University of Sussex

Satisfactory Academic Progress (SAP) Policy for Title IV Financial Aid Recipients

1. Introduction

1.1 To be eligible for US federal student loan, a student must make Satisfactory Academic Progress (SAP). This policy applies to all full-time and part-time undergraduate and postgraduate students in receipt of funding via the Federal Direct Loan Program (also known as 'financial aid' and 'Title IV aid') at the University of Sussex.

Standard published program length	Program length in credit hours	Maximum Uni of Sussex period of registration	Maximum Federal timeframe for completion (in years)
3-year Undergraduate degree (full-time)	360	6 years (720 hours)	4.5 years (540 hours)
4-year Undergraduate degree (full-time)	480	7 years (840 hours)	6 years (720 hours)
12-month Postgraduate taught degree (full-time)	180	2 years (360 hours)	18 months (270 hours)
24-month Postgraduate taught degree (part-time)	180	3 years (270 hours)	3 years (270 hours)

Table 1: Maximum course completion timeframes

3.2 Quantitative Criteria - Pace and Progression

3.2.1 To continue to be eligible for financial aid, students must maintain a minimum cumulative completion rate of 66.7% as calculated by dividing the number of completed credits (cumulative credit hours completed) by the number of attempted credits (cumulative credit hours attempted) to meet SAP maximum completion timeframes.

3.3 Qualitative Criteria – Academic Standards

3.3.1 This evaluation process will consider the student’s progress as per the requirements stipulated in the academic regulations applictimeframt-3.4 (ax)( )Tȷ0.001(d(3 el)-1o.5 (

5.5 Any student considering withdrawing from the University is encouraged to be aware of the implications of withdrawal and to seek advice on the effect this may have on loans eligibility

5.6 For students who are required to be reassessed in a failed module, the reassessment result will be considered during the evaluation process.

5.7 Students will become ineligible for financial aid as soon as it becomes clear that a consequence of either withdrawal or reassessment means that they will exceed the maximum timeframe to complete their course and not at the point that they reach the maximum timeframe.

6. Financial Aid Warning

6.1 Students who fail to achieve Satisfactory Academic Progress (SAP) at the required standard as per the applicable Academic Regulations and also within the duration and pace noted above, will result in a Financial Aid Warning.

6.2 The student will be notified of this in writing.

6.3 A student who receives a Financial Aid Warning will be eligible to receive Title IV aid for one further payment period.

6.4 At the end of that payment period an assessment will be made to determine if SAP has been made. If the student meets SAP standards they will regain eligibility for the following payment period.

6.5 If a student fails to meet SAP standards at this time they will be issued with a Notice of Suspension of Aid and advised of the mechanism to submit an appeal. (see section 9 below).

7. Appeals

7.1 Students who lose eligibility for Title IV aid because they have failed to achieve SAP may appeal if one of more of the following extenuating

Financial Aid Office