



SATISFACTORY ACADEMIC PROGRESS

Caribbean University has established the Satisfactory Academic Progress Standard as evaluation criteria to determine the student's academic achievement. This standard is part of the eligibility requirements to participate in federal, state and institutional financial aid.

The satisfactory academic progress of students enrolled in associates, bachelors, masters and doctorate degree programs will be assessed at the end of the academic year during the summer session. The academic progress of students enrolled in short-term and certificate programs will be assessed at the end of each academic term. The Registrar's Office will notify students in writing through e-mail and by certificate mail, of their academic status.

EVALUATION CRITERIA

Criteria A - Qualitative Criteria - The student must achieve the required Grade Point Average (GPA) according to the total cumulative credits completed.

The University establishes specific minimum GPA requirements by program level (i.e., short-term, associate, bachelor, master and doctorate). The minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA of a least a "C" or its equivalent. Regardless of the student's enrollment status, the Institution considers that a student is at the end of his/her second academic year after two calendar years of attendance (i.e. four semesters, excluding the summer term).



SATISFACTORY ACADEMIC PROGRESS

A- Grade System

The University uses the following system of letter grades, grade honor and standard curve for evaluating course:

<i>Letter Grade</i>	<i>Quality of Work</i>	<i>Honor Points</i>	<i>Percentage Equivalent</i>	<i>Standard Curve</i>
A	Outstanding	4	100 – 90	4.00 – 3.50
B	Above the Average	3	89 - 80	3.49 – 2.50
C	Average	2	79 - 70	2.49 – 1.50
D	Deficient	1	69 - 60	1.49 - .80
F	Failed	0	59 - 00	.79 - 0

Criteria B - Quantitative Criteria (PACE) – This criterion measures the amount of attempted credits (see definition of term) versus the amount of approved credits (see definition of term). The student must pass the percentage of required approvals. *See examples for the Criteria application*

*The preparatory courses, credit by examination and transfer credits are considered for calculating the qualitative and quantitative criteria.

Short Term Careers

Accumulated Complete Credits	Criteria A		Criteria B
	Required GPA	Grade	% of required approved credits
1 – 20	1.50	C	60%
21 – 33	1.80	C	66.67%
34 - 48	2.00	C	66.67%



SATISFACTORY ACADEMIC PROGRESS

Example - Criteria A

Student does not comply with SAP

Cosmetology Program Student

Has 18 accumulated credits

Obtained a GPA of 1.40

Example – Criteria B

Student does not comply with SAP

Cosmetology Program Student

Has 18 attempted credits

Has 9 approved credits, % of approved credits: $9/18 = 50\%$

Standard Application

Credits to enroll in next term: 12

Accumulated complete credits: $18 + 12 = 30$

Required percent: 1.80 (According to the chart)

Standard Application

Credits to enroll: 12

Attempted credits: $18 + 12 = 30$

Approved credits at the end: $9 + 12 = 21$

% of approved credits: $21/30 = 70\%$

Required percent: 66.67% (According to the chart)

Associate Degree

Criteria A		Criteria B	
Accumulated Credits	Required GPA	Grade	% of required approved credits
3 – 24	1.50	C	60%
25 – 48	1.65	C	66.67%
49 – 60	1.85	C	66.67%
61 plus	2.00	C	66.67

Example Criteria A:

Student does not comply with SAP

Student belongs to the Associate Degree

Has accumulated 24 credits

Earned a GPA of 1.40

Standard Application

Credits to enroll in the next term: 12

Accumulated complete credits: $24 + 12 = 36$

Required percent: 1.65(According to table)



Bachelor's Degree

A- Grade point average required for students in the baccalaureate program and with a required cumulative GPA of 2.00 for graduation

Classification according to the number of Credits	Criteria A		Grade	Criteria B
	Accumulated Credits	Required GPA		% of required approved credits
First Year	3 – 30	1.65	C	60%
Second Year	31 – 60	1.75	C	66.67%
Third Year	61 – 99	1.85	C	66.67%
Fourth Year and above	100 plus	2.00	C	66.67

B- Grade point average required for students in the Engineering and Speech Therapy baccalaureate program and with a required cumulative GPA of 2.50 for graduation

Classification according to the number of Credits	Criteria A		Grade	Criteria B
	Accumulated Credits	Required GPA		% of required approved credits
First Year	3 – 30	1.85	C	60%
Second Year	31 – 60	2.00	C	66.67%
Third Year	61 – 99	2.25	C	66.67%
Fourth Year and above	100 plus	2.50	B	66.67



SATISFACTORY ACADEMIC PROGRESS

C- Grade point average required for students in Teacher Preparation baccalaureate Program and with a required cumulative GPA of 3.00 for graduation

Classification according to the number of Credits	Criteria A		Grade	Criteria B
	Accumulated Credits	Required GPA		% of required approved credits
First Year	3 – 30	1.85	C	60%
Second Year	31 – 60	2.00	C	66.67%
Third Year	61 – 99	2.50	B	66.67%
Fourth Year and above	100 plus	3.00	B	66.67

Example – Criteria B

Student does not comply with SAP

Student belongs to Bachelor’s Degree

Has 24 attempted credits

Has 12 approved credits

% of approved credits: $12/24 = 50\%$

Standard Application

Credits to enroll: 12

Attempted credits: $24+12=36$

Approved credits at the end: $12+12= 24$

% of approved credits: $24/36 = 66.67$

Required percent: 66.67% (According to chart)

The above charts established for students enrolled at short-term programs to comply with the minimum required GPA at the end of each academic term; and for students enrolled at associate and bachelor degrees to comply with the minimum required GPA at the end of each academic year.



