

Satisfactory Academic Progress Regulations  
CENTRO DE ESTUDIOS UNIVERSITARIOS XOCHICALCO  
GRADUATE PROGRAMS

## Introduction

The Office of Student Aid is required by federal regulation to monitor student progression toward completion of degree and certificate programs at the undergraduate, graduate, and professional degree levels. The Federal Student Assistance Satisfactory Academic Progress Standard (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards:

1. Qualitative.
2. Quantitative.

Students must meet both standards to continue receiving financial aid.

This revised Satisfactory Academic Progress standard is effective beginning summer 2011.

## Student aid programs impacted by the standard:

William D. Ford Federal Direct Loan (Direct Loan), some alternative loans.

## Types of monitoring

## Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at Centro de Estudios Universitarios Xochicalco. The Financial Aid Office will conduct a review at the end of each academic year to determine the student's successful progress toward obtaining a degree by comparing cumulative grade average to subjects accredited. A student must maintain an overall minimum 70% grade average out of 100% to remain enrolled in the program or to continue receiving aid. **In order to meet the university's requirement for graduation, a student must have a minimum grade average of 70.**

Students may be dismissed by their department at the end of any semester or trimester if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress will be dismissed from the program. A student must maintain a 70% overall grade average regardless of their eligibility for or participation in the Title IV program. Termination of students will follow policies and procedures adopted

ed by the department and reported to the Special Committee referred to in our Student Regulations. Dismissal by an academic department may be appealed to the Head of the Department and if that appeal is unsuccessful, the student may then appeal to the Head of the Special Committee. The dismissal decision by the Special Committee is final and may not be appealed by the student. Students who are re-admitted to the program may be issued a one-time waiver to continue receiving financial aid. The details are specified below.

### **Quantitative**

Graduate students must be enrolled for a minimum of 50% of the curriculum that compose a semester or quatrimester either the fall and/or spring to be considered full time. Half-time enrollment for graduate students is five and a half hours during either the fall and/or spring semester or quatrimester. In order to meet the quantitative standard, students must complete and pass a minimum of 70% of courses attempted each academic year.

Centro de Estudios Universitarios Xochicalco evaluates Satisfactory Academic Progress at the end of the spring semester. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. Students who achieve a passing grade may not repeat a course.

### **Consequences of failure to meet degree program requirements**

Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will not be counted in the grade average. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be canceled.

### **Maximum Time Limit Requirement**

The maximum allowable time to complete the program of any Career at Centro de Estudios Universitarios Xochicalco is the number of academic years that compose the regular program plus 50% of it.

### **Consequences of failure to meet maximum time limit requirement**

Students will be notified as they reach the end of their maximum time allowed. Students exceeding the maximum time limit for their program are denied further student financial aid at that level.

Financial aid will be disbursed on the first day of each semester or quatrimester. Students who withdraw after that will have their eligibility to retain part of their financial aid calculated on the percentage of the semester or quatrimester attended. Students

who attend more than 60% of the term may retain all of their aid. See the section on Return to Title IV (R2T4) below.

### **Transfer Students**

Transfer students' transcripts will be evaluated by the Program Director. Those courses which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only those grades earned at Centro de Estudios Universitarios Xochicalco will be used to compute the qualitative requirement. The courses accepted must be also approved by the Ministry of Education of Baja California, México.

### **Change of Program or Degree**

Students who decide to change their degree or program objective will be evaluated similarly to Transfer Students with the exception that the grades previously earned at Centro de Estudios Universitarios Xochicalco will be used to measure the qualitative requirements.

### **Concurrent Degrees**

Although it is unlikely to occur, students may pursue two graduate degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will

be viewed as one program. Loans will be processed to the maximum yearly eligibility for graduate students.

### **Additional Degrees**

Students who have completed a graduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program.

Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

### **Appeals and Waivers of SAP**

Dismissal by an academic department may be appealed to the Head of the Special Committee referred to in our student regulations after all other avenues of appeal have been exhausted. The dismissal decision by the Special Committee is final and may not be appealed by the student.

Students who are readmitted to their program may apply in writing to the Director of Financial Aid for one-time waiver to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the poor academic performance and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Director will use his or her professional judgment to determine if the orig-

inal situation has been resolved to the point where the student can reasonably be expected to succeed and issue a one time waiver of SAP for the next term. If the student still does not make satisfactory progress, then he or she will be ineligible for future aid. The decision of the Director may differ from that of the Special Committee in that a student may be readmitted to the program but may not be eligible for financial aid.

## Definitions

### Completion Rate

The students must complete and pass a minimum of 70% of courses attempted each academic year. The minimum completion rate to continue receiving student financial aid is 70 percent.

### Enrollment Status

Graduate students must be enrolled for a minimum of 60% of the curriculum that compose a semester or quatrimester either the fall and/or spring to be considered full time. Half-time enrollment for graduate students is five and a half hours during either the fall and/or spring semester or quatrimester.

### Satisfactory Academic Progress

Satisfactory Academic Progress is the status assigned to a Centro de Estudios Xochicalco student who is meeting all two parts of the Centro de Estudios

Xochicalco Satisfactory Academic Progress Standard (SAP) as described in the Section Types of Monitoring:

1. Qualitative, 2. Quantitative standards.

### Maximum Time Frame

The maximum allowable time to complete the program of any Career at Centro de Estudios Universitarios Xochicalco is the number of academic years that compose the regular program plus 50% of it.

### Appeals and Waivers of SAP

Dismissal by an academic department may be appealed to the Head of the Special Committee referred to in our student regulations after all other avenues of appeal have been exhausted. The dismissal decision by the Special Committee is final and may not be appealed by the student.

### Financial Aid Probation

Financial aid probation is the status assigned to a Centro de Estudios Universitarios Xochicalco student who has failed to make satisfactory academic progress, has appealed, had their appeal approved and their eligibility for federal student aid reinstated.

**For more information visit**

[studentloans.gov/myDirectLoan/counselingInstructions.action](https://studentloans.gov/myDirectLoan/counselingInstructions.action)  
[studentloans.gov](https://studentloans.gov)

Information is also available on Student Aid on the Web at:

[studentaid.ed.gov/sa/eligibility/staying-eligible](https://studentaid.ed.gov/sa/eligibility/staying-eligible)

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