



ADDENDUM #4 TO THE INSTITUTIONAL CATALOG 2021-2022

Effective on April 1, 2023





Addendum to the Institutional Catalog 2021-2022

The following are the amendments to Columbia Central University (CCU) Institutional Catalog, aligned to changes in the Institutional Board of Directors, CCU Historical Synopsis, Admissions Policy, Title IV Funds Return Policy (R2T4) and Satisfactory Academic Progress Policy.

INSTITUTIONAL BOARD OF DIRECTORS

The governance of Columbia Central University is carried out by an Institutional Board of Directors and a Corporate Board of Directors. The purpose of the Institutional Board is to serve the public interest, be responsible for the quality and integrity of the University, and ensure the University fulfills its mission and goals. Currently, these boards are composed of the following members:

Corporate Board of Directors

Atif Gilani-----Director

Brad Whitman-----Director

Ruchi Hazaray-----Director

Institutional Board of Directors

Alberto Estrella, Esq.-----Chair

Ruchi Hazaray-----Vice Chair

Sara Salva-----Secretary

Owen Wing-----Member

Francisco Bartholomei-----Member

Vicente Feliciano-----Member

Marcos Vidal-----Member

Michael Bannett-----Non-Voting Member

José Córdova-----Non-Voting Member

HISTORICAL SYNOPSIS

Columbia Central University (CCU) was founded in Caguas in 1966, as Caguas City College, by a group of prominent businessmen faced with their perceived need for an institution that specialized in preparing office staff to fill emerging positions in the Caguas community, which was beginning to rise economically and stand out as an important city. This was in the Lorenzo Isern Building at the end of El Troche Street, in front of the Municipal Hospital of Caguas.

In 1974, the former commercial institute changed ownership and the new administration, whose experience was in the university field, began to give it a turn that was more attuned with the times. Later, in 1976 it was moved into a nearby, but larger building located on Dr. Rufo Street. Thus, in 1976, Caguas City College began offering two-year programs; that is, associate degrees, attuned with the new community needs by better prepared professionals. In 1979, it achieved its accreditation as a “Junior College” from the “Accrediting Council for Independent Colleges and Schools”, a national accrediting entity recognized by the Federal Department of Education. The first to achieve this type of accreditation in Caguas City. Also, during this year, it moved to its new and remodeled facilities on Road 183 in Caguas. These facilities of approximately 40,000p2 were not fully used initially since only 15,000p2 were enough by then.

In 1980, it began to offer a bachelor’s degree in Administration, becoming the first institution in the Autonomous Municipality of Caguas to offer a baccalaureate program. The new program was non-traditional, broadly oriented, aimed at training personnel capable of identifying and solving management problems in the various fields of human activity. This innovation started an academic offering of non-traditional programs that made the then Caguas City College a true university alternative. During the 1980s, to maintain its leading position in the educational community of the region, it expanded its academic offerings to include high-demand employment programs in vocational and technical areas, such as electronics and nursing, but without abandoning its emphasis in administration and commerce.

In 1986, after being consolidated in the Caguas region, the Institution opened the Yauco Campus, at that time the only educational institution in that municipality. To begin operations, some offices were leased on the second floor of the Galería Yaucana building and later, the entire third floor of the same building was leased with 5,000p2 approximately. Its first-degree graduation took place in June 1987. In 1990, the Yauco Campus received authorization to offer university programs in associate degrees. During the 80s, in addition, the Institution strengthened its position as a leader in university education in the country by taking the initiative to offer educational opportunities and quality services to adult students. To this end, it created the Educational Alternative for Adults (AEPA), today called Pro-follow, as an alternative for adults with work experience.

Also, new study programs began to be offered: Bachelor's in Nursing Science for the Caguas Campus and two Associate Degrees for the Yauco Campus: Associate Degree in Nursing Science and an Associate Degree in Business Administration in Information Systems. In 1990, to sustain its new reality of its geographic presence beyond Caguas, it assumed the name of Columbia College. Considering the profession demands, it developed the Division of Advanced Continuing Education (DECA), which is responsible for maintaining a continuing education program available to the community in general on current issues and requirements to comply with different professional licenses.

True to its origins as a commercial institution, in 2002 it began to offer in the Caguas Campus the Master of Business Administration program with two specialties: one in General Administration and another in Administration of Health Organizations. This new level gave way to a new modification in its name: Columbia University Center.

As a result of its performance and participation in various sectors of the community, in recent years CCU has achieved recognition from the industrial and business community of the region. It has given, and continues to support, activities such as: Business Fairs, Educational Forums, Puerto Rican Industry Month, and Total Quality Symposia. It has also been involved in alliance projects and collaborative activities with other educational institutions, with the Technical Vocational Network, with the Municipal Government of Caguas, with the Technical Vocational Council, and with federal initiatives such as "School to Work".

Attentive to the emerging needs of the community, in 2005, CCU incorporated into its educational offerings the Certificate in Professional Therapeutic Massage and the Certificate in Communications Media in both the Caguas and the Yauco Campus.

In its continuous search for excellence, in 2007 it achieved accreditation from the Middle States Commission on Higher Education. This achievement was also based on the need for accreditation adjusted to the institutional development achieved in recent years. During this year academic offerings in the health areas (Technician in Respiratory Care) and in Applied Arts (Technician in Audio, Graphic Design and Cinematography) were inaugurated.

Close to concluding a decade of achievements, approval was received to begin offering the Bachelor's in Nursing Science through non-face-to-face educational means (on-line) at the Caguas Campus. It also began offering the Master's in Nursing Sciences specialized in adults and the elderly.

