



## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

### FOR STUDENTS RECEIVING U.S. FEDERAL AID

All students in receipt of U.S. federal aid (Subsidised, Unsubsidised and PLUS) must make satisfactory academic progress to remain eligible to receive their loans. U.S. Federal regulations require that the University checks the students' progress at regular intervals. This policy explains how SAP is measured and reviewed and what happens if a student fails to meet the SAP requirements.

#### How to measure SAP?

- **Qualitative standard (results)**  
Students must achieve minimum standards as required by the academic department and academic standing consistent with graduation requirements.
  - Undergraduate students require a pass mark of 40%.
  - Master's students require a 'pass' mark.
  - PhD students' progression milestones are monitored by the postgraduate research team. Students are required to demonstrate satisfactory progress as outlined in the postgraduate research students' handbook.

#### Degree classification for undergraduate study are as follows:

- First-class Honours (70% and above)
- Upper-Class Honours (60-70%)
- Lower Second-Class Honours (50-60%)
- Third-Class Honours (40-50%)

#### Degree classification for postgraduate (MA/MSc) study are as follows:

- Distinction
- Merit
- Pass

- **Quantitative standard (pace)**  
Students must complete their educational programme within a timeframe no longer than 150% of the published length as measured in credits.

Pace of progress is calculated as follows: The number of credits required to complete the degree programme divided by 1.5 times the published length of the programme.

E.g. an undergraduate student on a three year degree programme requiring 360 credits is allowed to take 4.5 years (3 years x 1.5) to complete their studies. The student would be expected to have achieved an average of at least 80 credits per academic year to be progressing at an acceptable pace ( $360 \div (1.5 \times 3) = 80$ ).

**Examples:**

<b>Degree type &amp; standard published programme length</b>	<b>Credits</b>	<b>Max. timeframe &amp; minimum credits</b>
Bachelor's degree 3 years	360 credits in total. 120 credits per level.	4.5 years.  Minimum 80 credits per academic year.  Maximum 540 attempted credits in total.
Master's degree 12 months	180 credits in total. Each postgraduate stage is worth 60 credits.	18 months.  Minimum 120 credits per academic year.  Maximum 270 attempted credits in total.
PhD 3 years	No credits. Progression is measured through reaching milestones which lead to successful completion of studies and publication of thesis.	4.5 years. Credits n/a.

Any period of study in which a student did not receive U.S. federal aid will also count towards the maximum timeframe. Students should also remain enrolled at least half-time in order to remain eligible for federal aid.

**Examples of changes and how they impact on SAP:**

<b>Change to enrolment</b>	<b>Impact on SAP measurements</b>
Period of approved suspension including maternity/paternity/adoption leave	Does not count towards SAP measurements
Change of programme of study	Does not count towards SAP measurements, unless elements contribute towards the new programme of study.
Transfer of credits	Counts towards SAP measurements. If credits are for the same grade level they will count towards the 150% timeframe.
Repetition or reassessment due to academic failure (module repetitions + examination resits)	Counts towards SAP measurements. <ul style="list-style-type: none"> <li>• Students resubmitting work or resitting exams, but are not in attendance are not eligible for aid.</li> <li>• A student who is required to retake modules or retake a year and is attending at least half time will be eligible for aid subject to meeting the SAP standards.</li> </ul>

## **How SAP is reviewed?**

Both, the qualitative and quantitative standards, are reviewed at each evaluation point. For students on degree programmes lasting one year or less (e.g. some postgraduate degrees\*), SAP is evaluated towards the end of each payment period.

For students on programmes lasting more than one year, SAP is evaluated annually at the end of each academic year, once the Board of Examiners have met. The Board of Examiners is responsible for determining students' onward progression in accordance with University's Academic Regulations, which are available on the University's website:

<https://www.chi.ac.uk/about-us/policies-and-statements/academic-quality-and-standards>

The International Student Advisory Service (ISAS) liaises with Academic Registry, assessment office and the relevant academic department(s) to assess whether a student meets the SAP standards.

\*The University of Chichester course dates and semester dates are available here:

<https://www.chi.ac.uk/about-us/our-university/course-semester-dates>

## **What happens if a student fails to meet SAP?**

If a student fails to meet SAP standards they will be notified that they are ineligible for further disbursements of U.S. student loans. Eligibility can be regained by submitting a successful appeal to be placed on probation or by taking action that brings them into compliance with the SAP standards.

## **How to Appeal?**

A student may appeal on the basis of injury, illness, death of a relative or other special circumstances. The appeal must be submitted within 14 days of notice of suspension and it must explain why the student failed to make SAP and what has changed in their situation that will allow them to make SAP at the next evaluation point. Documentary evidence to support the appeal will be required e.g. medical certificate, death certificate etc. Appeals should be submitted to: International Student Advisory Service, University of Chichester, Bognor Regis Campus ([international@chi.ac.uk](mailto:international@chi.ac.uk)).

## **Unsuccessful appeal**

If the appeal is unsuccessful, the student will be ineligible for further disbursements of federal aid until they take action to bring themselves into compliance with the SAP standards.

## **Successful appeal**

If the appeal is successful, and the outcome is that the student should be able to meet the SAP standards by the end of the next payment period, the student will be placed on probation for the duration of the next payment period. Students can be placed on probation for one payment period after which their progress is reviewed. If the student is not meeting the SAP standards, they will not be eligible for further disbursements of federal aid until they take action to bring themselves into compliance with the SAP standards.

If the appeal outcome is that the student will need more than one payment period in order to meet the SAP standards, the student will be placed on probation and an academic plan will be put in place to support the student. This will be done in consultation with the student's academic adviser and/or head of department. If the student meets the academic plan requirements they will be eligible to receive U.S. loans as long as they continue to meet those requirements. If the student fails to meet

the requirements of their academic plan they will no longer be eligible for federal aid until they take action to bring themselves into compliance with the SAP standards.

**Further information:**

Students with questions regarding the Satisfactory Academic Progress policy can contact the International Student Advisory Service ([international@chi.ac.uk](mailto:international@chi.ac.uk)) or visit: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)