



Standards of Satisfactory Academic Progress (SAP)

POLICY DECLARATION

National University College, in accordance with its academic and federal regulations, specifically 34 CFR 668.34, promulgates and adopts this Satisfactory Academic Progress Policy.

APPLICABILITY OF THIS POLICY

This policy applies to any student enrolled in National University College, regardless of whether they are full-time or part-time students or if they receive federal financial aid or any other kind of aid. The policy does not apply to students enrolled in continuing education courses.

SATISFACTORY ACADEMIC PROGRESS DEFINITION

National University College defines Satisfactory Academic Progress as the required measurement of a student's academic progress towards completing their academic program. Satisfactory Academic Progress is evaluated with two standards: a qualitative component (GPA) and a quantitative component (Credits Successfully Completed).

The student must maintain the required cumulative grade point average and successfully approve the credits required in order to meet the qualitative and quantitative components of SAP. In order that the student completes the approved academic program within the established maximum time frame for the program (the quantitative component of SAP), the student must also maintain a steady pace of completing approved courses throughout the duration of the student's academic program.

A review of the Satisfactory Academic Progress is not complete until both the qualitative and quantitative measures have been reviewed. If the review shows that a student does not have the required GPA or is not maintaining the required pace, they become ineligible for FSA funds unless they are placed on a Financial Aid Probation period, after a successful appeal.

REQUIREMENTS THAT NEED TO BE MET IN ORDER TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

Qualitative Component (GPA):

Students are required to maintain a grade point average that allows them to meet the graduation requirements. Students need to achieve a minimum cumulative grade point average at each evaluation point. *(For details, please refer to the Academic Progress Evaluation Charts).*

Quantitative Component (Credits):

Students need to successfully complete a minimum amount of academic credits to remain on track to finish the academic program within the allowable maximum time. Compliance with this component is monitored to ensure students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements will complete their program within the maximum time frame as described in the Maximum Time section.

The quantitative component is measured by dividing the credits that were successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all attempted credits at each evaluation point to meet minimum SAP standards (*For details, please refer to the Academic Progress Evaluation Charts*).

The table below provides information about how grades affect the Qualitative (GPA) and Quantitative (Credits) components.

Grade Type	Grade	GPA	Credits/Hours Attempted	Credits/Hours Earned (Successfully Completed)	Maximum Time Frame
Passing grades	A, B, C, D	Yes	Yes	Yes	Yes
Additional passing grades	CE, P,	No	Yes	Yes	Yes
Fail Grade	F	Yes	Yes	No	Yes
No Passing Grade	NP	No	Yes	No	Yes
Incompletes	IC, IB, IA	Yes	Yes	Yes	Yes
Drop Courses	W, AW	No	Yes	No	Yes
Repeated courses	An R will appear after grade	Highest grade obtained	Yes	Yes	Yes
Transferred Credits from prior programs at NUC that were accepted towards current program	Refer to grades above	Yes	Yes	Yes	Yes
Transferred Credits from Other Schools that were accepted towards current program	TC, TD	No	Yes	Yes	Yes

MAXIMUM TIME FRAME

Students are required to complete their program within a reasonable time frame. Federal regulations define the maximum time frame as 150% of the published length of the program of study.

The maximum time is based on credits attempted and is determined by multiplying the published amount of credits in the program by 1.5. For example, a program that consists of 64 credits would have a maximum time frame of 96 credits to complete the program.

A student fails to meet Maximum Time Frame standards when it becomes mathematically impossible for him to complete his program within 150% of its length.

A student who fails to meet Maximum Time Frame standards loses eligibility to receive financial aid, unless he/she completes an appeal process and has their appeal approved. For more information, please refer to the Appeal Process and Extended Enrollment details below.

EVALUATION PROCEDURE

The Registrar's Office will evaluate the academic progress for programs annually, at the conclusion of the spring term (*During the month of July, for details, please refer to the Academic Progress Evaluation Charts*).