The second decade of the new century was received with authorizations to offer Master's in Business Administration with a specialty in Management by non-face-to-face educational means and Associate Degrees in Audio and Film for the Caguas Campus in addition to the authorizations for the Associate Degrees in Health Services Administration, Therapeutic Massage, Communications, and Graphic Design for the Caguas and Yauco Campuses. In 2015, authorization was received to offer a Bachelor's Degree in Information Systems, Security and Networks (BATEC). In May 2016 authorization was received to offer Bachelor's in Nursing Sciences program, and in October 2017, the Cyber Security program.

On May 2020, CCU changed ownership and was acquired by the investment firm Renovus Partners, which owned EDIC College. During the acquisition process, Renovus Partners evaluated the different options and decided to integrate two institutions into one, where the name of Columbia Central University was received, and the EDIC College locations located in Carolina and Bayamón became CCU Campus, as well as the Caguas Norte location, which became an additional campus in Caguas for CCU: becoming an institution with 4 campuses and an additional location.

As a result of this merger, the EDIC College programs became part of the academic offering at CCU. Among the added programs are certificate level programs, which include the following: Medical Secretary with Insurance Billing Program, Practical Nursing, Emergency Medical Technician, Preschool Teacher Assistant, Veterinary Assistant, Laboratory Assistant with Electronic Processing, Professional Pet Groomer, and Veterinary Assistant with Pet Grooming. At Associate Degree level: Radiological Technology, Medical Sonography, Optical Sciences, Cardiac and Vascular Technology, Nursing Sciences, Physical Therapy and Pharmacy Technician. In addition, at the baccalaureate level, the following programs: Bachelor's in Nursing Science, Bachelor in Diagnostic Imaging Science with a concentration in CT and MRI, Bachelor's in Nutrition and Dietetics, and an online Bachelor's in Nursing from RN to BSN.

In March 2023, Renovus, acquired National College of Business and Technology, Inc., the owner of NUC University. Currently, Renovus owns both Columbia Central University and NUC University. The two institutions plan to merge in Fall 2023 and operate under the NUC name and institutional structure.

If history is premonitory of the future, Columbia Central University will achieve in the near future as many or more goals as it has had in its history for the past years.

Page 75- 83, CCU's Admissions Policy was amended.

ADMISSIONS POLICY

Introduction

Columbia Central University (CCU) gives people the opportunity to continue undergraduate and graduate studies through our certificate, associate, baccalaureate, and master's degree programs. Anyone interested and who can benefit from continuing their studies at our university must meet the established admission requirements. Once people complete and comply with the admission process, they will be able to begin their studies in the selected program that will lead them to become professionals in the chosen discipline.

Our admission policy requires a high school diploma or its equivalent (for undergraduate programs), and graduation from a bachelor degree program for graduate programs. CCU welcomes applications for admission from students who are studying or have studied in other post-secondary educational institutions, which are duly authorized and/or accredited to operate in Puerto Rico and the United States, as well as those of recognized foreign institutions.

This policy provides individuals the opportunity to continue postsecondary studies through our various academic programs. The university does not exclude participation, nor does it deny benefits, nor does it discriminate against any person based on race, sex, color, birth, sexual orientation, origin, or social condition, physical or mental handicap, or because of political, religious, social, or union ideals.

Admissions Office

The Admissions Office is responsible for offering clear and complete information about academic programs to any person interested in attending the University. Among the main information that is given to the prospective student is the curriculum for the program of interest, the admission requirements to be completed, practice requirements and licensure disclosures (if applicable), and the eligibility criteria to apply for licensure and/or licensure exams per board review requirements (if applicable), among other documents. In addition, the interested party is directed to go through the Financial Aid Office and the Bursar's Office to receive all the information about the available financial aid, if he/she qualifies, and about the alternative payment methods.

GENERAL ADMISSION REQUIREMENTS

Certificate and undergraduate level admission

To be admitted as a regular student at CCU, each applicant must meet the following requirements and documents:

1. Complete the admission application and sign it.
2. Be a high school graduate or have the recognized equivalent preparation:

-
- a. High school completion must be verified by submitting the official high school transcript or original diploma. A student who cannot provide an official high school transcript or a copy of his/her diploma because the school closed may be permitted to provide a signed affidavit of high school completion. Such exceptions are only allowed in the most exceptional cases and must be reviewed and approved by the Academic Opportunity Program.
 - b. Documentation of successful completion of the general education development (GED) or other state sanctioned test or diploma equivalency certificate is accepted as equivalent to high school completion.
 - c. If the student is transferring from another post-secondary institution, an official college transcript documenting completion of 1) an associate's degree 2) successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution or 3) enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
 - d. Documentation of completion of home schooling at the secondary school level (additional details below under "Admission of Homeschooling Students").
 3. The student must have earned a minimum grade point average of 2.00 or more in high school or from the postsecondary institution they are transferring from. Those students who do not meet the required GPA of 2.00, may be eligible for admission as regular students under the "Academic Opportunity Program" (POA). (See Academic Opportunity Program Policy published in the institutional catalog).
 4. If the student cannot present an official transcript or the results of the equivalency exam, the high school diploma will be accepted, and a true and exact copy of the original diploma will be taken by college personnel as evidence of the high school degree or Graduation Certification (original document, not copy). These students are admitted as a student under the POA, since we will not have a way to document the GPA earned in high school.

-
5. Students who have graduated from a high school outside of Puerto Rico and the United States must submit evidence of their academic credentials validated by the Puerto Rico Department of Education.
 6. Students under 18 years of age must be accompanied by their parents or their sponsors when completing the admissions process.
 7. For programs in which there is an internship component or in which there is a requirement to request the revalidation exam of the Examining Boards, the prospect must be 18 years of age or older by the time the requirement applies.
 8. Submit the Certificate of Vaccines by the Department of Health (students under 21 years of age), in compliance with Law 25 on School Immunization of PR. See Immunization Policy published in the Institutional Catalog.

