

### **Academic and Financial Aid Satisfactory Academic Policies (SAP)**

Tecnológico de Monterrey, aware of its responsibility to cooperate within the context of education for the development of the communities in which it operates, provides through scholarships and financial aid, an option for students who are willing and have the necessary abilities to complete their studies at Tecnológico de Monterrey successfully and require financial aid in order to do so.

This policy aims to establish the bases, requirements and procedures to keep the Federal Student Aid at Tecnológico de Monterrey, based on the Academic and Financial Aid Satisfactory Academic Progress (SAP) of the student, in order to make the application process, allocation of resources and maintaining of this financial aid more efficient for the students who have been readmitted and are applying for this financial support.

#### **Academic SAP**

Academic standing is defined as students' status based on their final grades. Students can have the following types of academic standing:

1. Regular
2. Conditional
3. Conditional for Academic Integrity Violations
4. Academic Dismissal
5. Dismissal for Academic Integrity Violations

The calculation of academic standing does not take into account the grades obtained in the introductory-level educational units, recorded in the introduction semester section, in accordance with the provisions of the Office of the Academic and Educational Innovation Vice Rector.

Students will have Regular academic standing as long as their status is not Conditional, Academic Support, Academic Dismissal or Dismissal for Academic Integrity Violation.

Students with Regular Standing will have no academic impediments to reenrolling at any Tecnológico de Monterrey campus.

Regular standing changes to Conditional when, at the end of an academic period, students incur in any of the following situations regarding the number of academic credits failed in the educational units:

1. Twelve or more academic credits.
2. Nine or more academic credits in a semester academic period.

The results of all the educational units including Tec Weeks, completed by students will be taken into account, even if they have changed degrees or exploration areas. The results of the educational units completed by students in all the academic periods, including intensive periods, will be taken into account, with the exception of introductory-level educational units recorded in the introduction semester section, in accordance with the provisions of the Office of the Educational Innovation and Academic Norms Vice Rector.

Students with Conditional standing:

1. Must enroll in and comply with the guidelines of the Academic Improvement Program established by the Office of the Academic and Educational Innovation Rector.
2. Will no longer have this standing and will become Regular students when they pass all the educational units in which they were enrolled during the last semester academic period, as long as they have not accumulated 18 or more failed academic credits, in which case Conditional standing will remain throughout their undergraduate level studies.

Students who have been sanctioned by the Campus Academic Integrity Committee, in accordance with Chapter IX herein, will acquire Conditional Standing for Academic Integrity Violations. When students acquire Conditional Standing for Academic Integrity Violations, their continuation at the Institution will depend on refraining from committing another academic integrity violation that warrants such status. Conditional Standing for Academic Integrity Violations will last until the termination of the level of studies in question, and will prevent the student from being awarded any academic honors.

Students will have Academic Dismissal standing when they incur in any of the following statuses:

1. They have Conditional standing and do not enroll in or comply with the guidelines of the Academic Improvement Program.
2. They fail 24 or more academic credits before earning credit for fifty percent of the credits of an exploration area and/or undergraduate degree in which they are enrolled.
3. Fail 30 or more academic credits.

To calculate the academic units failed, all the educational units completed by students, including Tec Weeks, even if they have changed degree or exploration area. The results of the educational units considered are those completed by students in all the academic periods, including the intensive periods, with the exception of the introductory-level educational units of the introduction semester section, in accordance with the provisions of the Office of the Academic and Educational Innovation Vice Rector. If students have Academic Dismissal standing at the same time as Conditional standing, Academic Dismissal will apply.

Students with Academic Dismissal standing can be readmitted if they acquired this standing during the academic period in which, if they had passed all their educational units, they would have concluded the curriculum of their program. This case will be judged by a committee whose structure and process is defined by the Office of the Academic and Educational Innovation Vice Rector. This committee's decision can be:

1. Immediate readmission to the Institution.
2. Postponed readmission to the Institution.
3. Ratification of Academic Dismissal at the undergraduate.

