

Satisfactory Academic Progress Policy

Students who receive U.S. financial aid will be evaluated at the end of each academic term. The evaluation process will consider your progress under the following criteria:

- **Academic Standing**
- **Maximum Timeframe**

To receive U.S. financial aid you must meet minimum standards for both the above mentioned components while simultaneously adhering to academic progress rules and Immigration legislation.

Students in receipt of U.S. financial aid are entitled to modify their enrolment within the first two weeks of each academic term and retain eligibility for aid, provided they do not drop below half-time. Students who drop below half-time are not eligible for U.S. financial aid.

Students in receipt of U.S. financial aid must achieve the equivalent of a cumulative Grade Point Average (GPA) of 2.0 or more at the end of each academic term.

For the purposes of U.S. financial aid:

- **WD - Will be assessed individually to ascertain whether there are any exceptional issues behind the withdrawal and will include the timing of the withdrawal (including drop periods, university protocols) and whether the student is attempting to maintain the required GPA by withdrawal from courses**
- **Cross Institutional Enrolment**
- **Pass / Fail courses**
- **Practicum Courses**

Maximum Timeframe

An undergraduate or postgraduate by coursework student is entitled to receive aid for 150% of the allocated course timeframe. For example:

Undergraduate

3 year degree – eligibility for aid: 4.5 years

4 year degree – eligibility for aid: 6 years

5 year degree – eligibility for aid: 7.5 years

Postgraduate by coursework

1 year degree – eligibility for aid 1.5 years *(sample of an individual institution's policy. Grad courses are not required to adhere to the 150% time frame, but institution must, develop, disseminate, and consistently apply a policy defining the maximum timeframe graduate students have to complete their programme.)*

Postgraduate by Research

Research students are bound by the same criteria above: academic standing and maximum timeframe. You will need to achieve a pass grade as awarded by the Research Office to remain eligible for U.S. financial aid.

Remedial, Non-credit Courses and Incompletes

Non-credit courses will not be counted in assessing full-time status. A student is required to achieve a grade on any deferred or supplementary assessment within six months of completing a class.

Please note that while a student may maintain their eligibility for U.S. Title IV loans, 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 U.S. Title IV aid and still meet institution requirements for continued enrolment.

Notification (Institutional Sample Policy)

Satisfactory Academic Progress will be assessed for each student at the end of each academic term to determine your eligibility for continued award or disbursement of aid. You will be notified in writing, by email and hard copy, if you are placed on probation or if your financial aid eligibility has been suspended.

Financial Aid Probation and Suspension

Satisfactory Academic Progress (SAP) will be assessed for each student at the end of each academic term to determine eligibility for continued award or disbursement of aid. A student will be notified in writing by both email and hard copy if they are placed on Financial Aid probation or if their loan eligibility has been suspended.

Students who fail to achieve the required GPA equivalent will be placed on Financial Aid probation for one academic term of study with the opportunity to increase the GPA to the required academic standing. Students who have been placed on probation and subsequently meet the GPA requirements in the next semester will be placed back into good SAP standing.

Failure of all courses in which a student was enrolled in will result in an immediate suspension of aid.

Students who have been placed on probation and do not meet the requirements applicable to degree and level will have their U.S. Title IV financial aid eligibility suspended and will be ineligible to receive this aid until such time as they achieve the required GPA.

Students who transfer into a new academic program will also transfer with any SAP warning or sanction and will still need to meet the specified criteria in the new program before re-establishing eligibility to receive aid.

Satisfactory Academic Progress Appeals

Although UWE cannot automatically waive the SAP requirement for any student to allow them to begin or continue receiving U.S. financial aid, SAP appeals for verifiable extenuating and unforeseen circumstances are available if you have met the appeal criteria.

Students who have their eligibility for aid suspended may appeal the suspension if one or more of the following circumstances exist:

- **Death of an immediate family member, i.e. parent, caregiver, spouse/partner, sibling, dependent child.**
- **Extended illness – extended illness is defined as a documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 15 days or more in 2 consecutive academic periods.**
- **Extended illness of a family member that places hardship on the student. Immediate family member includes parent, spouse/partner, caregiver, sibling, dependent child.**
- **Mitigating circumstances as determined by the Financial Aid Appeal Committee.**

All appeals must be received in writing within ten days of receipt of the Notice of Suspension. You must indicate in writing the reason(s) for failure to meet the SAP requirements and why financial aid should not be suspended. All documentation to support the appeal is required at the time of the appeal submission. The appeal will be considered on its merits and a response to the appeal will be provided within 10 working days.

If this appeal is rejected you may appeal your suspension of aid by written appeal to the U.S Department of Education. If you wish to undertake this option you must advise the Financial Aid office within 10 days of receiving a response.

At that time the Financial Aid Office will forward the documentation for submission to the U.S Department of Education.

Students who appeal the first appeal decision will be informed of the U.S Department of Education's Decision in writing, which is final.