



Presidencia

March 6, 2014

Deans  
Administrative and Academic Directors  
Faculty  
Students

## Satisfactory Academic Progress (SAP) Policy for Financial Aid

### I. Introduction

Universidad Central de Bayamón, committed to serving the community, firmly believes that human beings with the capacity to learn should receive an education, regardless of their economic status. To this end, the University manages several financial aid funds for students who are in need and are eligible.

These funds come from federal sources, the Commonwealth of Puerto Rico, the University and the private sector. A combination of grant, loan and / or work study is for students that qualify. This is the policy for all students having or not Financial Aid.

### II. Purpose

This policy aims to establish evaluation criteria to determine students' eligibility to receive financial aid through satisfactory academic progress (SAP).

### III. Definitions

1. **Academic Amnesty:** Renewal procedures through which a student can apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's grade point average. The FSA program regulations make no provision for the concept of academic amnesty or academic renewal.
2. **Academic Plan:** As a condition of an approved appeal, a written agreement between the Professional Counselor representing the Institution and the student to adhere to a plan of study and required services to help the student meet satisfactory academic progress.
3. **Appeal:** A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his/her eligibility for FSA (federal student aid) funds.
4. **Appeals Committee:** Committee which evaluates an appeal to reinstate financial aid. This committee is formed by the Director of Financial Aid, Registrar, Director of Orientation and Counseling, Academic Director and Dean of Academic Affairs.
5. **Audited Courses:** A student may not receive aid for audited classes (AU grade) and these credits are not included in any financial aid satisfactory academic progress measurements.

6. **Student Grade level:** This is not based on the number of years the student has attended college but on work completed toward the degree/certificate. For instance, a full-time student might attain second-year grade level after one year of study, while a half-time student would take two years to reach that level.

Student Grade Level	Credits successfully completed
First Year – Freshman	1 – 24 credits
Second Year – Sophomore	25-60 credits
Third Year – Junior	61 – 84 credits
Fourth Year – Senior	85 + credits

7. **Consortium Agreement:** Under a consortium agreement, students may take courses at a school other than the home school and have those courses count toward the degree or certificate at the home school. A student can only receive FSA assistance for courses that are applicable to the student's certificate or degree program.
8. **Consortium Credits:** Consortium credits will be included in completion percentage and maximum time frame calculations but not in cumulative GPA. Only courses passed with a "C" or greater will be accepted.
9. **Financial Aid Good status (GFA):** Students who complies with all the conditions of SAP.
10. **Financial Aid Warning (WFA):** A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal.
11. **Denial of Financial Aid Funds (DFA):** Students who fail to meet satisfactory academic progress after the warning period lose their aid eligibility, unless they successfully appeal and are placed on probation. If a student successfully appeals and is placed on an academic plan, the student is considered to be in a probation status (PFA). On the other hand, if the student does not appeal or student's appeal is denied, student is considered to be in the status of Denial financial aid (DFA).
12. **Financial Aid Probation (PFA):** A status a school assigns for one payment period (academic term) to a student who failed meet SAP and who appealed the SAP decision and the appeal was granted. Eligibility for aid may be reinstated for one payment period.
13. **Financial Aid Suspension (SFA):** After financial aid probation (PFA) status or a denial of financial aid (DFA), the student will be placed on suspension of financial aid (SFA) for one academic term if he/she fails to meet SAP. Student may appeal for financial aid reinstatement.
14. **Reinstatement of Financial Aid (RFA):** Student will have the opportunity to appeal for reinstatement of financial aid or student may pay on his/her own until meeting SAP again. If appeal is denied of the student does not appeal, the student can gain eligibility for one term after the student meet SAP status without financial aid.

