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| Document title:  | **Federal student aid satisfactory academic progress (SAP) policy** |
| Scope: | **Students** | Version: | **2** |
| Approved by: | **Quality & Academic Standards Committee** | Effective date: | **August 2019** |
| Responsible department: | **Registry** | Last updated by/date: | **March 2022** |
| Equality analysis undertaken: |  | QA reference: |  |

# US Federal Student Aid

# Satisfactory Academic Progress (SAP) Policy

### All students enrolled at York St John University, regardless of nationality or source of funding must conform to the rules and requirements of progression as outlined within the University General Regulations for Awards and other relevant Regulations and Policies.

### The United States Department of Education require that York St John University has a Satisfactory Academic Progress (SAP) policy which shall be applicable to eligible students who wish to access US Federal Student Aid and have such aid administered by York St John University. Such students are required to progress in line with this policy.

### The SAP review will be conducted annually at the end of each academic year for students participating on programmes longer than one year. For those who are on programmes one year or less the assessment will be conducted at every payment period. Any student not meeting the SAP standards at this point will lose Title IV aid eligibility.

### This policy does not impose any additional academic requirements upon recipients of US Federal Student Aid.

### Visa-holding students should be aware that visa policies may not align with SAP and/or University policies.

## Qualitative (grade-based)

### In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at York St John University.

### Students must achieve minimum standards as required by their academic programme (40% pass rate for Undergraduate and 50% pass rate for Postgraduate).

### The University will conduct a review at the end of each academic year to determine those students who are eligible to successfully progress toward obtaining a qualification by comparing individual student performance against University programme regulations.

### All students must maintain a level of academic progression as specified in the relevant programme specifications.

### Students who fail to maintain sufficient academic progress will have their enrolment for their programme of studies terminated.

### A student must ensure that they maintain sufficient academic progression (based on their individual programme regulations) regardless of their eligibility for or participation in the Title IV program.

### Termination of studies will follow policies and procedures agreed by York St John University.

### Students may appeal decisions relating to their enrolment status, progression or award. Full details and the procedure to be followed are set out in the [Appeals Procedures](https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/).

## Quantitative (time-based)

### All students must attend the appropriate modules as specified in the regulations for their programme of study and the [University Programme Attendance Regulations](https://www.yorksj.ac.uk/students/policies-and-documents/attendance-monitoring/).

### Failure to attend modules and/or other events as defined in programme regulations may result in termination of enrolment.

### The minimum attainment requirements for a student to successfully complete a degree programme are contained within the [General Regulations for Awards](https://www.yorksj.ac.uk/media/content-assets/registry/regulations/Regulations-General-Awards-202122-V1.pdf)

### Students must progress through their programme at a pace which ensures that they will graduate within the maximum timeframe of 150% of the published timeframe of the course as measured in credits. These requirements apply to all levels of study at undergraduate and postgraduate; for research degrees, the published timeframe will include a continuation period, or “writing-up” period. Further funding beyond this period, even if under University regulations the student is still on continuation, is not permitted. Should a PhD student submit their thesis, no further financial aid is available.

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| Programme Length | Programme Length in Credits | Maximum period of Enrolment | Maximum Timeframe in Credits |
| 3 years | 360 | 4.5 years | 540 |
| 12 months | 180 | 1.5 years | 270 |
| PhD | n/a | 6 years | n/a |

### This equates to a minimum cumulative completion rate of two-thirds of credits attempted (67%) prior to reaching the maximum timeframe allowed to receive Title IV aid. A student must also remain enrolled at least half-time in order to be eligible for Federal Aid.

### Periods when a student does not receive Title IV funds will be included in the maximum timeframe.

### Periods of suspension of studies will not be included in the maximum timeframe.

### Students must complete all required modules in order to be awarded their appropriate qualification.

### Students who achieve a pass grade may not repeat a module/year.

###  Students who fail a required compulsory module are given one reassessment opportunity to redeem the failure and obtain a pass. Full details are set out in the Code of Practice for Assessment. Repetition (when agreed through an appeal) or reassessment will be included in the maximum timeframe.

###  When a student submits a re-assessment for a module, and achieves a pass grade, the original grade will not be counted in the final award calculation.

### Minimum satisfactory completion of an undergraduate level programme of study (Level 3-6) under the University’s compensation rules usually requires a student to:

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| Pass at least 100 credits in the level |
| Obtain a mark between 35-39 for the remaining 20 credits, in order for the credits to be compensated (if eligible to be compensated) |
| Achieve a credit-weighted level average of at least 40 |
| Pass all modules that are marked on a pass/fail basis |
| Pass all modules indicated as non-compensatable as stated on the programme specification |
| Satisfy any additional, specific requirements of the programme of study as specified on the programme specification |

[Code of Practice for Assessment 2021-22 - Scheme A Compensation](https://www.yorksj.ac.uk/media/content-assets/registry/policies/code-of-practice-for-assessment/35.Scheme_A_Undergraduate_Progression_2021-22.pdf)

Minimum satisfactory completion of an undergraduate level of programme of study under Condonement rules usually requires a student to:

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| Attempt 120 credits in the level |
| Pass at least 100 credits in the level |
| Obtain a minimum mark of 20 for the remaining credits |
| Pass all modules indicated as compulsory for progression and/or award as stated on the programme specification |
| Satisfy any additional, specific requirements of the programme of study as specified on the programme specification |

###  Students who fail to progress onto the next level of their programme but are given permission by the Progress and Award Examination Panel to retake the level will be required to obtain a pass grade before progression and/or completion of their qualification. Repetition or reassessment will be included in the maximum timeframe.

