



UNIVERSIDAD CATÓLICA NORDESTANA UCNE

SATISFACTORY ACADEMIC PROGRESS POLICY

INTRODUCTION

According to the Code of Federal Regulations of the United States, (Section-E, 668.16, 668.32 (f), 668.34 of the "*Student Assistance General Provision*") an institution that participates in federal financial aid programs, must establish in its regulations a policy of Satisfactory Academic Progress (SAP). According to these policies all student that receive benefits from federal financial aid must maintain satisfactory academic progress.

The policy established by UCNE, is in accordance with the federal regulations previously mentioned. For that reason applies to all students who are or will enter to the Federal Funds (US Title IV Funds) program in the Institution.

CHAPTER I DEFINITIONS

Satisfactory Academic Progress (SAP):

Is the positive result of the evaluation of the student's academic performance based Qualitative and Quantitative criteria and the maximum time that the student should be enrolled in a program,

Qualitative Criteria. It is determined by the cumulative GPA of the semester, as indicated in the Academic Regulations.

Quantitative Criteria. This has two aspects: The maximum of time in which financial aid will be awarded defined as 150% of the stated time for completion of the program. And approval of a minimum percentage of 67% of credits attempted.

Attendance and Punctuality. Attendance and punctuality of professors and students for sessions of planned classes is required at all times. Every period of instruction will begin promptly at the hour and will last for the fulltime scheduled for instruction. One hour of class is equal to 60-50 minutes of instruction. During periods of instruction teaching time will be normally organized in such a way that it allows the benefit of a rest interval (10 minutes) every one to two hours of instruction.

The breach on the part of the students of his obligation to attend classes as stated in the previous statement of this policy may influence the student's grade, subject to sanctions, cancelation, termination, or dismissal according to the degree or frequency and nature of the student's non-compliance and as the professors judgement may find to be relevant to the student's knowledge and skills,

The student is responsible for work and instruction missed while absent. Absent students can request assistance from their instructors and/or counselors to address their need. This will be subject to professor oversight in conjunction with the school's division and/or Program Dean

Repeated absenteeism or tardiness may be considered systematic and may be subject to determination that Satisfactory Progress requirements have not been met. Students on Title IV Student Loan Financial Aid Program will lose their participation if they are absent for 14 consecutive days without communication with the school as Student Loan Program Regulations require. In such cases it is considered an administrative withdrawal and a reimbursement calculation to Title IV will take place.

Academic Year. An academic year is any two semesters

Semester. A period of study period of a minimum 15 weeks of instruction according to the scheduled hours of classes that includes training and exams.

Academic Load. The amount of credits that a student enrolls during an academic semester.

According to the academic load, the student is classified as **Full Time** when he enrolls for a minimum amount of fifteen (15) or more credits for one semester; **Three quarter time:** if he enrolls from twelve (12) to fourteen (14) credits and **Half Time** when he enrolls at least with nine (9) credits.

Academic Unit: It's the measure of the student's academic load based on instruction hours. Credit Hour is the unit of measurement of UCNE's academic load, which represents the consistent academic work in one of the following options; One credit is equal to:

- a. 15 hours of theory, including partial and final exams.
- b. 30 hours of controlled practice (laboratory) and / or directed by an instructor or professor.
- c. 45 hours of practice, internship, 45 hours of individual, library, field, or any other form of research.

The Institution uses the traditional four (4) four point system. The following table shows the equivalence with other scoring systems.

Grades	Letter	Score	Equivalence
90-100	A	4.0	Excellent
85-89	B+	3.5	Very Good
80-84	B	3.0	Good
75-79	C+	2.5	Regular
70-74	C	2.0	Enough
65-69	D+	1.5	Failed
60-64	D	1.0	Failed
0-59	F	0.0	Failed

Enrolled Credit Hours: Credits selected and formalized (enrolled) by the student during his studies, including withdrawal and repeated subjects.

Withdrawal by Subject. Are those that the student voluntarily withdraws from their enrolled classes, upon completion the procedures established by the Registrar’s Department within the time period stipulated in the current Academic Calendar.

Semester Withdrawal. (Official Withdrawal) Voluntary withdrawal of all enrolled courses, upon completion the procedures established by the Registrar’s Department.

Repeated Subjects. Subjects that the student enrolls after completion of the same course.

