



SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENTS RECEIVING U.S. FINANCIAL AID

1. Overview

The following policy relates to the principles and procedures for monitoring Satisfactory Academic Progress of students receiving William D. Ford Federal Direct Loans (Direct Loans).

This Policy is designed in compliance with the requirements set out by the US Department of Education and relates to students who are in receipt of Direct Subsidised or Direct Unsubsidised loans or Direct PLUS loans or whose parents have Direct Parent PLUS Loans.

US Department of Education regulations require a student to be enrolled in an eligible educational programme and making Satisfactory Academic Progress in order to be eligible to receive any Title IV (Direct Loan) funds.

2. Maximum timeframe and pace of progression (Qualitative conditions)

In order to be making satisfactory academic progress a student should not exceed 150% of the published time frame for the course and should remain at least half time. This applies to both Undergraduate and Graduate students (for PhD programmes the published timeframe for the course will for these purposes include a writing up year). Periods of interruption will not count towards this calculation.

3. Academic standing (Quantitative conditions)

In order to be eligible to continue to receive Federal Aid, a student must, in general, have achieved a minimum of 45% (C-) grade level. This is consistent with the University's requirement for graduation for all students.

Detailed information about Academic Progress for graduate and undergraduate students is set out in the University's Ordinances and Regulations and is available for students to view on the University website at <http://www.york.ac.uk/admin/aso/ordreg/welcome.htm>

When enrolling with the University each year, a student is required to confirm that they will abide by the University's Ordinances and Regulations, and a link is provided for students to review the Ordinances and Regulations.

4. Monitoring Satisfactory Academic Progress

Satisfactory Academic Progress is monitored by students' supervisors during regular supervisor meetings. Where a student is not progressing in a satisfactory way, departments discuss this directly with students in the first instance. Where a student continues to fail to make satisfactory academic progress this is brought to the attention of the Student Financial Support

Unit (usually via the University's student record system), which is checked prior to each disbursement payment period.

5. Eligibility for Direct Loan funds

Where Student Financial Support Unit is informed of unsatisfactory academic progress or if the student is no longer meeting the requirements for course duration/study intensity the student is placed on 'funding warning' for the duration of the subsequent payment period and will continue to be eligible to receive funding for that period.

If a student then continues unsatisfactory academic progress they will be given notification of their ineligibility to receive Direct Loan funds and the student's financial aid will be terminated.

6. Appeals

The University does not have the right to waive the satisfactory academic progress requirement for any student, however, where a student is given notification of termination of their financial aid due to failure to maintain Satisfactory Academic Progress they may appeal within 10 days of receiving the notification if exceptional circumstances can be demonstrated. Appeals should be submitted to Student Financial Support Unit, C/o Student Support Hub, Market Square, Heslington, York, YO10 5DD.

The following will be considered as appropriate grounds of appeal:

- The student missed 15 days of lectures or equivalent research time due to reported illness
- The student suffered a death in his/her immediate family. Immediate family is defined as parents, grandparents and siblings for a dependent student and parents, grandparents, siblings, spouse and children for an independent student.
- The student was the victim of a natural disaster that caused them to be absent from the University.
- Prolonged illness or personal injury of the student

The appeal should be submitted with fully documented evidence supporting the appeal and confirmation of what has changed to allow the student to make Satisfactory Academic Progress at the next payment period. The results of any appeal will usually be notified within 10 working days of receipt of the appeal. Disbursement of loan funding will not be made while an appeal is being processed. The decision following Appeal is final (although students have recourse to the University's student complaints procedure in the normal way).

If a student's appeal is successful they will be placed on 'funding probation' for the duration of the subsequent payment period and will continue to be eligible to receive funding for that period.

A student on probation may not receive title IV funds for the subsequent payment period unless they are now making Satisfactory Academic Progress or following an academic plan designed between the student and their department to ensure the student will be able to regain Satisfactory Academic Progress by a specific point in time.