



Satisfactory Academic Progress Policy (SAP Policy)

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 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.

The main requirements to have an acceptable Satisfactory Academic Progress (SAP) for professional and graduate students, whether full or part time are:

- a) Have a regular academic standing at the time this funding is requested.
- b) Have an academic progress and an anticipation completion program not more than 150% of the duration of the program (being these revisions semiannual, cumulative and every time this funding is requested).
- c) Have a cumulative average grade of at least 70/100, at the time this funding is requested.

If the student does not meet any of these three requirements when applying for this financial aid, he/she will not be benefited. ***To regain an acceptable Satisfactory Academic Progress, the student must fulfill these three requirements at 100%.***

If during the school the student fails to comply with any requirements, he/she will be registered as a student with financial aid warning and may be supported by one more semester. If he/she still not meet the three conditions listed above for the next semester or academic year, the financial aid will be denied. You will not receive any financial support until the requirements are satisfied at 100%.



Unsatisfactory Academic performance and Student standing

Academic standing is defined as a student's status based on his/her final grades. Students can have the following types of academic standing:

- 1) Regular
- 2) Conditional
- 3) Academic Support
- 4) Academic Dismissal
- 5) Dismissal for Academic Dishonesty

Regular Academic Standing applies to students whose standing is not Conditional, Academic Dismissal or Dismissal for Academic Dishonesty. 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, any of the following are applicable:

1. Students fail three or more courses in the last academic period completed.
2. Students fail two courses in each of the last two academic periods completed.
3. Students fail six or more courses before completing fifty percent of the total units that comprise the curriculum of their undergraduate program.

Regarding subsections 1 and 2, all the courses taken by the student, including the remedial courses will be taken into account, even if there has been a change of majors. However, the results of the intensive courses will not be considered.

For the purposes of subparagraph 3, the results of intensive courses and remedial courses will be taken into account. If students have changed majors, the courses failed in the previous major(s) that are common to the curriculum in which they are enrolled, as well as the courses failed in the curriculum of the current major, will be taken into consideration.

Students with **Conditional standing**:

- 1) Must enroll in an academic support and follow-up program defined by the Campus.
- 2) Will no longer have this standing and will become Regular students when they pass all the courses in which they were enrolled during the academic period.

Students will have **Academic Support standing** when at the end of an academic period they have any of the following sequences of failed courses:

- 1) Three or more courses in each of the last two academic periods completed.
- 2) Two or more courses in each of the last three academic periods completed.

- 3) Ten or more courses before completing 50% of the total number of units that form part of the curriculum of their undergraduate program.

Regarding subsections 1 and 2, all the courses completed by the student, including the remedial courses will be taken into account, even if the student changes majors. However, the results of the intensive courses will not be taken into consideration.

For the purposes of subparagraph 3, the results of intensive courses and remedial courses will be taken into account. If students have changed majors, the courses failed in the previous major(s) that are common to the curriculum in which they are enrolled, as well as the courses failed in the curriculum of the current major, will be taken into consideration.

Students with **Academic Support standing**:

- 1) Must study the courses of the Academic Support Program defined by the campus.
- 2) Can complete their academic load with courses from their curriculum, in accordance with the campus's regulations for the program.
- 3) Can withdraw from the program but not from part of it. If they wish to reenroll, subsection 1 will apply.
- 4) Will no longer have this standing, and will be considered Regular again, once they have passed all the courses in which they enrolled during the academic periods in which they have this standing.

Students will have **Academic Dismissal standing** when at the end of an academic period any of the following are applicable:

- 1) Students with Academic Support standing do not enroll in the Academic Support program.
- 2) Students who are enrolled in the Academic Support program fail two or more courses.
- 3) After studying the Academic Support program students fails:
 - a. Two or more courses in each of the last three consecutive academic periods.
 - b. Three or more courses in each of the last two consecutive academic periods.

For these two subsections, all the courses completed by the student, including remedial courses, will be taken into account even if the student changes major. However, the results of intensive courses will not be taken into consideration.

- 4) Students fail a total of four or more of the following eighteen courses in which they enroll as of their entry into the Academic Support Program.

To calculate the courses failed, all the courses completed by the Student, including remedial courses, will be taken into account even if the student changed majors. For the purposes of



subparagraph 4, if the student changed majors, the courses failed in the previous major(s) that are common to the curriculum of the current major, will be taken into consideration.

Students with **Academic Dismissal standing** can be readmitted if they acquired this standing during the Academic period in which, if they passed all their courses, they would have concluded the curriculum of their program. This case will be judged by a committee whose decision is final. The committee will consist of the Undergraduate Studies Director and a member of the advising and counseling area. This committee can decide the following:

- 1) The student's immediate readmission to the Institution.
- 2) The student's postponed readmission to the Institution.
- 3) Ratification of Academic Dismissal at undergraduate level.

Any individual or collective action carried out inside or outside the classroom with the aim of altering evaluation results and that infringe upon the regulations, principles and rules that govern the Academic activities will be considered as **academically dishonest**. Some examples of these acts are: copying, plagiarism, identity theft, falsification of data, the use of material or resources prohibited by the professor, intellectual property theft or damage, and alteration of academic documents.

