

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations require all schools to establish and apply reasonable standards of satisfactory progress for all students receiving student financial aid funds provided by programs authorized by Title IV of the Higher Education Act. The standards of satisfactory progress policy must include both qualitative and quantitative measures of a student's progress and must include all periods of the student's enrollment at Professional University Dr. Carlos J. Borrero Ríos students, including those who wish to be considered for financial aid, must maintain satisfactory progress in their selected courses of study as set forth in this policy.

Standards for Satisfactory Progress

I. Determination of Satisfactory Progress

The major components in the evaluation of satisfactory progress are the student's academic performance and the time limit of the degree.

A. Qualitative Component

The academic performance of the student is the qualitative measure of satisfactory progress, including:

- Minimum Cumulative Grade Point Average (CGPA). To be eligible for financial aid, students must maintain a minimum CGPA of 2.00 during first year of studies and 2.50 thereafter until graduation at undergraduate level. For graduate level, student must have 2.50 during the first year of studies and 3.00 thereafter until graduation.
- Grades of F and NP will be factored into the CGPA and will be considered for qualitative calculation.

B. Quantitative Component

The quantitative component sets the minimum percentage of progression for all enrolled courses. The student must complete a minimum percentage (50%) of all attempted credit during the first year of studies and 75% thereafter until graduation.

"Complete" and "attempted" credits hours are used are defined below.

- Grades of A, B, C, D, and P will be considered hours completed.
- Grades of No Grade (NG), Incomplete F (IF), F, Administrative Withdrawal (AW), No Pass (NP), and Withdrawal (W) will be considered hours attempted but not completed.
- Repeated courses will count toward all hours attempted.

Evaluation Periods:

Satisfactory Academic Progress reports are generated and evaluated at the end of each payment period for each student. The Cumulative Grade Point of Average (CGPA / qualitative measure) and Rate of Progression (ROP / quantitative measure) must comply or exceed the benchmark associated with the evaluation interval. If a student fails to meet the Cumulative Grade Point of Average and /or Rate of Progression benchmarks at the end of the term, the student will be placed on a Non-Satisfactory Academic Progress (NSAP) status and suspended from Title IV funds participation until the student achieves the appropriate SAP good standing status.

To provide a reference of the evaluation process PUDCJBR present to the student the following tables. This document presents an overview of the expectancies that the student should have to comply with the institution SAP policy.

Model of Minimum Incremental Progress Requirements

Associates degree

Term	1	2	3	4	5	6	7
Credits Attempted	1-15	16-30	31-39	40-55	56-67	68-76	77-88
Credits to be Completed	10	20	26	37	45	51	59
GPA	2.00	2.00	2.50	2.50	2.50	2.50	2.50

Bachelors in Nursing Science

Term	1	2	3	4	5	6	7	8	9	10	11	12	13
Credits Attempted	1-15	16-30	31-39	40-55	56-67	68-76	77-88	89-101	102-107	108-122	123-143	144-164	165-182
Credits to be Completed	10	20	26	37	45	51	59	67	71	81	95	109	121
GPA	2.00	2.00	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50

Master's in science in Anesthesia FT

Beginning on FALL

Term	1	2	3	4	5	6	7	8	9	10	11	12	13
Credits Attempted	1-15	16-30	31-39	40-55	56-67	68-76	77-88	89-101	102-107	108-122	123-143	144-164	165-182
Credits to be Completed	10	20	26	37	45	51	59	67	71	81	95	109	121
GPA	2.00	2.00	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50

Master's in science in Anesthesia FT

Beginning on SPRING

Term	1	2	3	4	5	6	7	8	9
Credits Attempted	14	23	42	54	64	77	88	95	103
Credits to be Completed	7	12	21	41	48	58	66	71	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

Master's in science in Anesthesia PT

Beginning on FALL

Term	1	2	3	4	5	6	7	8	9	10	11
Credits Attempted	10	20	26	30	39	53	67	77	85	93	102
Credits to be Completed	5	10	13	23	29	40	50	58	64	70	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	4.50	5.50

Master's in science in Anesthesia PT

Beginning on SPRING

Term	1	2	3	4	5	6	7	8	9	10	11
Credits Attempted	10	20	26	30	39	53	67	77	85	93	102
Credits to be Completed	5	10	13	23	29	40	50	58	64	70	77
% of Completion Required	50%	50%	50%	75%	75%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	4.50	5.50

Master's in science in Nursing Critical Care FT

Beginning on FALL

Term	1	2	3	4	5	6	7	8	9	10
Credits Attempted	5	12	15	23	31	37	41	46	51	54
Credits to be Completed	3	9	11	17	23	28	31	35	38	41
% of Completion Required	50%	75%	75%	75%	75%	75%	75%	75%	75%	75%
Cumulative GPA Required	2.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	4.50

DNAP

Term	1	2	3	4	5	6	7	8	9	10	11	12
Credits Attempted	1-15	16-29	30-45	46-59	60-74	75-88	89-102	103-117	118-131	132-145	146-159	160-173
Credits to be Completed	10	21	37	52	67	82	95	110	124	138	152	166
GPA	2.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00

The maximum time to complete degree.

Students must earn a degree within a maximum time frame that does not exceed 150% of the normal time to complete the degree, as measured by all attempted credit hours at the school.

New admission students from other accredited institutions, who are interested in applying to validate courses, must present an official transcript of the institution from their origin. The candidate must apply for courses validation before completing the admissions process. The student also accumulates time for studies for the credits transferred.

Important notice: Credit hours that are accepted from another institution toward the student, educational record will be counted as both attempted and completed hours.

If the student is suspended academically for one year, upon returning to the institution, the student would have the same academic status that when he/she was suspended. The student will be considered for Title IV participation once he resumes his/her studies and attain SAP status according to the progression tables described above.

If in this time outside the institution suspended academically the student passes courses at another institution or acquires another academic degree, neither the courses nor the academic degree will be recognized or validated to our institution under any circumstances.

A student who is in Title IV dismissal status is one who has not complied with the Satisfactory Academic Progress Standard (PAS) in any term of studies.

INSTITUTIONAL ACADEMIC AND SATISFACTORY ACADEMIC POLICY DEFINITION

Note the PUDCJBR has two concurrent academic policies for the student standing. The Institutional Academic Policy measure the progression of the student in his/her studies and could allow the student to continue his/her studies without Title IV funds. The Student Satisfactory Academic Policy (SAP) measure the academic progression of the student for Title IV eligibility.

RULES FOR SUSPENSION

PUDCJBR holds the right to suspend students for academic, disciplinary or payment reasons. After duly exhausting the corresponding measures stipulated in the Student Handbook or Clinical Practice Manual, PUDCJBR may initiate the suspension process.

RULES FOR ACADEMIC SUSPENSION

Any student who does not qualify for probation will be suspended for academic deficiency and will be subject to the following discipline:

- Suspension from the institution for one semester or one year.
- If students are suspended academically on two consecutive occasions, they will be permanently suspended from the program.

RULES FOR RETENTION

The retention rate is established at 3.00 depending on the number of credits the student has taken. At the end of every semester, students will be informed of their grades and the accrued academic GPA. If the GPA is lower than the corresponding retention index, the student will be notified in writing and the Academic Counselor and Director will be informed. At the end of every academic year the academic GPA of each student will be compared to his corresponding retention index. The amount of tried credits will also be compared to the amount of approved credits.

When the cumulative index is lower than the retention index, or when the amount of total