



UNIVERSIDAD CATÓLICA NORDESTANA UCNE

SATISFACTORY ACADEMIC PROGRESS POLICY

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 program in the Institution, and is stricter than that which the institution applies to a student who does not receive Federal Financial Assistance, to ensure that the student completes within 150% of the time required.

CHAPTER I DEFINITIONS

Article no. 1. Satisfactory Academic Progress (SAP): Is the positive result of the evaluation of the student's academic status, based on quantitative and qualitative criteria, and the maximum time that the student should last in the program.

Article no. 2. Qualitative Criterion. It is determined from the accumulated academic index and the semester index, as indicated in the Academic Regulations.

Article no. 3. Quantitative Criterion. This consists of two aspects; the maximum time that federal financial assistance will be granted is 150% of the published duration and the approval of a minimum percentage of 67% of the credits attempted.

Article no. 4. Attendance and Punctuality. Attendance and punctuality of teachers and students to the planned class sessions is required at all time. Each period of instruction will begin promptly at the time and for the full time provided for instruction. One hour of class is equal to 60-50 minutes of instruction. During instructional periods teaching time will normally be arranged in such a way that allows the student to benefit from a rest interval (10 minutes) in each one to two hours of instruction.

Failure by students to comply with the attendance requirement as outlined in the previous text of this policy may be reflected in the student's final grade, cancellation, termination or cancellation penalties in accordance with the grade or frequency and nature of the Breach of this according to the judgment of the teachers, if it determines that it may be relevant to the knowledge and skills of the student.

The student is responsible for the work and instruction given during his / her absence. Students with absences may request the assistance of teachers and / or advisers to replace lost work, which will be regulated by the teacher with the school division or corresponding Dean.

Frequent absenteeism or tardiness can be considered systematic and may in turn be subject to determination of noncompliance with the requirements of Satisfactory Progress. Students in the Title IV Student Loan Program in the Financial Aid Program will lose their participation if they are absent for more than 14 consecutive days without communication with the university, as required by the Loan Program regulations. In such case, it will be considered as administrative discharge and the calculation of reimbursement to Title IV.

Article no. 5. Academic Year. It is equal to any two (2) semesters.

Article no. 6. Semester. Period of studies of a minimum of 15 weeks according to the scheduled hours of classes that includes instruction and examination.

Article no. 7. Academic Charge. It is the amount of credits that enrolls a student during an academic semester.

Paragraph: According to the academic load, the student is classified as **Full Time:** when is attending a minimum of fifteen (15) credits or more in an academic semester; **Three Fourth Time:** when it runs from twelve to fourteen (14) credits and **Half Time:** when it carries at least nine (9) credits.

Article no. 8. Academic Unit. It is the Measurement of the student's academic load based on class hours. The Academic Credit is the unit of measurement of the academic load adopted by UCNE, which represents academic work consisting of one of the following options:

- a. 15 attendance hours, including partial and final tests.
- b. 30 hours controlled practiced and/or directed by the teacher.
- c. 45 Hours of individual research, consisting of bibliographical research, field or any other modality, extramural practice or internship.

The institution uses the traditional system of academic index based on four points. The following table presents the equivalence with other scoring systems.

Qualification	Letter	Punctuation	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

Article no. 9. Subscribed Credits. These are the credits that are selected and officialized by the student during the course, including those corresponding to the withdrawal and repeated subjects.

Article no. 10. Withdrawal of Subjects. These are those that the student voluntarily excludes from his selection of classes once they are enrolled, exhausting the procedures established by the Registry Department within the period of time stipulated in the current Academic Calendar.

Article no. 11. Semester Withdrawal: (Official Withdrawal). It is the one that the student makes voluntarily, exhausting the procedures established by the Registry Department.

Article no. 12. Repeated Subjects. These are those that enroll the student after having attended in more than one opportunity.

Article no. 13. Uncompleted Qualification. It is granted when the student has not completed the course or, for not having taken the final test on the date established by the Dean or the corresponding School. Incomplete credits will not be considered credits successfully completed for the purposes of this program.

Article no. 14. Time and a Half. It is the period determined for the time established by the Institution to complete an academic program, plus an additional period equivalent to half the duration of that program. Student financial aid will be immediately terminated at the time it is determined that a student does not meet the half time requirement. Thereafter will no longer be eligible to receive the same.

Article no. 15. Administrative Withdrawal. The one that processes the institution for absenteeism, violation of rules, student debt, noncompliance with the Policy of Satisfactory Progress, and any other significant noncompliance with the university academy.

Absenteeism is understood as the abandonment or rupture without justifiable cause of the student with the educational process.

