

## **Satisfactory Academic Progress (SAP) Policy**

The University of Surrey (to be referred to as The University) Satisfactory Academic Progress (SAP) Policy is relevant to students in receipt of Federal Student Aid. Information relating to this policy can be found below. This policy is required by US Federal Regulations.

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## 1. Overview of Satisfactory Academic Progress (SAP)

All students applying for or receiving Federal Student Aid (Direct Subsidized, Unsubsidized and/or Graduate/Parent PLUS Loans) must progress satisfactorily towards completion of a chosen academic programme in order to remain eligible to receive Federal Student Aid.

Prior to a loan disbursement of any Federal Student Aid, Satisfactory Academic Progress (SAP) will be confirmed by the relevant Faculty staff, giving assurance that SAP is being maintained based on an assessment of student progress and achievement in line with qualitative and maximum timeframe measures. These results will be obtained prior to the disbursement of loan monies at each semester in the academic year to determine whether students have formally met, or not met, the semester pass mark and/or the progression requirements that will determine whether the pace of study remains within the specified parameters.

The guidelines below have been established to encourage students to complete successfully academic programs for which aid is received. SAP is assessed using policies articulated in the [University Regulations](#).

Students receiving Federal Student Aid who permanently withdraw from a programme should be aware that they may not be regarded as a new entrant for FFEL loan purposes. Applicants would not be entitled to a clean slate for SAP under rules of the Federal Direct Loan program. Prior work must be taken into consideration.

## 2. Measurements (grade-based and time-based) and Pace of Progression

### Qualitative (grade-based) Measurement

- Students in Level 1 need to achieve a minimum of 45% overall to proceed to the next Level and to confirm they are making satisfactory progression. All modules must be passed at a minimum Level of 40% within each academic year or a retake taken and successfully completed before the start of the next academic year.
- Students in Level 2 need to achieve a minimum of 55% overall to proceed to the next Level and to confirm they are making satisfactory progression. All modules must be passed at a minimum Level of 40% within each academic year or a retake taken and successfully completed before the start of the next academic year.
- Students in Level 3 need to achieve a total pass of 40%+ to receive the degree Level certification. Students in Level 3 need to attempt and pass every module.
- Any resits required must be completed within the 133% timeframe or 150% timeframe for University of Surrey.

### Quantitative (time-based) Measurement

- Students should not exceed 150% the published time frame for the course and should remain at least half time in order to be eligible for Federal Student Aid. Periods when a student does not receive funds will be included in the maximum timeframe.
- Students must complete their course at a pace which ensures that they will graduate within the maximum timeframe.

SAP with regards to retaining the individual entitlement to Federal Student Aid is entirely separate from the academic requirements to remain on the course and does not guarantee the outcome of the student's course.

### Pace of Progression

Students must maintain a minimum cumulative completion rate of two-thirds of credits attempted which equals 67%, for progression to the following year of study in order to meet the SAP maximum completion timeframes. For example:

- **Undergraduates:** where full-time students pursuing a 3 year Bachelor’s degree would typically attempt 120 credits over one academic year, students must complete a minimum of 80 out of 120 credits per year to meet SAP standards and carry forward no more than 60 credits into the next academic year as trailing units.
- **Postgraduate Taught:** where full-time students pursuing a 1 year Master’s degree would typically attempt 180 credits over one academic year, students must complete a minimum of 120 out of 180 credits per year to meet SAP standards and carry forward no more than 40 credits into the next academic year as trailing units.

### EXAMPLE

Standard Published Program Length	Program Length in Credits	Maximum Federal Timeframe for Completion	Pace
3-year undergraduate degree	360	4.5 years (540 credit hours)	67%
2-year graduate degree	240	3 years (360 credit hours)	67%

Please note that while a student may maintain their eligibility for Federal Student Aid, institutional academic progress rules and student visa restrictions may impact on your ability to continue within the programme. Conversely, a student may lose eligibility for Federal Student Aid, and still meet institution requirements for continued enrolment.

### 3. Financial Aid Probation and/or Suspension

Should a student not meet the above-mentioned procedures for SAP, for either the academic standing or maximum timeframe, they will be issued with a **Financial Aid Warning**. This warning will last for 1 payment period (i.e. until the next disbursement), during which time a student can still receive Federal Student Aid. Students that fail to regain SAP by the next disbursement will have their Federal Student Aid suspended, unless they are successful in an appeal and the school has agreed to place them on probation for the following term, until more assessment marks become available, or the failed module can be re-sat. The Academic Board will confirm any probation or suspension period in writing with the individual student.

