



# UNAD Florida

## Satisfactory Academic Policy 2024

### SATISFACTORY ACADEMIC POLICY

UNAD Florida monitors students' academic performance to ensure satisfactory progress toward a degree. Satisfactory Academic Progress (SAP) applies only to degree-seeking students.

The university reserves the right to place students on Academic Warning, Academic Probation, Probation Continued, and Academic Suspension, and reserves the right to remove students from Academic Warning, Academic Probation, Probation Continued, and Academic Suspension based on their academic performance and degree program, notwithstanding the Academic Standards.

### ACADEMIC HONORS

To encourage excellence and high academic achievement by students, the Academic Dean has established and will recognize the following categories of scholastic honors for those enrolled in the degree programs of UNAD. To qualify for any of the categories, a student must complete a minimum of four courses (12 credits) in one academic year.

Dean's list	3.50 to 4.00
Honor Roll	3.20 to 3.49

Graduation honors are awarded for academic work performed by the student during his or her undergraduate program with UNAD. The degree will be conferred and printed as follows:

Summa cum Laude	3.90 or above
Magna cum Laude	3.75 to 3.89
Cum Laude	3.60 to 3.74

### SATISFACTORY STUDENT PROGRESS

Students will be evaluated after each fall, spring, and summer terms. Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may be put on academic probation and ultimately dismissed. The grade point average is the qualitative measurement used for academic work at the university. An undergraduate student must maintain a cumulative GPA of 2.0 or better, and a graduate student must maintain a cumulative GPA of 3.0 or better.

A Successful Completion Rate is when at least 60% of the credits attempted each term are approved. Students will be given a warning semester if the required GPA or pace of completion is not met. A student who is placed on academic warning may register for one subsequent semester under academic probation.

#### Minimum Academic Standards:

- Cumulative GPA of 2.0 or above for Undergraduate Students.
- Cumulative GPA of 3.0 is required for Graduate Students.



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### MEASURING STUDENT ACADEMIC PROGRESS

UNAD Florida measures Satisfactory Academic Progress (SAP) based on three components:

- A **Qualitative component** consists in Minimum Cumulative GPA attained at the end of each term. Students who, at the end of each term do not meet the minimum academic standards and course completion rates, are placed on academic probation. A letter and email are sent to those students to inform them of their academic status.
- **Quantitative progress**, consisting of the relationship between the credit hours attempted and the credit hours successfully completed, It is a pace of progression calculated by dividing the cumulative units completed by the cumulative units attempted. The student must comply with the following rule: After two consecutive terms, the cumulative pace of progression for such two terms must be equal to or greater than 67%.
- **Cumulative progress** is an overall quantitative component, which is the maximum time allowed for completing the study program. Students pursuing degrees with UNAD Florida must complete the degree requirement within 8 years of the date of enrollment for Bachelor’s and Doctoral degree; and 4 years for Master’s degree and will be subject to the requirements in effect at the time of his/her readmission. Any student who does not complete coursework within the permissible time limit for any reason, including discontinued enrollment, must reapply for readmission.

The system of records available at UNAD Florida provides the needed information to calculate the ratios and show the numbers related to each one of the three SAP components.

Here is an example of how the mentioned information is displayed in the academic system, listing the attempted credit hours and credit hours successfully completed. In this example, the student attempted 12 (6+6) credit hours and completed 12 (6+6) credit hours, accounting for a 100% pace of progression.

Spring 2019-A				
Course Number	Course Title	Credits	Grade	Grade Points
CMM243	CMM243 - Consumers Retail Sales	3	A	4.00
ECO354	ECO354 - Economy Support	3	A	4.00
GPA Spring 2019-A				4.00
Cumulative GPA				3.94
Attempted Credits				6 ✓
Credits Approved				6 ✓
Cumulative Credits				114
Summer 2019-A				
Course Number	Course Title	Credits	Grade	Grade Points
BUS369	BUS369 - Financial Management and Negotiations	3	A	4.00
MKT244	MKT244 - Market Research	3	A	4.00
GPA Summer 2019-A				4.00
Cumulative GPA				3.95
Attempted Credits				6 ✓
Credits Approved				6 ✓
Cumulative Credits				120

In this example, the student attempted 9 (6+3) credit hours and completed 6 (6+0) credit hours, accounting for a 67% pace of progression.