###  Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be cancelled.

###  Financial aid will be disbursed at the beginning of each semester for Undergraduate programmes and at the start of each term for Postgraduate programmes.

### 3.15 Students who withdraw after disbursement of financial aid has occurred will have their entitlement to financial aid re-calculated. Students who attend more than 60% of the term may retain all of their aid. See the York St John University [R2T4 Policy](https://www.yorksj.ac.uk/media/content-assets/finance/documents/US-Federal-Aid-R2T4-Policy.pdf)

Some examples of changes to enrolment and how these impact on the measurement of SAP are outlined below:

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| **Change to enrolment** | **Counts towards SAP measurement?**  |
| Period of approved suspension/suspension of status | No |
| Change of programme | Not unless elements contribute towards the new programme |
| Withdrawal or non-completion of a programme and subsequent re-enrolment | Not unless enrolling onto the same programme |
| Repetition or reassessment due to academic failure | Yes |
| Recognition of prior learning | Yes  |

## Recognition of Prior Learning

### Students wishing to import credit on the basis of prior accredited learning will be asked to provide evidence of credit. Applications for recognition of prior learning will be evaluated by the Associate Head for the relevant programme, in consultation with the Admissions Office. Those modules which are applicable to the degree requirement will be accepted and will be used to award exemption from corresponding modules within the new programme at York St John University. Please read the process to follow for [Recognition of Prior Learning](https://www.yorksj.ac.uk/study/undergraduate/apply/transferring-to-york-st-john-university/)

### Approved credits transferred from other institutions will be included in the number of credits attempted and completed and will be counted towards the maximum timeframe for completion (150%). However, only results obtained from York St John University will be used to compute the qualitative requirement.

## Change of Programme or Degree

### Students who decide to change their qualification outcome will be evaluated similarly to students wishing to import credit on the basis of prior learning with the exception that the grades previously earned at York St John University will be used to measure the qualitative requirements. The University cannot guarantee that applications to transfer will be successful – the student will need to meet the programme entry requirements prescribed in the programme specification and obtain the permission of the Associate Head for the receiving programme of study.

## Additional Degrees

### Students who have completed a programme and wish to pursue another must apply for admission to that programme as would any other applicant and meet the admission requirements for the new programme.

### Federal loan eligibility will be limited to the aggregate programme maximums under Federal Regulations.

## Appeals

### Students are either in good academic standing with the University or they are not; if a student is failing SAP they can be placed on suspension of studies, or their studies terminated.

### 7.2 Assessment results are available on e.vision following ratification at the School Assessment Board

 7.3 Following the Progress and Award Examination Panel, students are notified of awards, conditional progression, reassessment requirements, terminations and Special Cases Committee outcomes

### 7.4 Students who are not making Satisfactory Academic Progress are not eligible to receive any future US loans and they will be notified in writing by the US Loans Team

7.5 Students can appeal against an assessment decision if they believe they have evidence to do so; the full appeals procedure can be found here [YSJ Appeals Policy](https://www.yorksj.ac.uk/media/content-assets/registry/policies/code-of-practice-for-assessment/56.Appeals_Policy_2021-22.pdf).

7.6 If the appeal is upheld and the student is permitted to continue with their studies, Title IV funds will be reinstated.

###  No US loan disbursements will be made while an appeal is being processed.

##  8.Questions

### 8.1 If you have any questions regarding this SAP Policy, please contact the Student Funding Office emailing usloans@yorksj.ac.uk

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| Associated links: | [**https://www.yorksj.ac.uk/policies-and-documents/regulations/**](https://www.yorksj.ac.uk/policies-and-documents/regulations/)[**https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/**](https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/)[**https://www.yorksj.ac.uk/students/exams-and-assessment/reassessment/**](https://www.yorksj.ac.uk/students/exams-and-assessment/reassessment/)[US-Federal-Aid-R2T4-Policy.pdf (yorksj.ac.uk)](https://www.yorksj.ac.uk/media/content-assets/finance/documents/US-Federal-Aid-R2T4-Policy.pdf)[**https://www.yorksj.ac.uk/students/policies-and-documents/suspend-your-studies/**](https://www.yorksj.ac.uk/students/policies-and-documents/suspend-your-studies/)[Code-of-Practice-for-Assessment-20212-V2.pdf (yorksj.ac.uk)](https://www.yorksj.ac.uk/media/content-assets/registry/policies/full-code-of-practice-for-assessment/Code-of-Practice-for-Assessment-20212-V2.pdf)Please also see other relevant regulations, policies and procedures, as made available to students. |