

Satisfactory Academic Progress (SAP) Policy

The University of Hertfordshire has a Satisfactory Academic Progress (SAP) Policy for all students receiving US Federal Aid (Subsidized, Unsubsidized and PLUS) to ensure that you are making satisfactory academic progress on your program of study and that you may continue to receive Financial Aid under the Title IV Federal Direct Loan programme.

If you are not making SAP you are not eligible to receive financial aid under the Title IV Federal Direct Loan programme.

For new entrants to a course, SAP is accepted as meeting the entry requirements and conditions of your course offer.

This policy is in addition to, and does not exclude any element of, the UH Academic Regulations, or requirements from your school of study.

Measures

Your SAP will be measured by your ability to progress onto the next year of your academic program.

Qualitative measure

This is based on the quality of your work in examinations, coursework and any other standards set by your academic school. If you require more information regarding the methods UH uses, please see our [Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes](#):

- D3.6 An Undergraduate student cannot undertake further study at higher Levels on the same programme of study if they have more than 60 credit points of failure outstanding from previous levels.
- D3.7 A students will be withdrawn from a programme with the maximum possible interim award if they acquire 45 credit points or more of modules with FNFA status codes which are part of their validated programme of study.
- D3.8 A Programme Board has discretion to withdraw a student from a programme with the maximum possible interim award if the student has not achieved any credit during the academic session.
- D3.9 A Programme Board has discretion to withdraw a student from a programme with the maximum possible interim award if the student has failed to achieve their final intended award with a period of eight (8) years for undergraduate programmes or five (5) years for postgraduate taught programmes.

Please note: The progression criteria in sections D3.6 to D3.9 describe minimum expected levels of achievement. Further constraints may be applied by Programme Boards, for instance, to reflect Professional or Statutory Regulatory Body requirements.

Quantitative measure

This is based on your pace of progression through your course and your progress towards completing the program. This is required to ensure that you complete your program within the maximum time frame allowable.

Maximum timeframe

This is the maximum amount of time you are permitted to complete your program of study and remain eligible for Financial Aid under the Title IV Federal Direct Loan Programme.

Your total study time must not exceed 150% of the published length of your course, in years. Examples of maximum timeframes:

1 year degree = 1 year 6 months

3 year degree = 4 years 6 months

4 year degree = 6 years

Please note you will become ineligible for Financial Aid under the Title IV Federal Direct Loan Programme as soon as it becomes clear that you will exceed the maximum timeframe to complete your program of study and **not** the point when you actually reach the maximum timeframe.

Financial Aid Warning

Students who fail to make SAP will firstly be issued with a 'Financial Aid Warning.' This warning will last for 1 payment period during which time a student can still receive Financial Aid. Students that fail to regain SAP by the next disbursement will have their Financial Aid suspended.

Appeals

To appeal a Financial Aid suspension a student must, within 14 calendar days of notification, submit to the UH Student Finance department a signed and dated letter of appeal explaining why they should not have their Financial Aid suspended. A student may appeal due to an emergency condition (e.g. health, family catastrophe etc.) and state what has changed in their situation that will allow them to meet SAP at the next evaluation date. Official documentation verifying the situation may be requested.

The UH Student Finance department will consider the appeal and render a decision, in writing via email, to the student within 14 calendar days of the student's formal appeal.

Disbursement of a loan will not be made whilst an appeal is being considered.

If the UH Student Finance department determine that the student will not be able to meet SAP standards, then the student will be ineligible for further disbursements of Financial Aid until they are able to take action which brings them into compliance with the SAP standards.

Please send your appeal and any supporting evidence to usloans@herts.ac.uk .

All appeals decisions are final.

Financial Aid Probation

If a student's appeal against suspension is successful then the student's good standing will be placed on probation.

A student who has their Financial Aid suspended but continues the course under their own means and subsequently meets SAP standards will be entitled to regain probationary status and apply for, or receive loans.

Students that fail SAP after a period of probation cannot receive aid unless they are successful in a further appeal and develop an academic plan approved by their school of study.

Please note that any student undertaking part of their degree abroad, or whose enrolment drops below 50% FTE are not entitled to Financial Aid under US Department of Education regulations. This regulation is not covered by the above SAP policy and therefore is not subject to the Financial Aid Warning, Probation or Appeal.

Students that are exceeding the timeframe on their programme cannot receive Federal Aid under US Department of Education regulations. This regulation is not covered by the SAP policy above and therefore is not subject to a Financial Aid warning, Probation or Appeal.

Please be aware that the SAP policy is entirely separate to the requirements to remain on your program of study and does not guarantee the outcome of your course. If you fail to make SAP you may be re-admitted onto your program of study but may still be ineligible for Financial Aid under the Title IV Federal Direct Loan Programme.

Financial Aid Warnings, Probation and Suspension are related solely to students' eligibility to receive Financial Aid under the Title IV Federal Direct Loan Programme and will not affect enrolment status, immigration status or your tuition fee liability.