Admission to the Graduate Level for New Students and CCU Graduates

To be admitted as a regular student to a graduate program at CCU, each applicant must meet the following requirements and documents:

1. File an application for admission, which can be obtained at the Admissions Office or Graduate Program Office. Students who have graduated from CCU will also have to file an application for admission to the preferred graduate program.
2. Submit one (1) official copy of the valid credit transcript(s) of the institution where the baccalaureate degree or higher was completed. The corresponding university where the baccalaureate was obtained must have proper authorization and/or accreditation.
3. Submit three (3) letters of recommendation from 3 people who can offer an opinion about the candidate's chances of success in graduate studies. See forms included in the application.
4. International students must provide the official transcript, diploma or degree received with their grades and grade point average must be submitted. Said transcript must be approved by an agency accredited by NACES (National Association of Credential Evaluation Services) and must include course by course, average and grade awarded, if any.

Specific admission requirements for Master's Degrees for new students and graduates of undergraduate programs at CCU:

Master's in Business Administration

- Have a 2.50 cumulative baccalaureate grade point average. Students interested in being admitted who have a lower grade point average, refer to the POA.

Master's in Nursing Science

- Have a 2.75 cumulative baccalaureate grade point average. Students interested in being admitted and having a lower grade point average, refer to the POA.
- Have a Bachelor's Degree in Nursing
- Present evidence of a current license as a general nurse

Admission requirements at the graduate level under the Non-Residential(distance) modality, in addition to the aforementioned requirements, the applicant must:

- Distance education students enrolled in graduate programs must be residents of Puerto Rico. Prospective students must present the university with a copy of an identity document from the state which proves their identity and residence. At the time of the interview, this document can be sent by email.
- Later, to validate the registration, the same document in a copy legalized by a notary of the city in which you reside must be sent. This document must be the National Identity Document (DNI), identification issued by the state or country of origin or a valid unexpired passport. If an applicant can visit the CCU offices personally, they have the option of presenting their identification and validating it at our offices without notarization.

Verification of High-School Documents in the Admission Process for Puerto Rico students

CCU, as part of its admission policy, verifies the origin of the document evidencing that a student has graduated from high school.

The admissions officer will use the document provided by the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency), which indicates the school's license date, to determine if the high school was licensed when the student graduated. If the school was licensed when the student graduated, the documentation of high school completion is accepted. If the school was not licensed at the time the student graduated, the student is directed to consult with the school. If the school was not registered/licensed at the time the student graduated, the student will not be admitted to the University.

In those cases that the documents presented by the student for validation reflect inconsistencies in identity or difference in name as provided in the admission application, the corresponding verification will be carried out, guaranteeing that no discrimination against any person based on race, sex, color, birth, sexual orientation, origin, or social condition, physical or mental handicap, or because of political, religious, social, or union ideas is met. Given this, they must submit:

- Affidavit certifying the change in name.

Verification of High School Documents in the Admission Process for students from Accelerated Schools

CCU, as part of its admission policy, verifies high school graduation documents in the admission process for students from accelerated schools in Puerto Rico. This policy applies to all incoming students who earned their high school diploma from an accelerated school and do not provide documentation of a recognized equivalent to a high school diploma.

Through the established procedure, the following will be verified:

1. The validity of the license of the accelerated school from which the student comes.
2. The year the accelerated school diploma was awarded.
3. That the students from said schools completed their studies according to the applicable requirements according to the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency).

Documents to be delivered by the student from an accelerated school:

1. Official accelerated school credit transcript.

Once the documents delivered by the student have been verified and validated, their admission to the institution will be determined.

High school credentials of questionable validity

All high school diplomas and/or transcripts submitted by prospective and admitted students are individually reviewed by admissions officers. If CCU has any reason to question the validity of a student's documentation of high school completion, the admissions officer will check with the high school to confirm the validity of the student's diploma and will confirm with the relevant department or agency in the state in which the secondary school is located (including via a published list) that the secondary school is recognized as a provider of secondary school education. A student's self-certification of high school graduation is not sufficient to validate a questionable high school credential.

Admission of Homeschooling Students

Students from homeschooling may apply to CCU in three ways:

1. Present evidence of having completed a program of study equivalent to high school graduation in Puerto Rico. The equivalency must be certified by the Puerto Rico Department of Education. The equivalence of the academic index obtained must meet the minimum requirement of 2.00.

-
2. If there is no certification from the Puerto Rico Department of Education, the student's parent or guardian will present:
 - a. Credit transcript: the person or entity that certifies home studies will prepare a transcript of the courses completed by the student. It should include the name of the course, period in which the course was taken, and grade obtained. The student must complete all courses required by the Puerto Rico Department of Education to complete High School.
 - b. Affidavit that highlights that the student completed their studies through the home learning modality (homeschooling).
 3. If the completed a program of study equivalent to high school graduation in the United States or a foreign company, the student must submit their transcripts to the National Association of Credential Evaluation Services (NACES) for evaluation. NACES will confirm if the student's program of study is equivalent to high school completion.

Requirements for Admission for Professional Improvement

A Professional Improvement (PI) student is one who is interested in taking certain courses, without being enrolled in an academic program at the University. The most frequent reasons for this type of request are for continuing professional education purposes or to request transfer credits to another university. PI students are not eligible for financial aid.

The requirements for admission as a PI student are:

- Submit a duly completed application for admission.
- Full payment of the admission application fee.

