

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-06	SATISFACTORY ACADEMIC PROGRESS	PG.1/10	Ver. 1.1
REVIEWED BY:		APPROVED BY:	
Mónica Ruiz Huerta Administrative Vice-President			
Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		Dr. Luis Ernesto Derbez Bautista President	

I. Purpose

This policy defines the guidelines for determining the academic progress that must be demonstrated by eligible U.S. students enrolled in bachelor degree programs at Fundación Universidad de las Américas, Puebla who receive Title IV Funds from the U.S. Department of Education.

II. Definitions

- **Administrator:** Head of the Credit and Collection Department, responsible for the management of Title IV Program funds.
- **Direct Loan:** Title IV Program loans available to eligible U.S. students to cover a portion of the cost of their bachelor degree studies at Fundación Universidad de las Américas, Puebla, which could include tuition, course materials, housing, meals and fees, among others.
- **Title IV Programs:** Financial aid programs (including Direct Loans) available to eligible U.S. students interested in pursuing higher education. Title IV Programs are administered by the U.S. Department of Education under Title IV of the U.S. Higher Education Act of 1965, as amended. For purposes of this policy, Title IV Program students are students who receive Title IV Program funds, including Direct Loans.
- **University:** Fundación Universidad de las Américas, Puebla.

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III. Guidelines

General

1. Eligible U.S. students enrolled in approved bachelor degree programs at the University are required to demonstrate satisfactory academic progress to be eligible to continue to receive Direct Loans.
2. Students may not receive Direct Loans in connection with enrollment in the Bachelor of Medical Surgeon, Bachelor of Dental Surgeon, or Bachelor of Nursing programs, as stipulated in the ***Policy on the Return of Title IV Program Funds***. Those programs currently are not approved by the U.S. Department of Education for purposes of the Title IV Programs.
3. Students may not receive Direct Loans if they are enrolled in dual programs, study abroad programs, professional practices abroad, online courses, internships/externships, special interest courses, certificate programs, or workshops, among others, not related to the students' degree program.
4. All Title IV Program students will be assigned an academic tutor to monitor their academic performance at the University. If the tutor determines that a Title IV Program student requires academic, psychological or medical support, the tutor will refer the student to the Academic Tutoring Office for attention.
5. For purposes of performing the Title IV Program satisfactory academic progress review described in this policy, the Registrar's Office will compile the academic information for all Title IV Program students and deliver this information to the Administrator, together with the academic progress assessments, on the next business day after receiving the assessments. Additionally, the Registrar's Office will maintain student academic progress files.

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Application of consistent standards

6. This policy, which relates to eligibility for Direct Loans and applies to all undergraduate Title IV Program students regardless of academic program, is at least as strict as the guidelines the University applies to students who do not receive Direct Loans. In addition to this policy, Title IV Program students also are required to be in good standing with the ***Student's Handbook on Academic-Administrative Procedures***, which is applicable to all University students.
7. The academic progress of Title IV Program students will be reviewed after every payment period (e.g., after each fall and spring semester, and after the summer term if a student enrolls in the summer). The standards applied to review satisfactory academic progress are cumulative, and therefore all payment periods for which the student has been enrolled are considered, including any payment periods for which the student did not receive a Direct Loan.
8. To remain eligible to receive Direct Loans, the student must be making satisfactory academic progress towards his or her academic objectives, in accordance with each of the following criteria:
 - a. Qualitative (grade point average). This criterion measures the academic achievement of the Title IV Program student, who must maintain a minimum overall average of 7.5 (75%) at the end of each academic period throughout their studies at the University. At the end of the Title IV Program student's second academic year, the student must have an overall average of at least 7.5 (75%).
 - b. Quantitative (pace). Title IV Program students must progress through their educational programs at an acceptable minimum "pace" so that they complete the program within the maximum timeframe allowed. Pace is

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calculated by dividing the cumulative number of course credits the student has successfully completed by the number of course credits the student has attempted.

