

POLICY	Fundación Universidad de las Américas Puebla	DATE: 20/07/2020	
POL-135-06	SATISFACTORY ACADEMIC PROGRESS	P.1/12	ED.2.0
REVIEWED BY: Mónica Ruiz Huerta Administrative Vice President Mario Vallejo Pérez Finance and Institutional Development Vice President		AUTHORIZED BY: Dr. Luis Ernesto Derbez Bautista President	

I. Objective

To define the guidelines to determine the academic progress required the students eligible to receive funds from the U.S. Department of Education, when enrolled in *licenciatura* or bachelor study programs at Fundación Universidad de las Américas Puebla.

II. Definitions

- **Administrator:** Finance Office employee who oversees the management of funds and the fulfillment of requirements that the U.S. Department of Education establishes for institutions that participate in programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- **Direct Loan:** Federal student loan available to those who are eligible. The direct loan may be granted to cover part of the cost of *licenciatura* or bachelor studies at Fundación Universidad de las Américas Puebla, and may be used to pay for tuition, books, room and board, fees, among others. The direct credit may be subsidized or unsubsidized.
- **Compatibility Course List:** Specific courses that are part of the Two plus Two Program that must be accredited by students interested in continuing their studies to obtain a bachelor's degree at Fundación Universidad de las Américas Puebla.
- **Payment Period:** School term during which eligible students will receive direct loans.

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- **Program:** Federal Student Aid Program through which eligible students receive financial aid (which includes the Direct Loan) to pursue higher education studies. The Federal Student Aid Programs are managed by the U.S. Department of Education based on Title IV of the Higher Education Act of 1965, as amended. For the purposes of this policy, the students of this program are those that receive funds from said Department.
- **Two plus Two Program:** Academic program that allows students to obtain a bachelor's degree by transferring and revalidating higher education studies of the first two years accredited as an Associate Degree certificate.
- **University:** Fundación Universidad de las Américas Puebla.

III. Regulations

General

1. Students eligible for the “program,” who are enrolled in approved *licenciatura* or bachelor study programs offered by the “University,” must have a satisfactory academic progress evaluation to be eligible to continue receiving funds from the U.S. Department of Education.
2. Students will not receive “direct loans” to enroll in the *Licenciaturas* in Medical Surgeon, Dental Surgeon or Nursing, according to what is stipulated in the **Return of Title IV Funds Policy**. These “University” study programs are currently not approved by the U.S. Department of Education for the purposes of the “program.”
3. Students will not receive “direct loans” if they are enrolled in dual programs, academic exchanges, professional practices outside the “University”, online

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courses, specific-interest courses, graduate certificate programs, and workshops, among others not related to their study program.

4. All accredited “program” students will be assigned an academic tutor to follow their progress during their stay at the “University.” If the tutor determines that the “program” student requires academic, psychological or medical support, they will direct them to the Department of Academic Tutoring to receive the necessary assistance.
5. The Academic Directors will be responsible for evaluating the academic progress of the “program” students at the end of each school period, according to the dispositions of this policy, and will inform the Registrar’s Office of the results within two business days after the last day of final exams at the latest.
6. The Registrar’s Office will be responsible for incorporating the “program” student’s academic information with their academic progress evaluations, received from the Academic Directors. The following business day, after receiving the academic progress evaluations, the Registrar’s Office must deliver all the previously mentioned documentation to the “administrator.”

Likewise, the Registrar’s Office must safeguard the students’ academic files.

Implementation of Consistent Standards

7. This policy, related to the eligibility for “direct loans” and applicable to all “program” students enrolled in *licenciatura* or bachelor regardless of the program, is as strict as the guidelines applied by the “University” to students who do not have “direct loans.” As well as meeting the guidelines of this policy, the “program” students must comply with what is established in the ***Student Manual***

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for Academic-Administrative Procedures and the institution’s guidelines applicable to all “University” students.

8. The academic progress of the “program” students will be evaluated when the “payment period” ends (for example, after the fall or spring semesters and after the summer periods, if applicable). The standards used to evaluate the satisfactory academic progress are cumulative; therefore, all of the student’s enrolled periods are considered, including those periods during which they did not receive “direct loans.”
9. To continue to be eligible for “direct loans,” the student must show satisfactory academic progress in their academic objectives according to the following criteria
 - a. Qualitative (Grade Point Average). This criterion measures the “program” student’s academic effort. They must earn a GPA of at least 7.5 during each school term of their studies at the “University”. When finishing the second academic year, the “program” student must have a cumulative GPA of 7.5.
 - b. Quantitative (Pace). The “program” students must have an acceptable academic advance in their study program to finish it in the maximum time frame. The academic advance is calculated by dividing the cumulative number of units that the student has successfully completed by the number of units that the student has attempted.

“Program” students must enroll in 30 units per school term to be considered full time students and be eligible to receive the “direct loan”.