Transfer Credit

CCU will accept transfer credits from postsecondary institutions authorized and/or accredited by an agency recognized by the United States Department of Education and legitimate foreign institutions, as determined by CCU. The courses completed in the institution of origin will be considered individually for validation; CCU reserves the right to determine the awarding of transfer credit for courses completed at other institutions.

For more details, refer to the Course Validation Policy.

- For students at the graduate level, transfer credit hours will be accepted up to a maximum of 18 credits. Ordinarily, completed courses with a grade of less than B will not be accepted as transfer credits. Courses accepted in transfer will not be considered to compute the student's grade point average at CCU.
- For students with professional experience who are applying to the Master of Business Administration Program, CCU offers the opportunity to consider and credit the knowledge and skills acquired through their professional work experience, as established by the PROSIGUE alternative. Through this alternative, a maximum of 18 credits can be awarded. At the undergraduate level, a student can also be awarded credits for professional experience (residency requirements apply)

In case of institutions that have ceased functions and therefore it is impossible to obtain an official credit transcript, the student may submit a student credit transcript or any other document that attests to their completed courses for consideration by CCU, provided they are supported by an affidavit. However, CCU reserves the right to validate said knowledge through its evaluation instruments prior to the acceptance of transfer credit. This provision applies only to undergraduate programs.

The student with veterans benefits and/or their beneficiaries, having studied at any post-secondary or university institution, will be required to present the official credit transcript of the institution of origin, in order to qualify for the educational benefits of the Veterans Administration. If the official credit transcript is not presented, CCU will not be able to certify it to the Veterans Administration.



Special cases - "Experiential Learning"

- People who have acquired knowledge through other means, other than traditional academics, and wish to have it considered for academic credit, should request guidance regarding this at the Admissions Office, so that it can be referred to the Dean of Academic Affairs.
- In those cases that present evidence of having completed the parts of the Mathematics, English and/or Spanish with 560 points or more on the College Board, the course will be validated according to their study program, regardless of whether they come from high school or transfer.

Residency Requirements

Graduate programs: Regardless of how many credits a student can obtain through transfer, professional experience, or other methods accepted by the academic community, each student must complete at least 21 credit hours in their study program in residence within CCU.

Undergraduate programs: Regardless of how many credits a student may obtain through transfer, professional experience, or other methods accepted by the academic community, each student must complete at least 24 credit hours credited towards their program of study in residence within CCU.

For certificate or associate degree programs, these credits in residence must include at least 12 credit hours in the student's area of specialization. Students enrolled in a baccalaureate program must complete at least 24 credit hours in residency in their area of specialization or related courses, except in the Bachelor of Science program in Nursing RN to BSN, in which at least 18 credit hours must be completed in the student's area of expertise or related courses.

Notification of Admission

All applicants will be informed in a timely manner about the institution's decision regarding their admission to the university, through a letter from the Admissions Office.

Acceptance to the university and an educational program does not authorize the applicant to begin classes unless all required documentation has been submitted or an extension has been granted to submit the documents.

Other Conditions for Admission

A student who does not have an application accompanied by all the required documents will have a period of 30 days after classes begin to submit the missing documents. The Recruitment and Admissions Officer will notify the student of the documentation that is needed to complete their file and the deadline for its delivery. Such a student is considered to be conditionally admitted and financial aid will not be disbursed to the student until all admission requirements have been satisfied.

If the student does not deliver the required documentation in the specified period, the enrollment will be canceled, and the student will be dropped from the University.

TITLE IV FUNDS RETURN POLICY (R2T4)

Under the Title IV funding (federal financial aid) regulations issued by the U.S. Department of Education, the following policies have been established for those students enrolled in an eligible program who are withdrawn, expelled, or for any reason do not complete the period of enrollment or payment period in which they were enrolled. Please review CCU's Withdrawal Policy for information on the process to withdraw. A student is not considered withdrawn if any of the following applies:

1. The student completes the requirements for graduation before completing the payment period (applicable only to graduation from the student's program of enrollment as of that payment period).
2. If the student is enrolled in a program comprised of modules and any of the following applies:
 - a. The institution obtains written confirmation that the student will attend a later module in the same payment period or period of enrollment that begins no later than 45 calendar days after the end of the module the student ceased attending. (If the student is enrolled in any full-term courses during the payment period the 45-day timeline does not apply, but the student must confirm in writing that they will be returning to a module that begins later in the payment period),
 - b. The student successfully completes one or more modules that, together, comprise at least 49% of the days in the payment period (excluding scheduled breaks of five or more consecutive days and all days between modules); or
 - c. The student successfully completes coursework equal to or greater than the coursework required for half-time enrollment.

Regulations for the Title IV programs require that when a student ceases attendance during a payment period or period of enrollment, the amount of financial aid earned by the student up to that point be determined using a pro rata calculation. To determine the amount earned by the student, CCU performs a pro rata calculation that uses the number of days completed in the payment period (as of Last Day of Attendance) as the numerator, and as the denominator, the number of days in the semester, or as follows if enrolled in a semester containing modules:

- If eligible for Pell Grant, Iraq-Afghanistan Service Grant during the period - days in modules the student actually attended, or
- If eligible for Direct Loan or FSEOG funds during the period (regardless of eligibility for other Title IV programs) - days in modules the student was enrolled in on the first day of the period or enrolled in at any time during the period.

Institutional breaks of five (5) consecutive days or more, if applicable during the payment period, will be excluded from the calculation. For example, if, as of the last day of attendance, a student completed 50 days of a semester of 100 days, they will have earned 50% of their Title IV aid for that semester.

If the percentage that results from the formula is greater than 60%, the student earned 100% of the financial aid for which he/she was eligible.