Article no. 16. Dismissal and / or Disciplinary Suspension. It is carried out as a disciplinary action according to the indiscipline situation caused by the student with the recommendation of the UCNE Disciplinary Committee.

Article no. 17. Remedial Courses. These are those reinforcement courses that the student takes for poor performance in any required subject or skill within the program. These courses will not count towards the calculation of Satisfactory Academic Progress (SAP).

Article no. 18. Level Tests. These are tests that the student can take at the beginning of his first semester in the University to validate his knowledge in the subjects approved according to the Academic Regulations in force in the UCNE. If a student passes a level exam, this subject will be exonerated without any kind of academic load. This subject will not count for the calculation of the Academic Progress Satisfactory (SAP).

Article no. 19. Poor Progress Notice or Warning. It is the notification given to the student who completes the semester and does not meet one of the criteria for the evaluation of the Academic Progress Satisfactory (SAP) applicable to the semester.

CHAPTER II

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

Article no. 20. Academic Progress is calculated for all students participating in the Federal Economic Assistance Program, Half, $\frac{3}{4}$ and full time and in any eligible race for such program.

Each semester will be evaluated based on three criteria: Qualitative, quantitative and maximum time to complete. The information of the Evaluation will be contained in the student's file; to

which he has access. The student will be notified in case the results of his evaluation are below the required level.

Paragraph: The evaluation made to each student will be reviewed by a committee to which will belong: The Administrative and Financial Director, Director of the Students' School, The Dean of Students, the legal and Admissions. This committee may be extended if it is considered for the purposes of monitoring the status of students receiving federal economic assistance.

Article no. 21. In order for a student to comply with the Qualitative Measure of Satisfactory Academic Progress (SAP), a cumulative index of at least 2.00 points and at least one of two consecutive periods with a semester grade equal to or greater than 2.00 points is required.

If the academic program in which the student is enrolled requires an index of more than 2.00 points, he must meet the same requirement as a minimum to be considered with satisfactory academic progress.

Article no. 22. Even if the student does not receive financial assistance at the beginning of his / her studies, the maximum period of time for which federal financial assistance may be granted to the student corresponds to 150% of the time recorded in his or her curriculum.

The student of the Medicine Program, must complete the Premedical within the maximum of 150% of the time established in his curriculum.

If, after this period, the student has not entered the Basic Sciences Cycle, will not be able to receive financial assistance until complete the Premedical. Once the student enters the Basic Science Cycle, then may be eligible again for financial aid.

Article no. 23. The maximum number of credits that the student can enroll during the academic life is equivalent to 150% of the total credits included in their curriculum.

Paragraph I: The subjects in which the student receives an Incomplete grade will count as enrolled. That is, it will count as registered credits until it is reported within the range of qualifying credit scores.

The completeness examination that is not presented in the period established in the Academic Regulations of this university will represent an "F" (Failure), unless the student justifies its non-compliance to the Dean or corresponding Director. In this case, the IT Registry (Incomplete Transfer) will be notified to the Registry Office with specific date of completion, however, this new term cannot be extended more than the following two academic periods. After the deadline, if the student has not taken the exam, will automatically receive an "F".

Paragraph 2: For the purposes of this policy, the student who has pending the delivery of the financial assistance generated and present the situation presented in the previous paragraph, the period of the obligation of the university will be extended until the existing situation is solved by the missing qualification.

Article no. 24. The student must pass at least 67% (2/3) of the credits entered (attempted) during the evaluation period. This percentage represents the rate at which the student progresses and is calculated by dividing the cumulative number of credits that the student has successfully completed between the cumulative number of hours the student has attempted. This measure is to ensure that you can meet the maximum time of 150% of the duration of the program.

Article no. 25. The student transferred from another Higher Education Institution (HEI) or who requests and is approved the change of program, due to their validation or revalidation of the courses taken to establish the maximum duration of the course with Federal Funds, will depend

on the remaining subjects to be studied, according to the program that the student is taking to measure the Satisfactory Academic Progress (SAP). It means that the credits accepted in transfer, are included for terms of attempted credits and approved credits.

Article no. 26. A student may receive Financial Assistance for subjects taken after being withdrawal or failed, provided that he has not exceeded the limit of minimum credits to be studied and approved in an academic period.

Article no. 27. A student who has failed a subject may repeat the same up to a maximum of two times, receiving the benefit of financial assistance. Each repetition will count for terms of qualitative, quantitative measure and time to complete.

