



Satisfactory Academic Progress Policy

I. INTRODUCTION

The federal law that regulates the use of the funds allocated to the different Financial Aid Programs requires all eligible students to meet the satisfactory academic progress standards established by Universidad del Sagrado Corazón (“Sagrado” or “University”). The purpose of the satisfactory academic progress standards is to ensure that students who benefit from such aid make good use of it, continuously demonstrating that they are making a constant and progressive work to complete the requirements of their program of studies.

Students are responsible for knowing his or her academic status or condition.

The evaluation is composed of two elements:

1. Qualitative Element. The qualitative element measures the student's academic achievement. It will be evaluated using the cumulative grade point average as indicated in section III-A rounded to two decimal places.
2. Quantitative Element. There are two aspects of the quantitative element. The first measures the maximum period of time that federal financial aid will be awarded to the student in accordance with the requirements of the Federal Department of Education's Title IV Financial Aid Programs. The second determines the gradual progress towards the degree, through the annual approval of a minimum percentage of credits as indicated in section III-B. The measurement of the qualitative and quantitative element will be carried out annually, at the end of each academic year, as established in the following sections.

II. DEFINITIONS

1. Equivalent Year: measures the additional time allotted to complete a degree by aggregating the annual academic load. This computation excludes courses taken in summer sessions.
2. Academic Load: means the number of credits enrolled in a given semester.

| Academic Load | Undergraduate Program | Graduate Program |
|---------------------|-----------------------|---------------------|
| Full-time | 12 or more credits | 6 credits or more |
| Three Quarters | From 9 - 11 credits | From 4 – 5 credits |
| Part-time | From 8 – 6 credits | 3 credits |
| Less than part-time | From 5 credits | Less than 3 credits |

Students with less than a part-time academic load are not eligible for some federal financial aid programs.

3. Grade Point Average of Completed Credits means the total number of credits a student has completed since entering Sagrado with any of the following grades: A, B, C, D, F, or FW. The cumulative credits will determine the minimum required grade point average.

4. Completed Credits (applies to students in the undergraduate program): means the total credits a student has completed upon admission with any of the following grades:

- a. For concentration courses, A, B, C or P are required to be counted as completed credits, and
- b. For general courses, A, B, C, D or P are required to be counted as completer courses considered completed courses.

In the evaluation of credits completed, the student is required to maintain an academic index consistent with the requirements for graduation established by Sagrado.

5. Completed Credits (applies to students in the graduate program): means the total credits a student has completed since entering the program with any of the following grades: A, B or P. In the evaluation of credits completed, the student is required to maintain an academic index consistent with the requirements for graduation established by Sagrado.

6. Irregular Student: for the purposes of this rule, means a student who does not always carry the same academic load (e.g., a student enrolls the first semester or year with 12 or more credits and the second semester or year with 9 credits).

7. Readmitted Student: means a student who re-enters Sagrado after having interrupted his or her studies for one semester (undergraduate student) or one term (graduate student) or more.

III. STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS

A. Qualitative Element

1. The qualitative element requires a student to have accumulated a minimum academic index according to the total credits accumulated at the end of each semester, as specified in the table below:

TABLE I

| Year of Study | % Accumulated Credits | Minimum Accumulated Index |
|----------------------|------------------------------|----------------------------------|
| 1 st Year | 67% | 1.50 |
| 2 nd Year | 67% | 1.70 |
| 3 rd Year | 67% | 1.80 |
| 4 th Year | 67% | 2.00 |

| | | |
|-------------------|---------------|------|
| More than 4 Years | More than 67% | 2.00 |
|-------------------|---------------|------|

2. Compliance with this standard will be evaluated annually (once in every academic year) using the last available grade point average (GPA) as of the second semester. For cases of readmissions, the qualitative element will be evaluated using the academic data accumulated as of the last semester of study. For students taking courses in the summer academic sessions, the qualitative element will be evaluated using the academic data accumulated as of December. (The approved probation or appeal extends to the summer sessions).

3. In determining the Academic Index, the following grades will be taken into consideration: A, B, C, D, F, and FW.

The following grades will not be taken into consideration:

| | |
|-------------------|------------------------|
| P= Approved | I= Incomplete |
| NP= Not approved | W= Official withdrawal |
| NC= Not completed | AU= Active listener |

4. If a student is enrolled in an educational program of more than two academic years, the policy specifies that at the end of the second academic year, the student must have a GPA of at least 2.00.

B. Quantitative Element

1. The quantitative element will be measured at the end of the second academic semester. In the case of readmissions, the quantitative element will be measured using the academic information accumulated as of the last semester of study. The student will have up to a maximum of six (6) equivalent years in which Federal Financial Aid will be awarded or 150% of the timeframe. Students are required to complete their degree requirements within a specific time frame that cannot be longer than 150% of the published length of the student's study program. This provision does not apply to graduate programs.