If the percentage earned is 60% or less and the financial aid for which the student was eligible prior to ceasing attendance has already been disbursed, the University and/or the student will be responsible for reimbursing the portion of the funds the student did not earn. The unearned portion of Title IV funding the institution is responsible for, must be returned to the U.S. Department of Education no later than 45 days from the date CCU determined the student stopped attending (Date of Determination).

If the Institution is not required to return all of the unearned funds, the student may be required to return the remaining amount. If applicable, within 30 days from date of determination of withdrawal, CCU will contact the student to coordinate arrangements to return the student portion of unearned grant funds. Students must make satisfactory arrangements to repay unearned grant funds within 45 days of receiving CCU's notice of overpayment. If the student fails to make satisfactory arrangements, CCU will proceed to report the student's overpayment to NSLDS. Please note that failure to make satisfactory arrangements may result in the student losing eligibility for Title IV funds.

Any unearned funds are returned in the following order:

- Unsubsidized Direct Loans;
- Subsidized Direct Loans;
- Direct PLUS Loans;
- Federal Pell Grants;
- IASG Grants;
- FSEOG Grants;
- TEACH Grants.

The student portion of grants will not be returned if the grant overpayment is \$50 or less. Any loan amount returned by the borrower must be repaid according to the terms of the borrower's promissory note.

If the financial aid for which the student was eligible has not yet been disbursed, the student may be eligible to have the financial aid earned disbursed after the R2T4 calculation has been performed. If the R2T4 calculation determines the student has received less in Title IV disbursements than they have earned, the student may be offered a post-withdrawal disbursement (PWD). CCU may automatically disburse all or a portion of the PWD that consists of grant funds in order to satisfy tuition, fees, room, and board, as applicable, within 45 days of the date the CCU determined the student ceased attending. CCU will seek the student's permission to use PWD grant funds for all other educationally related charges. Any

PWD of loan funds must be offered to the student or parent borrower in writing within 30 days and accepted by the student or parent borrower and disbursed within 180 days of the date CCU determined the student ceased attending. Loan borrowers who are offered a PWD of loan funds will receive written instructions for declining the PWD or accepting all or a portion of the PWD. A borrower can never receive a PWD for funds for which they did not meet the eligibility criteria at the time they ceased attending.

For additional information, the student can request a copy of the form used to calculate the Return of Title IV Funds entitled: “Treatment of Title IV funds When a Student Withdraws”, which is available in the Financial Aid Office.

The R2T4 calculation is separate from CCU’s refund policy. If a student cease attending, the Title IV funds that previously paid or were anticipated to pay the student’s balance due to CCU may be reduced resulting in the student owing a balance to CCU. CCU will seek payment from the student for any balance due on the student’s account due to the return of funds to the U.S. Department of Education.

CLARIFICATION: This policy may be modified by new regulations issued by the Federal Department of Education and the Accrediting Agency, or as otherwise deemed appropriate. In that case, CCU will update the relevant publications. We encourage the student to consult the newsletters, catalogs, offices, or other means of the University concerning new refund policies to be issued, if applicable.

SATISFACTORY ACADEMIC PROGRESS POLICY

Introduction

Columbia Central University adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 C.F.R. § 668.34.

Applicability

This policy applies to all students enrolled in CCU, regardless of if they are full-time or part-time students or if they receive federal financial aid, or any other type of aid. The policy does not apply to students enrolled in Continuing Education courses.

Definition of Satisfactory Academic Progress

CCU defines Satisfactory Academic Progress as the required measurement of a student's academic progress towards completing his or her academic program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Credits Successfully Completed). Students must maintain the required cumulative GPA and successfully complete the cumulative required percentage of attempted credits (pace) to ensure they will graduate within the maximum timeframe for their program in order to meet the qualitative and quantitative components of SAP.

In order for the student to complete their academic program within the maximum time frame established for the program (the quantitative component of SAP), the student must successfully complete the required percentage of attempted credits throughout the duration of his/her academic program. An evaluation of SAP is not completed until both the qualitative and quantitative components are reviewed.

If the evaluation shows that a student does not have the required GPA or is not maintaining the required pace, the student becomes ineligible for FSA funds (Federal Student Aid) provided that the student is permitted to receive FSA funds during a single consecutive

payment period of Financial Aid Warning status or, after a successful appeal, while on Financial Aid Probation status.

Roles and Responsibilities

Academic Progress Committee	Academic Director and/or Program Coordinator, Registrar, Counselor, and the Director of the Financial Aid Office.
Submission of Appeal Request	The Counselor or equivalent will submit the Satisfactory Academic Progress Appeal request that was prepared and submitted by the student to the Dean of Academic Affairs and/or Chief Academic Officer, who will convene the Appeal Committee for an appropriate evaluation.

SATISFACTORY ACADEMIC PROGRESS POLICY REQUIREMENTS

Qualitative Component: Cumulative GPA

Students need to achieve the minimum cumulative grade point average at each SAP evaluation point. (For more details, please refer to the Satisfactory Academic Progress Evaluation Charts). A student enrolled in a program of more than two academic years must have a GPA equivalent to his/her program's graduation standards at the end of the student's second academic year to be meeting the qualitative standard of SAP.

Quantitative Component: Credits Successfully Completed

A student must progress through the program at the minimum pace for the specified SAP evaluation points in order to finish the academic program within the allowable maximum timeframe. Students who meet or exceed the minimum pace requirements will complete their program within the maximum time frame as described in the Maximum Timeframe section of this policy.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation point to meet the minimum SAP standards (Please refer to the Academic Progress Evaluation Charts).

