



NATIONAL UNIVERSITY COLLEGE

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In compliance with the regulations of the US Department of Education (ED), the Institution has established the following policy to measure the Academic Satisfactory Progress (SAP) with which each student has to comply.

Students will be evaluated annually. The standards to be evaluated include qualitative and quantitative measurements and the maximum time frame required to complete the educational program.

Maximum Time Frame

All students are required to complete their program of studies in a reasonable time period. The federal regulation defines as reasonable time 150% of the duration of the program of studies. The maximum time frame allowed to complete any program is determined by multiplying by 1.5 the number of credits that comprise the program (program duration). Eligibility for financial aid will be suspended for those students that fail to complete their program of studies within the 150% required time frame.

Credits included in the 150% of the maximum time frame will be:

- a) All the transfer credits (TC) from other institutions that are equivalent to the program of studies.
 - b) All the credits of competency exams (CE) that are equivalent to the program of studies.
 - c) All the attempted credits, even if they have not been completed due to withdrawals, incompletes, or failures.
1. Failure to complete the program during the allotted time frame specified above will result in the student no longer being eligible to receive Title IV financial aid funds. Students who exceed the maximum time frame allowed to complete a program will be eligible to receive the original degree for which they enrolled only if they are authorized

to continue studies in an extended enrollment status. These students will not be eligible to receive additional Title IV financial aid funds. The terms and conditions of this extended enrollment status should be in writing and accepted by the student.

2. At 100% of the maximum time frame (or graduation, whichever occurs sooner) the student must have completed all of the program requirements with a CGPA of 2.0 or higher depending on the GPA graduation requirement for each program as applicable. In the particular case of the Bachelor's Degree Programs in Education the, required grade point average (GPA) for graduation will be 3.00 or higher whereas for the Bachelor's Degree in Science in Nursing it will be at least 2.25.
3. In the case of students receiving Veteran's benefits, the following will apply:

Once a student completes the minimum number of credits required to complete the program, Veterans Administration education benefits will be stopped unless otherwise determined by the Veteran's Administration. This in no way affects a veteran or other student's eligibility to attend as a regular student of the institution and only applies to the requirement for receipt of veteran's benefits.

Quantitative Component: Credits

All students must successfully complete a required percentage (%) of the attempted credits as established in the *Schedule of Satisfactory Academic Progress*. The student's academic progress will be calculated dividing the number of completed credits by the number of attempted credits. Withdrawals, incompletes and transfer credits will be counted as attempted credits.

Qualitative Component: GPA

In order to comply with this standard, students must comply with a minimum grade point average (GPA) as determined by the pertinent program, consistent with the Institution's requirement for graduation.

Notifications

Students will be evaluated annually and the Registrar's Office will send a written notification to each student who has not complied with the satisfactory academic progress standard. Said notification will be mailed to the most recent address appearing on the Registrar's records. Failure of the student to notify address changes will not make the notification process void.

Any student, who is under Financial Aid Probation due to failure to comply with the Standards of Academic Progress and wishes to resume his studies, will be required to pay from his own funds those tuition costs and fees corresponding to the term in which he resumes studies. The student will continue paying from his own funds until he progresses academically according to the Standards of Academic Progress and as long as he doesn't exceed his maximum time frame.

Financial Aid Probation

Status assigned by the Institution to a student who fails to make satisfactory academic progress and who has had eligibility for aid reinstated.

As long as the student completes the appeal process and the appeal is successful, the student may continue to receive financial aid for one payment period.

Appeals process

An appeals process has been established to be used by those students who are under Financial Aid Probation due to failure to comply with the satisfactory academic progress standards. The process is the following:

1. The student should request in writing a review of his case. (The forms for requesting a review are available at the Counselor's Office).
2. The student should submit the request to the Counselor's Office not later than five (5) business days after having received the written notification.
3. The Counselor will evaluate the student's appeal and the conditions that prevented the student from meeting the academic progress standards to determine if:
 - a. The student should be able to make satisfactory academic progress during the subsequent payment period and meet the Institution's satisfactory academic progress standards at the end of that payment period; or
 - b. The student should be able to make satisfactory academic progress by a specific point in time after the development of an academic plan.
4. The request for review shall be evaluated by an Appeals Committee composed of: the Registrar or a representative from the Registrar, a Department Director and a representative from the Financial Aid and Counseling Offices.
5. Once the Appeals Committee meets and reviews the student's appeal, the Committee will make known its decision in writing through the Registrar's Office. The decision shall be considered as final.

Mitigating or Special Circumstances

The Mitigating or Special Circumstances that the Appeals Committee considers acceptable to grant the student's appeal request are the following:

1. Death of a close relative such as father, mother, spouse, son or daughter, grandparents or a guardian.
2. An illness that has impeded or interfered with the student's learning process.
3. Significant personal problems out of the student's control, that have a direct or indirect impact on his performance at the Institution.

All of these cases shall be properly documented by the student before being considered.

Re-installment

A student may qualify to be reinstated for eligibility to Title IV programs when his situation meets the following condition:

If a student loses his eligibility and after having completed his Financial Aid Probation is in compliance with the minimum number of credits as well as the grade point average (GPA) required, he could be newly eligible.

After having approved the period of Financial Aid Probation determined by the Institution, and having achieved academic progress, the student shall be eligible for financial aid for the subsequent term.

A student who after completing his period of Financial Aid Probation does not progress academically may apply to continue his studies in an extended enrollment status at his own expense as long as he doesn't exceed the maximum time frame.