REEVALUATION PROCEDURE

The Registrar's Office will reevaluate Satisfactory Academic Progress for students for whom a late notification of grade change is received. The Registrar will send written notification, indicating the results of the evaluation, to those students that, as a result of the reevaluation, met or failed to meet satisfactory academic progress standards.

SATISFACTORY ACADEMIC PROGRESS STATUSES AND NOTIFICATION PROCESS

If students do not meet satisfactory academic progress standards they will receive a written notification from the Registrar's Office indicating the results of the evaluation, the satisfactory academic progress status under which student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

Financial Aid Probation

This status is given to those students who have failed to meet the academic progress requirements, but then complete the appeal process and have their appeal approved (*Please refer to the Appeal Process below*).

The Financial Aid Probation period is for only one term. The approval of an appeal may require that the student be placed on an academic plan during the Financial Aid Probation period if it is unlikely for the student to be able to meet the SAP standards by the end of the term the student is on probation. The academic plan is to ensure the student is monitored each subsequent term to determine if the student is on track to graduate within the maximum time frame (*See the Academic Plan section below*).

Students will be eligible for financial aid during the term on probation. Once the probation period ends, in order to maintain eligibility for financial aid, students must be able to show they meet the requirements of satisfactory academic progress or the academic plan.

APPEAL PROCESS

An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of his continued eligibility for FSA funds. The appeal process applies to students who did not meet the academic progress requirements in the year reviewed.

If a student asserts that his/her condition for not having a satisfactory academic progress status is because the determination made by the institution was the result of an administrative error or because during the evaluation period there were extenuating circumstances that prevented them from meeting the requirements of the Satisfactory Academic Progress Policy, the student has the right to appeal the decision made by the institution.

The Institution considers the following as examples of extenuating circumstances:

- Student's illness
- Family Illness
- Distress in the family unit, such as: divorce or death of the parents, spouse, or children
- Job loss or potentially significant changes in the work schedule during the term
- Abusive relationships
- Disabilities that were not previously documented
- Natural disasters
- Financial hardship, such as foreclosure or eviction
- Other situations beyond the student's control

In order to start the appeal process, the student needs to complete and submit a Satisfactory Academic Progress Appeal Application, within five (5) days after having received the notification of not meeting satisfactory progress. The application is available at the Counselor's Office in the Student Affairs office of each campus. The Counselor will submit the Satisfactory Academic Progress Appeal Application to the Director of Student Affairs, who will summon the Appeals Committee for proper evaluation.

The responsibility of the Appeals Committee is to evaluate the reasons presented in the Satisfactory Academic Progress Appeal Application and determine if, by the end of the following term, the student should be able to meet the academic progress standards or an academic plan.

The Appeals Committee consists of the Registrar, the Financial Aid Director, a Professional Counselor and an Academic Representative. The Appeals Committee will evaluate the Satisfactory Academic Progress Appeal Application and will notify the Director of Student Affairs about the decision made, who will communicate it to the Registrar and Counselor. The Registrar will then send a written notification to the student no later than 5 calendar days from the date of the committee's decision. A copy of this notification will be sent to the Director of Student Affairs, Counselor, Financial Aid and Student Account Offices.

If the application is approved, the student will be eligible for financial aid during the term on probation. Once the probation period ends, in order to maintain eligibility for financial aid, the

student must be able to show the requirements of the satisfactory academic progress or the academic plan has been met.

ACADEMIC PLAN

Academic Plans are developed by the Academic Counselor and an academic representative in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point of time.

If a student successfully appeals and is placed on a SAP probation period and on an academic plan, the student's SAP would be reviewed at the end of each subsequent term, as long as the student continues to meet the requirements of the academic plan. In order to continue on the academic plan after the initial term on probation, the Counselor will be monitoring and documenting that the student is meeting the academic plan requirements and that it is possible for the student to be able to meet graduation standards within the maximum time frame.

FINANCIAL AID SUSPENSION

Students will lose eligibility for financial aid if they fail to meet Satisfactory Academic Progress standards and:

- Have the option, but did not complete an Appeal, or
- An Appeal was denied, or
- Fail to meet Academic Plan requirements, or
- It became mathematically impossible for the student to complete the program within the maximum time frame allowed, or to meet the minimum required GPA.