The chart below provides information about how grades affect the Qualitative (GPA) and Quantitative (credits) components of SAP:

Grade Type	Grade	Included in Cumulative GPA	Included in Cumulative Credits/ Hours Attempted	Included in Cumulative Credits Earned (Successfully Completed)	Included in Maximum Time Frame
Passing Grades	A, B, C, D	Yes	Yes	Yes	Yes
Additional Passing Grades (Pass/Fail courses)	P	No	Yes	Yes	Yes
Failing Grade	F	Yes	Yes	No	Yes
No Pass Grade (Pass/Fail courses)	NP	No	Yes	No	Yes
Incompletes	I	No	Yes	No	Yes
Dropped Course (Withdrawals)	W, WT, WF	No	Yes	No	Yes
Emergency Drop Courses - COVID-19	COVID-19 Grade	No	No	No	No
Repeated courses	As earned for each attempt at the course	Highest grade earned	Yes, all attempts of the course	Yes, all attempts of courses successfully completed	Yes, all attempts of the course
Transferred Credits/Hours from prior programs at CCU accepted towards current program	Refer to grades above	Yes	Yes	Yes	Yes
Credits transferred from other institutions that were accepted towards current program	T	No	Yes	Yes	Yes

CCU does not offer remedial courses; therefore, remedial courses are not discussed in this policy.

Maximum Timeframe Criteria

Students are required to complete their program within a reasonable timeframe. Federal regulations define the maximum timeframe as 150% of the published length of the program of study. The maximum timeframe is based on credits attempted and is determined by multiplying the number of credits required to complete the program by 1.5. For example, a 64-credit program would have a maximum time frame of 96 credits to complete the program.

A student does not meet the maximum timeframe standards when it becomes mathematically impossible to complete the program within 150% of the published length of the program and therefore loses eligibility for federal financial aid for their program. All attempted credits, with the exception of drops due to COVID-19, count towards the maximum timeframe, including transfer credit hours accepted for the student's current program of study.

A student for whom it has become mathematically impossible to complete the program within 150% of the program's length in credits may be allowed to continue for an additional term, if approved by the Academic Progress Committee. This term will not be considered eligible for financial aid and students are not permitted to submit an SAP appeal. If allowed to continue for an additional term, the student enrolls under an Academic Plan.

SAP Evaluation Procedure

Students are expected to meet the cumulative required minimum completion rate and grade point average at the end of each SAP evaluation period (semester).

The Registrar Office will evaluate the academic progress at the end of each academic term.

SAP Reevaluation Procedure

The Registrar Office will reevaluate the Satisfactory Academic Progress for students in rare instances of grade changes or a final grade received late from a faculty member. The Registrar will send a written communication notifying the student of the results of the evaluation if due to the grade change the student is no longer meeting the standards of SAP. CCU will not alter financial aid already disbursed to students based on SAP evaluations that were accurate at the time they were performed.

If a formerly incomplete course is assigned a grade, that grade will be accounted for in the next regular SAP evaluation.

Satisfactory Academic Progress Statuses and Notification Process

If a student fails to meet Satisfactory Academic Progress standards, the Registrar Office will send written notification indicating the results of the evaluation, the satisfactory academic progress status under which student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

In addition, the Registrar's Office will prepare the list of students who do not comply with the SAP policy and will notify the Financial Aid, Collections, and Counseling offices in writing.

Financial Aid Warning

Financial Aid Warning is a status assigned to a student who fails to comply with the qualitative and/or quantitative component as established in the Satisfactory Academic Progress policy.

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the payment period following the period in which the student failed to meet satisfactory academic progress standards. Students are expected to improve their academic performance during this Financial Aid Warning period. If a student fails to meet the minimum qualitative and quantitative standards described above upon completing the Financial Aid Warning period, the student will be placed on Financial Aid Suspension status and will lose eligibility for FSA programs. If the student successfully appeals their Financial Aid Suspension status, the student will be placed on Financial Aid Probation Status.

Financial Aid Suspension

Students placed on Financial Aid Suspension lose eligibility for financial aid. A student will be placed on Financial Aid Suspension Status if any of the following apply:

- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Warning, or
- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Probation or fails to adhere to the Academic Plan required for their Financial Aid Probation status (discussed below), or
- It is mathematically impossible for the student to complete the program within the maximum timeframe allowed. As discussed above, students who cannot complete their program within the maximum timeframe are not permitted to submit an SAP appeal.

Students will receive written notification of Financial Aid Suspension from the Registrar's Office. The Registrar Office will also notify the Dean of Academic Affairs, Financial Aid, and the Student Accounts Office of the student's ineligibility for financial aid.

Students may continue studies without the aid of financial aid after suspension if otherwise permitted in accordance with the university's academic standards. If the student continues

without financial aid, the student will be responsible for the full cost that may apply during that period of enrollment.

Appeal Process

An appeal is a process where a student on Financial Aid Suspension status asks the institution to reconsider their eligibility to receive financial aid funds. The appeal process applies to students who do not meet the SAP requirements (including the terms of their Academic Plan, if applicable) in the period evaluated.

If a student experienced extenuating circumstances that prevented him/her from complying with the SAP requirements, the student may appeal to regain eligibility for federal financial aid. The Institution considers the following as examples of extenuating circumstances:

- Student illness
- Family illness
- Distress in the family unit, such as: divorce or death of parents, spouse, or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student's control

To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal, including supporting documentation, within a period of five (5) business days from the date of receipt of the notification that they were placed on Financial Aid Suspension status. The student must be able to explain what has changed in their situation that will allow them to meet the SAP requirements at the next evaluation. The SAP appeal form is available at the Registrar, Counseling and Academics offices.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application and determine whether it is possible for the student to meet the standards of academic progress or an Academic Plan at the end of the next term.