15. **Grade Point Average (GPA):** It is the measurement of student achievement. GPA is determined by dividing the total number of honor points (grade points A, B, C, D or F, multiplied by course credits) by the total credits **earned** in courses.
16. **Grades:** In the percentage calculation, grades of A, B, C, D, P, and T, are considered attempted and successfully completed grades. Grades of F, W, I, and N, are considered attempted but not successfully completed.
17. **Incompletes:** Incomplete courses (grade of "I") are considered attempted but not successfully completed credits. A grade of "I" impacts the cumulative completion percentage and counts toward the maximum time frame. The student must submit the missing project to complete the course, if he/she fails to do so, and if the Professor does not replace the "I" grade, the student will receive the alternate grade as earned and certified by his professor.
18. **Maximum time frame (150%):** The maximum allowable time frame for a student to complete an academic program without being terminated from financial aid. For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program. For a graduate program, a period the school defines that is based on the length of the program. UCB establishes a 150% for all its programs available.
19. **Remedial Credits:** All remedial courses at UCB are included when determining satisfactory academic progress for completion percentage and GPA. Math100, Eng100 and ESP100, which are remedial credits, could be omitted when determining maximum time frame.
20. **Repeated (retaken) courses:** A student may receive Title IV aid for the repetition of a course as long as the student has never passed the course. However, once a student has passed a course, the student may receive Title IV aid for only one retaking of that course. A student may not receive Title IV aid for any second or subsequent repetition of a passed course, and a second or subsequent repetition of a passed course may not be counted toward the student's enrollment status for Title IV purposes.

All credits, original and repeated, are included in determining the 67% completion requirement. A repeated course will replace previous grade when determining the GPA provided the student submits a "Repeat Course Form" to the Registrar's office. The highest grade will count once in the calculation of minimum hours successfully completed. UCB establishes that courses with non-passing grades (I, W, N) can be repeated twice.

21. **Transfer Credits:** transfer credits are included in the maximum time frame calculation and in determining the number of credits a student has attempted when determining completion percentage. Transfer credits are not considered in GPA calculation.
22. **Unable to calculate (XFA):** Students who have been enrolled or admitted with special conditions (Ex. Special students who are not enrolled toward a degree). These students do not qualify to receive financial aid funds. This status also refers to those students who do not comply with SAP conditions.
23. **Withdrawals:** Withdrawal courses (grade of "W") are considered attempted but not successfully completed credits. A grade of "W" does not affect GPA but does negatively affect the cumulative completion percentage and counts toward the maximum time frame.

#### IV. What is Satisfactory Academic Progress?

Federal and State financial aid regulations require that all full-time and part-time students maintain Satisfactory Academic Progress (SAP) toward the completion of a program of study to receive financial aid. Programs covered by this policy include Federal Work-Study, loans and grants; institutional scholarships and athletic grants, and state grants.

Federal regulations state that a student's SAP is monitored even if he/she is not receiving federal aid. Students who are reinstated to the University are still required to submit an appeal if they wish to be considered for financial aid. If the student is reinstated by the University, this does not imply that the student's appeal for financial aid and scholarships will be accepted.

SAP measures a student's progress toward the completion of a particular degree or licensure program at Universidad Central de Bayamón (UCB). Federal regulations specify that the institutions are required to measure progress toward the completion of a student's academic program regardless of whether the student received financial aid for the terms and credits measured.

#### V. Satisfactory Progress Policy for Financial Aid (SAPFA)

In addition to the Satisfactory Academic Progress Policy for Financial Aid (SAPFA), all students must comply with the academic standards of the university as published by the Registrar's Office in order to remain enrolled at UCB.

The SAPFA policy must be strict, or stricter, than the university's academic progress policy. After each term (**semester** for undergraduates and post certificate students; **quarter**, for graduate students and **summer**, for both levels) a review will be made to ensure compliance with the grade point average, maximum time frame limit and the pace of degree requirements of the policy.

At the end of each term, students who failed to meet SAPFA will be notified of deficiency by air-mail and/or email.

#### VI. Grade Point Average Requirement (Qualitative Measure)

1. **Undergraduates:** An undergraduate student must have the following minimum cumulative GPA. The minimum GPA is derived from UCB credits earned in courses.

