

## **Satisfactory Academic Progress (SAP) Policy for**

### **Purposes of Assessing Continuing Eligibility for U.S. Financial Aid for Students**

#### **1.0 Overview**

U.S Federal regulations require that a student must be enrolled in an eligible educational programme and making satisfactory academic progress (SAP) in order to be eligible to receive federal aid (Title IV) funds from the U.S. Department of Education. These regulations require that the University check student progress at regular intervals. For detailed information on U.S. Loan administration please see: [www.hull.ac.uk](http://www.hull.ac.uk) or the attachments

Our definition of SAP may be different from other University policies and is not intended to contradict anything in the University academic regulations; this policy may impose a more onerous definition of SAP than the University regulations.

Loan programs governed by these regulations are:

- Federal Stafford Subsidized Loan
- Federal Stafford Unsubsidized
- Federal PLUS Loans

#### **2.0 Definition of Satisfactory Academic Progress**

Our definition of Satisfactory Academic Progress for the purposes of receiving Federal Aid is measured by:-

- a. Time Frame – Maximum allowed to complete the academic programme.
- b. Performance – Student grade level average or equivalent.

This is set out below for different categories of student. The time frame element of these conditions is based on U.S. Government regulations.

#### **2.1 Undergraduate Students**

2.1a A student must complete the programme in no more than 150% of the normal time taken complete the programme (For example a 3 year Degree must be completed in no more than 4.5 years). This time scale includes any previous period of study at other institutions for the same programme.

2.1b **Level 4 (Year 1)** 120 UK CREDITS – (60 ECTS) level 4

A student must obtain a minimum 60 credits per semester. Plus at each stage achieve an average grade of 40%

**Level 5 (Year 2)** normally 120 UK CREDITS – (60 ECTS) level 5

A student must obtain a minimum 60 credits per semester. Plus at each stage achieve an average grade of 40%

**Level 6 (Year 3)** normally 120 UK CREDITS – (60 ECTS) level 6

A student must obtain a minimum 60 credits per semester. Plus at each stage achieve an average grade of 40%

## **2.2 Postgraduate Taught Students** (Minimum 180 UK CREDITS – (90 ECTS) level 7)

2.2a A student must complete the programme in no more that 150% of the normal time taken to complete the programme (For example a 1 year MSc programme should be completed in no more than 1.5 years) This time scale includes any previous period of study at other institutions for the same programme.

2.2b A student should pass all modules with an average grade of 40%

## **2.3 Postgraduate Research Students**

2.3a The programme length cannot exceed 150% of the normal length of the programme. This includes the time for writing a thesis and viva examination. (For example a 3 year PhD should be completed in 4.5 years.) This time scale includes any previous period of study at other institutions for the same programme.

2.3b The student must have met all University progress deadlines plus any written deadlines agreed with the supervisor. The supervisor must agree that progress with research is satisfactory.

## **3.0 Off Campus Research and Study Abroad**

3.1 Any student on research programmes may not be eligible for financial aid when undertaking research or study off campus. Students must inform the administrator of the programme via the Amount request letter which is one of the documents required when apply for aid.

## **4.0 Financial Aid Suspension or Withdrawal**

Academic progress will be reviewed at the completion of each semester to determine eligibility for the following semester/academic year.

Progress is noted automatically on the student records system. If required, students must submit the Confirmation of Satisfactory Academic Progress from their course leaders or supervisors before the next disbursement of funds.

Any student who does not meet the Satisfactory Academic Progress (SAP) guidelines at the time of the review will be placed on probation for the following term. If SAP has not been achieved during the period of probation the student will become ineligible for federal financial aid for the following term and a notification of ineligibility will be issued.

## 5.0 Mitigating Circumstances.

5.1 Students who have mitigating circumstances regarding their assessments and have subjected information to an examination board. Must submit a copy of this information to Samuel Skilton, Global Engagement, The University of Hull, Hull, HU6 7RX, United Kingdom at the same time.

The examination board results will be used to determine whether the student is still eligible for aid. Failure to do this may mean that your Financial aid is suspended or withdrawn.

## 6.0 Appeals

Students who have their eligibility for Financial Aid suspended or withdrawn may appeal if one or more of the following circumstances exist:

6.1 Student suffered an illness that necessitated that the student misses at least 15 days of lectures or equivalent research time.

6.2 Student suffered a loss in his/her immediate family. Immediate family is defined as parents, grandparents and siblings for a dependent student. Immediate family for an independent student also includes his/her spouse and children.

6.3 Student was the victim of a natural disaster that caused him/her not to attend the University.

It is expected that most information will be supplied as per 3.1 above which cover all the eventualities above. Any appeal must be received within **ten days** of receipt of the letter stating that funds will be suspended or being withdrawn. Students should submit an appeal to:

Samuel Skilton, Global Engagement, University of Hull, Hull, HU67RX, United Kingdom.

Students must indicate in writing the reason(s) for failure to meet the necessary financial aid SAP requirements and why financial aid should not be suspended. Full documentation in support of the appeal is required at the time of the appeal submission. Disbursement of loan funding will not be made while an appeal is being processed.

The result of the appeal will usually be notified to the student in writing within **ten days** of the receipt of the appeal.