2. For purposes of the academic satisfactory progress calculations, a successful completion of a course for all undergraduate students are the following grades: (a) A, B, C or P for concentration courses, and (b) A, B, C, D or P for general courses. All other grades, including F, W (Withdrawal), I (Incomplete), R (Repeated), and NC (NoT Completed) will not be counted as a successful completion.

3. Courses with the following grades will be consider as attempted:

| | |
|-------------------|------------------------|
| P= Approved | I= Incomplete |
| NP= Not approved | W= Official withdrawal |
| NC= Not completed | |

4. Incomplete (I) grades are counted as unsuccessful attempts. Only an incomplete that has been changed to the following grades can be added to the number of credits completed for the semester of the original enrolment:

Undergraduate students:

- a. For concentration courses, A, B, C or P are required to be counted as completed credits, and
- b. For general courses, A, B, C, D or P are required to be counted as completed courses considered completed courses.

Graduate students: A, B or P.

It is the students' responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade.

5. Remedial courses are not included in the attempted courses to complete the program in the maximum time frame of 150%.

6. At the end of each academic year, a full-time student (semester academic load of 12 or more credits) must have the following minimum percentage of completed credits.

TABLE II

Minimum % of credits completed in 120-credit programs

| | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------|----------|----------|----------|----------|----------|----------|
| Attempted Credits | 30 | 60 | 90 | 120 | 150 | 180 |
| % Minimum Approved Credits | 67% | 67% | 67% | 67% | 67% | 100% |
| Academic Average | 1.50 | 1.70 | 1.80 | 2.0 | 2.0 | 2.00 |

Minimum % of completed credits in programs from 126 to 129 credits

| | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------|----------|----------|----------|----------|----------|----------|
| Attempted Credits | 32 | 64 | 96 | 126 | 157 | 189 |
| % Minimum Credits Approved | 67% | 67% | 67% | 67% | 67% | 100% |
| Academic Average | 1.50 | 1.70 | 1.80 | 2.0 | 2.0 | 2.00 |

Minimum % of completed credits in programs from 130 to 133 credits

| | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------|----------|----------|----------|----------|----------|----------|
| Attempted Credits | 33 | 66 | 99 | 130 | 162 | 195 |
| % Minimum Credits Approved | 67% | 67% | 67% | 67% | 67% | 100% |
| Academic Average | 1.50 | 1.70 | 1.80 | 2.0 | 2.0 | 2.00 |

Minimum number of completed credits in 161-credit programs

| | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------|----------|----------|----------|----------|----------|----------|
| Attempted Credits | 40 | 80 | 120 | 161 | 201 | 241 |
| % Minimum Credits Approved | 67% | 67% | 67% | 67% | 67% | 100% |
| Academic Average | 1.50 | 1.70 | 1.80 | 2.0 | 2.0 | 2.00 |

7. Non-credit courses required by Sagrado will be counted as part of the academic load in determining the financial aid award and will be included in the evaluation of completed credits and equivalent year.

8. The Standards of Satisfactory Academic Progress apply to all full-time students, three-quarter time students, part-time students, and irregular students (any combination of the above) including less than half-time students.

IV. STANDARDS FOR INCOMING STUDENTS

1. Students coming directly from high school are presumed to be making satisfactory academic progress at the time they begin their undergraduate studies.

2. Transfer and Combined Students

a. In determining their eligibility in their first year of study, it will also be assumed that they are making satisfactory academic progress at the time of their admission.

b. Grades obtained at other institutions will not be included in the determination of the cumulative index of Sagrado. Therefore, the academic index will not be affected by the grades of the validated credits. Sagrado counts as attempted and earned the validated credits from other institutions.

c. Except for the above particulars, the satisfactory academic progress of transfer and combined students will be evaluated in accordance with the standards governing other students of the same classification.

V. STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS IN GRADUATE PROGRAMS

A. Qualitative Element

1. A graduate level student must maintain a minimum cumulative index of 2.75 when he or she has passed 25% or more of the credits required for his or her program. In addition, he or she must maintain a minimum cumulative index of 3.00 when he or she has passed three-fourths or more of the credits required for the degree.

2. In determining the academic index, the following grades will be taken into consideration: A, B, C, D, F and FW.

3. Compliance with this rule will be evaluated annually (once in the academic year) using the last average available at the second session of the academic year. For readmissions, the qualitative element will be evaluated using the accumulated academic data as of the last term of study.

B. Quantitative Element

1. Measurement of the quantitative element will be made at the end of the second session of the academic year.

2. Full-time student (quarterly academic load of six credits or more). At the end of each academic year, they must have the following minimum percentage of approved credits. Students with a partial academic load will have the quantitative element computed based on equivalent years of study.

TABLE III

Minimum % of credits completed Graduate Program

| | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------|----------|----------|----------|----------|----------|---------------|
| Attempted Credits | 16 | 32 | 48 | 48 | 48 | 48 (Thesis 2) |
| % Minimum Credits Approved | 67% | 67% | 67% | 67% | 100% | 100% |
| Academic Average | 2.75 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |

3. Satisfactory academic progress standards apply to all full-time students, three-quarter time students, part-time students, and irregular students (any combination of the above) including less than half-time students.

