



# **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. **Students may appeal the requirement to withdraw.**
- 2) Students not meeting the minimum GPA requirement will be placed on financial aid warning at the same time that (s)he is placed on academic warning. Students on warning are eligible to receive all aid. Students not meeting the minimum standards in the succeeding semester (i.e. a GPA less than 2.0) after receiving a warning status, students will be **placed on financial aid suspension**. Students who have not satisfied the prescribed SAP requirement will be notified electronically via email utilizing the official student email address within two weeks of the official publication of final examination results. Students on suspension are not eligible to receive any federal aid. Pending financial aid awards for upcoming semesters will be cancelled.
- 3) If in the unfortunate circumstance a student was unable to perform satisfactorily to meet the SAP requirements, an appeal may be submitted to the **Dean of the Faculty in which the student is**

**registered within two weeks of the date of notification of the requirement to withdraw.** Notification will be done electronically via email utilizing the official student email address. Students are expected to regularly check their emails for notifications from The UWI Mona. If an email is not read, this shall not invalidate the time period for which an appeal must be made. Such appeals must be on the basis of his/her injury or illness, the death of a close relative (immediate family – parent, grandparents or sibling), or other special circumstance which will be assessed on a case-by-case basis. The appeal must explain why (s)he failed to make satisfactory progress and what has changed in his/her situation that will allow the student to make satisfactory progress at the next evaluation.

- 4) If the appeal is on the basis of injury or illness, the student must follow the prescribed University regulations which is to visit the University Health Centre for assessment. If the injury or illness is seen to be of such as to negatively impact the student's performance, a formal letter will be sent by the Clinical Director to the Campus Registrar so indicating. If the student was seen by a private doctor, information concerning the name and contact details of the practitioner must be provided to the University Health Centre. The Clinical Director will liaise with the student's private doctor.
- 5) A submission of an appeal does not guarantee approval. **Students will be notified of the outcome of the appeal within two weeks of receipt of the appeal request.**
- 6) **In cases where an appeal is granted,** 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, 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 and will also lose eligibility for federal student aid.
- 7) (a) **Maintaining a minimum satisfactory pace of 67% towards the completion of the programme.** 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 Semester (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.  
  
(b) 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, or FMP – Fail Minus Penalty, 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.** In other words, Failures, with the exception of those mentioned above (FM, AM, or FMP), are counted in the GPA calculations and will impact both the Semester GPA and the Cumulative GPA. Courses may be repeated at the next available sitting of the examination for that course,

or, where a course is offered in Summer School, students may opt to repeat failed courses in order to maintain the minimum satisfactory pace required.

(c) Attempted credits are counted for all payment periods and include transfer credits, credits for courses taken during a semester from which a student has withdrawn, credits for which the student did not receive financial aid, as well as those usually waived under academic forgiveness.

(d) Incompletes, withdrawals, pass/fail courses, and transfer of credit from other institutions affect all GPA calculations - Degree, Semester and Cumulative GPA and credit calculations as outlined below.

### Incomplete Grades

Credits for a course in which a student was registered but has an Incomplete (I) or No Grade, is counted as attempted, but do not count as earned. The student's grade-point average for that semester will be calculated without credits for that course but will be included in GPA calculations and credits earned for that semester.

When a valid incomplete grade is finalized, it is factored into the student's SAP status at the next evaluation. However, if the fact that there was no grade was invalid (i.e., assigned in error as documented in writing by the Instructor), the student must contact the Office of Student Financing after the grade is corrected to request that his or her SAP status be immediately reevaluated.

An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Office of the Campus Registrar or from the Office of Dean, the I designation is replaced by an F3 grade (outright fail) at the end of the first six weeks into the next semester. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining I symbol at the end of the period of extension will be deemed an F3. [ **See Note on Failure above at 7(b).**]

### Withdrawals from courses

Credits for courses taken during a semester from which a student has formally withdrawn count as attempted, but do not count as earned. The student's GPA is not affected by credits from which a student has withdrawn and are not included in the calculations for the cumulative credits earned.

### Pass/Fail Courses

Pass/fail courses do not influence GPA calculations but are included in the calculation for the cumulative credits earned.

### Grade Changes

When a grade is changed, a student's SAP status must be immediately reevaluated. A student must contact the Office of Student Financing after the grade change is posted to his or her academic record to request that the SAP status be reevaluated.

### Faculty Requirements

Each Faculty has specific requirements for the programmes they offer. Students must check with their academic advisor and/or the Faculty Handbooks to ensure that they know the correct mix of courses needed to fulfil the requirements for their degree. Choosing the wrong courses could affect the required pace of completion thus placing the continuation of Title IV funding in jeopardy.

