

SATISFACTORY ACADEMIC PROGRESS (SAP)

To be eligible for US Federal Aid loans (federal or financial aid), a student must continue to make satisfactory academic progress (SAP).

US Department of Education regulations require that, to be eligible for continued financial aid, the University's SAP policy is applied to all students using US Federal Aid loans, regardless of course, level, or mode of study. Failure to make satisfactory academic progress will result in the termination of further disbursements.

HOW SAP IS MEASURED

Qualitative standard (grade-based performance)

The **University's Regulations** set out the requirements for satisfactory academic progress and how it is assessed. These are set out as follows:

Undergraduate modular courses	http://www.brookes.ac.uk/regulations/current/specific/b2/b2-15/
Postgraduate taught courses	http://www.brookes.ac.uk/regulations/current/specific/b4/b4-4/
Doctoral courses	http://www.brookes.ac.uk/regulations B6: Chapters 11 - 17

Quantitative standard (timeframe)

The US Department of Education regulations also set a maximum timeframe for loan funding which is 150% of the published length of the course e.g.

- 4.5 years for a 3-year BA/BSc
- 1.5 years for a 1-year MA/MSc
- 6 years for a 4-year PhD

Periods when a student does not receive funds will be included in the maximum timeframe. Students who transfer from another institution will have the time spent at the previous institution included in the maximum timeframe. Periods of temporary withdrawal from a course will not be included in the maximum timeframe.

Frequency of assessment

SAP is evaluated towards the end of each payment period in line with **Subject Examination Committees**.

FAILURE TO MEET SAP

Warning¹

Should a student fail to meet SAP standards, they will first be issued with a Financial Aid Warning. Students will be notified via their Brookes email if they are to be placed on a warning. This warning will last until the next disbursement, during which time a student can still receive financial aid.

Students who fail to regain Satisfactory Academic Progress by the end of the warning period will no longer be eligible for financial aid unless they submit a successful appeal (see 'Appeal' below). No further federal aid will be issued until the student meets the SAP standards.

Suspension of funding

Failure to make satisfactory academic progress will result in the suspension of financial aid unless the student submits a successful appeal and is placed on probation. The student will be notified that they have not met SAP via their University email account. No further federal aid will be issued until the student meets the SAP standards.

Appeal²

A student may appeal the decision to suspend financial aid payments if they can document that mitigating circumstances e.g. injury, illness or bereavement caused them to fail to make satisfactory academic progress or if they submit a successful appeal the outcome of which enables them to meet SAP standards.

Mitigating Circumstances process

Appeals process

Probation³

A student who successfully appeals the loss of their financial aid termination will be placed on Financial Aid Probation for the following payment period. The conditions of the probation will be the same as the conditions for academic progress in the University regulations.

Failure to meet the conditions required to be restored to normal academic progress will result in the termination of loan funding until SAP standards are met.

Please note that SAP standards are used solely to determine financial aid eligibility. SAP federal aid eligibility standards do not cancel, modify or override the **University's Regulations**.

Please contact the University's **Financial Aid Office** should you have any further questions.

¹Warning – A status the University assigns to a student who is failing to make SAP. The University reinstates eligibility for aid for one payment period without the student needing to appeal.

²Appeal – A process by which a student who is not meeting SAP standards petitions the University for reconsideration of their eligibility for US Federal Aid.

³Probation – A status the University assigns to a student who is failing to make SAP and who successfully appeals. Eligibility for aid may be reinstated for one payment period only.