

Satisfactory Academic Progress

All students applying for or receiving US Federal Aid (subsidised, unsubsidised and PLUS) must progress satisfactorily towards completion of their chosen academic programme in order to remain eligible to receive Title IV Direct Loans.

You should ensure you have read the relevant full policy on academic progression, which applies to all students and is available within the [Regulations for awards \(taught\)](#) or [Regulations for awards \(research\)](#).

Satisfactory progression to retain Title IV Direct Loans is separate from the academic requirements to remain on your programme of study and does not guarantee the outcome of your programme.

Under Direct Loan regulations, the University is obliged to check student progress and will do so prior to the release of the second and third disbursements, each academic year.

Students who receive US Federal Aid will be evaluated at the end of each term. This evaluation process will consider your progress under the following criteria;

- Qualitative (grade-based) measurement
- Quantitative (pace) measurement

To receive US Federal Aid, you must meet minimum standards for both the above-mentioned components while simultaneously adhering to academic progress rules and the UK Government's immigration rules.

Qualitative (grade-based)

Students in receipt of US Federal Aid must remain and maintain at all times in good academic standing. This is consistent with the University's requirement for graduation for all students.

Students studying at undergraduate level must maintain a minimum of 40% (third class Honours) grade level. Further information can be found within the [Regulations for awards \(taught\)](#).

Students studying at postgraduate level must maintain a minimum of 50% (Pass) grade level. Further information can be found within the [Regulations for awards \(taught\)](#).

Students must achieve minimum standards as required by the academic department and supervisor/tutor, and academic standing consistent with graduation requirements and on a cumulative basis. The University does not use a grade point average (GPA), and as such consider that students should be equivalent of at least 40% grade level for undergraduate courses, at least a pass for postgraduate taught courses and at least at the level to allow a postgraduate research student to

progress to the next research degree stage. Students on programmes of more than two academic years, must be at least meeting these standards at the end of their second year to be classed as meeting SAP. In addition to the University's academic standards outlined above, additional checks are made in-year for students in receipt of US Federal Aid prior to the release of the second and third disbursements each academic year.

Quantitative (pace)

Students must progress through their course at a pace which ensures that they will graduate within the maximum timeframe. The maximum timeframe for completion is 150% of the published length of the course as measured in credit hours. The University takes each year of full-time undergraduate study to equal 120 UK credits and 180 UK credits for postgraduate study according to the Higher Education Credit Framework for England. Students must pass at least the equivalent of 67% of the credits in any given academic year, so at least the equivalent of 80 credits per year for undergraduate study and the equivalent of at least 121 credits for postgraduate study. Pace is reviewed on a cumulative basis at each SAP assessment point, taking into consideration all the enrolment changes identified in this policy.

These requirements apply to all levels of study at undergraduate and postgraduate masters. Research degrees are non-credit bearing but are required to complete a support plan and pass an end of year assessment. For research degrees, the published timeframe will include a continuation period, or "writing-up" period. Periods of interruption will not count towards this calculation.

Degree and course length	Credits for completion	Maximum timeframe	Pace
Bachelor's Degree (Non-Honours)	300	450 (4.5 years)	Students must pass at least the equivalent of 67% of the credits in any given academic year.
Bachelor's Degree with Honours	360	540 credits (4.5 years)	Students must pass at least the equivalent of 67% of the credits in any given academic year.
Postgraduate Master's Degree	180	270 credits (1.5 years)	Students must pass at least the equivalent of 67% of the credits in any given academic year.

Duration of Study

Students may not receive aid once they have taken more than 150% of the normal duration of the programme to complete their studies. This applies to both undergraduate and postgraduate students. Periods of interruption will not count towards this calculation. If a student has attended

part of the programme below full time, then this calculation will be based on the Full Time Equivalent (FTE) of their studies (eg 2 years at 50% will count as 1 year FTE study).

Pace of Progress

A student will not be able to progress to the next year of study without completing the previous year of study. Progression reassessment will be scheduled to facilitate progression by the start of the next academic year. Only in exceptional circumstances will a student be permitted to suspend studies and be reassessed during the next academic year.

Attendance: a student will not be able to progress to the next year of study if they are not attending University at least 50% and Financial Aid will be suspended. If a student meets the requirement for progression on their programme of study they will be placed on good standing for financial aid.

Incomplete Courses

There is no “incomplete” status at the University of Huddersfield. Where a student does not complete their programme, they will be given a “Fail” status, dependent on the proportion of assessment which has been completed, i.e. where some credit has been achieved, the student may be eligible to exit with a lower award.

Course Repetitions

All attempted credits and courses count towards the Maximum Time Frame and grades will be calculated as part of Qualitative grade measurement.

Failure to meet SAP and regain eligibility

A student who fails to meet SAP standards will be notified that they are ineligible for further disbursements of US federal loans. Reinstatement of eligibility for these loans is not automatic. A student can regain eligibility only by submitting a successful appeal to be placed on probation or by taking action that brings them into compliance with the SAP standards. Students are not eligible to receive retrospective disbursements for a term where they are not making SAP.

Financial Aid Warning

Failure to achieve the required standard of academic progress will result in a Financial Aid Warning. This warning will last for one payment period (i.e. until the next disbursement), during which time the student can still receive US Federal Aid. Students will be notified of this warning in writing. If the student regains satisfactory academic progress by the next disbursement due date, the next disbursement will be released, and they will be removed from the Financial Aid Warning status. If the student fails to regain satisfactory academic progress by the next disbursement, they will no

longer be eligible for Federal Aid, unless an appeal is submitted (see below), and funds will not be disbursed.

Financial Aid Probation

If a student has successfully appealed the decision then the student will be placed on Financial Aid Probation. The student will continue to be eligible to receive funding for one further payment period.

A student that has their Financial Aid suspended but continues to self-fund their studies can regain probationary status should they reach Satisfactory Academic Progress in the future. They are entitled to apply for and receive Financial Aid.

If Satisfactory Academic Progress has not been achieved at the end of the Financial Aid Probation period, the student's aid will be terminated, unless they are successful in a further appeal and develop an academic plan approved by their personal tutor/supervisor.

Students that exceed 150% time limit cannot receive Federal Aid and cannot be reinstated at any point.

Appeals procedure

To appeal the financial aid suspension, a student must, within 14 calendar days of notification, submit to the Head of International Operations (j.ryan@hud.ac.uk) an email of appeal explaining why they shouldn't have 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 Satisfactory Progress. A decision will be granted within 10 working days of receipt of the appeal.

If the decision determines that the student will not be able to meet the SAP standards, then the student will be ineligible for further disbursements of US student loans until they are able to take action that brings them into compliance with the SAP standards.

If the decision determines that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student will be placed on probation. The student's progress will be reviewed at the end of the payment period, as probation status is for one payment period only. If the student is not meeting the SAP standards at this point, then they will not be eligible for further disbursements of US student loans until they are able to take action that brings them into compliance with the SAP standards.

If the decision determines that the student will require 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 drawn up, in collaboration with the student's supervisor, tutor and/or department. The student's progress will be reviewed at the end of the payment period to determine if the student is meeting the

requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive US student loans as long as they continue to meet those requirements. If a student needs to change their academic plan, then they must submit another appeal, explaining what has happened to make the change necessary and how they will be able to make academic progress. If the student fails to meet the requirements of their academic plan or their appeal to change their academic plan is unsuccessful, then they will not be eligible for further disbursements of US student loans until they are able to take action that brings them into compliance with the SAP standards.