

Satisfactory Academic Progress Policy for US Direct Loan recipients

It is a student's responsibility to read and understand this Satisfactory Academic Progress Policy

Students attending the University of Roehampton and in receipt of US Direct Loans (Title IV Aid) are required to make satisfactory progress in their degree programme. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner towards fulfilling degree requirements.

The University of Roehampton's academic programmes are governed by the regulations as set out in our [Taught Degree Regulations](#) and [Research Degree Regulations](#).

Measuring SAP

Qualitative standard (grades): In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to proceed as per the University's progression requirements.

The University's Title IV SAP policy applies the same rules for students enrolled on the same programme but not receiving Title IV Aid, however, students who do receive Title IV Federal Aid are subject to additional checks on their progress prior to disbursements during the academic year.

Students on undergraduate degree programmes must maintain a minimum cumulative grade of 40% and for those on taught postgraduate programmes the minimum cumulative grade is 50%.

Quantitative standard (pace): Students must complete their course at a pace that ensures they will graduate within the maximum timeframe and must maintain a minimum cumulative completion rate of 67% as calculated by dividing the number of completed credits by the number of attempted credits, in order to meet SAP maximum timeframes.

Federal regulations for undergraduate students specify that students must complete within 150% of the published length of the programme as measured in credits, see table below:

STANDARD PROGRAMME LENGTH	PUBLISHED PROGRAMME LENGTH	PROGRAMME IN CREDITS	LENGTH	MAXIMUM FEDERAL TIMEFRAME FOR COMPLETION	PACE
3-year undergraduate degree		360		4 years, 6 months	67%
4-year undergraduate degree		480		6 years	67%
1 year postgraduate taught degree		180		1 year 6 months	67%
		240		3 years	67%
2 year postgraduate taught degree					
Postgraduate research degree (PhD) (4 years)		Not applicable		6 years	

Students must also be studying at least half-time in order to be eligible for federal loans.

Both the qualitative and quantitative SAP standards are reviewed at each evaluation point. For students on courses lasting 12 months or less, SAP is evaluated towards the end of each payment period (term). For students on programmes lasting more than 12 months, SAP is evaluated at each payment period (term).

Credits transferred from another programme or a change of course/modules at the same grade level will count towards the 150% timeframe (quantitative standard – pace). Only those credits, which contribute towards the final award, will be considered for the purposes of Satisfactory Academic Progress. When all elements of the new programme are unrelated to the previous programme, then credits will not be included in the quantitative standard - pace.

This time scale includes any previous period of study at other institutions for the same programme (for example an undergraduate student on a 3 year programme with 1 year of previous study at another institution must complete their studies within 3.5 years at the University of Roehampton).

A student must attempt to complete a set number of credits (Modules) per payment period and must attempt to complete all modules they enrol onto. Where a student fails to complete a module, this will be reflected in their progression or classification result and therefore negatively affect their cumulative average grade and academic progress impacting on both the quantitative (pace) and qualitative (grades) standards.

Students may be permitted to resit failed modules. As set out in the University's regulations resit marks may be capped for the purpose of calculating the progression result, or the overall degree result may be capped for resit candidates. Resitting a module involves being reassessed without taking further classes, normally during the student's current academic year. If a student is required to retake part/full year of study this will count towards the 150% timeframe (quantitative standard-pace).

Undergraduate Students must pass all modules at Grade C or above to confirm satisfactory academic progression. Students not fulfilling this requirement will go onto Financial Aid Probation in order to satisfy this requirement. If after this probation period they do not meet the requirement, the student will lose their entitlement to Financial Aid. For undergraduate students, the University translates Grade C as 40% or a GPA of 2.0.

Postgraduate Students must achieve a minimum pass mark of 50% for each course unit (module) taken in each year of their programme. For postgraduate students, the University of Roehampton translates Grade C as 50% or a GPA of 2.7. Students studying Postgraduate courses longer than one-year duration are expected to successfully complete 100% of courses attempted before being allowed to progress.

PhD Students must achieve satisfactory academic progress submitted in their Annual Progress Reports as determined by the Research Student Review Board.

Students failing to meet this requirement will be issued with a 'Financial Aid Warning'. If a student transfers from another institution, then credits or courses that count towards the student's final degree will be used to calculate a student's 'Pace of Completion'.

Students considering withdrawing or interrupting from their programme are encouraged to seek advice from the Student Finance Team at studentfinance@roehampton.ac.uk regarding the effect the withdrawal will have on future loan eligibility.

If a student withdraws part-way through the academic year, any credits completed would be counted in the quantitative standard (pace). A student may also receive credits for any full Module they have completed and may be eligible for an Exit or Lesser Award, qualitative standards (grades).

Failure to Make Satisfactory Academic Progress

- If the student fails to meet Satisfactory Academic Progress they will be placed on a Financial Aid Warning status for the next payment period. They will be eligible to receive financial aid. If satisfactory academic progress is not made in the subsequent payment period the student will not be eligible to receive Federal Aid unless they are successful in appeal.
- The student can appeal the decision within 14 days of being notified that their aid has been suspended by submitting a letter to: The Student Finance Officer, Student Finance Office, Richardson 014, Roehampton University, Roehampton Lane, London SW15 5PU, or the appeal can be emailed to the Student Finance Office at studentfinance@roehampton.ac.uk explaining why they did not meet SAP (e.g. injury, health, family reasons etc.) and what has changed that will allow them to meet the requirements. Supporting documentation relevant to the appeal should also be included.
- The Student Finance team will discuss with the relevant academic school and/or Student Welfare Officer and will be considered with the Accounts Receivable Manager and a decision and response will be sent to the student within 14 days.
- If the appeal is unsuccessful, the student is no longer eligible for US Direct Loans with immediate effect.
- If the appeal is successful the student will be placed on a Financial Aid Probation. They will be given specific requirements to meet e.g. re-sitting and passing exams/submitting dissertations/making up lost module time etc. Eligibility for financial aid will be granted for one payment period only, after which SAP will be re-evaluated to ensure student has met the requirements specified. Provided the

requirements have been met the student will continue to receive funding.

- If the above specific appeal requirements are not met then the student will be ineligible for US Direct Loans.
- If a student is denied US Direct Loans after an appeal but in subsequent years meets SAP requirements, it is the student's responsibility to notify the Student Finance team by email studentfinance@roehampton.ac.uk, that SAP requirements have been met and to apply for US Direct Loans.
- The Student Finance team will verify SAP requirements have been met prior to originating any US Direct Loans.

Please note: Regardless of the above, students who exceed 150% of the published length of their programme are no longer entitled to receive Federal Aid.

Financial Aid Probation

If a student's appeal is successful then the student's good standing will be restored will be placed on probation for that payment period.

A student that has their Federal Aid suspended but continues the course under their own means and subsequently meets Satisfactory Academic Progress standards will be entitled to regain a probationary status and apply for or receive loans.

Students that fail Satisfactory Academic Progress after a period of probation cannot receive aid unless they are successful in a further appeal and have an academic plan approved.

Reinstatement

Students who are reinstated after a period of suspension will only be eligible for aid if they meet Quantitative and Qualitative criteria. Students that have exceeded the 150% time limit on their programme cannot be reinstated.