

## STUDENT STATUS

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**Regular Student:** A student taking the number of credits offered in any of the semesters according to the optometry program or a student taking 15 credits or more for 1st, 2nd, and 3rd year enrolled semester or 10 credits or more for 4th year enrolled semester.

**Special Students:** A student taking 14 credits or less for 1st, 2nd, and 3rd year enrolled semester or 9 credits or less for 4th year enrolled student.

## ACADEMIC POLICY

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### SATISFACTORY ACADEMIC PROGRESS (SAP)

**Good Standing:** Any student (regular or special) who after the end of the academic year has an overall grade point average of 2.00 or better, and complies with the required minimum cumulative completion ratio will be in Good Standing.

Student academic progress will be evaluated at the end of each academic year. This evaluation will consider all cumulative credits that the student has attempted toward the Doctor of Optometry Degree and the cumulative Grade Point Average (GPA).

### QUALITATIVE MEASUREMENT

A student enrolled in the IAUPRSO program must maintain a minimum Grade Point Average (GPA) of 2.00.

### QUANTITATIVE MEASUREMENT

#### MAXIMUM TIME FRAME

It is required to complete the program of study:

- a. In a maximum term of 6 years (72 months), starting from the initial matriculation date or
- b. Complete the academic program within 225.38 (150.25 credits X 1.5) attempted credit hours. After attempting 225.38 credit hours, student financial aid eligibility will be terminated for the program.

## PACE OF COMPLETION

Students enrolled in the IAUPRSO must satisfactorily complete a minimum amount of credits attempted by academic year program as shown in the table below:

Academic Year	Minimum Cumulative Completion Ratio
End of the first academic year:	66.7%
End of the second academic year:	66.7%
End of the third academic year:	75%
End of the fourth academic year:	80%

All attempted credit hours at IAUPR School of Optometry include those that student obtains an A, B, C, D, F, P, NP, W (withdrawal), UW (unauthorized withdrawal), R (repeated courses), and T (transfer credits that were previously completed at and accredited institution used to fulfill the degree requirements). Approved credits are those that a student obtains an A, B, C, D, T and P. Incomplete (I) courses are not considered for the determination of satisfactory academic progress.

## ACADEMIC DISMISSAL

A student will undergo academic dismissal if at the end of any academic year:

1. The Cumulative Grade Point Average (GPA) is less than 2.00, or
2. They do not meet the required Cumulative Completion Ratio, or
3. Exceed the time frame limits established for the program of 6 years or 225.38 credits attempted, whichever comes first.

Academic dismissal will result in loss of eligibility for financial aid. The academic dismissal and financial aid can be appealed as explained below.

## APPEAL PROCESS FOR ACADEMIC DISMISSAL

This appeal process is for students who have undergone academic dismissal for the first time. An appeal form, combined with a personal statement and corroborating documents, must be submitted to the Dean of Academic Affairs. The personal statement must include in writing an explanation of why the student feels their appeal for reinstatement should be considered. Examples of acceptable reasons for appealing may include death in the immediately family, serious medical illness or injury, or other circumstances beyond the student's control. The Academic Dismissal Appeals Committee will evaluate the case upon its merits. If the appeal is granted, it will be under an Academic Probation status, for a maximum of one academic year.

The Dean of Academic Affairs and the Academic Dismissal Appeals Committee will require the student to enroll in specific courses according to an academic plan. Probationary status does not imply that the student is eligible for federal financial aid.

### EVALUATION OF STUDENTS IN AN ACADEMIC PROBATIONARY STATUS

The academic performance of students in an academic probationary status will be evaluated at the end of the academic year. If, at the end of the academic year under Academic Probation status, the student met all SAP requirements and met other academic conditions, the Academic Dismissal Appeals Committee may have stipulated, they will be classified in Good Standing for the next academic year. However, if the student does not meet all SAP requirements, satisfactorily passed 100% of the registered credits, and other academic conditions the Academic Dismissal Appeals Committee may have stipulated, then the student will be permanently dismissed. **This second dismissal cannot be appealed.**

### APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

An appeal form, combined with a personal statement, and a corroborating document must be submitted to the Office of Financial Aid, that will evaluate with the Professional Counselor the merits of the case. The personal statement should include in writing an explanation of why the student feels his/her appeal for reinstatement should be considered. Examples of acceptable reasons for appealing may include death in the immediately family, serious medical illness or injury, or other circumstances beyond the student's control. If the appeal is granted, then the eligibility will be reinstalled for one payment period under probationary status. The Office of Financial Affairs will provide an initial review and response to the student's appeal process before the first day of classes. If the student's appeal is denied, they will be responsible for covering the balance for that semester.

### WITHDRAWAL AND INCOMPLETE

**Withdrawal:** A student who cannot continue their studies for personal reasons may request and receive an official withdrawal (W). The official will indicate the date of withdrawal and the courses that the student was taking at the time of withdrawal. Students who discontinue class attendance without officially withdrawing will receive UW as final grade. Students that want to withdraw from the school must go to the Student Affairs Office to sign the official withdrawal form.

**Incomplete:** A student who has not completed all the requisites of a course may request and receive a grade of "I" (Incomplete) from the instructor. The student must complete all the specified requisites within a period of time by the date indicated in the academic calendar of the subsequent semester. If the requisites are not completed within the allotted time, the grade of "I" (Incomplete) will become a grade of "F" (Failure). To request an Incomplete, students must pay a fee at the Bursar Office. The responsibility for making the necessary agreements to fulfill the requirements of the course in order to remove the Incomplete rests on the student.