*SAP requirements for students in UCB Academic Programs (except for Teachers Education Programs)*

Semester Credits attempted/earned	Minimum GPA
0-12	1.300
13-24	1.400
25-36	1.500
37-48	1.600
49-60	1.700
61-72	1.800
73-84	1.900
85+	2.000

Example 1: Mary is a senior in a regular program. She has 72 cumulative attempted credits and a cumulative GPA of 3.75. She received the following grades for this term.

Cumulative Totals	Credit Attempted	Credits Completed	Honor points earned	GPA
	72	72	270.00	3.75

Courses	Grades	Credits	Value	Honor Points
Engl105	A	3.00	4	12.00
Math105	A	3.00	4	12.00
SocCs110	A	3.00	4	12.00
Span105	A	3.00	4	12.00
Total		12.00		48.00
GPA				4.00
Cum. GPA				3.79

When dividing the total of cumulative Honor Points ( $270.00 + 48.00 = 318$ ) by the total of cumulative completed credits ( $72 + 12 = 84$ ), her Cum GPA is ( $318 \div 84 = 3.79$ ); Her SAP results were GOOD because Mary met SAP requirements.

An undergraduate student pursuing a degree at a Teachers Education Program must have the following minimum cumulative GPA. The minimum GPA is derived from UCB credits earned in courses.

*SAP requirements for students in UCB Teachers Education Programs (2013 and beyond)*

Semester Credits attempted/earned	Minimum GPA
0-12	2.00
13-24	2.20
25-36	2.30
37-48	2.40
49-60	2.50
61-72	2.60
73-84	2.70
85-96	2.90
96+	3.00



Example 2: Joseph is a Junior student in the Teachers Education Program. He has 64 cumulative attempted credits and cumulative GPA of 2.03. He received the following grades for this term.

Cumulative Totals	Credit Attempted	Credits Completed	Honor points earned	GPA
	64	64	130.00	2.03

Courses	Grades	Credits	Value	Honor Points
Engl105	W	0.00	0	0.00
Math105	B	3.00	3	9.00
SocCs110	C	3.00	2	6.00
Span105	F	3.00	0	0.00
Total		9.00		15.00
GPA				1.66
Cum GPA				1.99

When dividing the total of cumulative Honor Points ( $130.00 + 15.00 = 145$ ) by the total of cumulative completed credits ( $64 + 9 = 73$ ), his Cum GPA is ( $145 \div 73 = 1.99$ ); His SAP results are Unsatisfactory, because Joseph failed to reach a minimum grade point average (GPA) of 2.60.

An undergraduate student who is working toward a Post-Secondary Certificate must have the following minimum cumulative GPA. The minimum GPA is derived from UCB credits earned in courses.

*SAP requirements for students in UCB for Post-Secondary Certificates*

Semester Credits attempted/earned	Minimum GPA
0-16	1.750
17-32	1.850
33-46	2.000
47+	2.000

2. **Graduate Student:** A graduate student must maintain at least a B average (3.00 cumulative GPA) per term (quarter) continue on aid. The GPA is derived from UCB credits earned in courses.

## VII. Completion Percentage and Maximum Time Frame Requirement (Quantitative Measure)

1. **Minimum Completion of 67%:** To remain eligible for financial aid, a student is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted at UCB. UCB uses cumulative credits successfully completed, divided by credits attempted at UCB to measure a student's completion percentage. Attempted credits include classes completed with a satisfactory grade, classes with no grade, withdrawal or incomplete grades, and failed classes. Transfer credits are also counted as completed and attempted credits in the completion calculation. When determining percentage completion for second baccalaureate degree students, only those credits attempted in the second degree will be used in this measurement.

If a student drops below the cumulative 67% percent completion rate, he/she will be placed on "warning" status and have one term to bring his/her completion rate above 67% before losing eligibility for aid. If the student is still below the cumulative 67% completion rate at the end of the warning term, financial aid will be suspended or denied. Student may regain eligibility for aid if the appeal is approved or if the student finances his/her own term and is no longer in suspension or denial status.

Example 1: Robert is a freshman who attempted 18 credit hours and successfully completed and earned 9 credit hours.

