US Federal Student Aid

Satisfactory Academic Progress (SAP) Policy

1.1 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.

1.2 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.

1.3 The SAP review will be conducted annually at the end of the 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.

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

1.5 Tier 4 visa students should be aware that visa policies may not align with SAP and/or University policies.

2. Qualitative

2.1 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.

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

2.3 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.

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

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

2.6 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.
2.7 Termination of students will follow policies and procedures agreed by York St John University.

2.8 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.

3. Quantitative

3.1 All students must attend the appropriate modules as specified in the regulations for their programme of study and the University Programme Attendance Regulations.

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

3.3 The minimum attainment requirements for a student to successfully complete a degree programme are contained within the General Regulations for Awards.

3.4 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:

- 4.5 years for a 3-year Undergraduate degree.
- 1.5 years for a 1-year Masters degree and 3 years for 2-year Masters degree
- 5.5 years for a 3-year PhD degree (4.5 years of supervised study and one contiguous 12-month period of continuation 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.

3.5 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.

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

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

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

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

3.10 Students who fail a required module must repeat the module and obtain a pass grade before completion of their qualification. Full details are set out in the guide to Resitting Modules. Repetition or reassessment will be included in the maximum timeframe.

3.11 When a student repeats a module, and achieves a pass grade, the original grade will not be counted in the grade average.

3.12 Students who fail to progress onto the next level of their programme but are given permission by the Board of Examiners 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.

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

3.14 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 section within York St John University’s US Loans Information R2T4. [web page to be confirmed]

4. Recognition of Prior Learning

4.1 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 Subject
Director for the relevant programme, in consultation with the Admissions Office and Registry. 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. Further details and the process to follow can be found in the Policy for Recognition of Prior Learning [webpage for policy to be confirmed].

4.2 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.

5. Change of Programme or Degree

5.1 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 Subject Director for the receiving programme of study.

6. Additional Degrees

6.1 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.

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

7. Appeals and financial aid probation

7.1 Students who are not making Satisfactory Academic Progress are not eligible to receive any future US loans and they will be notified in writing.

7.2 To regain eligibility, students have 14 calendar days to submit an appeal to the Appeal Panel stating the reasons for failing SAP and advising them about the changes that will allow the student to make SAP at the next evaluation. Additional documentation/proof may be requested to support the appeal. Appeal documents can be submitted via usloans@yorksj.ac.uk.

7.3 A decision of the appeal will be given to the student in writing within 14 calendar days of submission. The decision of the Appeal Panel is final.

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

7.5 If the Appeal Panel are not satisfied with the appeal evidence submitted by the student, then the student will continue to be ineligible for further disbursements until they have met the SAP standard.

8. Probation

8.1 If the Appeal Panel determines that the student should be able to meet the SAP standard by the end of the subsequent payment period, the student will be placed on Financial Aid Probation.

8.2 During the probation period, students can regain eligibility and continue receiving US loans for one payment period.

8.3 A student on probation may only receive Title IV funds for one payment period (semester/term). The student’s progress will be reviewed at the end of the payment period. For Undergraduate Students this will be after the outcome of the Board of Examiners.

8.4 If the student is not meeting the SAP standard at this point, they will not be eligible for further disbursements of US loans until they take action that brings them into compliance with the SAP standard.

8.5 A student who has lost their loan entitlement after a probation period but manages to meet the SAP standard in the future, will be entitled to regain eligibility and apply for US loans at this point.
8.6 SAP appeal, probation and suspension are related to students’ eligibility to receive Title IV funds and will not affect their enrolment status, immigration status or tuition fee liability.

9. Questions
9.1 If you have any questions regarding this SAP Policy, please contact the Student Funding Office by emailing usloans@yorksj.ac.uk

Associated links: https://www.yorksj.ac.uk/registry/regulations/
https://www.yorksj.ac.uk/ssr/policies-and-regulations/-appeals-and-complaints/-
https://www.yorksj.ac.uk/ssr/examinations/resitting-modules/-
https://www.yorksj.ac.uk/registry/programmes/
https://www.yorksj.ac.uk/ssr/your-student-record/-suspension-of-studies/

Please also see other relevant regulations, policies and procedures, as made available to students.