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Summer 2018				
Course Number	Course Title	Credits	Grade	Grade Points
SOC111	SOC111 - Sociology	3	B-	2.70
HUM111	HUM111 - Government and Democracy	3	A-	3.70
GPA Summer 2018				3.20
Cumulative GPA				3.20
Attempted Credits				6 ✓
Credits Approved				6 ✓
Cumulative Credits				66
Fall 2018				
Course Number	Course Title	Credits	Grade	Grade Points
HUM123	HUM123 - Philosophy	3	F	0.00
GPA Fall 2018				0.00
Cumulative GPA				2.13
Attempted Credits				3 ✓
Credits Approved				0 -
Cumulative Credits				66

For additional tracking and monitoring of the Satisfactory Academic Progress of students, the academic data is downloaded from our system of records at the end of each term and fed into the SAP Tracking spreadsheet. The spreadsheet has rules that identify the students who need to be called to attention according to the academic standards mentioned before. Dynamic tables are used to report the progress of each student, showing the “all of attention” remarks as well as a traffic-light alert system to clearly identify the students at risk. The dynamic table reports track the academic standards in grades and GPA per student, program, and institution.

### Example of SAP tracking of undergraduate students

Satisfactory Academic Progress 2022-2024					
The Minimum Grade Requirement for Graduate courses is C (>74 points on a scale of 100). The Minimum Grade Requirement for undergraduate courses is D- (>60 points on a scale of 100)				Undergraduate	60
				Graduate	74
Student ID	Term Start Date	Course Taken	SAP Action	Grade (100)	GPA (4.0)
id_studer	date_start	course	SAP Action Taken	Average of grades	Average of GPA
2212	2022-01-17	NAS233 - Life Science	Call of Attention	● 51	0.0
	2022-01-17 Average			● 51	0.0
	2022-05-23	HUM122 - Ethics and Values		● 92	3.7
	2022-05-23 Average			● 92	3.7
	2023-01-23	MAT235 - Logic	Call of Attention	● 33	0.0
	2023-01-23 Average		COM234 - Oral Communication		● 81
<b>2212 Total</b>				● 64	1.6
2213	2022-01-17	HPS367 - Psychopathology of Children and Adolescents		● 94	3.7
		SPS488 - Intervention Project II		● 98	4.0
		SPS365 - Psychology of Community, Minorities and Groups		● 99	4.0
		HPS480 - Psychometrics		● 91	3.7
		HPS479 - Psycho-diagnosis		● 92	3.7
	2022-01-17 Average			● 95	3.8
2022-05-23	HPS478 - Psychopathology of Adults and Elderly		● 80	2.3	
2022-05-23 Average		SPS476 - Subjectivity, Materiality and Speech		● 98	4.0
<b>2213 Total</b>				● 93	3.6



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### Example of SAP tracking of master students

UNAD Florida		Satisfactory Academic Progress 2022-2024					
Graduate Students		The Minimum Grade Requirement for Graduate courses is C (>74 points on a scale of 100). The Minimum Grade Requirement for undergraduate courses is D- (>60 points on a scale of 100)			Undergraduate	60	
					Graduate	74	
Level	Program	Student ID	Term Start Date	Course Taken	SAP Action	Grade (100)	GPA (4.0)
Level	Program	id_stude	date_start	course	SAP Action Taken	Average of grades	Average of GPA
		2296	2022-01-31	BUS5205 - Business Strategies		98	4.00
				BUS5206 - Leadership		99	4.00
				BUS5204 - Organizational Design and Development		93	3.70
			2022-01-31 Average			97	3.90
			2022-04-25	BUS5309 - Elements of Business Law		92	3.70
				BUS5308 - E-Commerce		94	3.70
				BUS5307 - International Business		96	4.00
			2022-04-25 Average			94	3.80
			2023-10-09	BUS5420 International Conference		92	3.70
			2023-10-09 Average			92	3.70
		2296 Total				95	3.83
		2304	2022-01-31	BUS5205 - Business Strategies		96	4.00
				BUS5206 - Leadership		98	4.00
				BUS5204 - Organizational Design and Development		92	3.70
			2022-01-31 Average			95	3.90
			2022-04-25	BUS5309 - Elements of Business Law		91	3.70
				BUS5308 - E-Commerce		82	2.70
				BUS5307 - International Business		95	4.00
			2022-04-25 Average			89	3.47
			2022-07-18	BUS5410 - Managing Information Technology in the Global C		100	4.00
				BUS5400 - Master Project MBA	Call of Attention	70	1.50
			2022-07-18 Average			85	2.75
			2023-10-09	BUS5420 International Conference		96	4.00
			2023-10-09 Average			96	4.00
		2304 Total				91	3.51
		2383	2022-07-18	BUS5101 - Management	Call of Attention	0	0.00
				BUS5102 - Marketing	Call of Attention	0	0.00
				BUS5103 - Human Resources	Call of Attention	0	0.00
			2022-07-18 Average			0	0.00
		2383 Total				0	0.00
	Master of Business Administration	Total				89	3.57

