

Satisfactory Academic Progress Requirements for Professional Certificates, Master's & Doctoral Programs

Inter American University of Puerto Rico requires that all graduate level students demonstrate satisfactory academic progress throughout their study program. The eligibility to receive federal, state and institutional financial aid, will depend on this academic progress.

Requirements to Achieve Satisfactory Academic Progress

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

A. Qualitative Component

The general academic index that students who are studying a Post-Bachelor Professional Certificate or a master's degree must achieve is:

1. a minimum of 2.50 in the credits approved in the first year of study, and
2. 3.00 in the credits approved in the remaining years until they finish their study program.

Students who study a Post Master Professional Certificate or a program at the doctoral level must attain an academic index of 3.00 or more in the credits approved while they are in their study program.

B. Quantitative Component

1. Approval of Tempo Requirements: relation between approved credits and attempted credits

Students, who are in a Post-Bachelor Professional Certificate or a program at the master's level, must approve 50% of the credits attempted in their first year of studies and 66.67% in the remaining years.

Students, who are in a Post Master Professional Certificate or a program at the doctoral level, must approve 66.67% of the credits attempted in the study program beginning with their first year of studies.

2. Maximum Period of Eligibility Requirements

Students, who are in a Post-Bachelor Professional Certificate program, will have a maximum of two calendar years to complete the program, while for the master's level programs they will have a maximum of seven calendar years to complete the degree requirements, from the date on which they begin to take their first graduate course.

Students, who are in a Post Master Professional Certificate program will have a maximum of two calendar years to complete the program, while for the doctoral level programs, they will have a minimum of four academic sessions and a maximum of eight calendar years to complete the requirements of their program, from the date on which they begin to take their first course at the doctoral level.

Students of the post-bachelor's and graduate's levels accumulate time of study for transferred credits.

This accumulates at the rate of one year of studies for each sixteen transferred credits. If students do not complete their study program within the established maximum time, they may be evaluated to determine if they can continue with their studies. If an extension of time is granted to finish their studies, these students must present an Appeal Request to determine if they may be eligible to receive financial aid. 56

Probationary Period and Requirements to Maintain Eligibility for Federal and State Financial Aid

All students who do not fulfill the requirements of the qualitative or quantitative components will not be achieving satisfactory academic progress, therefore they will be placed under a first academic probationary period of two semesters, three trimesters or four bimesters, during which they will be able to register in courses. Students in academic probation or suspension are not eligible to receive federal and state financial aid. However, they may initiate an appeal process to restore their eligibility.

Appeal Process to Restore Financial Aid

Students interested in appealing the loss of eligibility to receive financial aid must submit an Appeals Request to the Dean of Academic Affairs or the person that the dean designates, after having received the notification of their loss of eligibility. The students must base their appeal on a worthy cause and must indicate at the time of presenting the appeal how their circumstances, which have changed, will allow them to achieve satisfactory academic progress. Among the justified causes to request an appeal are the following, without being limited to them:

1. the suffering of a serious and severe illness,
2. the death of a member of the familiar nucleus,
3. the death of the spouse or
4. a military assignment.

The student's request will be referred to the Appeals Committee, a work party designated by the chief executive officer, comprised of the Dean of Academic Affairs or his representative, the director or coordinator of the graduate program, a professional adviser and the director of financial aid or his representative. This last person will participate in the committee, in case the eligibility to receive financial aid is evaluated. The committee will deal with all appeal requests of graduate level students. When evaluating the request, the committee will determine if the student will be able to obtain the required academic progress upon finishing the next academic term or when concluding the academic probationary period.

If the committee concludes that the student will be able to achieve satisfactory academic progress, his appeal will be approved, and a financial aid probationary period will be granted to him during the next academic term in which he registers.

Evaluation of Students in Academic Probation

Students in the first academic probation will be evaluated in all terms in which they register, and at the end of the probationary period. If at the end of one of the terms under the first academic probation, students manage to attain satisfactory academic progress, they will be considered to be in compliance with this norm, and, therefore, will regain their eligibility to receive federal and state financial aid. In case students do not attain satisfactory academic progress, their academic performance in the term will be evaluated and if they manage to obtain an academic index of 3.00 and an approval tempo of 66.67% in this term, they will maintain their classification in first academic probation. However, they must present an Appeal Request to determine if they may be eligible to receive financial aid.

If, at the conclusion of all terms of the first academic probationary period, students do not manage to attain satisfactory academic progress, they will be suspended academically for the first time. The first academic suspension will last six months. Students may appeal this determination and if the appeal is approved they will be granted a second academic probation for two semesters, three trimesters or four bimesters. Students who do not appeal the academic suspension may resume their studies in the University when the six-month suspension period ends and they will be granted a second academic probation for two semesters, three trimesters or four bimesters.

Students in the second academic probation will be evaluated in all terms in which they register, and at the end of the probationary period. If at the end of one of the terms under the academic probationary period,

students manage to attain satisfactory academic progress, they will be considered to be in compliance with this norm, and, therefore, will regain their eligibility to receive federal and state financial aid. In case students do not attain satisfactory academic progress, their academic performance in the term will be evaluated and if they manage to obtain an academic index of 3.00 and an approval tempo of 66.67% in this term, they will maintain their classification in second academic probation. However, they must present an Appeal Request to determine if they may be eligible to receive financial aid.

If, at the conclusion of all terms of the second academic probation, students do not manage to attain satisfactory academic progress, they will be suspended academically for the second time. The second academic suspension will last for one year and the student may not appeal this determination.