To satisfy the pace requirement of this policy, and consistent with the ***Student's Handbook on Academic-Administrative Procedures*** (see "Academic Status"), students must, at the time of each evaluation, have successfully completed at least 75% of the cumulative course credits they have attempted in order to be classified as a "Regular" student and to stay on track to complete the program within the maximum timeframe allowed.

- c. Maximum time frame. Title IV Program students are required to complete their degree program within 150% of the standard time established to remain eligible for this program (e.g., a student enrolled in a typical UDLAP 300 course credit program must complete the program within 450 course credits attempted). If the time is exceeded, Title IV Program students will be required to finance their studies themselves and to settle any debt with the University.

- 9. Transfer of credits, voluntary courses dropped (withdrawals), and temporary withdrawals will not be calculated as part of the student's average (qualitative grade point average); however, courses failed/repeated will affect this average. Incomplete courses will be included in the average using the grade the student had in the course at the time he or she left the course.

Credits from another institution that are accepted by the University toward the student's educational program (transfer credits) count as both attempted and completed. If a student is required to repeat a course due to failure of the course, each attempt will be counted as attempted but only the passing attempt will be counted as completed. Incomplete courses will be included in pace based on the

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grade the student had in the course at the time he or she left the course; if the student had a failing grade at the time he or she left the course, the course will be counted only as attempted (not completed).

10. The aspects reviewed at the end of each academic period to assess the academic progress of Title IV Program students are:
 - a. Qualitative grade point average.
 - b. Course units attempted.
 - c. Course units passed/successfully completed.
 - d. Academic progress on the study plan.
 - e. Course units pending.
 - f. Estimated period for graduation.

11. The Academic Department Heads will assess the academic progress of Title IV Program students at the end of each academic period, according to the provisions of this policy, and will report the results to the Registrar's Office within two business days following the last day of the final examination period.

Eligibility for direct loans

12. The student that does not pass the satisfactory academic progress review, according to one or more of the criteria established in this policy (i.e., qualitative, quantitative, or maximum timeframe), will no longer be eligible to receive a Direct Loan.

13. The Administrator will inform the Title IV Program student by email at the end of each academic period of the results of the academic progress review and the

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impact on the student's eligibility for Direct Loans. The Administrator will also notify Title IV Program students, as applicable, if:

- a. They have been placed on Financial Aid Warning and may continue to receive Direct Loans for one additional academic term, or
- b. After having been placed on Financial Warning, they still are not making satisfactory academic progress and thereby must file an appeal and seek placement on Financial Aid Probation in order to continue to receive Direct Loans.

Title IV Program students who are not making satisfactory academic progress (and are not on Financial Aid Warning or Financial Probation) may continue their studies without the benefit of the Title IV Program, provided they meet the other academic and administrative requirements of the University.

14. The academic progress status for Title IV Program students is:
 - a. **Regular.** Title IV Program students meet the qualitative and quantitative criteria.
 - b. **Financial Aid Warning.** Title IV Program students on regular status fail to maintain a minimum cumulative average of 7.5 or do not complete 30 course credits in a spring or fall semester. Title IV Program students may be placed on warning status for only one academic period while enrolled at the University, and they may continue to receive the Direct Loan during this period. Financial Aid Warning status is assigned without an appeal or other action by the student.
 - c. **Financial Aid Probation.** Title IV Program students on Financial Aid Warning status fail to maintain a minimum cumulative average of 7.5 or do not

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complete 30 course credits in the academic period during which they were on Financial Aid Warning. Title IV Program students will be placed on Financial Aid Probation only if their appeals have been accepted, in which case, they will be awarded a Direct Loan for one additional academic period. At the end of one payment period on Financial Aid Probation, the student must meet the University's satisfactory academic progress standards.