For students who do not reenroll consecutively in the semester or trimester academic periods and/or apply to withdraw from all their educational units, and are readmitted, the failed educational units accumulated at the undergraduate level will be considered, together with their advancement in the degree to which they have been readmitted, with the exception of students who have received an undergraduate degree at Tecnológico de Monterrey and wish to study a second undergraduate degree. In the latter cases, on being admitted to the second degree, only the failed educational units that are equivalent in the new undergraduate degree or exploration area will be considered. If students are enrolled in more than one undergraduate degree or exploration area and have Conditional or Academic Dismissal Standing, such standing will apply to all the undergraduate degrees or exploration areas in which they are enrolled.

### Financial Aid SAP

Financial Aid SAP evaluations will be done annually at the end of a payment period and has two main components:

- Quantitative: Maximum Time Frame (MTF) and Pace of progression
- Qualitative: Grade-based

### Quantitative

#### - **Maximum Time Frame (MTF):**

- Maximum time a student can receive Title Aid IV aid to complete a program study.
- Must be no longer than 150% of published length of educational programs.
- Based on credit hour (to align with quantitative measure)

Maximum timeframe to complete an educational program:

Level	Credits for Completion	MTF (150%)
<b>Undergraduate</b>	108 credits	162 credits
	144 credits	216 credits
	152 credits	228 credits
<b>Graduate</b>	48 credits	72 credits
	60 credits	90 credits

Example given:

- Degree program requires 144 credits for completion
- Maximum Time Frame: 144 credits \* 150% = 216 attempted credits.

$$\frac{144 \text{ credits}}{216 \text{ credits}} = 66.6\% \approx \mathbf{67\%}$$

***Student must earn 67% of credits attempted to graduate in MTF.***

- ***Pace of Progression***

- To measure progress toward program completion. The completion pace is calculated by dividing the cumulative credit hours successfully completed by the cumulative number of credit hours attempted for each grading period; that is to say achieve a progress of 67% of the credits programmed annually to the study plan.
- Required to make sure student completes within Maximum Time Frame
- Pace = Cumulative credit hours completed / Cumulative credit hours attempted
  - ***Completed credit hours***
    - **Include:** Courses with final grade  $\geq 70$
    - **Not Include:** Courses with final grade  $\leq 70$ , incomplete, dropped, withdrawn, stopped attending or no grade.
  - ***Attempted credit hours:*** All enrolled hours (including withdrawn and repeated courses, and all transfer credit hours recorded by the Tec de Monterrey Registrar's Office at the time of the evaluation).

- At the time of each evaluation, a student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive assistance under Title IV, HEA Programs, which acquires the status of conditioned student.

The student with conditioned status who does not meet the institution's satisfactory academic progress standards, requests the institution to reconsider the student's eligibility for Title IV, HEA program assistance.

A student on financial aid probation for one payment period, may not receive funds from the Title IV, HEA program for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student has met the requirements specified by the institution in the academic plan.

Example given:

- At the end of the 4 semester, a student has cumulatively completed 36 credits while attempting 54 credits.
- Pace:  $36 / 54 = \underline{67\%}$

**Maximum Time Frame, in conjunction with pace of progression, ensures student completes the program within the MTF. Must ensure the MTF and quantitative measure are in alignment.**

$$\text{Pace progression: } \frac{\text{Number of Credits completed}}{\text{Number of Credits attempted}}$$

$$\% \text{ Pace requirement: } \frac{\text{Program Length}}{\text{MTF to complete program}}$$

### Qualitative

#### - **Grade-based**

- To assess quality of academic work using standards measurable against a norm (Grades).
- Must be cumulative



- For programs greater than two years, at the end of the 2<sup>nd</sup> academic year the student **must have** a GPA of at least 80.
- Student **must have** a regular academic standing. (*For more information about Academic Standing, please review Chapter VIII of our [Academic Regulations for Undergraduate Students Institution Policy](#)*)

If the student does not meet all these academic and financial aid satisfactory academic policies, he/she will be notified by mail and will not be receiving financial aid. ***To regain an acceptable Satisfactory Academic Progress, the student must fulfill these requirements at 100%.***