



REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

(SAP policy)

The Professional University Dr. Carlos J Borrero Ríos (PUDCJBR) will verify through the Registrar's office (RO), whether the student has obtained Satisfactory Academic Progress (SAP) at the end of each academic term (quarter/semester).

To achieve SAP in any of the programs offered by PUDCJBR, the student should:

1. Achieve a minimum cumulative grade point average (GPA) until completion of the degree:

Students in the undergraduate program will be required to maintain a minimum cumulative academic retention rate, according to the following table:

Associates degree Programs:

Two years duration:

Audio Engineering 54 credits

Two and a half years duration:

Respiratory Care 73 credits

Surgical Technology 59 credits

Coding and Medical Billing 62 credits

Credits Completed	Minimum Cumulative Academic Retention Rate (GPA)
1-30 = 1 st year	2.00
31-55 = 2 nd year	2.00
56-76 = 3 rd year	2.00

Credits Completed	Minimum Cumulative Academic Retention Rate (GPA)
77-88 = 4 th year	2.00

Bachelor's degree Programs:

Credits Completed	Minimum Cumulative Academic Retention Rate (GPA)
1-30 = 1 st year	2.00
31-55 = 2 nd year	2.00
56-76 = 3 rd year	2.00
77-88 = 4 th year	2.00

In the Graduate programs:

Student's will have to maintain a minimum cumulative academic retention rate, according to the following table:

Science of Anesthesia 77 credits
Critical Care 41 credits

Credits Completed	Minimum Cumulative Academic Retention Rate (GPA)
1 – 24 = 1 st year	3.00
25 – 49 = 2 nd year	3.00
50 - 77 = 3 rd year	3.00

2. Complete the grade within the maximum time: (Pace)

Students will have a maximum time equivalent to one and a half times the credits required by each academic program to complete their degree.

For example: Students may attempt $133 \times 1.5 = 199$ credits or $77 \times 1.5 = 115$ credits. Therefore, they will have to pass a minimum of 67% of the credits in which they are enrolled in each academic term (quarter/semester) and maintain a minimum cumulative GPA according to the table above.

SAP evaluation periods (increments) will be made at the end of each academic term (quarter/semester) by the Registrar Office (RO).

Failure to pass a minimum of 67% of the credits in which they are cumulatively enrolled and / or failure to obtain the minimum cumulative GPA, the student would be placed in the next academic term (quarter/semester) on PAS Failure to Comply (Warning).

PAS DEFAULT NOTIFICATION PERIOD (Warning)

If in any evaluation period (increments), the student does not comply with the requirements of the SAP policy, he/she will be placed on **Warning**.

The SAP Warning will be sent by the RO either by certified mail, by institutional email or personally delivered to the student who will sign an acknowledgement of receipt. During this period, the student will be eligible for Title IV funds.

If in the following evaluation period (increment), the student does not meet the minimum credits and/or the minimum cumulative GPA required in the SAP policy, he/she will lose his/her eligibility to participate in Title IV funds, and any other type of financial assistance, and will be **suspended** for one academic term (quarter/semester) for lack of SAP.

Courses taken at another institution during the academic suspension period will not be validated at PUDCJBR.

Notification of Suspension will be sent by the RO either by certified mail, by institutional email or delivered personally to the student who will sign an acknowledgement of receipt. The notification will be sent before the beginning of the next academic period.

APPEAL PROCESS AND REQUEST FOR RECONSIDERATION

If a student is notified of a determination of a Warning or Suspension and understands that just cause exists to review such determination, he/she may submit a written request for reconsideration to the Registrar within ten (10) calendar days of notification of the suspension of studies.

Just cause may include illness of the student or a close family member, death of a family member, or loss of employment or income.

The petition must detail the reasons why the determination should be reconsidered and include evidence to support the allegations, if any. In addition, the student must explain and specify in his or her request what circumstances have changed so that they will not now affect his or her

compliance with the SAP policy.