Faculty Handbooks can be found at:

Faculty of Engineering

<https://www.mona.uwi.edu/engineering/programmes/undergrad>

Faculty of Humanities and Education

<https://www.mona.uwi.edu/humed/faculty-handbooks>

Faculty of Law

<https://www.mona.uwi.edu/law/undergraduate-students>

Faculty of Medical Sciences

<https://www.mona.uwi.edu/fms/undergraduate-programmes>

Faculty of Science and Technology

[https://www.mona.uwi.edu/fst/sites/default/files/fpas/uploads/fst\\_undergraduate\\_handbook\\_2023-2024.pdf](https://www.mona.uwi.edu/fst/sites/default/files/fpas/uploads/fst_undergraduate_handbook_2023-2024.pdf)

Faculty of Social Sciences

[https://www.mona.uwi.edu/socsci/handbooks\\_archives](https://www.mona.uwi.edu/socsci/handbooks_archives)

Faculty of Sport

- 8) **Pace of Completion.** Students are eligible for financial aid up to 150% of the published length of the programme as measured in credit hours. This 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. Percentages are not rounded, and students who fail to meet the pace of completion risk losing eligibility for student financial aid. The Pace of Completion is measured cumulatively:

*Pace of Completion = (Cumulative hours successfully completed ÷ Cumulative hours attempted) x 100*

- 9) **Award 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. In order to be eligible for the award of a Graduate Certificate, Diploma, Taught Masters, or Professional Doctorate, a student must have a minimum Grade Point Average of 2.00. Students are required to satisfy the following requirements to remain eligible for U.S. Federal Student Aid:

- 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. **Students may appeal the requirement to withdraw.**

- 2) Students not meeting the minimum GPA requirement will be placed on financial aid warning at the same time that (s)he is placed on academic warning. Students on warning are eligible to receive all aid. Students not meeting the minimum standards in the succeeding semester (i.e. a GPA less than 2.0) after receiving a warning status, students will be **placed on financial aid suspension**. Students who have not satisfied the prescribed SAP requirement will be notified electronically via email utilizing the official student email address within two weeks of the official publication of final examination results. Students on suspension are not eligible to receive any federal aid. Pending financial aid awards for upcoming semesters will be cancelled.
- 3) If in the unfortunate circumstance a student was unable to perform satisfactorily to meet the SAP requirements, an appeal may be submitted to the **Dean of the Faculty in which the student is registered within two weeks of the date of notification of the requirement to withdraw**. Notification will be done electronically via email utilizing the official student email address. Students are expected to regularly check their emails for notifications from The UWI Mona. If an email is not read, this shall not invalidate the time period for which an appeal must be made. Such appeals must be on the basis of his/her injury or illness, the death of a close relative (immediate family – parent, grandparents or sibling), or other special circumstance which will be assessed on a case-by-case basis. The appeal must explain why (s)he failed to make satisfactory progress and what has changed in his/her situation that will allow the student to make satisfactory progress at the next evaluation.
- 4) If the appeal is on the basis of injury or illness, the student must follow the prescribed University regulations which is to visit the University Health Centre for assessment. If the injury or illness is seen to be of such as to negatively impact the student's performance, a formal letter will be sent by the Clinical Director to the Campus Registrar so indicating. If the student was seen by a private doctor, information concerning the name and contact details of the practitioner must be provided to the University Health Centre. The Clinical Director will liaise with the student's private doctor.
- 5) A submission of an appeal does not guarantee approval. **Students will be notified of the outcome of the appeal within two weeks of receipt of the appeal request.**
- 6) **In cases where an appeal is granted**, 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, 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 and will also lose eligibility for federal student aid.

- 7) **Pace of Completion.** 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 Semester (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.**

- 8) **Required number of attempted units.** Students are eligible for financial aid up to 150% of the published length of the programme as measured in credit hours. This 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 say, 36 credits, a student is therefore allowed a maximum of attempted credits of 54 credits where financial aid can be provided.

The GPA Regulations for graduate students can be found at:

[https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/gpa\\_regulations\\_for\\_graduate\\_certificates\\_diplomas\\_taught\\_masters\\_and\\_professional\\_doctorate\\_programmes.pdf](https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/gpa_regulations_for_graduate_certificates_diplomas_taught_masters_and_professional_doctorate_programmes.pdf)

### **Graduate Degrees – Research Programmes**

- 1) 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 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.



- 2) 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)

**The Office of the Campus Registrar, Mona**  
**March 8, 2024**