CUC University

Satisfactory Academic Progress Policy

CUC University ensures that all students maintain satisfactory academic progress toward the successful completion of their educational objectives. This policy defines the academic standards, evaluation criteria, and monitoring mechanisms used to consistently and systematically assess student performance.

This policy applies to all academic programs offered by the institution, including new and continuing students enrolled in 100% online programs at the Associate, Bachelor's, and Master's degree levels.

The institution uses a letter grading scale (A–F) with percentage equivalencies and GPA conversion, as established in the Institutional Academic Catalog. This grading scale is applied uniformly across all academic programs.

To maintain satisfactory academic progress, students must meet the minimum cumulative grade point average (CGPA) corresponding to their academic level:

- Undergraduate Programs (Associate and Bachelor's): Minimum CGPA of 2.0, reflecting acceptable academic performance.
- Graduate Programs (Master's): Minimum CGPA of 3.0, consistent with advanced-level academic expectations.

Failure to meet these GPA requirements triggers institutional academic monitoring and intervention processes.

Academic progress is evaluated both per academic period and cumulatively throughout the program, ensuring continuous and sustained advancement toward degree completion.

The institution establishes a maximum time frame for completing each academic program:

- Master's Programs: Up to 14 months

- Bachelor's Programs: Up to 120 weeks
- Associate Programs: Up to 60 weeks

Compliance with these time limits is a required component of satisfactory academic progress evaluation.

Satisfactory academic progress is evaluated every two (2) months, at the close of each academic period, allowing for continuous and timely monitoring of student performance.

Academic progress monitoring is an institutional process coordinated among the following areas:

- **Academic Direction**: Oversees compliance with academic standards and validates academic decisions.
- **Academic Coordination:** Evaluates student performance and manages intervention and appeal processes.
- **Student Services:** Monitors student performance using institutional tools and coordinates academic support.
- **Program Tutors**: Provide direct academic support and personalized follow-up.
- **LMS Reports**: Analyze participation, submissions, grades, and student progress.
- **Student Traffic Light / Early Alert System:** Visually identifies academic status and activates early alerts.
- **Final Grades:** Determine course completion at the end of each academic period.

The institution classifies student academic standing using a structured system that includes:

- Satisfactory Academic Progress: The student meets GPA, completion rate, and time frame requirements.
- Academic Alert / Academic Probation: Academic risk is identified and requires monitoring and support.
- Pass: The student successfully completes a course.
- Withdrawal: The student formally withdraws from a course in accordance with institutional policy.
- Leave of Absence (LOA): Authorized temporary suspension of academic activity.

Students experiencing justified personal, family, or medical circumstances may request a Leave of Absence (LOA):

- LOA may be granted for a maximum period of 180 days.
- The student's academic standing is preserved during this period.
- Failure to notify the institution may result in loss of the affected course(s).

Students experiencing academic difficulties receive comprehensive institutional support, which may include:

- Personalized academic tutoring
- Ongoing faculty and tutor support
- Academic advising and synchronous support sessions
- Use of digital tools and artificial intelligence applied to learning
- Reduced academic load, when appropriate
- Individualized academic follow-up

This process is led by Student Services in coordination with Academic Direction.

Students may request appeals or extensions when justified academic difficulties exist:

- Supporting documentation is required.
- Extensions are granted based on individual case review.
- In the absence of valid justification, established academic deadlines within the eight (8)-week academic period remain in effect.

Appeals are reviewed by Academic Coordination, with an institutional response time of 24 to 48 hours.

The institution communicates students' academic standing through:

- Institutional email (official communication channel)
- Academic monitoring platforms
- Microsoft Teams for advising and support

Information obtained through academic progress monitoring is used to:

- Design student retention strategies
- Improve academic curricula

- Optimize teaching methodologies
- Strengthen faculty and tutoring support

This policy is published in the Institutional Academic Catalog and on the institutional website. It is reviewed annually to ensure continued effectiveness and relevance.

Approval and updates are the responsibility of Board Members and Academic Coordination.