



---

## SJBSM SATISFACTORY ACADEMIC PROGRESS POLICY

---

<b>Policy Number:</b>	99-03
<b>Title:</b>	Satisfactory Academic Progress Policy
<b>Effective:</b>	March 12, 1999
<b>Reviewed:</b>	July 20, 2024
<b>Policy Sponsor:</b>	Student Affairs
<b>Responsible Office:</b>	Registrar

---

### Policy Statement

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).

### Scope

This policy applies to all students enrolled in our institution, regardless of the program and the funds used to pay institutional fees.

### Policy

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

### DNP PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
1	Students must complete all courses per academic year	3.25
2		3.25
3		3.25
4		3.25

### 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 four (4) years.

#### DNP PROGRAM

78 credits x 1.5 = 117 credits (maximum time frame) in three point five (3.5) years.

#### MPH PROGRAM

58 credits x 1.5 = 87 credits (maximum time frame) in two (2) years.

#### BSN PROGRAM

120 credits x 1.5 = 180 credits (maximum time frame) in four (4) 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.

<b>MD Program</b>	<b>Maximum Chronological Time to Complete Program</b>
<b>Four-Year Regular Program</b>	Maximum Time of Six Years

<b>DNP Program</b>	<b>Maximum Chronological Time to Complete Program</b>
<b>Three and a Half Regular Program</b>	Maximum Time of Five and a Half Years

<b>MPH Program</b>	<b>Maximum Chronological Time to Complete Program</b>
<b>Two-Year Regular Program</b>	Maximum Time of Four Years

<b>BSN Program</b>	<b>Maximum Chronological Time to Complete Program</b>
<b>Four-Year Regular Program</b>	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 (SEPC) will determine if the student is to be placed in probation or dismissed from the institution. The SEPC 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

#### DNP PROGRAM

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

#### MPH PROGRAM

Type of student	Number of credits
Full-time	Six (6) or more
$\frac{3}{4}$ time (75%)	Five (5)
$\frac{1}{2}$ time (50%)	Three (3) – Four (4)
Less than Half time (<50%)	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)
Less than Half 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.

**Responsibility for implementation**

The final responsibility for the enforcement of this policy rests in the Student Evaluation and Promotion Committee.

**Related documents and legislation**

Federal regulations for Pell Grant, Supplemental Educational Opportunity Grant, TEACH Grant, Work-Study, and Direct Loans.

**Appendices:** None

**History**

- Adopted: March 12, 1999
- Revised: November 29, 2012  
July 30, 2015  
January 30, 2023  
July 20, 2024