



# **The University of the West Indies Mona Campus**

**Satisfactory Academic Progress Policy (SAP) for International Students Eligible  
for United States Federal Student Aid**

## **The University of the West Indies – Mona Campus Satisfactory Academic Progress Policy (SAP) for International Students Eligible for United States Federal Student Aid**

*United States Federal Student Aid regulations require students to meet the prescribed minimum Satisfactory Academic Progress requirements to maintain eligibility for Federal Student Aid (FSA).*

At The University of the West Indies, Mona Campus we are committed to focusing on students' individual needs to help them make the most of their potential. It is expected that at the beginning of each academic year all students will meet with their Programme Coordinators/ Academic Advisors for academic counselling to ensure that they are on track for completion.

### **Undergraduate Programmes**

The University of the West Indies requires that to be considered eligible for a first degree, a student must be registered for a period of no less than three years, calculated from the date of matriculation. In certain circumstances, the Senate of the University, may reduce the period of study required but by no more than one academic year.

U. S. Federal Student Aid:

In order to remain eligible for U.S. Federal Student Aid, students must satisfy the following requirements:

- 1) **Maintain a Cumulative Grade Point Average (GPA) Above 2.0.** At the end of each SAP evaluation period, a student's Cumulative GPA should be a minimum of 2.0. To ensure this, students are required to maintain a Semester GPA equal to or above 2.0. Where a student's GPA for a given semester is less than 2.0, the student shall be deemed to be performing unsatisfactorily and shall be placed on **warning**. A student on warning whose GPA for the succeeding semester is less than 2.0, will be **required to withdraw** from the University. A student who is required to withdraw may be reinstated if his/her GPA improves beyond 2.0 in Semester 2 by credits obtained in Summer School.

For students enrolled in the MBBS or DDS programme, where he/ she is unable to pass any one course after a total of three attempts he/ she will normally be required to withdraw from the University.

- 2) **Maintaining a minimum satisfactory pace of 67% towards the completion of the programme.** In order for a student to be considered eligible for continuing Federal Student Aid (s)he must successfully complete a minimum of 67% of the attempted courses for the academic year. An assessment will be done at the end of each academic year (SAP evaluation period) to ensure that the minimum accepted pace of sixty-seven percent (67%) has been satisfied. Satisfying this requirement will enable a student to be considered eligible for funding in the succeeding period.

For a course to be considered successfully completed the acceptable grade is between A and C. Plus and minus modifiers may be used with these letter grades. Where a student receives the grade notation FM – Failed Medical or AM – Absent Medical for a course, the credit weighting of that course will not be counted in the attempted courses for the period. All other grades will be considered when assessing this requirement, including where a student opts to drop a course after the prescribed deadline within the semester. **Note that transfer credits will also be considered when calculating attempted courses for any given period.**

- 3) **Completing the programme within an amount of attempted units not to exceed 150% of the maximum number of attempted credits of the prescribed programme credit requirement.** Students are eligible for financial aid up to 150% of the course load of the prescribed programme requirements. This course load includes attempted credits pursued at other tertiary institutions where financial aid was provided as well as semesters where the student withdraws after the prescribed deadline. Where a student registers for a course with the intent to Audit the course, the credits associated with this course will also be counted in the attempted credits for the programme for the purposes of financial aid. An example of the maximum attempted credits allowed for a programme is where the required credits for a particular programme is 90 credits, a student is therefore allowed a maximum of attempted credits of 135 credits where financial aid can be provided.

### **Awarding of Degrees**

With the exception of professional programmes, it is the advanced courses that will be considered when calculating the Grade Point Average (GPA) when determining a student's Class of Degree. Students must maintain a minimum Degree GPA of 2.0 to be eligible for the award of a degree. The GPA requirement and the prescribed faculty's requirement must be satisfied for a student to be eligible for the award of the degree.