CHAPTER III NON-COMPLIANCE OF SAP REQUIREMENTS. (UNSATISFACTORY CONDITION)

Article no. 28. A student who does not meet SAP requirements will be placed for the first time in Notice of Default (Warning) and is allowed to receive financial aid for an additional semester. The student will be notified in writing of this condition and will be monitored regarding compliance with this Policy and will be evaluated again at the end of the period.

Article no. 29. If the student does not meet (SAP) requirements following the warning of not making satisfactory progress, Financial Aid will be suspended, not being eligible to receive, unless makes an appeal and it is approved. This suspension will be notified in writing.

If the student does not wish to appeal, must meet SAP requirements before eligibility for financial assistance can be re-established.

Article no. 30. The student has the option of completing the appeals process if has experienced any of the following:

- Personal injury or illness.
- Death of a family member
- Another circumstance that affects the ability to comply with SAP.

In any case of the above, the student must present evidence supporting the appeal, justifying the cause (s) that have prevented from achieving satisfactory academic progress, as established in this policy.

Article no. 31. The student who wants to appeal must complete the form for these purposes, which is available at the Financial Aid Office of this university and must be presented to the principal of this department.

Such appeal shall be submitted to the Committee composed by the Rector and the Vice-rectors. The same can be extended according to the particular case. This committee will determine whether or not a probationary status is granted to a student, whether or not conditioned to the completion of an academic plan.

Article no. 32. Financial aid will only be granted if the appeal is approved. The deadline for the student to initiate their appeal is 10 days after receipt of notice that they fail to comply with the Satisfactory Academic Progress (SAP).

Article no. 33. The student who, after having suffered suspension of financial aid and made an appeal, will be placed on Probation, if said appeal has been approved. During this time, the student

is considered to have satisfactory Academic Progress and may receive financial aid funds, in addition the student must comply with the conditions established in the grant of the probation.

Article no. 34. Curriculum (Academic Plan). It is a special plan developed by the academics. The plan shall ensure that the student is able to meet the Standards of Satisfactory Academic Progress (SAP) at a specific point in time.

Article no. 35. At the end of the semester test period, a student who has been granted probation without an academic plan will be assessed according to SAP criteria. If the student doesn't comply the SAP requirements will not be eligible for financial aid and will be suspended. The student may appeal to the Financial Aid Department the Suspension imposed.

Article no. 36. The student who has been placed on an academic plan will be evaluated at the end of the semester. If the student still doesn't meet the SAP requirements as outlined in the academic plan, won't be eligible for financial aid and will be suspended. The student may appeal to the Financial Aid Department the suspension.

Article no. 37. The student whose appeal is denied will not be eligible for financial aid until they meet SAP requirements.

SPECIAL CONSIDERATIONS.

Article no. 38. This policy does not contradict in any way the terms of the Academic Regulations of the Universidad Catolica Nordestana. If an isolated contradiction event is detected, the Academic Rules will prevail as long as they do not violate the terms of participation in the Title IV Direct Loan program.

ANNEXED

RESOLUTION No. 057/2014 FROM DATE DECEMBER 10TH, 2014.

VIEW: The **Satisfactory Academic Progress (SAP)**, Approved by the Academic Council by Resolution No. 19-2014 dated June 18th, 2014, in article 4, which establishes that: "Academic load. It is the amount of credits that enrolls a student during an academic semester".

Paragraph: According to the academic load, the student is classified as Full Time when attending a minimum of fifteen (15) credits or more in an academic semester; three fourth time: when it runs from twelve to fourteen (14) credits and Half Time when it carries at least nine (9) credits.

VIEW: The Act of the session of the Academic Council dated December 10th, 2014, by which authorized the modification or introduction of modifications to the mentioned policy;

ATTENDED: That the minimum amount of credits a student must take to obtain federal financial aid is 9 (nine), which was modified through resolution 19-2014, previously mentioned, increasing this requirement due to the existing quantitative policy, so that in any case the maximum time is 150% of the time the student has to finish his studies in the federal loan program.

ATTENDED: That the academic load of the subjects of thesis, monographic or final subject to obtain the university title is of six (6) credits.

ATTENDED: The hours of research and fieldwork that the student must complete to complete the requirement mentioned in the previous paragraph.

ATTENDED: That credits exonerated at the time of the validation of a transferred student are considered approved and therefore the student should not study them compulsory. The following is decided:

RESOLVES

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

SECOND: The credits exempted during the validation process, will count in the calculation of the SAP taking effect in the time and average, period limit that the student must finish its studies.

In the City and Municipality of San Francisco de Macorís, Duarte, Dominican Republic, on the 10TH days of December year two thousand and fourteen (2014).

DR. MARTÍN ORTEGA THEN
Academic Vice-Rector