Students may continue studies without financial aid assistance after financial aid suspension, if otherwise allowed academically. If the student continues without FSA assistance, the student will be responsible for the total cost that may apply during such period of continued enrollment.

Students will receive written notification of Financial Aid Suspension from the Registrar's Office. The Registrar will also be notifying the Academic Dean, Financial Aid and the Student Account's Office of the student's ineligibility for financial aid.

REESTABLISHING ELIGIBILITY

Financial aid eligibility that is lost due to not meeting SAP standards may be reestablished once the student obtains the required minimum cumulative GPA and/or required minimum pace.

EXTENDED ENROLLMENT

A student who fails to meet Maximum Time Frame standards loses eligibility to receive financial aid, but may be allowed to continue studies under a Financial Aid Probation period or Extended Enrollment period. Students interested in this option, must complete the Satisfactory Academic Progress Appeal form.

The Satisfactory Academic Progress committee will meet to review appeals (For more details, please refer to the Appeal process above). The committee may place the student under a Financial Aid Probation period, if it is determined that it is likely for the student to be able to complete the program by the end of the next term (payment period). The committee may place the student on an extended enrollment period, if it is determined that the student needs more than one additional term to complete the program.

Students that are placed under a Financial Aid Probation period will be eligible for financial aid only for this additional term (Please refer to the Financial Aid Probation period above). Students that are placed under an Extended Enrollment period will lose eligibility for financial aid and will be responsible for the total cost that may apply during this period.

SATISFACTORY ACADEMIC PROGRESS TABLES

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated annually during the month of July. At each evaluation point, students must achieve a cumulative GPA and a minimum credit completion rate as shown in the SAP tables below (*Applicable SAP table for each program is identified in the program tables below*).

ASSOCIATE DEGREES

Program	Credits in Program	Maximum Credit Attempts to Complete Program	Applicable SAP Table
Associate Degree in Accounting	64	96	SAP TABLE I
Associate Degree in Business Administration	69	103	SAP TABLE I
Associate Degree in Business Administration with Major in Entrepreneurship	67	100	SAP TABLE I
Associate Degree in Criminal Justice	71	106	SAP TABLE I
Associate Degree in Dental Assistant with Expanded Functions on/after 2007	81	121	SAP TABLE I
Associate Degree in Dental Assistant with Expanded Functions on/after 2014	78	117	SAP TABLE I
Associate Degree in Electrical Engineering Technology with Renewable Energy	80	120	SAP TABLE I
Associate Degree in Electronics Engineering Technology in Telecommunications	86	129	SAP TABLE I
Associate Degree in Information Technology in Health	61	91	SAP TABLE I
Associate Degree in Instrumentation	85	127	SAP TABLE I
Associate Degree in Medical Billing and Coding	61	91	SAP TABLE I
Associate Degree in Network Technology and Application Development on/after 2011	87	130	SAP TABLE I
Associate Degree in Network Technology and Application Development on/after 2013	74	111	SAP TABLE I
Associate Degree in Office Systems with Major in Information Processing	82	123	SAP TABLE I
Associate Degree in Office Systems with Major in Medical Secretary	84	126	SAP TABLE I

Associate Degree in Pharmacy Technician on/after 2007	87	130	SAP TABLE I
Associate Degree in Pharmacy Technician on/after 2014	76	114	SAP TABLE I
Associate Degree in Physical Therapy	78	117	SAP TABLE I
Associate Degree in Physical Therapist Assistant on/after 2016	77	115	SAP TABLE IV
Associate Degree in Nursing on/after 2008	81	121	SAP TABLE I
Associate Degree in Nursing on/after 2014	70	105	SAP TABLE II