15. Title IV Program students who have been placed on Financial Aid Warning or Financial Aid Probation, and whose academic assessment at the end of the academic period is satisfactory, will be returned to regular status and they will continue to be eligible to receive the Direct Loan. If students in a subsequent payment period fail to satisfy the satisfactory academic progress requirements in this policy (and do not successfully appeal), they will lose eligibility for additional Direct Loans.
16. Title IV Program students who have been placed on Financial Aid Warning status in one payment period and whose assessment does not satisfactorily meet the academic progress required in the following payment period may file an appeal, as described in the corresponding section of this policy.

In the event the appeal is successful, a Title IV Program student will be placed on Financial Aid Probation and will receive the Direct Loan for the corresponding academic period. If a Title IV Program student does not appeal or the appeal is not successful, the student will not be eligible for Direct Loan for the corresponding academic period.

17. If Title IV Program students are placed on Financial Aid Probation and their assessment for the subsequent payment period indicates unsatisfactory academic progress, students will not be eligible to receive additional Direct Loans.

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18. Students that have lost the benefit of the Title IV Program may regain their eligibility, provided that in a later payment period they satisfy the requirements for satisfactory academic progress set out in this policy.

Appeals

19. The Title IV Program Committee will resolve appeals brought to the committee through the Administrator.
20. The Title IV Program Committee will be comprised of the Administrator, the Chief Financial Officer, the Head of the Registrar's Office, and the corresponding Dean.
21. The Administrator will advise Title IV Program students on the process to appeal a determination that the student is not making satisfactory academic progress. Students must file their appeals in writing (email is acceptable) with the Administrator within three business days of receiving the results of the academic progress assessment.
22. The student's written appeal must:
- a. Express the reasons that led to an unsatisfactory academic progress assessment. The Committee may grant an appeal based on various situations identified in the appeals, including, but not limited to the following:
 - i. Extended illness of Title IV Program students.
 - ii. Situations of financial hardship such as loss of employment, extended illness of a family member, among others.
 - iii. Family situation, such as divorce, separation, protection orders, domestic violence, death of a close family member, among others.

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- iv. Natural disasters.
 - v. Military leave and/or training.
 - vi. Criminal status (incarceration, restricted freedom or others).
 - vii. Extreme situations, such as loss of transportation, family emergency, diagnosis of mental and/or physical disability of Title IV Program students or a member of their immediate family, among others.
- b. Provide relevant supporting documentation (e.g., doctor's note; court papers; military orders).
 - c. Explain what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.
23. The Title IV Program Committee will review the appeals and issue its decision, which will be final. The Administrator will inform Title IV Program students of the result in writing, within two business days after the appeals are received.
24. The student that has lost the benefit of the Title IV Program may regain eligibility to receive Direct Loans if he or she has met the qualitative and quantitative criteria for satisfactory academic progress.
25. Any situation not covered in this policy will be analyzed and authorized by the University President or the person they designate.

IV. Transitory

This policy substitutes any previous rules and regulations on these matters and takes effect the day following its publication on the intranet.

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V. Relevant documents

- POL-135-05 Return of Title IV Funds Policy
MAN-016-01 Student's Handbook on Academic-Administrative Procedures

VI. Version control

Version No.	Change	Date of the change
1.0	New document	October 2017
1.1	<p>Rule 7 was modified to evaluate academic progress each payment period instead of each academic period, indicating in parenthesis "(after each fall and spring semester, and after the summer term if a student enrolls in the summer)".</p> <p>Rule 9 eliminated "Courses dropped (withdrawals), and temporary withdrawals (leaves of absence) will be assessed as course units attempted but not completed."</p> <p>In rule 14, section C, the term "academic period" was changed to "payment period", where it states that at the end of one payment period on Financial Aid Probation, the student must meet the University's satisfactory academic progress. The same term is also changed in rule 15 to state, "If students in a subsequent payment period fail to satisfy the satisfactory academic progress requirements in this policy (and do not successfully appeal), they will lose eligibility for additional Direct Loans"; in rule 16 where it indicates that "students who have been placed on Financial Aid Warning status in one payment period" ; and in rules 17 and 18.</p>	January 2018

VII. Appendices

This policy has no appendices.