Satisfactory Academic Progress Policy
for US Federal Loan Students

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<tr>
<th>Responsibility of:</th>
<th>International</th>
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<tr>
<td>Review Date</td>
<td>30 October 2018</td>
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<td>Approved By</td>
<td>Vice Chancellor’s Executive</td>
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</tbody>
</table>
Contents

1. Introduction ................................................................................................................................. 3
2. Measurement of satisfactory academic progress ................................................................. 3
3. Warnings ...................................................................................................................................... 4
4. Financial Aid Suspension ............................................................................................................ 4
5. Appeal .......................................................................................................................................... 4
6. New Students ............................................................................................................................. 5
7. Current Students ......................................................................................................................... 5
8. Interruption to Period of Study and Withdrawal ................................................................. 5
9. Repeating Study ......................................................................................................................... 5
10. Change of Course/Route .......................................................................................................... 6
11. Further information .................................................................................................................. 6
1. Introduction

1.1 All students who are in receipt of US Federal Aid whilst studying at the University of West London are required to make satisfactory academic progress on their course and to abide by all Academic Regulations of the University. These regulations can be found on our Regulations webpage at https://www.uwl.ac.uk/about-us/policies-and-regulations

1.2 The US Department of Education require the University to check the progress of students who are in receipt of Federal Aid at regular intervals to ensure that they meet the requirements for this.

1.3 The purpose of this policy is to set out how this progress is measured and what requirements a student will need to fulfil to demonstrate it and thereby retain their Federal Aid.

2. Measurement of satisfactory academic progress

2.1 Volume and length of study

2.1.1 Students must be undertaking at least 30 credits per semester to qualify for Federal Aid.

2.1.2 Students will only be funded for 150% of the time it takes for normal completion of a full-time degree as follows:

<table>
<thead>
<tr>
<th>Standard published program length</th>
<th>Maximum timeframe for completion</th>
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<tbody>
<tr>
<td>3 year undergraduate degree</td>
<td>4.5 years</td>
</tr>
<tr>
<td>4 year undergraduate degree</td>
<td>6 years</td>
</tr>
<tr>
<td>12 month postgraduate degree</td>
<td>18 months</td>
</tr>
<tr>
<td>18 month postgraduate degree with internship</td>
<td>27 months</td>
</tr>
<tr>
<td>4 year Research degrees</td>
<td>6 years</td>
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2.2 Engagement with studies

2.2.1 Students are expected to be engaged with their studies and attending classes at the University in accordance with the Attendance and Engagement Policy.

2.2.2 Students on postgraduate research programmes are expected to maintain regular contact through their monthly supervisory meetings.

2.3 Academic performance

2.3.1 Students on undergraduate programmes are required to achieve an average of 40% across all assessments at each level (broadly equivalent to a grade point average of 2.0).

2.3.2 Students on postgraduate programmes are required to achieve an average of 50% across all assessments at each level (broadly equivalent to a grade point average of 2.8-3.0)

2.3.3 Students on postgraduate research programmes are expected to maintain satisfactory progress as measured by 50% in any taught elements, the submission of annual reports and to undertake a successful transfer from MPhil to PhD where appropriate.
2.4 Evaluation of academic progress

2.4.1 All Students will have their progress evaluated at the end of each payment period, prior to their next loan disbursement.

2.4.2 In the first semester, students will be assessed on their engagement with their studies. In the second semester, they will be assessed on their engagement and also their academic marks.

2.4.3 For students who commence in January, the first semester will be assessed on their engagement and also their academic marks and the second semester on their engagement.

2.4.4 Students will be informed of their outcome of the evaluation of academic progress after each semester if they are not demonstrating satisfactory academic progress.

3. Warnings

3.3 Students who fail to maintain progress as defined above will receive a warning and will be placed on warning during the following payment period.

3.4 Students on warning will receive funding for the relevant funding period but they must meet the required satisfactory academic progress during and beyond that funding period in order to avoid suspension of eligibility for funding.

3.5 A student who is on warning who fails to maintain satisfactory academic progress will be ineligible for funding for the following payment period. Students will be notified of the suspension by email by means of a Notice of Financial Aid Suspension.

3.6 The University may specify in an academic action plan a way to enable the student to regain eligibility for Federal Aid. This might be undertaking a reduced workload or other specified modules. The action plan must have a date by when the student’s academic progress will be re-assessed.

4. Financial Aid Suspension

4.1 A Student issued with a Notice of Financial Aid Suspension has the right of appeal by means of the procedure set out below.

4.2 A student who does not submit an appeal within 14 calendar days or that appeal is unsuccessful.

5. Appeal

5.3 Students may appeal within 14 calendar days after receiving a Notice of Financial Aid Suspension.
5.4 A Student may appeal by emailing a request for reconsideration on the basis of extenuating circumstances that they have faced and believe have affected their academic progress. Documentary evidence of these circumstances must be submitted with the appeal, along with details of what has changed in the Student's situation that will allow them to demonstrate SAP at the next evaluation. Only appeals sent directly by email to us.loans@uwl.ac.uk will be accepted as valid. Circumstances accepted will be in accordance with the University's Mitigation Policy and Regulations.

5.5 If an appeal is turned down the Student is considered ineligible for further Federal Aid and there are no grounds for appeal against the decision.

6. New Students

6.3 For new Students about to start a course at the University, satisfactory academic progress is met by attaining the University’s entrance criteria and being unconditionally accepted by the University. Before disbursing funds the University check to ensure that new Students have registered with the University and are enrolled on their intended course.

7. Current Students

7.3 Title IV Students continuing on to the next academic year must make a new application for Federal Aid by completing a Free Application for Federal Student Aid (FAFSA). On submission of a new application for Federal Aid, the University will check to confirm that Students have met the requirements for satisfactory academic progress in the previous payment period.

8. Interruption to Period of Study and Withdrawal

8.3 Students who wish to apply for an interruption to their period of study or withdraw from their course are expected to follow the University's policies in these matters.

9. Repeating Study

9.3 A repeat in study often follows an Interruption to a period of study and as long as the Student will not exceed 150% of the published timeframe for the course by the end of their course, this will be deemed to satisfy the requirements for funding.

9.4 However, Students who repeat will do so with any Financial Aid warning or sanction previously in place, and will still need to meet the requirements for academic progress in the repeated study.
10. **Change of Course/Route**

10.1 Financial Aid warnings or suspension previously in place will not be applied where a student transfer to a new course. However students will still need to meet the specified criteria in the new programme.

11. **Further information**

11.1 Further details of the satisfactory academic progress evaluation process at the University can be obtained through: UWL International Office. Email: us.loans@uwl.ac.uk Tel: 020 8231 2240.

11.2 This policy is reviewed on an annual basis by the University’s International Office. Updates of the policy will be released at the beginning of a new academic year or as required by changes in US Federal Regulations.

Updated August 2018