Satisfactory Academic Progress (SAP) Policy - for all degree IESE students

1. Overview

This policy combines IESE's institutional policy and the policy that applies to US students, recipients of Title IV aid. SAP requirements are the same for all students regardless of whether they are receiving Title IV aid or not.

SAP consists of both qualitative and quantitative requirements. The qualitative component is based on the grades obtained, as defined in Table 2. The quantitative measure includes a minimum Pace of Completion and a maximum Time Frame, as described in Table 2.

The academic progress determines the program's continuation and eligibility for Title IV funds. Failure to comply with the qualitative and/or quantitative requirements results in dismissal from the program. When a student is dismissed, he/she loses eligibility for Title IV funds. He/she may appeal against the decision of the Program committee. If this appeal is successful, he/she regains eligibility for Title IV funds.

Qualitative and quantitative measures are affected by **Incomplete** courses ("I") or accumulation of grades Cs. A **Comprehensive Exam** or **Remedial work** are measures to reestablish satisfactory academic progress, according to Table 2.

Transfers from other institutions are not accepted at IESE Business School.

Financial Aid Warnings, Probations, and Appeals are not offered because the program ones are binding for FAO. As explained above, academic progress determines the student's continuation in the program and, therefore, the eligibility for Title IV funds. Program warnings, probation, and appeals are program processes defined and managed by the program itself. All students are aware of the SAP, and they are required to meet these requirements to maintain eligibility for Title IV loans. There are no official Financial Aid warnings, appeals or probation, but the Financial Aid Office will contact any student who could be at risk of losing eligibility for Title IV loans.

2. Title IV Disbursements

According to Title IV, IESE's programs are non-term credit hour programs. Therefore, students receive the second disbursement only when half of the credits and at least half of the instructional weeks in the academic year have been successfully completed. See the disbursements calendar in table 1.

The Financial Aid Office evaluates the Satisfactory Academic Progress at the evaluation points defined in Table 3.

Table 1 – Academic Schedule and Financial Aid (FA) Loan periods [1]

Program	Academic Calendar	Title IV Loan Periods
MBA	Length: 19 months Sept. to Apr. Credit hours: 120 Number of terms: 6	**Academic Year 1 (Loan period 1):** Sept. to Jun (>30 weeks)[1] **Academic Year 2 (Loan period 2):** Jul. to Apr. (>30 weeks)[2]
MIM	Length: 11 months Sept. to Aug. Credit hours: 60 Number of terms: 5	**Academic Year (Loan period) :** Sept. to Aug. (>30 weeks)[2]

[1] Loans disbursement schedule will be provided during the IESE Entrance Counseling

[2] The number of weeks in the academic year (loan period) is 30 weeks at least.

3. Student eligibility to Title IV according to institutional SAP criteria

As mentioned in the Overview, SAP consists of qualitative and quantitative requirements. The qualitative component is based on the grades obtained, as shown in Table 2. The quantitative measure includes a minimum Pace of Completion and a maximum Time Frame, as defined in Table 2.

The grades that can be obtained at IESE are:
- "A" is given to students whose performance is outstanding. It is the highest-grade students can obtain.
- "B" to students who acquire the knowledge and skills required.
- "C" to students who don't perform as expected but still have achieved a sufficient level of knowledge and skills.
- "I" to students whose performance is below the minimum requirements to pass the course or did not fulfill the minimum attendance required. Students who get an "I" will have to do remedial work or take a comprehensive exam. At the end of the academic year, if they pass the assignment given by the professor, "I" will be converted to "C".

Table 2 – SAP Parameters for programs eligible for Title IV

SAP CRITERIA		MBA	MiM
Qualitative Component	**Grades**	A, B, C, I	A, B, C, I
	Unsatisfactory Academic Progress	3 or more credit equivalent Cs or Is in a term (10% of whole attempted credit hours), or 6 or more credit-equivalent Cs or Is in a year (20% of whole attempted credit hours).	3 or more credit equivalent Cs or Is in a term (10% of whole attempted credit hours), or 6 or more credit-equivalent Cs or Is in a year (20% of whole attempted credit hours).
	Serious misconduct	According to the criteria of the Program	
Quantitative Component	**Maximum timeframe in calendar time**	At each evaluation point we monitor that our students can finish in the maximum timeframe of 163% (calculated in calendar time) taking in consideration that they won't repeat credits in this extended time after the regular 19-month length of the program.	At each evaluation point we monitor that our students can finish in the maximum timeframe of 100% (calculated in calendar time).)
	Incomplete ("I")	• 20% or more absences in any given course. • performance below the minimum requirements to pass the course	• A number of justified absences evaluated abnormal by the academic committee. • More than 1 formal warning for unjustified absence