BACHELOR DEGREES

Program	Credits in Program	Maximum Credit Attempts to Complete Program	Applicable SAP Table
Bachelor Degree in Business Administration Major in Business Intelligence	120	180	SAP Table I
Bachelor Degree in Business Administration Major in General Business	120	180	SAP Table I
Bachelor Degree in Business Administration Major in Human Resources	120	180	SAP Table I
Bachelor Degree in Business Administration with Major in Accounting on/after 2010	129	193	SAP Table I
Bachelor Degree in Business Administration with Major in Accounting on/after 2013	121	181	SAP Table I
Bachelor Degree in Business Administration with Major in Healthcare Management	120	180	SAP Table I
Bachelor Degree in Business Administration with Major in International Business	120	180	SAP Table I
Bachelor Degree in Business Administration with Major in Management	120	180	SAP Table I
Bachelor Degree in Criminal Justice on/after 2007	121	181	SAP Table I
Bachelor Degree in Criminal Justice on/after 2012	117	175	SAP Table I
Bachelor Degree in Criminal Justice on/after 2013	120	180	SAP Table I
Bachelor Degree in Criminal Justice Major in Cyber Crimes	120	180	SAP Table I
Bachelor Degree in Criminal Justice Major in Forensic Investigation	120	180	SAP Table I
Bachelor Degree in Criminal Justice Major in Homeland Security	120	180	SAP Table I
Bachelor Degree in Criminal Justice Major in Human Services	120	180	SAP Table I
Bachelor Degree in Information Technology	120	180	SAP Table I
Bachelor Degree in Information Technology with Major in Information Assurance & Security	120	180	SAP Table I
Bachelor Degree in Information Technology with Major in Network Administration	120	180	SAP Table I
Bachelor Degree in Information Technology with Major in Software Analysis & Development	120	180	SAP Table I

Bachelor Degree in Network Technology and Application Development on/after 2011	133	199	SAP Table I
Bachelor Degree in Network Technology and Application Development on/after 2013	120	180	SAP Table I
Bachelor Degree in Office Systems Administration	126	189	SAP Table I
Bachelor's Degree in Information Technology	133	199	SAP Table I
Bachelor Degree in Business Administration with Major in Banking	125	187	SAP TABLE III
Bachelor Degree in Science in Nursing on/after 2008	126	189	SAP TABLE II
Bachelor Degree in Science in Nursing on/after 2014	122	183	SAP TABLE III
Bachelor Degree in Science in Nursing RN to BSN on/after 2013	45	67	SAP TABLE III
Bachelor Degree in Science in Nursing RN to BSN on/after 2014	52	78	SAP TABLE III
Bachelor Degree in Education with Major in Health Education	125	187	SAP TABLE IV
Bachelor Degree in Education with Major in Preschool Education	131	196	SAP TABLE IV

MASTER DEGREES

Program	Credits in Program	Maximum Credit Attempts to Complete Program	Applicable SAP Table
Master Degree in Business Administration	39	58	SAP TABLE IV
Master Degree in Business Administration with Major in Digital Marketing	39	58	SAP TABLE IV
Master Degree in Education with Major in Educational Leadership	39	58	SAP TABLE IV

SAP TABLE I		
Terms Completed	Minimum Pace (Credit Hours Completed / Credit Hours Attempted)	Minimum Grade Point Average
1	50%	1.50
2	50%	1.60
3	50%	1.70
4	60%	1.80
5	60%	1.90
6 or more	67%	2.00

SAP TABLE II		
Terms Completed	Minimum Pace (Credit Hours Completed / Credit Hours Attempted)	Minimum Grade Point Average
1	50%	1.50
2	50%	1.70
3	50%	1.90
4	60%	2.00
5	60%	2.10
6 or more	67%	2.25

SAP TABLE III		
Terms Completed	Minimum Pace (Credit Hours Completed / Credit Hours Attempted)	Minimum Grade Point Average
1	50%	1.70
2	50%	1.90
3	50%	2.10
4	60%	2.20
5	60%	2.40
6 or more	67%	2.50

SAP TABLE IV		
Terms Completed	Minimum Pace (Credit Hours Completed / Credit Hours Attempted)	Minimum Grade Point Average
1	50%	2.00
2	50%	2.50
3	50%	2.70
4	60%	2.80
5	60%	2.90
6 or more	67%	3.00