The Registrar will convene and chair the PAS Appeals Committee, composed of the Registrar, the Financial Aid Officer, the Dean of Student Services, and a member of the faculty or the corresponding Program Coordinator.

The Committee will evaluate each case and notify the final resolution of the request for reconsideration no later than five (5) working days after deliberating on the request. The notification of the Committee's decision will be sent by the RO by certified mail, by institutional e-mail or delivered personally to the student who will sign an acknowledgment of receipt.

The decision of the Committee's is final and may not be appealed.

The Committee may determine to approve the student and place him/her on Academic Probation status. While the student is on Academic Probation, he/she may be eligible to receive federal, state or institutional financial aid funds. The Committee may establish a study plan of up to a maximum of two (2) academic terms (quarter/semester) for the student to achieve the minimum elements established by the PAS policy. Such a plan must be evaluated at the end of each academic term (quarter/semester) by the RO.

If the university determines that the student does not attend classes regularly, does not demonstrate interest in his/her studies or does not comply with any study plan or agreement, the university may suspend the student with Administrative Dismissal on the grounds that the student will not comply with the PAS policy and may suspend the benefits of all financial aid.

Eligibility:

A student who has been suspended and chooses not to appeal the suspension may apply for readmission after one academic term (quarter/semester) away from the university.

If readmitted, the student will not be eligible to receive financial aid funds and will have to pay for that academic term (quarter/semester) with private funds. At the end of that academic term (quarter/semester), if the student meets the minimum SAP requirements, he/she will be re-eligible to receive financial aid funds.

Repetition of Courses:

Students may repeat courses in which they earned a final grade of "A", "B", or "C", but will pay 100% of the cost of those courses with private funds.

Students may repeat only once those courses in which they earned a final grade of "D" with the

right to payment of Title IV funds from the Financial Aid program. After the second time, the student will be responsible for payment of the courses.

Students may repeat those courses where they earned a final grade of "F", or less than "F" with eligibility for payment of Title IV funds from the Financial Aid program until a minimum grade of "C" is earned.

For repeated courses, the highest grade is used for the calculation of the cumulative grade point average. These courses will be marked with an "R" on the student's transcript to indicate that they were repeated. A student may repeat a course as a listener as many times as he/she wishes without receiving payments from the Financial Aid programs.

Incomplete Courses

Each student is responsible for taking in a timely manner the midterm, final exams and quizzes established as a course requirement, and for completing research papers and any other type of academic task that allows to assess the progress in the understanding, assimilation and systematization of knowledge, development of technical or other skills and abilities, according to the content, quality and time requirements determined by the faculty in charge of a particular course and the training objectives of PUDCJBR.

An incomplete (I) is a provisional grade requested by the student and granted by the professor in those cases where justified reasons prevent the student from fulfilling the course requirements. Incompletes are not considered to be lack of preparation for exams, schedule mix-ups, and failure to turn in required assignments in a timely manner.

The student will request the incomplete and will fill out the corresponding application form available at the RO and will present the documentation that evidences the reason for receiving it. The request for an incomplete removal carries a \$10.00 fee that must be paid at the FO.

Final acceptance of the request is determined by the professor concerned and the DAA. The professor will award a provisional grade of incomplete "I" accompanied by an alternate grade on the final grade report (i.e. "IC"). In each case, the student is responsible for the removal of the incomplete ("I").

If a student does not remove the incomplete by the date stipulated by the professor, the student will get the alternate grade as the final grade (i.e. IC = C). The same will be used to calculate the SAP.

The incomplete will, under normal conditions, must be removed on or before the date established in the academic calendar. This rule may change in exceptional cases. The professor will fill out the official Incomplete Removal Form available in the RO.

Remedial and/or Prerequisite Courses:

These courses are not considered in the calculation of the student SAP and are not applicable for payment by Title IV funds.

Partial and Total Withdrawals:

Courses that the student drops due to a partial or total withdrawal are considered as attempted credits but are both considered in the calculation of the students GPA.

Courses that are dropped during the add/drop period during the registration process are not considered in the calculation of the students SAP.

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