



## Satisfactory Academic Progress Policy (Title IV Students)

Satisfactory academic progress (SAP) at the University of Navarra is determined by the following documents that can be found at our website:

<https://en.unav.edu/about-the-university/organisation/rules-and-regulations-basic>.

In addition, for Title IV students there are some specific requirements in order to maintain eligibility.

### 1. Overview:

- All students are required to make Satisfactory Academic Progress through their degree, in Undergraduate, Master and PhD programs.
- Requirements are the same for all students (part time and full time students) regardless of whether they are receiving Title IV aid or not. All students will receive the appropriate action based on their status.
- There are two components of SAP, Qualitative (grade-based) and Quantitative (time-based). Quantitative measure includes Pace of Completion and Maximum Time Frame, while Qualitative measure refers to the grades. Both components are measured at the same time for each evaluation increment. A SAP review is not complete until both the qualitative and quantitative measures have been reviewed.
- Students who fail SAP will not be able to reestablish eligibility. They will not be allowed to continue using Title IV loans for the started degree.

### 2. Time-Frame of checking SAP:

- SAP will be checked at the end of each academic year, after the grades from the last call to re-sit exams have been registered.
- For Title IV purposes, students SAP will be checked also in September, at the beginning of each payment period, before the disbursement of funds.
- All students are aware of the SAP and they are required to meet these requirements to maintain eligibility for Title IV loans. There are no official warnings, appeals or probation, but the Financial Aid Office will contact any student who could be at risk of losing eligibility for Title IV loans.



### 3. Qualitative Component (Grade Based):

- In Spain the grading system for Undergraduate and Master programs is structured as follows, with a 0 to 10 scale:

0 – 4,9 → <b>FAIL</b>
5,0 - 10 → <b>PASS</b>

- For Title IV students the minimum grade required to pass a subject is a 5 out of 10 points, same as any other kind of student.

### 4. Quantitative (Maximum time-frame and pace):

#### a. Undergraduate programs

- **Undergraduate students** are required to complete their degrees within a period of time that includes **two additional years** over those set out in the relevant curricula.
  - Upon expiration of the said term, it may be extended by one or two more years for those students having completed most of the credits of the degree, who are able to demonstrate that they were not able to appropriately focus on their studies for reasons that are sufficiently justified and worth of consideration.
  - **However, for Direct Loan beneficiaries, Title IV 150% limit will apply, which means that they will lose eligibility for subsidized aid if the duration of their studies goes beyond an extra 50% of the established duration of the degree.**

*Example: A student taking a 4-year degree will only be eligible for subsidized aid for a total period of 6 years.*

- All students shall be **enrolled every year in the minimum number of credits** established for each degree, which range from a minimum number of 40 ECTS to a maximum of 78. Within the said limits, specific maximum and minimum courses may be fixed for each degree. Half-time students they may enroll in a minimum of 3 ECTS, and a maximum of 39. **Students with a student immigration status are required to be enrolled at least half-time.**
- Maximum Timeframe and Pace of completion are tied together, on a cumulative basis for each evaluation.

*Example: 240 ECTS (distributed in 4 years, whole degree) x 150% = 360 attempted ECTS to include transfer credits is Maximum Timeframe.*

*240 ECTS / 360 ECTS = 66,67% is the Pace of completion.*



- In addition to **enrolled every year in the minimum number of credits**, Title IV students must complete their program within **maximum time frame of 150% and pace of 67%**.
- Title IV students become **ineligible** at the evaluation point where they exceed max time frame not just at the point when they actually reach the max time frame.
- When a student withdraws from a first undergraduate degree, he/she might be accepted to register at the University of Navarra in a different degree only once. No more changes in degrees will be allowed for Title IV students.

The above information is represented in the following tables:

**Standard Time frame for completion**

UNDERGRADUATE 4 years degree: <b>240 ECTS</b>	Time Frame	Years	ECTs/year enrolled	Pace of completion
	<b>100%</b>		1	60
		2	60	
		3	60	
		4	60	

**Maximum Time frame for completion**

UNDERGRADUATE 4 years degree: 240 ECTS	Time Frame	Years	Min. ECTs/year enrolled	Pace of completion
	<b>150%</b>		1	40
		2	40	
		3	40	
		4	40	
		5	40	
		6	40	

**b. Master programs**

- The time limit for completion of official **master's programs** is limited to a period of time comprising the academic year or years set out in the description of each master's program.
- Upon expiration of the said term, it may be extended by one extra year for those students having completed most of the credits of the master's program, who are able to demonstrate that they were not able to appropriately focus on their studies for reasons that are sufficiently justified.



- Full-time students may enroll in a minimum of 40 ECTS, and a maximum of 60. Part-time students may enroll in a minimum of 1 ECTS, and a maximum of 39. In the second year of a master's program with more than 60 ECTS, full-time students may enroll in a minimum of 40 ECTS, and a maximum of 78 ECTS. **However, students with a student immigration status are required to be enrolled full time.**
- Maximum Timeframe and Pace of completion are tied together, on a cumulative basis each evaluation.

**Example:**

***60 ECTS x 150% = 90 attempted credits to include transfer credits is Maximum Timeframe.***

***60 ECTS / 90 credits = 66.67% is the Pace of completion.***

- **In addition to get enroll every year in the minimum number of credits, Title IV students must complete their program within maximum time frame of 150% and pace of 67%.**
- Title IV students become **ineligible** at the evaluation point where indicated will exceed max time frame (150%) not just at the point when they actually reach the max time frame.

The above information is represented in the following tables:

### Standard Time Frame for Completion

MASTER 1 year master: 60 ECTS	Time Frame	Year	ECTs/year enrolled	Pace of completion
	100%	1	60	100%

### Maximum Time Frame for completion

1 year master: 60 ECTS	Time Frame	Year	Min. ECTs/year enrolled	Pace of completion
	150%	1	40	67%: 90 attempted ECTs
1,5		20		



## c. Doctoral programs

- The Academic Committee will conduct an annual assessment of the following documents:
  - A report from the Dissertation Supervisor on the activity undertaken by the doctoral student.
  - Activity Log.
  - Research Plan submitted by the doctoral student.
- A positive assessment is a prerequisite for continuing in the programme. In June each year, following the Academic Committee's assessment, the programme coordinator will provide a list of students on the doctoral programme to receive a "pass" or "fail".

## 5. Issues that impact Qualitative and Quantitative components

- **Transfer credits** are accepted in Undergraduate studies since they become part of the syllabus (they are not accepted in Masters programs). Only passed ECTS will be considered. Transfer credits will be counted as attempted and completed hours.
- Students may repeat courses when they earned an unsatisfactory grade, 4.9 or less (Qualitative component). **Repeated courses** are accepted as long as the student do not exceed the maximum time of 150% and 67% rate (Quantitative component). Repeated courses are allowed, as long as the student complete the minimum ECTS established every year. If the student doesn't complete the minimum of ECTS then he would not be allowed to repeat courses.
- **Withdrawals** are considered as termination of the degree and stop both quantitative and qualitative progress. If a student is later readmitted and gets enrolled again at the same degree both components will continue at the point they were when he left earlier.
- **Incomplete grades** aren't accepted and they will be considered as failed when checking SAP. Also if a student withdraws from a course it will be taken into account in SAP calculation.

## 6. Reestablishing eligibility

- Once a Title IV student loses eligibility is **not possible to reestablish it for the same degree**. It might be possible to be eligible for another degree as long as his Aggregate Loan Limit is not completed.