- Since he successfully completed only 50% of the credit hours attempted, he will be placed on warning status for the next term of enrollment.
- In the next term Robert attempted 15 credit hours and successfully completed and earned 12 credit hours.
- Though he has a completed rate of 80% for the second term, his cumulative rate is 64%, and, therefore, would be placed on denial for financial aid (DFA) and no longer qualify for aid.

	Cumulative Credits Attempted	Cumulative Credits Completed	Percent Completed
First Term	18	9	50%
Second Term	15	12	80%
Cumulative Totals	33	21	64%

Results: Failed. The student did not reach the minimum required 67%.

2. **Minimum Completion of 70% (only for students pursuing a degree at a Teachers Education Program):** To remain eligible for financial aid and to help students comply with the standards of the Department of Education of the Commonwealth of Puerto Rico, a student enrolled in a Teachers Education Program is required to successfully complete 70% of all credits attempted at UCB. UCB uses cumulative credits successfully completed, divided by credits attempted at UCB to measure a student's completion percentage. Attempted credits include classes completed with a satisfactory grade, classes with no grade, withdrawal or incomplete grades, and failed classes. Transfer credits are also counted as completed and attempted credits in the completion calculation. When determining percentage completion for second baccalaureate degree students, only those credits attempted in the second degree will be used in this measurement.

If a student drops below the cumulative 70% percent completion rate, the student will be placed on "warning" status and have one term to bring completion rate above 70% before losing eligibility for aid. If the student is still below the cumulative 70% completion rate at the end of the warning term, financial aid will be suspended or denied. Student may regain eligibility for aid if the appeal is approved or if the student finances his own term and is no longer in denial for financial aid status.

Example 2: Martha is a freshman who attempted 15 credit hours and successfully completed and earned 9 credit hours during her first term.

- Since she completed 60% of attempted credit hours, she would be placed on warning status for her next term of enrollment.
- The next term, she attempted 15 credit hours and successfully completed and earned 12 credit hours. Then she got an 80% rate of completion. Her cumulative percent is 70% (21/30) of her attempted hours and she is no longer on warning status..

	Credits Attempted	Credits Completed	Percent Completed
First Term	15	9	60%
Second Term	15	12	80%
Cumulative Totals	30	21	70%

Results: Approved. The student reached the minimum 70% for this group.

3. **Maximum Time Frame (150%):** The maximum allowable time frame for a student to complete an academic program without being terminated from financial aid is specified below. Credits attempted at UCB and credits accepted from other institutions are counted for determining this standard. A student who meets or exceeds the maximum number of credits listed below be subject to termination of aid at the end of that semester.

### Undergraduate Program Maximum Semester Credits

For an undergraduate program measured in credit hours, the maximum timeframe is the period no longer than 150 percent (150%) of the published length of the program.

#### First baccalaureate degree

(Example: 120 credits to graduate)

180 credits

Students will be allowed a maximum of 180 attempted credits in which to complete their first bachelor's degree. Aid will be denied to students who have not completed their degree within the 180 attempted credits. This is monitored on a term by term basis.

#### Second baccalaureate degree

or licensure program

150% of the required number of  
credits for the program

Double degrees or majors will not justify exceeding the maximum time frame limit. Additionally, a change of major or other outside factors are not considered justification for exceeding these limits.



## **Graduate Program**

For the graduate program, the maximum timeframe is a period the school defines that is based on the length of the program.

Master's degree program	150% of the required number of credits for the program
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### **VIII. Evaluation Period**

A student's progress is determined three times each year after Fall (First semester), Spring (Second semester), and Summer Semester grades are recorded. All prior terms of attempted enrollment are considered when determining satisfactory academic progress regardless of whether aid was awarded for the term.

### **IX. Failure to Meet Standards**

#### **A. Financial Aid Warning (WFA)**

For each evaluation period, the first time a student fails to meet the minimum completion rate or GPA requirement stated above, the student will be placed under a financial aid warning (WFA) status for one semester. Students placed under a warning status are eligible to receive financial aid for the following term of enrollment. At the conclusion of the warning period, if a student has met UCB's cumulative qualitative and quantitative standards, the student will be removed from financial aid warning status (WFA) and will continue to be eligible for financial aid.