VI. RULES FOR REPEATED COURSES

Any student eligible to receive funds from the various financial aid programs who does not pass a course is entitled to repeat the same course a maximum of two federally funded occasions. That is, a maximum of three times eligible to receive funds from the financial aid programs. Is important to notice that each repeated course counts as an attempted credit for the quantitative element.

VII. SUSPENSION, APPEAL PROCESS, PROBATION, AND REINSTATEMENT

A. Suspension

1. A student who does not meet the minimum requirements established in this policy will not be making satisfactory academic progress and will be ineligible to receive federal financial aid.

2. A student who has reached the maximum timeframe established by this policy and has not completed his or her degree will not be making satisfactory academic progress and will be ineligible to receive federal financial as is.

3. A student who makes two consecutive total withdrawals after the 100% refund period will not be making academic progress and will be ineligible to receive federal financial aid.

B. Appeals Process

1. A student whose federal financial aid has been suspended has the right to appeal such decision by submitting in the Sagrado portal a statement of the circumstances that affected his or her academic achievement with the relevant documents.

2. The following circumstances are considered critical and mitigating:

a. The student's prolonged illness.

b. The illness of the "head of household" for a prolonged period of time that has created a situation of real economic need.

c. Alteration of the family unit such as: the divorce of parents or own, death of father, mother or spouse, among others.

d. Subject to the discretion of Sagrado's Academic Progress Review Committee and under very special conditions, a change in academic objective (degree or concentration) may be considered as a mitigating circumstance. The student's academic advisor will assist him or her in developing an academic study plan to meet Sagrado's standards of satisfactory academic progress toward a degree. The student is responsible for following it

3. Academic progress appeal requests must be accompanied by a study plan coordinated and agreed upon by the student and the academic advisor to meet the minimum requirements of the academic progress standards.

4. Academic progress appeal requests must be submitted to the Integrated Assistance Office as established for each academic year of the academic year prior to the start of the new academic year. No appeal requests will be received after the first day of classes of the first semester of the academic year or the semester of readmission.

5. The submission of an appeal request, for failure to meet any component of Sagrado's standards of satisfactory academic progress, does not constitute an agreement that it will be resolved favourably for the student.

6. The student is not eligible to participate in federal or state financial aid programs and must use the payment plan option established in the Financial Norms for the payment of tuition costs until the appeal is finally resolved.

C. Probation

1. A student begins the probation period when the submitted appeal is approved by the Academic Progress Review Committee. The probation period is for one academic year, during which the student may continue to receive financial aid funds. Compliance with the study plan will be verified each payment period (one semester for undergraduate

students or one quarter for graduate students). If the student does not comply with the projected study plan during the first semester or quarter, he or she will not be eligible for financial aid programs in the following payment period.

2. The student who has been granted probation must visit his or her academic advisor regularly to attend to his or her academic situation and follow the recommendation of the courses according to the established study plan. Graduate students will follow the same procedure with the Program Coordinator.

3. A student who, upon dropping out does not meet the standards for satisfactory academic progress, may go through an appeal process to determine his or her eligibility to receive financial aid at the time of applying for readmission.

D. Restitution of Financial Assistance

Financial aid will be reinstated as soon as the student again satisfies all requirements of the applicable Satisfactory Academic Progress Standards or at such time as the Academic Progress Review Committee has favourably considered the appeal.

E. Notification

The Financial Aid Office will notify the student of the suspension, probation, or reinstatement of his or her financial aid to the student's email provided by Sagrado.

VIII. Handling of Unforeseen Situations

Situations not contemplated in the Standards of Satisfactory Academic Progress will be evaluated by the Financial Aid Office in consultation with the Registrar's Office. The final decision will be made by the Auxiliar Vicepresident for Enrollment Management.

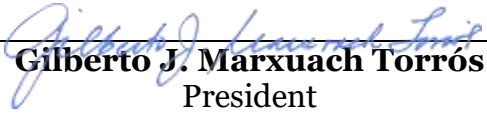
IX. Questions About this Policy

Questions regarding the scope and interpretation of this Policy should be directed to the Auxiliary Vicepresident of Enrollment Management at asi@sagrado.edu or mi.sagrado.edu>Students Services>Forms and Request> Solicitud ASI.

X. Reporting Violations

Violations to this Policy should be directed to the Compliance, Audit and Institutional Integrity Office. Any violations to this Policy will be addressed in accordance with the Sagrado's policies and procedures.

Universidad del Sagrado Corazón reserves the right to interpret this Policy in its administration, implementation and enforcement. If there is any ambiguity in any provision of this Policy, Sagrado reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact to Sagrado's operations and good faith, unless otherwise provided by law.



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