Incomplete Grades. Grade awarded to a student that has not completed all work required for a course or has not taken the final exam on the date established by the Dean’s Office or the appropriate Department. Incomplete credits will are not considered as credits successfully completed.

Time and a Half for Completion. The stated period of time for completion of an academic program, plus an additional period equal to the half of the length of the program. The student’s financial aid will be canceled immediately at the moment it

is determined that a student will not meet the requirement. From that moment on a permanent basis the student will no longer be eligible to receive Financial Aid for the program.

Administrative Withdrawal: Withdrawal Processed by the institution due to student absenteeism, violation of code of conduct, debt, non-compliance with academic progress policy or other significant non-compliance with school academics.

Absenteeism is defined as abandonment or termination without notification, without justifiable cause.

Disciplinary Withdrawal or Suspension: Disciplinary action as required according to the nature of the violation, as defined in the code of conduct or upon the recommendation of UCNE's Disciplinary Committee.

Remedial Courses: Courses taken to reinforce poor performance in a subject or skill required within a program of studies. These courses do not count towards the student's GPA or the calculation of Satisfactory Academic Progress (SAP).

Level Exams. These are exams that the students can take at the beginning of their first semester at the University to validate their knowledge in approved subjects according to UCNE's current Academic Regulations. If a student passes a level exam, this course will be exonerated with no academic load. This course will not count toward the calculation of Satisfactory Academic Progress (SAP).

Warning: Notification given to the student not on probation, that completes a semester and that does not meet one of the evaluation criteria of Satisfactory Academic Progress (SAP) applicable to the semester.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

Academic Progress for students in the Student Financial Aid Program is measured in terms of three (3) criteria, qualitative, quantitative and maximum time for completion.

Students must demonstrate in order to meet Satisfactory Academic Progress (SAP) to have a cumulative index, minimum of 2.00 points and an at least one of two consecutive semesters with a semester index equal to or greater than 2.00.

If the academic program in which the student is enrolled requires an average higher than 2.00 points, the student must meet that minimum requirement to be considered meeting satisfactory progress.

Medical students with Financial Aid must complete pre-medical level

(Undergraduate level) within 150% of the stated time for completion. If at the end of this period of studies the student has not begun studies for Basic Medical Science level, he/she will not receive Financial Aid until the premedical level is completed. Once the student completes premedical level he can again be eligible to receive Financial Aid.

The maximum number of credits that a student that participates in Federal Financial Aid Program throughout his academic life is equal to 150% of the credit of the course

The course(s) in which the student receives an incomplete grade are considered as attempted credits. This means that if the missing work, or missing quizzes or exams are not completed in the period established in article 26 of the Academic Regulations of the university the student will receive a grade of "F" (Fail), unless the student provides reasonable excusable evidence for his absence to the Dean or the Academic Director. In this instance the Registrar's Office will be notified that the grade should be entered as IT (Incomplete Transferred) with a due date for completion, however, this new deadline cannot be extended over the next two academic periods. When the deadline ends, if the student has not taken the exam or completed missing work, he/she will automatically receive a grade of "F".

For the purposes of this program the student that has pending the award of economic assistance due to the situation described in the previous paragraph, the terms of the obligations of the university shall be extended until the situation is resolved for the missing grade.

A student who participates in the Federal Financial Aid program (Federal Funds) is required to maintain an approval rate of at least 67% (2/3) of the credits attempted to attain Satisfactory Progress. This measure is to ensure that will meet with the 150% maximum time length of the program.

Transfer students (from another Institution of Higher Education (IHE)) or if a student requests and is approved a change of program, due to his transfer of credits or recognition of the courses taken, setting the maximum length of the program with Federal Financial Aid (Federal Funds), will depend on the pending subjects to complete the program that student is enrolled at the time of measuring Satisfactory Academic Progress (SAP). Credits accepted in the transfer are included for terms of credits attempted and credits approved.

A student may receive Financial Aid for courses taken or withdrawn providing the student has not exceeded the limit of minimum credits taken and approved.

A student who has failed a course may repeat it to a maximum of two times, and receive the benefit of financial aid. Each repetition will count towards qualitative and quantitative measure and the time to complete the program.