When students commit and act of academic dishonesty, their professor can impose any of the following sanctions, depending on the gravity of the transgression.

- 1) Assign a failing grade for the corresponding activity in which the academic dishonesty was committed and give a verbal warning.
- 2) Assign the student a DA grade on the corresponding grade report and send a written notification to the Office of the School Services and to the Director of the program in which the student is enrolled.
- 3) Assign a DA grade on the final grade report of the course and send a written notification to the Office of the School Services and to the Director of the program in which the student is enrolled. The professor can request that a committee comprised of faculty designated by the corresponding Academic Department be created in order to ratify the assignment of this grade.

When students commit an act of academic dishonesty that might warrant their defensive or temporary dismissal from Tecnológico de Monterrey, their professor will report the situation to the Program Director, who will analyze the gravity of the transgression. If the possibility of dismissal is maintained, the final decision will be made jointly the Program Director, the Director of the Academic Department that offers the course, the Student Affairs Director and



the Director of the corresponding Academic Division or School, in compliance with the procedures provided in the General Student Regulation for definitive or temporary dismissals. The Director of the Academic Division or School will send a written notification of this sanction to the Office of the Scholl Services signed by the professor and aforementioned directors, requesting the definitive or temporary dismissal of the student from Tecnológico de Monterrey.

Students who accumulate three DA grades in their partial or final grades will be dismissed definitively or temporarily from Tecnológico de Monterrey. A committee will be formed for this decision.

Students will have the right to appeal a partial or final DA grade up to twenty business days after the sanction has been imposed. Students will submit the appeal in writing to their Program Director, who, if appropriate, will turn it over to the Director of the corresponding Academic Department in order to form an evaluating committee that will make a decision on the case. This committee will be made up of at least two faculty members, other than the professor who taught the course, and will review the evidence and testimonies of the parties involved and report their final decision to the Academic Department Director, who, in turn, will inform the Program Director so that he/she can communicate the decision to the student no more than ten business days, according to the academic calendar, from the date on which the appeal was accepted.

Maximum timeframe to complete an educational program

All students who wish to receive the Federal Student Aid must have an academic progress and an anticipation completion program not more than 150% of the duration of the program (being these revisions semiannual, cumulative and every time this funding is requested).

A student's Academic load is measured in units. Tecnológico de Monterrey considers that 48 units comprise an adequate load and this number forms the basis for structuring the curricula and registration regulations.

The maximum academic load that can be authorized for a student is up to 52 units. Students who meet any of the following conditions can enroll in 8 additional units:

- 1) If their final grade average was equal to or higher than 85 in the immediately preceding semester period, having studied at least 40 units.
- 2) If they are enrolled in the penultimate semester period of their major and have not failed any of the courses in the immediately preceding semester period.



Students who need a greater load than the one indicated in the previous point in order to graduate can receive Authorization to enroll in an Academic load of up to 64 units in their last semester, with the prior Authorization of the Program Director.

Students can drop one or several courses during the first eight weeks of the semester as long as they have the authorization of the Program Director. These courses will not be recorded as failed, but they will affect the calculation of the academic progress and anticipation completion program of the student, both in the semi-annual and cumulative revision.

Students can drop all the courses in which they are enrolled on any working day of the semester, up to the last day of classes of the academic period, as long as they have the authorization of the Program Director. These courses will not be recorded as failed, but they will affect the calculation of the academic progress and anticipation completion program of the student, both in the semi-annual and cumulative revision.

The courses failed within the Campus, as well as the accredited, taken, failed or revalidated by transfer from other Institutions, will be taken into account for the calculation of the academic progress and anticipation completion program of the student, both in the semi-annual and cumulative revision.

The maximum timeframe to complete an educational program, depending on the level of education and the duration of the program:

Level	Program Length	Maximum timeframe to complete program
Undergraduate	4.5 years	6.5 years
	5.0 years	7.5 years
Graduate	1.5 years	2.5 years
	2.5 years	3.5 years

Every time a Student request for a Financial Aid, the Satisfactory Academic Progress (SAP) will be reviewed, to make sure he/she meets the requirement.

Depending on the semester and year the student begin the program and the one that he/she is about to take, the following points will be evaluated:

- Attempted units.
- Completed units.
- Minimum units completed to meet 50% maximum timeframe.
- Pending units to finish program.
- Estimated year of graduation.



The results of the following indicators validate if the student is having an acceptable Satisfactory Academic Progress:

$$\frac{\text{Number of units completed}}{\text{Number of units attempted}} = \text{Pace progression by the student}$$

$$\frac{\text{Program length}}{\text{Máximum timeframe to complete program}} = \% \text{ Pace requirement by the student}$$

As we mention before, ***to regain an acceptable Satisfactory Academic Progress, the student must fulfill all the three main requirements at 100%:***

- a) Have a regular academic standing at the time this funding is requested.
- b) Have an academic progress and an anticipation completion program not more than 150% of the duration of the program.
- c) Have a cumulative average grade of at least 70/100, at the time this funding is requested.