If a student while being in an extended enrollment status achieves academic progress, he should submit a letter to the Registrar's Office requesting a reconsideration of his case. The letter will be sent to the Academic Dean to evaluate the case and make a final determination. If the evaluation is favorable, the Registrar's Office will remove the extended enrollment status from the student.

In the case of students active in the National Guard or Reserves, their academic progress will not be affected.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY

ON LINE STUDENTS MASTER'S DEGREE

National University College requires that all graduate students demonstrate satisfactory academic progress annually. To comply with the academic progress policy, the student must meet both the qualitative and quantitative components.

Qualitative Component

- a. The student must maintain a minimum cumulative grade point average of 3.00 in each evaluation period.

Quantitative Component

The student must complete a required percentage (%) of attempted credits in relation to the number of credits attempted (cumulative approved credits/ cumulative credits attempted). This includes transfer credits.

Notifications

The Registrar's Office will use the following status to identify students who do not meet the academic progress standards.

Financial Aid Probation

This status is used to identify students who fail to meet the academic progress requirements. As long as the students complete the appeal process and the appeal is successful, students may continue to receive Financial Aid (Title IV) for one payment period.

Appeal Process

The appeal process is that in which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of eligibility to receive Title IV Financial Aid assistance.

1. The student must complete an appeal Request and submit it with the appropriate documentation that evidences the appeal conditions to the Counseling Office.
2. The Counselor will evaluate the student's appeal and the conditions that prevented the student from meeting the academic progress standards to determine if:

- a) The student should be able to make satisfactory academic progress during the subsequent payment period and meet the institution's satisfactory academic progress standards at the end of that payment period; or
 - b) The student should be able to make satisfactory academic progress by a specific point in time after the development of an academic plan.
3. If after the evaluation the Institution understands that the student cannot meet the institution's academic progress standard, then:
- a) The Appeal Request will be denied and the student will receive notification of the decision. The student will not be able to receive Title IV financial aid assistance, but may continue to be enrolled and pay for the cost of studies.

Appeal Conditions

1. Death in family
2. Injury or illness of the student
3. Another special circumstance

The student must submit documentation evidencing the status of the appeal.

**INSTITUTIONAL POLICY REGARDING WITHDRAWALS,
INCOMPLETES, LEAVES OF ABSENCE, AND OTHERS**

Withdrawals (W), (AW)

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student's cumulative grade point average, but will have an effect on the number of credits that the student should have completed successfully at the moment in which his academic record has been evaluated to measure the time frame for academic progress. Students who are expelled from the Institution due to disciplinary action will receive "AW" and this grade will appear in their record.

Incompletes (I)

Removing an incomplete is the sole responsibility of the student. Any student who, due to mitigating or special circumstances, fails to take a final exam will receive an incomplete and a provisional grade in the class upon request to the professor and approval of the incomplete. This grade may be removed by taking the term's final exam not later than 45 days after the start date of classes of the following term.

If not removed by that time the Registrar will assign as final the grade originally accompanying the incomplete in the student's record. In some cases and in mutual agreement with his professor, a student may also receive an incomplete if he owes an assignment or has missed an exam. In these cases, the incomplete may be removed by the student taking the exam missed or by submitting the assignment owed. Incompletes accompanied by an F (IF) not removed by the time established herein will have the same effect as a course not approved.

Program changes

A change of program will be considered any change which involves a change of curriculum, whether it be within the same program the student is enrolled in or not. Students interested in changing programs should first visit the Counseling Office to be interviewed.

At the interview, both the student and the Counselor will evaluate the student's academic goals and skills and proceed to complete a Change of Program form from the Registrar's office. The program change will be authorized by the Department Director to whom the student is

referred.

The program change will be provided to the Registrar to update the system and the student's record. No more than one (1) program change will be permitted. With regard to the determination of a student's satisfactory academic progress who changes programs, seeks to earn an additional degree or changes to a different curriculum either voluntarily or through the re-admission process, the credits attempted and grades earned in the new program and credits approved under the previous program that are required in the new program will be counted in academic progress.

Leave of absence (LOA)

The student should notify the Registrar's Office in writing of the reasons why he is requesting a leave of absence for one term. The request for leave of absence should be made prior to the start date of the term for which the LOA is being requested. The student's request will be evaluated and, if approved by the Associate Academic Dean of the particular campus, the student will be notified in writing. It will be the student's responsibility to enroll in the term immediately following the term in which the LOA was approved.

Repeating a course

A student can repeat a course if he is interested in improving his grade. Only the highest grade will be used in the calculation of the cumulative grade point average. All courses will also be considered credits attempted for the purpose of determining successful course completion percentages. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time and the course repetition cannot be due to the student failing other previous coursework.

Re-admission

Any student who discontinues his studies in the institution and is later re-admitted, will re-enter under the academic progress status that he had at the moment of discontinuing his studies. Notwithstanding the above, the students so re-admitted, should be bound by academic program and other requirements in the Catalog and other established guidelines effective as of the date of this re-admission.

Transfer students

All the transfer credits (TC) from other institutions that are equivalent to the program of studies will be included in the maximum time frame. Transfer credits (TC) will be counted as attempted and completed credits, but they will not be included in the grade point average (GPA) calculation.

In the event that there are no relevant courses to transfer to the new academic program, the student begins the new curriculum with a new maximum time frame and a new cumulative grade point average.

Pass-No Pass Grades

Pass-No Pass grades for satisfactory academic progress purposes do not affect the student's cumulative grade point average but are counted as credits attempted as well as for maximum time frame purposes.

Remedial Courses

The Institution does not offer remedial courses.

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