The Appeals Committee will evaluate the Request for Appeal of Satisfactory Academic Progress and notify the Academic Director or designee of the decision. This Committee must establish a meeting schedule for each academic term, with a deadline for the student to document his/her case and present it to the Committee via the SAP Appeal form. The Registrar's Office will send the student written notice of the Committee's decision no later than 5 calendar days from the date of the committee's decision.

If the appeal is approved, the student will be eligible for financial assistance during the probation term. At the next evaluation point, in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of satisfactory academic progress or is adhering to the terms of his/her Academic Plan. The student has the opportunity to appeal again, if he/she fails to comply with the requirements of SAP or the terms of his/her Academic Plan.

Financial Aid Probation

This status applies to those students who have not been able to meet the SAP requirements and were placed on Financial Aid Suspension status, but subsequently complete the appeal process and their appeal is approved. (Please refer to the Appeal Process section above).

The Financial Aid Probation period is only for an academic term. The approval of an appeal will require that the student be placed on an Academic Plan during the Financial Aid Probation period if the student will be unable to meet satisfactory academic progress standards by the end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student's ability to graduate with the appropriate GPA and within the maximum time frame.

Students will be eligible for financial aid during the payment period under a Financial Aid Probation status. Once the probation period ends, students must be able to show they meet the requirements of Satisfactory Academic Progress or the Academic Plan to maintain eligibility for financial aid.

Academic Plan

Academic plans are developed by the Counselor or designated academic representative in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point of time.

If a student successfully appeals and is placed on Financial Aid Probation status with an Academic Plan, the student will retain eligibility for federal financial aid if he/she meets the standards of SAP or is meeting the terms of the Academic Plan at each SAP evaluation period. To continue in the Academic Plan after the initial Financial Aid Probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the Academic Plan. If a student wants to change their Academic Plan, they must submit an appeal.

Reestablishing Eligibility

A student who has had their financial aid status suspended can reestablish eligibility for federal financial aid by attending courses without the benefit of financial aid and meeting the cumulative qualitative (GPA) and quantitative (Credits) standards. A student who has lost federal financial aid eligibility due to maximum timeframe cannot reestablish eligibility.

COVID-19 Exception for SAP Quantitative Criteria

Section 3509 of the CARES Act allowed institutions to exclude any attempted credits from the calculation of satisfactory academic progress (SAP) that a student has not been able to complete because of a circumstance related to the COVID-19 pandemic. Permitted circumstances include, but are not limited to:

- Illness of the student or a member of his family
- The need to become a caregiver or first responder
- Economic difficulties
- Increase in working hours
- Loss of childcare
- Inability of continuing with classes through online education

This exception is available to students upon request to the Registrar Office for any terms that included the start and end dates of the COVID-19 national emergency (March 5, 2020, to May 11, 2023). Appropriate documentation must be provided to support permitted circumstances. For example, the completion rate of a student who has completed 78 of the 120 attempted hours in a bachelor's degree program is 65 percent (78/120), which is below the SAP standards. However, if a student confirmed that the 12 credits, they attempted but were unable to complete in the spring 2020 term were due to a circumstance related to COVID-19, the rate is recalculated to omit the 12 credits resulting in a revised completion rate of 73 percent (79/108), which meets SAP standards. The 12 credits attempted are also excluded from the maximum timeframe and GPA.

**TABLES TO EVALUATE THE STUDENT'S SATISFACTORY ACADEMIC PROGRESS
BY LEVEL:**

CERTIFICATE PROGRAMS

Program: Computer Repairs Technician

Program Summary:

Program Credits Required	Maximum Timeframe	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
36	54	2.00	66.67%

Program: Veterinary Assistant

Program Summary:

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
55	36	54

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
 - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ($12/18=.6667\%$)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Introducción a la Medicina Veterinaria y Bioseguridad Animal	4	2
Destrezas de Comunicación Efectiva en Español	3	1.5
Conceptos Básicos de Ciencias	4	2
Conceptos Matemáticos	3	1.5
Principios Generales de Quirófano Veterinario	2	2
Anatomía y Fisiología de los Animales	5	3
Microbiología Veterinaria	3	1.5
Patología, Toxicología y Farmacología Veterinaria	4	2
Principios de Enfermería Veterinaria	4	2.5
Manejo, Cuidado y Enfermedades de Animales de Granja	4	3
Procedimientos Clínicos Veterinarios	3	3
Principios de Odontología Veterinaria	2	1
Nutrición Animal	2	1
Introducción a la Radiología y Sonografía Veterinaria	4	3
Principios de Psicología Social Comunitaria	2	1
Práctica Clínica Veterinaria	6	6

Program: Veterinary Assistant with Pet Grooming

Program Summary:

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
71	48	72

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
 - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ($12/18=.6667\%$)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Introducción a la Medicina Veterinaria y Bioseguridad Animal	4	2
Destrezas de Comunicación Efectiva en Español	3	1.5
Conceptos Básicos de Ciencias	4	2
Conceptos Matemáticos	3	1.5
Principios Generales de Quirófano Veterinario	2	2
Anatomía y Fisiología de los Animales	5	3
Microbiología Veterinaria	3	1.5
Patología, Toxicología y Farmacología Veterinaria	4	2
Principios de Enfermería Veterinaria	4	2.5
Manejo, Cuidado y Enfermedades de Animales de Granja	4	3
Procedimientos Clínicos Veterinarios	3	3
Principios de Odontología Veterinaria	2	1
Nutrición Animal	2	1
Introducción a la Radiología y Sonografía Veterinaria	4	3
Principios de Psicología Social Comunitaria	2	1
Introducción a Pet Grooming	2	1
Técnicas Pre-Grooming	3	2.5
Grooming Básico	3	2.5
Empresarial Básico y Mercadeo	2	1
Patrones y Estilos de Recorte	3	2.5
Técnicas Avanzadas de Grooming	3	2.5
Práctica Clínica Veterinaria	3	3
Práctica de Grooming	3	3