To meet the academic advance requirement, and according to what is established in the **Student Manual for Academic-Administrative Procedures** (see the Academic Status section of this document), the student

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must pass at least 75% of the cumulative attempted units to have a regular academic status and complete the study program in the maximum time frame.

- c. Maximum time frame The maximum eligibility time frame for a “program” student will be up to 133% of the standard time established for a study program (for example, students enrolled in a 300-unit program must complete it within 400 attempted units). If the “program” student exceeds the maximum time frame, they will be responsible for financing their studies and covering all debts with the “University”.

10. Revalidations, credit transfers, temporary withdrawals, and voluntary withdrawals will not be calculated as part of the student’s average. If the student fails a course and must repeat it, the units of each attempted course will be accumulated, and the corresponding grades will affect their cumulative GPA.

Incomplete courses will be included in calculating the academic pace, based on the average grade that the student would have obtained at the end of the course.

11. For the “Two plus Two Program,” the course units accredited by transfer will be considered as attempted and approved units. Students who do not accredit the total courses established in the “Compatibility Course List” must cover the units at the current cost in the “payment period” in which they register them.

It will be the responsibility of the corresponding Academic Director or Dean to validate the content of the “Compatibility Course List” of the “Two plus Two Program.” Likewise, they must certify in writing that the courses that the students finished during their first two years at their original institution meet the content and corresponding pre-requisites of the “University’s” student program courses in order to transfer the credits.

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The Registrar's Office will be responsible for validating and updating the student's academic history according to the current study program.

12. It will be the "administrator's" responsibility to oversee the academic follow-up and financial monitoring of the "program" students according to the current U.S. Department of Education's regulations.
13. The aspects that will be evaluated at the end of each school term for a "program" student's academic progress are
 - a. Qualitative grade point average Attempted units.
 - b. Course units passed/successfully completed.
 - c. Academic progress of the study plan
 - d. Course pending units.
 - e. Estimated term for graduation.

Eligibility for Direct Loans

14. Students who do not have satisfactory academic progress evaluations, according to one or more criteria established in this document (qualitative, quantitative or maximum term), will not be eligible to receive "direct loans."
15. The possible academic progress status for a "program" student is
 - a. **Regular.** Situation in which the "program" student meets the qualitative and quantitative criteria.

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- b. **Financial Aid Warning.** Situation in which the “program” student, while having a regular status, does not meet the cumulative minimum GPA of 7.5 per school term (spring, summer, and fall).

The “program” student will not be able to remain in this status for two consecutive periods and, in case they obtain a financial aid warning, may continue receiving the “loan” for this period. This status will be assigned without appeal or any other student action.

- c. **Financial Aid Probation.** Status of a “program” student who has been in financial aid warning and does not meet the minimum cumulative GPA of 7.5 in a school term (spring, summer or fall). This status may be obtained only if the “program” student’s appeal process has been accepted. Therefore, the student will be given “direct loan” for an additional academic term. At the end of the payment period in which the student is on financial aid probation, the student must meet the “University’s” satisfactory academic progress standards.

16. At the end of each school term, the “administrator” must notify the “program” student via email of the results of the academic progress review and the impact on their “direct loan” eligibility. The “administrator” must also notify the “program” student of the following, if applicable

- a. The student is in financial aid warning and may continue receiving “direct loans” for an additional academic term; or
- b. After being in a financial aid warning, continues to have an unsatisfactory academic progress, and therefore must appeal and request a financial aid probation to continue to receive “direct loans.”

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The “program” students who do not have a satisfactory academic progress (and who are not in a financial-aid warning or probation) may continue their studies without benefitting from the “program,” as long as they meet the “University’s” academic and administrative requirements.

17. The “program” student who is in financial aid warning or probation, and whose academic evaluation at the end of the school term is satisfactory, will return to a regular status and will continue to be eligible for “direct loan.” If in the following payment period the student does not meet the satisfactory academic progress requirements established in this policy (and does not successfully appeal), they will lose eligibility to receive additional “direct loans”.
18. The “program” student who is on financial aid warning for a payment period, and whose evaluation does not meet the satisfactory academic progress requirement, may appeal according to the corresponding section of this policy.

In case the appeal is accepted, the “program” student will be on financial aid probation and will receive “direct loan” for the corresponding school term. If the “program” student does not appeal, or when the latter is not accepted, they will be ineligible to receive “direct loans” for the corresponding academic period.

19. If the “program” student is on financial aid probation and their evaluation in the following “payment period” is an unsatisfactory academic progress, they will no longer be eligible for additional “direct loans.”
20. Students who have lost the “program’s” benefits may be eligible again as long as in a future payment period they meet the satisfactory academic progress requirements established in this policy.

