**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY – UNDERGRADUATE**

**Principles**

Students must maintain SAP to retain their continued eligibility for US financial aid. The University will check at the end of each loan payment period (semester) that students are meeting the minimum grade requirements to progress with their degree and that their pace of progression is such that they are expected to graduate within the maximum timeframe allowed under Title IV regulations. This policy is implemented in addition to the University’s standard terms and conditions, academic regulations and all current immigration requirements.

**Notifications**

The University will inform students in writing if it is determined at any point that they are not meeting the required SAP standards and that their eligibility for loans is at risk.

**Minimum SAP requirements and academic progression**

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| **First year** | **Second year** |
| You must pass a minimum of 90 credits (3 full-year modules) out of an attempted 120 credits in your first year in order to progress to the second year. The minimum pass mark for each module is 40%. | You must pass a minimum of 90 credits out of an attempted 120 credits in your second year in order to progress to the third year of your undergraduate course. At this point (end of second year) federal regulations stipulate that you must have an academic standing that is consistent with the University’s requirements for graduation. |
| **Minimum undergraduate graduation requirements – unclassified (non-honours) degree** | |
| An unclassified (non-honours) degree will be awarded to those who have completed and obtained a passing grade in 90 credits in year one, 105 credits in year two and 60 credits in year three. Please see the University’s academic regulations in the student zone webpages for further details on requirements and indications for single subject and joint subject unclassified and classified honours degrees awards. Details about the graduation requirements for transfer students are set out in the University’s academic regulations. | |

**Satisfactory academic progress for continued financial aid eligibility**

The undergraduate programme at London Met is based around full-year modules and published grades are not available until July. For financial aid purposes, SAP will be checked with the academic course leader and/or individual course tutors at the end of the autumn semester/loans payment period and a judgement based on the student’s performance to date in class participation and submitted coursework. If academic staff feel the student is not making SAP, he or she will be placed on a financial aid warning. No appeal by the student is necessary to acquire financial warning status.

**Financial warning**

If a student is placed on financial warning, he or she will retain eligibility to receive loans for one further payment period only. The student’s performance in the second semester will be subject to continuing academic progress review. Students that fail to regain satisfactory academic progress by the next disbursement will no longer be eligible for aid, unless they are successful in an appeal.

**Regaining eligibility for financial aid after being placed on financial warning**

The academic course leader will be required to confirm that the student’s performance is consistent in terms of his or her ability to complete the programme of study and graduate by providing an interim academic report/end of payment period assessment at the end of the second semester.

In addition, students must pass a minimum of 90 credits out of 120 credits completed at the end of the first and second years to be eligible for financial aid for the following academic year. All modules identified as ‘must pass’ in the course specification must be passed.

**Appeals**

If it is determined that a student has not regained SAP and loans eligibility following a period of financial warning, the student may appeal this decision. He or she will be required to explain in writing why they did not meet SAP, which circumstances have now changed and why they believe they will be able to meet SAP from then on. A decision on whether or not to allow the appeal and reinstate financial aid will be made by the academic course leader and the financial aid office.

**Probation status**

If an appeal is allowed, the student will be allowed to continue to receive loans for one more semester on probation status. During the probation semester, the student will be expected to regularly meet their academic course leader to ensure that he or she is on track to regain SAP. At the end of the payment period, the student’s progress will be reviewed and a decision made as to whether probation status can be lifted. A decision will be reached based on formal assessment results or, where the latter are not available, on the academic course leader and colleagues’ judgement based on class participation and coursework.

**Reassessment opportunities**

Students are entitled to one opportunity to re-sit each module that they have failed (obtained a mark less than 40%). Reassessment/re-sits will normally take place during the summer re-sit period (July) following the academic session in which the module was taken. In order to regain eligibility for financial aid, students will be required to re-sit and pass each module with a minimum of 40%. Eligibility for financial aid will not be restored until the re-sit grade for each module is published and the student is able to progress to the next level of study.

If a student does not pass a module at the second attempt then he or she will need to retake the module and all relevant components again. Re-sits and retake periods are not eligible for further financial aid.

Non-EU nationals are subject to British immigration regulations, which stipulate that all international students must be enrolled on a full-time course of study, or possess appropriate UKVI permission to retake modules. Consequently any resulting part-time study status may compromise a student’s Tier 4 student visa status.

**Responsibility for tuition fees**

If a student loses financial aid eligibility and a disbursement is withheld, the student is still responsible for the payment of any outstanding tuition fee amount on his or her account and payment is required in order to be enrolled. If financial aid eligibility is subsequently regained, any subsequent disbursement owing will be released as scheduled.

**Course duration and the maximum time to complete your course**

Students must complete their programme within a study time frame of no longer than 150% of the published length of the course. Periods of interruption of study (authorised leave of absence) are not included.

**Mitigating circumstances**

The University has procedures for cases in which unforeseen circumstances prevent a student from submitting an item of assessed work or from attending an examination. For full details on mitigating circumstances, please see the relevant section of the University’s rules and regulations in the student

zone webpages. If a student applies for mitigating circumstances, his or her financial aid eligibility will be reinstated if the mitigating circumstances appeal is accepted and it is determined that the student can either maintain or regain SAP.

**Academic appeals**

The University also has procedures through which students can appeal academic decisions as they relate to failure and academic performance. Please note that only cases of failure relate to SAP for financial aid eligibility. In cases where an appeal is in process, eligibility will be reinstated if an appeal is upheld and resolved before the start of the next academic year. Information about appeals can be found in the relevant section of the University’s rules and regulations in the student zone webpages.