Program: Medical Secretary with Insurance Billing

Program Summary:

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
56	36	54

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
 - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ($12/18=.6667\%$)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Español Básico	4	2
Basic English	3	1.5
Matemática Comercial	3	1.5
Terminología Médica	8	4
Mecanografía Básica Computarizada	3	3
Crédito y Cobro en Facturación a Planes Médicos I	4	2
Administración de Documentos	4	2
Mecanografía Intermedia y Avanzada	3	3
Relaciones Humanas	2	1
Principios Básicos de Clasificación y Codificación ICD-9-CM y ICD-10CM/PCSyCPT	4	2
Principios de Computadoras	2	2
Español Comercial	2	1
Business English	2	1
Administración de Oficina	2	1
Principios de Récord Medico	2	1
Crédito y Cobro en Facturación a Planes Médico II	3	3
Práctica en Médico Secretarial y Facturación de Planes Médicos	5	5

Program: Laboratory Assistant with Electronic Processing

Program Summary:

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
38	24	36

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
 - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ($12/18=.6667\%$)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Introduction to the Clinical Laboratory - Laws Regulations and the Assistant Role in Equipment Handling	7	4
General Compendium of Sciences	5	3
Basic Skills in Effective Communication and Customer Service	4	2
Medical Terminology	2	1
Basic Concepts of Microbiology	3	2
General Data Entry Processes and Billing of Laboratory Services	3	2
Management of Laboratory Samples	5	3
Special Procedures	5	3
Clinical Practice	4	4

Program: Pre-School Teacher Assistant

Program Summary:

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
63	36	54

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
 - For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed ($12/18 = .6667\%$)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details

about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Relaciones Humanas	3	1.5
Español Básico	4	2
Principios de Computadora	2	2
Desarrollo del Niño	6	3
Manejo de Disciplina en Niños	3	1.5
Intervención en Crisis	4	2
Administración y Supervisión de Personal	4	2
Conceptos básicos en Salud y Seguridad en Infantes y Niños	5	2.5
Niños con necesidades especiales	5	2.5
Diseño de Actividades	4	2.5
English Applied to Preschool Teaching	2	1
Matemática Comercial	3	1.5
Desarrollo de Programas de servicio y desarrollo de propuesta	4	2
Currículo de infantes y preescolares	4	2
Integración de experiencias de arte, música y literatura en la niñez temprana	4	2
Práctica Supervisada	6	6

Program: Professional Pet Groomer

Program Summary:

Academic Credits in Program	Financial Aid Credits in Program	Maximum Timeframe in Financial Aid Credits
33	25	37.5

Satisfactory Academic Progress Requirements: Satisfactory Academic Progress will be evaluated at the end of each term. At each evaluation point students must achieve:

- A cumulative GPA of 2.00, and
- A minimum cumulative credit completion rate of 66.67%
 - o For example, if 18 credits are attempted by the end of term, at least 12 must have been successfully completed (12/18=.6667%)

Academic and financial aid credits are different for this program. Satisfactory Academic Progress evaluation is based on financial aid credits. The table below provides details about required courses and the corresponding academic and financial aid credits.

Course Description	Academic Credits	Financial Aid Credits
Introducción a Pet Grooming	2	1
Anatomía y Zootecnia	3	1.5
Salud, Bienestar y Manejo de Emergencias	3	1.5
Técnicas Pre-Grooming	3	2.5
Principios de Conducta	3	2.5
Grooming Básico	3	2.5
Empresarial Básico y Mercadeo	2	1
Patrones y Estilos de Recorte	3	2.5
Grooming Creativo y Funciones Asiáticas	3	2.5
Técnicas Avanzadas de Grooming	3	2.5
Práctica de Grooming	5	5

ASSOCIATE, BACHELOR AND MASTER DEGREES

Program	Program Credits Required	Maximum Timeframe	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Associate Degree in Audio	60	90	2.25	66.67%
Associate Degree in Business Administration	72	108	2.25	66.67%
Associate Degree in Cardiac and Vascular Technology	91	136.5	2.25	66.67%
Associate Degree in Cyber Security	71	106.5	2.25	66.67%
Associate Degree in Graphic Design	60	90	2.25	66.67%
Associate Degree in Medical Sonography	84	126	2.25	66.67%
Associate Degree in Nursing Sciences	72	108	2.25	66.67%
Associate Degree in Optical Sciences	79	118.5	2.25	66.67%
Associate Degree in Pharmacy Technician	83	124.5	2.25	66.67%
Associate Degree in Radiological Technology	83	124.5	2.25	66.67%

Program	Program Credits Required	Maximum Timeframe	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Associate Degree in Therapeutic Massage	63	94.5	2.25	66.67%
Bachelor's Degree in Information Technology, Networking and Security	120	180	2.25	66.67%
Bachelor's Degree in Nursing Sciences	125	187.5	2.25	66.67%
Bachelor Degree of Science in Nursing RN to BSN	52	78	2.25	66.67%
Bachelor's Diagnostic Imaging CT and MRI	135	202.5	2.25	66.67%
Bachelor's Degree in Business Administration	120	180	2.25	66.67%
Master Degree in Business Administration Specialization in Health Organizations Management	39	58.5	3.00	66.67%
Master Degree in Business Administration Specialization in Human Resources	39	58.5	3.00	66.67%
Master Degree in Business Administration Specialization in Management	39	58.5	3.00	66.67%
Master Degree of Sciences in Nursing with Specialization in Adults & The Elderly	41	61.5	3.00	66.67%