

SATISFACTORY ACADEMIC PROGRESS POLICY

EXPLANATORY MEMORANDUM:

In order to comply with Federal Student Aid Program Title IV and the U.S. Department of Education requirements for eligibility for federal student financial aid, the San Juan Bautista School of Medicine has established a Satisfactory Academic Progress Policy (SAP). This policy applies to all students enrolled in our institution, regardless of the program and the funds used to pay institutional fees.

The federal student aid program of Title IV requires that each student receiving aid funds meet the criteria established in the Satisfactory Academic Progress Policy (SAP).

The Satisfactory Academic Progress Policy (SAP) of SJBSM has seven (7) important elements:

Element #1: Completed Credits and Minimum Grade Point Average

The first factor to consider in the evaluation is the number of completed credits, compared with the number of credits attempted by each student. Annually the San Juan Bautista School of Medicine will determine the satisfactory academic progress of each student, in which the student must meet the required credits established by year of study. SJBSM considers as attempted credits the following: completed courses, failed courses, repeated courses, withdrawals, and incomplete courses at the moment the satisfactory academic progress of each student is evaluated.

MD PROGRAM

| Year of Study | Minimum Percentage of Completed Credits | Minimum Grade Point Average |
|---------------|--|-----------------------------|
| | Students must complete all courses per academic year | 2.5 |

MPH PROGRAM

| Year of Study | Minimum Percentage of Completed Credits | Minimum Grade Point Average |
|---------------|---|-----------------------------|
| 1 | 50% | 2.5 |
| 2 | 100% | 3.0 |

BSN PROGRAM

| Year of Study | Minimum Percentage of Completed Credits | Minimum Grade Point Average |
|---------------|---|-----------------------------|
| 1 | 27% | 2.5 |
| 2 | 50% | 2.5 |
| 3 | 77% | 2.75 |
| 4 | ----- | 2.75 |

Element #2: Maximum Time Frame in Credits

A student is expected to complete the academic program in a maximum time frame of 1.5 times the length of the program in credits, and is breaks down for each program as follow:

MD PROGRAM

178 credits x 1.5 = 267 credits (maximum time frame) in six (6) years.

MPH PROGRAM

58 credits x 1.5 = 87 credits (maximum time frame) in three (3) years.

BSN PROGRAM

120 credits x 1.5 = 180 credits (maximum time frame) in three (3) years.

Element #3: Maximum Chronological Time

To establish the maximum chronological time allowed within this policy, the possibility of a leave of absence of one year or a change of program has been considered. Students that participate of Title IV Program will only be covered for five years.

| MD Program | Maximum Chronological Time to Complete Program |
|----------------------------------|---|
| Four-Year Regular Program | Maximum Time of Six Years |

| MPH Program | Maximum Chronological Time to Complete Program |
|---------------------------------|---|
| Two-Year Regular Program | Maximum Time of Three Years |

| BSN Program | Maximum Chronological Time to Complete Program |
|----------------------------------|---|
| Four-Year Regular Program | Maximum Time of Six Years |

Element #4: Probation and Dismissal

If a student does not comply with SAP policies, in terms of approved credits and minimum grade point average (element #1), or does not complete the program by the maximum time frame established (element #2), or does not complete the program by the maximum chronological time established (element #3), the student will be referred to the Student Evaluation and promotion Committee. The Student Evaluation and Promotions Committee (EPC) will determine if the student is to be placed in probation or dismissed from the institution. The EPC will notify the student of the final decision. Students may appeal as established in the Executive Order 2016-01: Due Process Policy.

When evaluations are submitted, if a student is identified to be at risk of not meeting the SAP at the end of the year, then the student will be placed on a financial aid warning. The status of financial aid warning will be valid for one payment period only. Students who at the end of the academic year fail to meet SAP requirements will lose their eligibility for financial aid. Students may appeal the decision of ineligibility based on injury, illness, death of a relative, and/or any other special circumstance. To do so, the student must submit a letter to the Financial Aid Director stating how these events altered his/her capacity to meet the satisfactory progress policies, and specifying the changes that have occurred that will allow him/her to fully comply with the requirements in the next academic period. Evidence of the changes and events must be made available for the appeal. If the school approves the petition, the student will be granted a financial aid probation status for one payment period. During this time, the student will be eligible for financial aid. The student will retain his/her eligibility only when actions have been taken to fulfill the satisfactory progress policies.

Element #5: Veterans

The elements that establish the maximum time frame and the maximum chronological time to complete each program do not apply to veterans' aid beneficiaries. These students must complete the program during the regular time established in the curricular scheme. They will not be able to continue receiving financial aid for those credits that exceed the regular curricular scheme and time frame.

Element #6: Enrollment Status Classification

The number of credits enrolled in the program will determine the definition for a student to be considered as a full-time or partial-time student. Policy is as follows:

MD PROGRAM

| Type of student | Number of credits |
|-----------------|-------------------|
| Full-time | One (1) or more |

MPH PROGRAM

| Type of student | Number of credits |
|-------------------------|----------------------|
| Full-time | Six (6) or more |
| Three fourth time (75%) | Five (5) |
| Half time (50%) | Three (3) – Four (4) |
| Less than Half time | Two (2) |

BSN PROGRAM

| Type of student | Number of credits |
|-----------------------------|------------------------|
| Full-time | Twelve (12) or more |
| $\frac{3}{4}$ time (75%) | Nine (9) – Eleven (11) |
| $\frac{1}{2}$ time (50%) | Six (6) – Eight (8) |
| $< \frac{1}{2}$ time (<50%) | Less than six (6) |

Element #7: Changes to the Academic Program or Requirements

Any changes made to the academic program or to the requirements for program completion will apply only to those students admitted on or after the effective date of the curricular program changes.

VALIDITY:

The provisions contained in this Executive Order shall be effective immediately.

APPROVED: March 12, 1999
REVISED: November 29, 2012
July 30, 2015
January 30, 2020



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