

Satisfactory Academic Progress

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements.

In order to remain eligible a student must achieve the academic standing necessary to pursue in his program at Université de Montréal, HEC Montréal or École Polytechnique. The BEI will conduct a review at the end of each semester based on the grade scale to determine whether or not the student progresses toward obtaining a degree. The BEI does not make judgment on the satisfactory results but refers to the academic grade scale. At Université de Montréal, an undergraduate student must normally maintain a 2.0 GPA to remain enrolled in the program or to continue receiving aid. A Graduate student must normally maintain a 2.7 GPA remain enrolled in the program or to continue receiving aid. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. When a student repeats a course and achieves a passing grade, the original grade will then be replaced in the grade average.

At HEC Montréal and École Polytechnique, students must refer to their schools regulations. The BEI, will ask his counterpart to send confirmation of the satisfactory academic progress and registration each semester.

At UdeM :

To know the program requirements, student must check with his department. The academic regulations regarding the standards of success and program progression for undergraduate studies are available on :

<http://www.etudes.umontreal.ca/reglements/ReglEtud1erCyc.html#Point12>

For graduate studies, regulations are available on :

http://www.etudes.umontreal.ca/reglements/fes_RegPed.pdf

Undergraduate students must be enrolled for a minimum of 12 credits during the semester to be considered full time. Half-time enrollment is 6 credits. Graduate students can be registered full-time, half-time or part time, regarding their status in the program. That status is set with the Department in accordance of the program progression and the department's regulations.

The minimum and normal time frame for a program completion is indicated on the program description. The maximum time frame permitted for graduate studies is indicated in the regulation (see link above).

Financial aid will be disbursed on the first day of each semester.

Abandon and Annulation

Course cancellation (« annulation d'inscription ») can only be made before the deadline determined by the university academic calendar, usually 2 weeks after the beginning of the semester. The cancellation results in a cancellation of tuition fees. The student who cancels his registration becomes ineligible for Federal student Aid. However, a student who would have attended before cancellation could remain eligible for one month of living expenses and installation fees, as well as books and school supplies if they have been bought before cancellation.

Abandon des cours, is a withdrawal with tuition fees remaining. The student is still considered full-time registered even if he has opted out all his courses. To maintain eligibility to financial aid with *abandon* for all his courses of the semester, the student would have to submit a justification to the BEI. If only one or two courses are in *abandon*, he would still be eligible if he achieves academic progress. *Abandon* must be made one month prior to the end of the semester.

<http://www.etudes.umontreal.ca/payer-etudes/abandon-cours.html>

Deadlines for *Abandon* and *Annulation* for graduate studies are available on the FESP regulations :

http://www.etudes.umontreal.ca/reglements/etudes_superieuresPostdoc.html

A student who is readmitted to his program may apply for financial aid as soon as he is registered back in the program.

Transfer Students

Transfer students' transcripts will be evaluated by the Program Director. Those courses applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only those grades earned at our institution will be used to compute the qualitative requirement.

Change of Program or Degree

Students who decide to change their degree will be evaluated similarly to Transfer Students with the exception that the grades previously earned at our university will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is unlikely to occur, students may pursue two degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect both tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for that student.

Additional Degrees

Students who have completed a graduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.