FAILURE TO MEET SAP REQUIREMENTS

The first time a student who does not meet SAP requirements he will be placed on Financial Aid Warning which allows the student to receive financial aid for one additional semester. The student will be monitored for SAP again at the end of the warning period.

If the student who fails to meet SAP requirements after Financial Aid Warning, he is placed on Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established.

An appeal process is available for the student who experienced any of the following:

- a personal injury or illness
- death of a relative
- other circumstances that affect the ability to meet SAP

In any of the above cases, the student must submit documented proof of his allegation and justification of the reasons that have prevented him from complying with his obligations within the present policy.

A student who wishes to appeal must complete the appeal form available at the Financial Aid Office. The completed form must be submitted to the Financial Aid Director.

Financial aid will only be awarded if an appeal is approved. The deadline for students to submit an appeal is 10 days after receipt of notification that he/she does not meet Satisfactory Progress Policy.

Probation: A student may be placed on probation after he has undergone suspension of financial aid participation, has presented a successful appeal before the Financial Aid Committee, and has been granted probation. During this time the student is considered to be meeting Satisfactory Academic Progress criteria and is able to receive financial aid funds.

Academic plan: is a specific study plan developed by the SAP Appeals Committee. The plan, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

At the completion of the probationary semester, the student whose appeal was approved without an academic plan will be reviewed for SAP. If the student is still not meeting SAP requirements, the student will be placed on Financial Aid

Suspension and will be ineligible for financial aid. The student may appeal Financial Aid Suspension.

The student who was placed on an academic plan will be reviewed for SAP at the end of the probationary semester. If the student is still not meeting SAP requirements as stated in the academic plan, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid. Students may appeal Financial Aid Suspension.

If the student's appeal is denied, the student will be ineligible for financial aid until the student meets the SAP requirements.

The Financial Aid Director may convene the Technical Council according to each instance to receive counsel to assist him/her in determining whether to approve or not approve a probationary status to a student. The council will include Chancellor, Academic Vice Chancellor, and the student's professors, Dean and/or Director of the program. The council will determine the plan of studies the student must comply with and present their plan and recommendations to the Financial Aid Director. The final determination will be made by the Financial Aid Director in accordance with Title IV regulations.

SPECIAL CONSIDERATIONS

This policy does not contradict in any part of the terms of Universidad Catolica Nordestana's Academic Regulations. Should an isolated occurrence determine contradiction the Academic Regulations will prevail as long as they do not violate Title IV regulations.

RESOLUTION No. 057/2014
Dated December 10, 2014

VIEW: The SATISFACTORY ACADEMIC PROGRESS POLICY approved by the Academic Council by Resolution No. 19-2014 dated June 18, two thousand fourteen (2014), Article 4, which states: "Course Load is the amount of credits a student enrolled for a semester".

Paragraph: According to the academic load, students are classified as full-time when studying for a minimum of fifteen (15) credits or more in a semester; Three quarter time: when pursuing twelve to fourteen (14) credits and halftime when pursuing at least nine (9) credits.

VIEW: The minutes of the meeting of the Academic Council dated 10 December 2014, by which it authorized the amendment or introduction of amendments to the above policy;

SEEN: That the minimum number of credits that a student must take to obtain federal financial assistance is 9 (nine), which was amended by resolution 19-2014, previously mentioned, increasing this requirement because of the existing quantitative policy so that in any case the maximum is 150% of the time available to the student to complete his studies in the federal loan program.

SEEN: That the academic load of the thesis subjects, monograph or end subject to obtaining a degree is six (6) credits.

SEEN: The hours of research and field work that the student must perform to complete the requirement mentioned in the previous paragraph.

SEEN: That the credits exonerated when the validation of a transfer student are considered approved and therefore the student should not take such courses compulsory. The following was decided:

RESOLVE:

FIRST: Authorizing a participating student federal loan program with a part-time course load, to officially register the final requirement for obtaining your college degree, although it consists of less than 9 credits and can therefore benefit from the Satisfactory Academic Program policy.

SECOND: The credits exonerated in the process of validation, counted in the calculation of PAS having an effect on the time and environment, it limits period that the student must complete their studies.

City and County of San Francisco de Macoris, Duarte Province, Dominican Republic, on the 10th day of December, two thousand fourteen (2014).

Dr. Martin Ortega Then.
Academic Vice-Chancellor.