanation of why the student has failed to meet the minimum GPA/unit completion
- An explanation of how the student resolved or plans to avoid the mitigating circumstance
- A concise plan for successful GPA and/or unit completion in the future

The Appeal Form should be accompanied of supporting documentation.

Appeals are reviewed by Financial Aid counseling staff, and students will be notified of outcome by email. An appeal will be approved for one term only. Subsequent appeals must show the student continues to meet the plan of action and targeted completion date. There are no retroactive appeals. The last day to appeal for a term is Friday of first week of the commencing of the term/semester.

Note:

- Students awaiting a response from SAP Appeal Review Committee are responsible for paying their tuition fees by the payment deadline to register for classes or to avoid late fees.
- Students who choose not to appeal and maintain satisfactory academic progress for the year will automatically be reconsidered for financial aid eligibility the following year.

### **Regaining Eligibility**

Students may regain financial aid eligibility by meeting all of the SAP requirements or through an approved SAP Appeal. Sitting out for a period of time or paying for classes without financial aid will not reestablish SAP eligibility.

If the student does not appeal or an appeal is not approved, the student must then plan to pay for each period of enrollment until the minimum GPA and Pace requirements are met.

Students who cannot graduate within the maximum timeframe or have exceeded the limit will not be able to regain their eligibility on their own academic merit, but may submit an appeal.

### **Contact Information**

Financial Aid Office is located at the main campus, second floor, first building to the left entering the University by the street Avenida Universidad; above the souvenir store.

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| <b>Campus Campestre</b><br>Av. Universidad # 602<br>Col. Lomas del Campestre<br>Leon, Gto. 37150<br>México | <b>Hours of service</b><br>Monday through Friday<br>9:00 a.m. to 3:00 p.m.<br>and from<br>4:00 p.m. to 6:00 p.m. | <b>Contact</b><br>Elizabeth Torres<br>Phone number:<br>52 (477) 710-8500 Ext.4422<br>E-mail address:<br>etorrest@lasallebajio.edu.mx |
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