### Example of SAP tracking of doctoral students

UNAD Florida		Satisfactory Academic Progress 2022-2024					
Graduate Students		The Minimum Grade Requirement for Graduate courses is C (>74 points on a scale of 100). The Minimum Grade Requirement for undergraduate courses is D- (>60 points on a scale of 100)			Undergraduate	60	
					Graduate	74	
Level	Program	Student ID	Term Start Date	Course Taken	SAP Action	Grade (100)	GPA (4.0)
Level	Program	id_stude	date_start	course	SAP Action Taken	Average of grades	Average of GPA
Doctorate	DBA International Business S	2140	2023-01-30	BUS741 - Quantitative Research II	Call of Attention	21	0.00
				BUS733 - Cross Cultural Management		95	4.00
			2023-01-30 Average			58	2.00
		2140 Total				58	2.00
	DBA International Business Specialization	Total				58	2.00
	Ed in Educational Technology	2166	2022-01-17	EDU771 - Planning and Designing of Learning Environments a		98	4.00
			2022-01-17 Average			98	4.00
			2022-08-29	EDU795 - Continuing Dissertation Seminar IV		88	3.30
			2022-08-29 Average			88	3.30
		2166 Total				93	3.65
		2194	2022-01-17	EDU761 - Legal and Ethical Issues in Educational Technology	Call of Attention	72	1.70
				EDU772 - Doctoral Seminar III	Call of Attention	30	0.00
			2022-01-17 Average			51	0.85
			2023-01-30	EDU771 - Planning and Designing of Learning Environments a		83	2.70
			2023-01-30 Average			83	2.70
		2194 Total				62	1.47

The Academic Dean will be constantly monitoring satisfactory academic progress to make sure students reach the learning objectives and program outcomes at the end of their studies.



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### ACADEMIC PROBATION

Students are evaluated at the end of each term. If the student does not meet the established SAP criteria, the Academic Dean contacts the student to guide him/her through the situation, provide proper advice, and discuss alternatives to correcting the issue properly and timely.

In the event that a student does not meet SAP requirements for more than one term, and there are no correctives made, he/she will be notified by letter and email letting him/her know the consequences pertaining to such a situation.

Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may be put on academic probation and ultimately dismissed. A letter and email are sent to the student to inform them of their status with the school.

Academic probation lasts for one term. If, at the end of the term in which the student has been placed on academic probation, either the Minimum Academic Standards or the Successful Course Completion Rate are not met, the student will not be allowed to register as a regular student for the upcoming term. A conversation is scheduled with the Academic Dean to determine if the student has the academic ability and desire to successfully complete his or her chosen program of study. After this conversation, the Academic Dean may admit the student

### MITIGATING CIRCUMSTANCES

The Academic Dean may grant or extend a leave of absence for up to three semesters to students in good standing or waive interim satisfactory progress standards for circumstances of poor health, family crisis, or other extreme circumstances outside the student's control. The student must document these circumstances in writing and demonstrate that he or she had an adverse impact on his or her academic performance. A request for a waiver of satisfactory progress standards must be made in writing to the Academic Dean. No waivers will be issued for graduation requirements.