Appeal

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21. The Program Committee will hear the appeal applications presented by the “administrator.”
22. The Program Committee includes the “administrator,” the head of the Finance Office, the head of the Registrar’s Office, and the corresponding Dean.
23. The “administrator” will counsel the “program” student on the appeal process to determine if the student is not carrying out a satisfactory academic progress. The student must present (or email) the written appeal request to the “administrator” during the first three business days after the notification of their academic progress results.
24. The written student’s appeals must
 - a. State the reasons for an unsatisfactory academic progress evaluation. The Committee may grant the appeal based on several situations identified during the process, including, but not limited to the following:
 - i. Prolonged illness of the “program” student.
 - ii. Those that have been created due to a real economic necessity, such as loss of employment, prolonged illness of a family member, among others.
 - iii. Family problems such as divorce, separation, protection orders, family violence, death of an immediate family member, among others.
 - iv. Natural disasters.
 - v. Military license and/or training.
 - vi. Criminal situation (imprisonment, restricted freedom or others).

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- vii. Extreme situations, such as loss of transportation, family emergency, diagnosis of a physical and/or mental disability of the “program” student or an immediate family member, among others.
 - b. Provide the relevant supporting documentation (for example medical prescription, court documents, military order).
 - c. Explain what has changed in the student’s situation that will let them achieve a satisfactory academic progress for the following evaluation.
25. The appeal will be analyzed by the Program Committee to provide a resolution, which will be definite. The “administrator” will inform the “program” student, in writing, of the resolution in a term no longer than two business days from the date when the application was received.
26. The student who has lost the “program” benefit will be eligible to obtain the “direct loan” again when the qualitative and quantitative criteria of the academic progress are met.
27. Any situation not foreseen in this policy will be analyzed and authorized by the President or the person he/she assigns.

IV. Transitory

This policy abrogates all previous regulations on this subject and is valid starting the day after it is published on the Intranet.

V. Directly related documents

- POL-135-05 Return to Title IV Funds Policy
- MAN-016-01 Student Manual for Academic-Administrative Procedures

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VI. Change History

Edition	Change description	Change date
1.0	New document	October 2017
1.1	<p>In section 7 the academic progress was modified to be evaluated in each payment period instead of school term, indicating in parentheses “(for example, after the fall or spring or after the summer term if the student enrolls).”</p> <p>In section 9 “courses dropped, or temporary withdrawals will be evaluated as attempted, but not accredited units” was removed.</p> <p>The <i>school term</i> was replaced by the <i>payment period</i> in section 14 subsection “c,” when mentioning that at the end of the payment period in which the student is in financial aid probation, the student must meet the satisfactory academic progress standards of the university. It was also changed in section 15 where “if on a following payment period the student does not meet the satisfactory academic progress requirements established in this policy (and does not successfully appeal) they will lose eligibility for additional ‘direct loans’”; in section 16, where the “student in Title IV Program” who is in financial warning for a payment period”; and in sections 17 and 18.</p>	January 2018
2.0	<p>The indication that the student must be American was eliminated, thus contemplating that being eligible is enough.</p> <p>The reference to funds as Title IV was eliminated, and it is only mentioned that it is regarding the funds given by the U.S. Department of Education.</p> <p>The definition of administrator is modified. In the definition of direct loan, the specific name of the program is “Federal Student Aid,” which is the specific program authorized by Title IV.</p> <p>The definitions of the program’s terms “Compatibility Course List” and “Two plus Two Program” were added.</p> <p>Section 5 was in Implementation of Consistent Standards and was moved to the General section.</p> <p>The area names were updated.</p> <p>In section 6 the Registrar’s Office was added to report academic information to students and academic progress evaluations to the “administrator.” The number of units that a student must enroll in was set at minimum 30.</p> <p>The eligibility time frame for a student in the “program” was modified from 150% to 133%.</p> <p>The credit transfers will not be considered as part of the student’s GPA. The failed/repeated courses affecting the student’s average were eliminated.</p> <p>Section 10 was amended to be better understood, specifying that the calculation of academic advance was based on the GPA obtained by the</p>	July 2020

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	<p>student at the end of the course, instead of using the grade that the student had when dropping the course.</p> <p>In the credits transferred by the “Two Plus Two Program” was included indicating the number of non-accredited units that must be covered at the current enrollment cost.</p> <p>A section was added to indicate that for the “Two plus Two Program” the course units in which the credit transfers are made are considered as attempted and approved credits. The students who do not accredit all the courses established in the “Compatibility Course List” must cover the non-accredited units at the current “payment period” cost. It is the responsibility of the corresponding Academic Director or Dean to validate the content of the “Compatibility Course List” of the “Two plus Two Program.” Also, they must certify that the courses the students complete during the first two years at their original institution meet the content and corresponding pre-requisites of the courses in the “University’s” study program in order to transfer credits. The Registrar’s Office will be responsible for validating and updating the student’s academic history according to the current study program.</p> <p>The “administrator” is responsible for academic follow-up and financial monitoring of the “program’s” student.</p> <p>The condition that the student does not accredit 30 units in a school term was removed from the financial aid warning and probation status.</p> <p>The Title IV Program Committee was renamed the Program Committee.</p>	
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VII. Annexes

This policy has no annexes.