Other Provisions of the Satisfactory Academic Progress Norm

1. The University will evaluate all graduate level students at the end of the academic year. The evaluation will include all the terms that the student has studied.
2. For students classified in academic probation, progress will be measured at the end of each academic term until the probationary period concludes.
3. The University will notify students, by means of a letter or e-mail, their academic status and their eligibility to receive federal and state financial aid.
4. The credits of the courses in which grades and annotations of A, B, C, F, P, NP, AD, W, UW or T are obtained will be considered as attempted credits.
5. The credits of courses in which grades of A, B, C, P, or T are obtained will be considered as approved credits.
6. The academic load of students in academic probation will be limited to nine credits per semester, six per trimester or three per bimester. The Dean of Academic Affairs will evaluate the exceptions to this provision considering the merits of each case.
7. The evaluation to determine the academic progress of students will not consider the courses in which students have received the annotation of incomplete (I), dissertation in progress (DP), thesis in progress (TP), and project in progress (PP), until this annotation has been removed.
8. After graduation, the transcript will not reflect the student's probationary and suspension periods.
9. Students suspended for the second time in their study program may request readmission to the institution in another academic program different from the one they were studying. The Dean of Academic Affairs will evaluate the exceptions to this provision considering the merits of each case.
10. Students may not obtain a financial aid probation for the same circumstances in more than one occasion.

Academic Norms for Master's Programs and Professional Certificates

Maintenance of Active Status in Master's Degree Programs

Students, who have completed all requirements for a Master's Degree, except the comprehensive examinations or the other options and /or thesis must pay each semester, a fee established by the Administration in order to maintain their ties with the University between the completion of course requirements and the awarding of the degree within the established seven-year period.

Residency Requirements for Master's Programs

A minimum of twenty-one (21) of the required credits for a Master's Degree must be earned in residence at Inter American University.

Institutional Graduation Requirements for Master's Programs

The University establishes as an academic policy that all students demonstrate the capacity to integrate the developed competencies and to apply them to their specialization area as a requirement to obtain the master's degree. The University recognizes different ways through which students can demonstrate the mastery of the competencies of their discipline as part of the graduation requirements: thesis, comprehensive examination, integration seminar, research project, creative work and graduation average.

For this reason all master's candidates, of a program that does not require Thesis, must pass one of the following four (4) modalities, as determined by their academic program:

1. Comprehensive Examination

The comprehensive examination will be the option available for those academic programs whose accrediting agencies require this modality. If this is not the case, the academic program will determine if this option will be available for its students.

The comprehensive examination consists of two parts, when applicable. One part will include general material related to the field of studies and the other will examine specific material related to the specialization or program areas. All master's level students must be evaluated by the Director of the Graduate Program to determine their eligibility to take the comprehensive examination. The specific number of credits as well as the courses students must have passed will be established according to the requirements of each graduate program. Students will take the entire examination on the first occasion. The minimum passing grade is 75% in each part, when applicable. A student that passes only one of the parts must repeat the part that was failed.

2. Integration Seminar

Three-credit interdisciplinary Integration Seminar (SEMI 697_), in the program specialization, in which general and specific material required for the degree will be presented proportionally to their composition of the totality of credits required for the degree.. If the academic program has an equivalent Integration Seminar, it may be used instead of SEMI 697_. Students will receive a final grade of Pass (P) or Not Pass (NP).

3. Research Project

Students will take a three-credit (3) course where they will carry out a Research Project. Throughout this Project, students will demonstrate their capability to interpret and integrate theoretical concepts for the 59

practical solution of problems related to their field of studies. Students will have up to one consecutive academic year to complete their Project. The student will receive a final grade of Pass (P) or Not Pass (NP) or Project in Progress (PP).

4. Creative work

Students will take a three-credit (3) course where they will have to carry out a creative work that demonstrates their mastery of the competencies developed in their specialization area. They will receive a final grade of Pass (A) or Not Pass (NP).

The options of Integration Seminar, Research Project and Creative Work are equivalent to three (3) additional credits for those students whose academic program does not include such options as part of the courses required for the degree.

All students requesting eligibility to fulfill the requirement for the granting of the master's degree must be evaluated before starting the modality required by the program. The number of credits passed as a requisite to become eligible will be established by each specialization.

If students fail in the first attempt to complete this requirement, they will have two (2) additional opportunities to repeat the same option or take another of the available ones. All students interested in more than one specialization within a degree program and who wish that these be certified on their transcript, must take the option chosen in every area for which certification is requested.

The different options will be offered in agreement with the norms in effect for the academic program. In those cases in which the norms of the academic program do not specify the options available, the academic units will determine which they will offer in agreement with their needs.

All applications for one of the options herein described should be made within the time limit stipulated by the academic program to which the student belongs.

The general average to complete the master's degree will be that established in the norms of the academic program. In case the program does not specify this, the average will be that minimum established by University, which is 3.00.

All students must complete their degree within the period of time established for each academic program. In case the program does not specify this, the maximum time will be that established by the University.

Graduation Requirements for Master's Programs and Professional Certificates

Students will graduate under the program and the norms established in the Graduate Catalog of the University under which they were admitted or in any subsequent Graduate Catalog at the student's request, but never in a combination of catalogs. Re-admitted students will graduate under the rules of the program in the Graduate Catalog in effect at the time of their readmission or under any subsequent Graduate Catalog.

Graduation Requirements for the Master's Degree and Professional Certificates

In order to satisfy the Graduation Requirements of the Master's Degree at Inter American University, students must:

1. Be regular students.
2. Have completed the program required courses established in the Graduate Catalog.
3. Obtain a general academic index of 3.00 or more.
4. Obtain an academic index of 3.00 or more in the courses required for their degree.

Expiration Norm for Master's Level and Professional Certificate Courses

All work with academic credit will be valid for a period of ten (10) years. Courses to which the expiration norm is applied will appear in the student's academic record, but they will not be considered for the general grade point index.