#### **B. Financial Aid Suspension (SFA) for Students that fails SAP after the Warning Status.**

If at the end of a semester, a student with a financial aid warning status (SFA) has not met both the institution's cumulative grade point average and completion percentage standards will have aid eligibility suspended immediately upon completion of the evaluation.

#### **C. Financial Aid Probation (PFA)**

The approval of an Appeal for Reinstatement of Financial Aid places a student on probation for one semester with the Financial Aid Office. If a student is not able to regain satisfactory academic progress in one semester, then an approved appeal will also include an academic plan. The approved appeal will state the terms and specific conditions that apply.

During the probation period, a student is eligible to receive financial aid. A student that has an approved appeal with an academic plan is also eligible to receive financial aid. However, a student on an approved appeal with an academic plan must meet the conditions of the approved appeal/academic plan to qualify for financial aid for more than one semester.

#### **D. Financial Aid Suspension for Other Reasons**

A student who meets or exceeds the maximum time frame allowed during a semester will immediately have financial aid eligibility suspended at the end of the semester.

A student may be immediately suspended from financial aid eligibility in the event of extraordinary circumstances, including but not limited to, previously suspended (and reinstated) whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, but do not attend any classes; and students whose attendance patterns appear to abuse the financial aid standards.

If the institution determines that it is not possible for a student to meet GPA requirement or course completion percentage to comply with the institution's standards before the student reaches the end of the program for which he is receiving financial aid, the aid will be suspended upon completion of the evaluation.

## **X. Appeals**

1. Appeal is the process by which a student who is not meeting SAP standards, petitions the school for reconsideration of his/her eligibility for FSA (federal student aid) funds.
2. A student who fails to meet satisfactory academic progress and is submitted to financial aid suspension may appeal by completing an Application for Appeal. This form is available at UCB Financial Aid Office. The appeal may be based on undue hardship, death of a relative, injury or illness; or extenuating circumstances as determined by the institution.
3. Appeals must be supported with appropriate documentation and will be reviewed on a case-by-case basis. An academic plan will also be required as part of the appeal if the student is unable to achieve satisfactory progress within one semester.
4. When considering an appeal, a student's prior academic record, test scores, and potential for successfully completing the academic program will be considered. An appeal for the reinstatement of financial aid will be reviewed by the Director of Financial Aid or a designee. A student will be notified of the results on a return copy of the petition.
5. Any student whose appeal is denied may appeal to the Financial Aid Review Appealing Committee. This committee is composed of Director of Financial Aid, Registrar, Director of Admissions, Director of College (where student is enrolled) and Director of Orientation and Counseling Office or a designee. In some instances, it is possible for a student to successfully appeal and be reinstated through the Registrar's Office in order to register for courses, yet have a financial aid petition denied for the same term.

## **XI. Appeal process**

1. Student has the right to appeal the denial of Financial Aid. Filing for an appeal does not guarantee the granting of financial aid. Student must visit the counselor to design an academic plan of study to help meet SAP.
2. The appeal must include several documents:
  - a. Letter of Explanation of the circumstances surrounding the deficiencies. What happened and what had changed? How these factors were out of his/her control? Steps student will take to solve the circumstances.
  - b. The courses that the student plans to take (It is recommended to repeat the failed courses first).