Master's and Doctorate Degrees

Criteria A		Criteria B	
Accumulated Credits	Required GPA	Grade	% of required approved credits
3 – 18	2.70	B	60%
19 – 31	2.90	B	66.67%
32 – plus	3.00	B	66.67%

Example – Criteria A

Student does not comply with SAP

Student belongs to Master's Degree

Has 18 approved credits

Earned a GPA of 2.50

Standard Application

Credits to enroll in the next term: 3

Accumulated complete credits: $18+3 = 21$

Required percent: 2.90

Criteria C - Maximum Timeframe

The student must complete the requirements of their study program within a maximum equivalent to 1.5 times (150%) credit hours to be eligible for Title IV funds.

Any course attempted by the student, regardless of whether or not part of the credits required for their degree, count against the maximum of 150%. Preparatory courses, although they are considered in calculating the grade point average, will not be considered in assessing the maximum timeframe. For this criterion all validated courses will be considered by other institutions. As the annual assessment is done and the student exceeds 150%, will not be able to continue participating in Title IV funds.



SATISFACTORY ACADEMIC PROGRESS

Example - Criteria C:

Criminal Justice Student

The Criminal Justice Program requires 123 credits to complete the degree.

Maximum timeframe: $(123 \times 150\%) = 184.5$ credit hours

DEFINITION OF TERMS

- Incomplete courses - Courses with a grade of incomplete (I) are counted as attempted credits, but not approved.
- Repeated courses – A student may receive financial aid for which they are eligible to repeat courses not approved as long as they do not have exceeded 150% of credit hours. Repeated courses are considered attempted courses and not approved.
- Attempted credits - Attempted credits are those in which the student is enrolled in a regular program. Courses with a grade of F, W, I, AD, R and NP, are considered courses attempted but not approved.
- Approved credits – Are all the attempted credits in which grades of A, B, C, D, K, P, T are obtained.
- Probation – Student status after the Academic Progress Committee evaluates the case and recommends it favorable. The probation is one semester.
- Withdrawal – Courses withdraw within the period stipulated for changes in the academic calendar will not count towards the determination of quantitative criteria. Courses withdraw after the exchange period will be counted as attempted and not approved.



APPEAL PROCEDURE

1. The Satisfactory Academic Progress Standard evaluation is performed at the end of each academic year in May for Undergraduate, June for Graduate and at the end of each quarter for the short career programs. Students that fulfill the assessment and do not meet with one or more of the academic eligibility criteria will receive a letter from the Financial Aid Director notifying the status of "Non Satisfactory Academic Progress" and the subsequent suspension of financial aids.
2. The student receiving the letter from "Non Satisfactory Academic Progress" is entitled to file an appeal to the Committee of Academic Progress.
3. The form for the appeal process is available in the webpage www.caribbean.edu in the Financial Aid Office area, in the area of Consumer Information and/or the "*Centro Integral de Orientacion y Servicios al Estudiante*" (CIOSE) of the Main Campus or Center.
 - a. In this form, the student should explain briefly why the reason of why it was difficult to maintain a satisfactory academic progress and if there was any change in their situation now that they can achieve a satisfactory academic progress at the next evaluation period. Extraordinary circumstances under which the student may appeal are:
 - i. His injury or illness
 - ii. The death of a relatives (mother, father, child, brothers or spouse)
 - iii. Special circumstances
4. To ensure that your case is evaluated before the beginning of classes, the student must have completed and submitted the appeal form with the relevant evidence to the "*Centro Integral de Orientacion y Servicios al Estudiante*" (CIOSE) from your Campus or Center before the date specified in the Academic Calendar.
5. The appeal process has a trial period of two weeks, so if you do not meet the deadline established in the Academic Calendar, the student is exposed to not being able to accomplish their enrollment on time.
6. If your appeal is approved favorably, the student will be on "Probation" for the next academic term, and may receive financial aid for that term. During the period of "Probation" the student must meet with the Academic Plan agreed to continue to benefit from the financial support of the term.



SATISFACTORY ACADEMIC PROGRESS

7. If on completion of the academic term under Probation the student meets the established Academic Plan, can maintain eligibility for financial aid under Title IV until the next evaluation period of the Satisfactory Academic Progress Standard. Failure to comply with the Academic Plan established, the Office of Financial Aid will notify the student that their financial aid will be suspended the next time they enroll. The student may appeal their status again following the process described here.
8. If not favorable, the student may enroll, however, will not be eligible for federal, state and institutional financial aid until it exceeds the standard.
9. A student who does not meet the SAP under Criteria C may be eligible to receive federal aid for up to one year if the appeals process is favorable for it.