			• performance below the minimum requirements to pass the course
		"I" can be redeemed through a Comprehensive Exam or Remedial work and convert to a C. Not redeeming an "I" determines the dismissal from the program.	
	Accumulation of "I"	2 or more "I" or more than 15% classes missed in a term. 3 or more "I" in one academic year.	2 or more "I" or more than 10% classes missed in a term. 3 or more "I" in one academic year.
		Accumulation of "I" will open an Academic Evaluation Process (AEP).	
SAP REESTABLISHMENT MEASURES			
Academic Evaluation Process (AEP)[2]	It is opened in case of unsatisfactory academic performance, accumulation of "I" or serious misconduct. The academic committee may request a comprehensive exam or remedial work. The AEP may conclude with the continuation of the student in the program or the recommendation that he/she leaves the program.		
Comprehensive Exam	At the end of the first academic year	At any time	
	It is required by the Program committee in case of "Unsatisfactory Academic Progress" or an accumulation of "I". If successful, the student can continue in the program. If unsuccessful, the student is dismissed from the program.		
Remedial work	At any time	At any time	
	It is required by the academic committee in case of "I". If successful, "I" is replaced with C and the student can continue in the program. If unsuccessful, the student is dismissed from the program.		

Repetition of the last term of the program	If the student is required to repeat the last term, no additional funds will be awarded.	n/a

[2] Student is immediately informed in writing on the motivating circumstances. Student will have the right to explain his or her point of view on the issue, including reasons as injury or illness, the death of a relative, or other special circumstances. The Academic Committee will consider the student's academic record, opinions of the student's mentor and section head and the reasons behind the issue. Additional members may join the Academic Committee for deliberation as required.

4. Loss of eligibility for Title IV Funds

Any student who is subject to an AEP or has been dismissed for academic reasons, including not reaching the required pace of completion, may appeal the decision of the program committee (the academic committee of a program forms part of the program committee), explaining his reasons, which may include injury, illness, the death of a relative, among other special circumstances.

The appeal should be made to the Secretary General at IESE, who will issue a decision in writing. The program will provide all the information on the documentation to provide and the timeframes.

If reinstatement is granted and conditions are not satisfied by the student within a specified period, dismissal is automatic and not open to further appeal.

The final decision (dismissal or reinstatement) determines eligibility for Title IV Funds. All students are aware of the SAP, and they are required to meet these requirements to maintain eligibility for Title IV loans. There are no official Financial Aid warnings, appeals or probation, but the Financial Aid Office will contact any student who could be at risk of losing eligibility for Title IV loans.

DISMISSAL/SUCCESSFUL APPEALS: this decision is binding for FAO	
Unsuccessful AEP	The Academic Committee informs/recommends the result of the AEP to IESE's Executive Committee, who takes the final decision.

5. Financial Aid Office role in the verification of eligibility of Title IV students according to SAP

The Financial Aid Office checks compliance to SAP requirement for the students beneficiaries of Title IV, according to the following process and timing:

Table 3 – FAO Process and timing

FAO	MBA	MiM
Process	FAO receives the grades and confirmation of attendance for every term. When a student meets the conditions to start an AEP, FAO contacts the program, receives the relevant information, and follows the process. In case the student fails the AEP, he/she is informed by the program and is dismissed. The program informs FAO by email about the result of the AEP. FAO informs the student that she/he is no longer eligible for Title IV funds. Student can regain eligibility through the academic Appeal process.	
Timing	**First year students:** Annually, at the end of the academic year (end of second payment period: August) **Second year students:**	At the end of each payment period

	At the end of each payment period	

Further advice and support is available from: Financial Aid Office, e-mail: faohelp@iese.edu