### **Graduate Programmes – Taught Programmes**

The University of the West Indies requires a graduate student to be registered for a period of no less than one year in the case of a full-time student and two years in the case of a part-time student before being considered eligible for a higher degree. In certain circumstances the Senate of the University may reduce the period of study required. Students are required to satisfy the following requirements to remain eligible for U.S. Federal Student Aid:

- 1) **Acceptable Attempts at a Course.** Each student is allowed a maximum of two attempts at each prescribed course within their programme of study. Once a student fails to successfully complete a course on their second attempt, he/ she will be **required to withdraw**. The student may submit a request to the Board for Graduate Studies and Research to be considered for a third attempt at the course.

- 2) **Maintaining a minimum satisfactory pace of 67% towards the completion of the programme.** In order for a graduate student to be considered eligible for continuing Federal Student Aid (s)he must successfully complete a minimum of 67% of the attempted courses for the academic year. An assessment will be done at the end of each academic year (SAP evaluation period) to ensure that the minimum accepted pace of sixty-seven percent (67%) has been satisfied. Satisfying this requirement will enable a student to be considered eligible for funding in the succeeding period.

For a course to be considered successfully completed the acceptable grade is between A and B. Plus and minus modifiers may be used with these letter grades. Where a student receives the grade notation FM – Failed Medical or AM – Absent Medical for a course, the credit weighting of that course will not be counted in the attempted courses for the period. All other grades will be considered when assessing this requirement, including where a student opts to drop a course after the prescribed deadline within the semester. **Note that transfer credits will also be considered when calculating attempted courses for any given period.**

- 3) **Completing the programme within an amount of attempted units not to exceed 150% of the maximum number of attempted credits of the prescribed programme credit requirement.** Students are eligible for financial aid up to 150% of the course load of the prescribed programme requirements. This course load includes attempted credits pursued at other tertiary institutions where financial aid was provided as well as semesters where the student withdraws after the prescribed deadline. Where a student registers for a course with the intent to Audit the course, the credits associated with this course will also be counted in the attempted credits for the programme for the purposes of financial aid. An example of the maximum attempted credits allowed for a programme is where the required credits for a particular programme is 90 credits, a student is therefore allowed a maximum of attempted credits of 135 credits where financial aid can be provided.

## **Graduate Degrees – Research Programmes**

Students registered for a Master of Philosophy (MPhil) degree are required to submit their thesis for examination within three years of their initial registration for full-time students and within five years for part-time students. Students registered in a PhD, MD or Professional Doctorate are required to submit their thesis for examination within five years of their initial registration for full-time students and within seven years for part-time students. A student is considered to have **voluntarily withdrawn** if (s) he fails to satisfy this requirement.

In order to proceed to the next year, a research student must receive a favourable annual report from his/her Supervisor approved by the Director, Graduate Studies and Research (through the Supervisor's Progress Report (SGSR-06) form).

### **SAP Evaluation Period**

The UWI's SAP evaluation will be conducted at the end of each academic year. This will require an assessment of the student's performance in the year preceding the academic year that aid is being considered for.

### **SAP Appeal**

If in the unfortunate circumstance a student was unable to perform satisfactorily to meet the SAP requirements, an appeal may be submitted to the **Manager, Office of Student Financing**. It is important to note that a submission of an appeal does not guarantee approval. Within the submission, the reason behind the lack of performing satisfactorily must be clearly stated as well as the measures now in place to ensure there isn't a recurrence.

In cases where the appeal is approved, the student will be placed on Financial Aid Probation with financial assistance provided for one semester only and an assessment for that semester will be completed to ensure that SAP requirements have been satisfied before financial assistance is provided for the next semester. Additionally, where approval of an appeal has been granted the student will be required to follow the prescribed academic advising plan as recommended by the faculty to ensure that SAP requirements are satisfied. In the event an appeal is denied, the student will be liable for all applicable fees as a result of their enrolment for the academic year.

**Prepared by:  
The Office of the Campus Registrar, Mona  
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