- c. Anticipated graduation date, if the deficiency is related to maximum time frame rule.
  - d. Supporting documentation for each factor noted as influencing academics. (Ex. Medical referrals or certificates, Police Department records or other evidence, etc.)
  - e. Submit the Appeal form.
  - f. The appeal will be reviewed by the Director of Financial Aid or a designee.
3. If the appeal is denied, the student may appeal to the Financial Aid Review Appealing Committee. The SAP Committee will review the appeal taking into consideration the factors that led to the denial of aid.
  4. If the appeal is granted the student will be notified by mail or email of the committee's decision. Student will receive a Probation Status (PFA) for one term and will be eligible to receive financial aid for that term. Student will receive a copy of an Academic Plan stating the conditions he/she must meet by the end of the term to retain eligibility. Student must agree to the academic plan prior to the granting of aid.
  5. If the Appeal is denied, student will not receive aid until meeting SAP requirements. All decisions of the SAP committee are FINAL.
  6. If the student meets the SAP policy by funding his/her own classes, or the student has made sufficient academic progress by funding his/her own classes, financial aid will be reinstated.

## **XII. Late Appeals**

Financial Aid appeals received two weeks prior to the start of the semester or once the semester has begun are required to provide the following: proof of purchase of required course books, a current term class schedule that promotes academic success, and an explanation of why the appeal is being submitted late. Late appeals will be acted upon by the Financial Aid Office approximately two weeks after receiving all required documentation.

## **XIII. Notification**

Students are notified in writing of a warning status and cancellation/suspension of financial aid. These notifications are made once semester grades are recorded and the satisfactory academic progress review is completed. A student who is appealing for reinstatement of financial aid will receive a return copy of the appeal with the results clearly stated on the form.

## **XIV. Reinstatement of Financial Aid**

1. Neither paying for classes nor sitting out a period of time is sufficient in and of itself to reinstate a student's financial aid eligibility. Students may have their financial aid eligibility reinstated by again meeting the cumulative GPA and percent completion requirements. If a student who is not meeting satisfactory academic progress has a late grade recorded or receives a grade change at any time during the academic term, the student should contact the Financial Aid Office to check his/her financial aid eligibility.

**Effective**


This policy shall take effect immediately and supersedes any other guidelines, rules, policies, or procedures that are in contrast to the provisions herein.

**Approved**

A handwritten signature in blue ink that reads "Lillian Negrón-Colón". The signature is written in a cursive style with a large initial "L".

Lillian Negrón-Colón, Ph.D.  
President

LVC/eio

 <b>Universidad Central de Bayamón</b> Office of Academic Affairs		<b>APPLICATION OF APEAL</b>	
Name and last name:		Student Number:	College:
Address:	Residence Phone No.:	Electronic(s) e-mails(s):	
	Celular:		
Type of appeal request: <input type="checkbox"/> Loss of eligibility for financial assistance <input type="checkbox"/> Academic Suspension			
<b>Indique el año académico:                      Haga una marca de cotejo (!) al lado del término académico para el cual solicita la apelación.</b>			
<input type="checkbox"/> First semester <input type="checkbox"/> Second semester			
<input type="checkbox"/> First Part of Term <input type="checkbox"/> Second Part of Term <input type="checkbox"/> Third Part of Term <input type="checkbox"/> Fourth Part of Term			
<b>Make a check mark (✓) beside the circumstances that prevented you to achieve satisfactory academic progress. You must submit supporting documents to explain the merits of the appeal.</b>			
<input type="checkbox"/> Family member death		<input type="checkbox"/> Lost of employment	
<input type="checkbox"/> Illness or student accident		<input type="checkbox"/> Divorce	
<input type="checkbox"/> Illness or accident of an immediate family member		<input type="checkbox"/> Other circumstances : Explain:	
Explain how the circumstance(s) mark above affected your academic progress.			
Explain what adjustments can be made to continue your studies successfully.			
You must include with the application the Academic Plan form. The plan should have been discussed with the academic advisor or professional counselor and must be signed. The plan will include the courses is which you will enroll in the next terms to comply with the academic index of your study program and the pace of approval of courses, which should be of 66.67%, as set out in the standard of satisfactory academic progress in the undergraduate level.			
Date		Student Signature:	
<b>FOR THE USE OF THE APPEALS COMMITTEE</b>			
Study program:		Study program grade point average (GPA)	Rate of approval (pace: approve credits/ credits Attempted)
The student must submit evidence of reasons that prevented the satisfactory academic progress. <input type="checkbox"/> YES <input type="checkbox"/> NO	The student explained the change in its circumstances which will allow him achieve satisfactory academic progress. <input type="checkbox"/> YES <input type="checkbox"/> NO	The student presented the agreement signed by the academic advisor or professional counselor. <input type="checkbox"/> YES <input type="checkbox"/> NO	The student will achieve satisfactory academic progress when he accomplish with the agreement. <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Appeal granted <input type="checkbox"/> With financial aid <input type="checkbox"/> Without financial aid		Date:	Appeal denied                      Date:
<b>Signatures of the Appeals Committee Members:</b>			
Student College Director or representative			
Financial Aid Director o representative			
Professional Counselor			
Registrar			

