

Satisfactory Academic Progress (Direct Loan Program beneficiaries)

Satisfactory academic progress at the University of Navarra is determined by the following documents; *Normativa de evaluación*, *Normativa de Permanencia en grados y másteres* and *Normativa de Programas de Doctorado*. A summary of the main regulations with an impact in Direct Loan beneficiaries follows:

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 go beyond an extra 50% of the established duration of the degree. E.g.: a student taking a 4-year degree will only be eligible for subsidized aid for a total period of 6 years.**

In general, 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. Within the said limits, specific maximum and minimum courses may be fixed for each degree. **However, students with a student immigration status are required to be enrolled full time.**

Students of the first year of undergraduate studies who, after all the sessions examination periods of a specific academic year have not obtained a minimum of 12 ECTS in the degrees of the Engineering and Architecture Branch and 18 ECTS in all other branches, regarding compulsory or basic courses, may not continue their studies in the degree in which they enrolled. Exceptionally, these students may be accepted to register at the Universidad de Navarra in a different degree only once, providing it different than the previous one and there are vacancies. If they fail to complete the number of ECTS set out above, they shall not continue their studies at this University.

Master's 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 required to complete said 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 the master's program with more than 60 ECTS, full-time students may enroll in a minimum of 40 ECTS, and a maximum of 78. Part-time students may enroll in a minimum of 1 ECTS, and a maximum of 39. **However, students with a**

student immigration status are required to be enrolled full time.

Doctoral programs

The time limit for completion of official **doctoral** programs for full-time students is limited to three academic years. Upon expiration of the said term, it may be extended by one extra year, or two if exceptional causes are sufficiently justified. Half-time students can use from five to a maximum of eight years to complete the program. **However, students with a student immigration status are required to be enrolled full time.**

Satisfactory progress is assessed by annual reports produced by the Academic Committee of the doctoral program.

Grading system

The Spanish grading system is structured as follows:

0-4,9: Suspenso (SS) (FAIL)

5,0-6,9: Aprobado (AP) (PASS)

7,0-8,9: Notable (NT) (B)

9,0-10: Sobresaliente (SB) (A)

Withdrawals

In the event of withdrawal, the student will communicate the decision to the governing board of the School, the Registrar's Office and the Direct Loan Program administrators at the University. Return to Title IV program process will be activated.

Leaves of absence (LOAs)

Leave of absence may be allowed for doctoral students by the University's regulations, for a maximum of 2 years. **However, for Direct Loan beneficiaries, the maximum of LOA days in a 12-month period is 180. Otherwise, the absence is considered a withdrawal.** Leave of absence must be formally requested to the Committee of the Doctoral Program.