If the student fails to meet the minimum SAP and it becomes mathematically impossible for a student to complete a programme within the maximum timeframe, the student will lose eligibility for FFEL funds.

For a student to be taken off probation, the student would be expected to have re-sat and passed the original assessment if this option is available or to abide by any conditions set out by the Academic Board, and passed all other assessments taken during that term to allow completion within the maximum time by the end of the next term/semester. During this probation period, the student will remain entitled to Federal Student Aid. However, if the student fails to pass any other assessments during this following term/semester within time allowed, they should normally lose their entitlement to receiving US FFEL program support until they achieve the required academic Levels set by the School.

## 4. Appeals

Students may appeal their suspension of aid, via written appeal to the Academic Board. Any appeal would be considered in line with the general appeal procedures employed by the school. Students must indicate in writing the reason(s) for failure to meet the necessary SAP requirements and why Federal Student Aid should not be suspended. All documentation to support the appeal is required at time of appeal submission.

A student may appeal due to extenuating circumstances beyond their control (e.g. injury, ill health, bereavement, or other special circumstances) and state what has changed in their situation that will allow them to meet SAP at the next evaluation date.

Appeals must be submitted within 14 calendar days of notification in writing either by e-mail to [usloans@surrey.ac.uk](mailto:usloans@surrey.ac.uk) or for the attention of Shannon Calcutt (Student Fee Record Manager), Student Fee Records, Level 5 Senate House, University of Surrey, Guildford, Surrey, GU2 7XH, UK.

The Academic Board may require extra evidence, documentation or contributions from the student's supervisor/tutor or Department/Faculty. The decision made by the Academic Board will be sent to the student's University e-mail address. The appeal will be considered on its merits and a response to the appeal will be provided within 14 working days. The appeal decision may be:

- a reinstatement of eligibility of Federal Student Aid
- a financial probationary period with conditions, or
- a denial of Federal Student Aid

## 5. Transfers, Withdrawals, Interruptions, Repeat or Fails on SAP Standards

### **Students transferring from another institution (to GSA)**

The Guildford School of Acting (GSA) does not, as a general rule, allow transfers from other institutions. However, on rare occasions, the University may accept applications from students who wish to transfer. Applications will be assessed on a case by case basis. Applicants will be assessed by a rigorous audition process which is appropriate to the Level of entry being considered. Previous experience in academic standing is taken into consideration on application along with the appropriateness of the course offered at the previous school before offering the candidate the opportunity to audition for transfer.

### **Impact of Transfers, Withdrawals, Interruptions, Repeat or Fails on SAP Standards**

Generally, all periods of a student’s enrolment count when assessing SAP, even periods when the student did not receive Federal Student Aid. Some examples of changes to enrolment and how these impact on the measurement of SAP are outlined below:

<b>Change to Enrolment</b>	<b>Count towards SAP measurement?</b>
<i>Period of approved suspension/suspension of status, including maternity/paternity/adoption leave</i>	No.
<i>Change of programme of study</i>	Not unless elements contribute towards the new programme of study*.  (*see Transfer into Surrey notes below)
<i>Withdrawal or non-completion of a programme of study and subsequent re- enrolment</i>	No. However, please note, there would be an impact based on date of withdrawal.
<i>Repetition or reassessment due to academic failure</i>	Yes. Both grading and the maximum timeframe will be impacted.
<i>Transfer into Surrey</i>	Yes. 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, transfer credits will not be used in grading calculations.

## **6. Further Information**

Please note that students undertaking any part of their degree in the US or whose enrolment drops below 50% FTE are not entitled to Federal Student Aid. This regulation is not covered by the Satisfactory Academic Progress Policy above and therefore is not subject to a Financial Aid Warning, Probation or Appeal.

Financial Aid Warnings, Probation and Suspensions related solely to students’ eligibility to receive Federal Student Aid from the US Department of Education and will not affect enrolment status.

This policy is at least as strict as the policy the institution applies to a student who is not receiving assistance under Title IV or HEA programs.

This policy provides for consistent application of standards to all students within categories of students, e.g., full-time, part-time, undergraduate, and postgraduate students, and educational programmes established by the institution.

If you require further information, please contact our US Loans team via [Surrey Support](#).

Please note webpages relating to Federal Student Aid at the University are regularly maintained and updated, however if recent changes to legislation by the US or UK Government are suddenly introduced then some information may be temporarily out of date while it is being updated.

For an overview of all Student policies and procedures, please see the following [MySurrey website](#).