Aware

\_\_\_\_\_  
Academic Dean Signature

\_\_\_\_\_  
Date

Original  
Registrar Office

Copy  
Student

Copy  
Financial Aid Office

Copy  
Guidance and Counseling Center

Copy  
Office of Academic Affairs



 <b>Universidad Central de Bayamón</b> Office of Academic Affairs	<b>ACADEMIC PLAN</b>
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Identification number:	First and last name:		
College:	Address:		
Home phone number:	Postal address:		
Cel phone:	e-mails		
Mayor:	Grade Point Average (GPA)	A) Earn credits :	
		B) Attempted hours	
		Pace:	

- Instructions**
1. Verify your academic file. You must visit your Professional Counselor who will hand you a credit transcript copy.
  2. To determine the course you must take, according to the agreement, with your study program curriculum, the Professional Counselor will produce a preliminary academic evaluation.
  3. The Professional Counselor will indicate the courses that you must enroll in the indicated terms and the grades that you should obtain. It should include the courses you have failed.
  4. Discuss your Academic Plan with your Professional Counselor, who will help you to complete it.
  5. Calculate the GPA that you would reach, if you obtain your projected rated.
  6. If you are unsure how it would affect your eligibility for financial aid, you should contact the Financial Aid Director.

<b>First Term</b>				
Courses	Credits	Expected Grades <small>A=4; B=3; C=2; D=1; F=0</small>	Honor Points <small>Total course credits x Honor points</small>	Study program Grade Point Average expected by the end of the semester:
				$\frac{\text{Total honor points}}{\text{Total credits}}$ <hr/> Required pace for the term:
	Total credits :		Total honor points.	

<b>Second term</b>				
Courses	Credits	Expected Grades <small>A=4; B=3; C=2; D=1; F=0</small>	Honor Points <small>Total course credits x Honor points</small>	Study program Grade Point Average expected by the end of the semester:
				$\frac{\text{Total honor points}}{\text{Total credits}}$ <hr/> Required pace for the term:
	Total credits:		Total honor points.	

Third Term					
Courses	Credits	Expected Grades A=4; B=3; C=2; D=1; F=0)	Honor Points Total course credits x Honor points	Study program Grade Point Average expected by the end of the semester:  $\frac{\text{Total honor points}}{\text{Total credits}}$ Required pace for the term: _____	
Total credits:			Total honor points:		

Fourth Term					
Courses	Credits	Expected Grades A=4; B=3; C=2; D=1; F=0)	Honor Points Total course credits x Honor points	Study program Grade Point Average expected by the end of the semester:  $\frac{\text{Total honor points}}{\text{Total credits}}$ Required pace for the term: _____	
Total de créditos:			Total de puntos de honor.		

**Specify other services that you will use to improve your academic performance**

<input type="checkbox"/> Tutorials	<input type="checkbox"/> Visit to the Professional Counselor	<input type="checkbox"/> Visit to the Academic Advisor
<input type="checkbox"/> Group Study	<input type="checkbox"/> Information Access Center	<input type="checkbox"/> Others:
Professional Counselor name:		
Professional Counselor e-mail:		

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that I have discussed the academic Plan with my professional counselor and I agree to comply with the terms set forth.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

Original  
Registrar

Copy  
Student

Copy  
Financial Office

Copy  
Guidance and Counseling Center

Copy  
Office of Academic Affairs

