

# The Courtauld

## **Satisfactory Academic Progress (SAP) – US Loans Students**

The Courtauld is required to ensure that all students receiving US Federal Student Loans are registered on an eligible programme of study and maintaining a minimum level of academic progress.

This policy outlines a number of specific points which applies to all students in receipt of Federal loans (also known as “financial aid” and “Title IV aid”).

In registering, students agree to be bound by the Academic Regulations and associated policies and procedures. These Regulations incorporate the key progression criteria and are summarised below. Full Student Regulations and Policies are available [here](#).

In addition, U.S. Federal regulations (34CFR 668.16, 668.32, 668.34,446.42) require that all students, who are in receipt of U.S. Federal Student Aid, must maintain Satisfactory Academic Progress (SAP). Failure to do so can result in the loss of eligibility to receive further funding. SAP will be checked at the end of the term.

### **Payment Periods**

The payment periods for Undergraduate and Postgraduate students will be divided into three separate disbursements per academic year. The periods will coincide with each term: Autumn, Spring and Summer.

SAP will be officially checked at the end of each term by Student and Academic Services (SAS) and prior to each disbursement.

if appropriate academic progress is being made, disbursements will be made. Assessing SAP connects to the current academic regulations of The Courtauld.

### **How Academic Progress is Measured**

There are two standards by which a student's academic progress are measured **Qualitative** and **Quantitative**.

Satisfactory academic progress will be measured at the end of each payment period for all students.

### **Qualitative Measure**

The qualitative element measures a student's grades. Under Federal Student Aid regulations, a policy states that universities must require students to achieve an average grade equivalent to a US "C" grade, or GPA of 2.0.

# The Courtauld

## Undergraduate Students

Under The Courtauld's grading scheme, this equates to an average grade of 40, the minimum necessary grade that must be achieved for award as described in our academic regulations.

## Postgraduate Students

Students must maintain an overall average of at least 50, with no mark below 40.

## Quantitative Measure

### Maximum Duration

Students must progress through their course at a pace which ensures they will graduate within the maximum allowed timeframe.

The maximum timeframes for different types of programmes are listed below. Maximum timeframes are calculated based on the advertised course durations.

<b>Programme</b>	<b>Maximum Timeframe to Complete</b>
<b>Undergraduate degree</b> <ul style="list-style-type: none"><li>• BA(Hons) History of Art</li></ul>	150% of standard course duration The standard duration is 360 credits for a three year BA degree. Students are eligible for Title IV Aid up to their first 540 credits attempted
<b>Postgraduate degrees</b> <ul style="list-style-type: none"><li>• Postgraduate Diploma in Conservation of Easel Paintings</li><li>• MA Curating the Art Museum</li><li>• MA History of Art</li><li>• MA Buddhist Art</li><li>• MA Conservation of Easel Paintings</li><li>• MA Conservations Walls Paintings</li></ul>	<b>200% of standard course duration in years</b>  Eg, 2 years to complete a 1 year full-time MA degree

## Pace of Progression

Students must complete their course at a pace of progression that ensures that they will be able to complete their course within the required timeframe.

The minimum progression requirements at each evaluation point for students enrolled on a full-time undergraduate programme are as follows:

<b>Year of Study</b>	<b>Required Pace of Completion</b>
<b>Year 1 (0 – 120 Credits)</b>	75% of all attempted credits passed (90/120)

# The Courtauld

<b>Year 2 (121 – 240 credit hours)</b>	87.5% of all attempted credits passed (105 of 120 credits)
<b>Year 3 (241 – 360 credit hours)</b>	92% of all attempted credits passed (110 of 120 credits)

Postgraduate students must complete 67% of all credits attempted during a payment period.

At each period we will evaluate whether the student is within the maximum timeframe for completing their studies, and is completing their studies at the required pace.

## **Incomplete Modules, Withdrawals, Repetitions and Transfer Credits**

A Courtauld student must attempt to complete a set number of modules per payment period and must attempt to complete all modules they enrol on.

Where a student fails to complete all assessments for a module, this will be reflected in their module mark and will negatively affect their cumulative average grade and academic progress assessment.

Where a student repeats a module, the new result will supersede the previous awarded grade.

Failure to successfully complete a module may bring them under the threshold for successfully completed credits under the pace of completion requirements.

Students cannot transfer credits from another higher education institution to The Courtauld, ie if a student has part completed an undergraduate/postgraduate degree elsewhere at another institution, the credit earned at this institution will not be counted towards their Courtauld qualification.

## **Financial Aid Warning**

The first time a student is found not to have met the satisfactory academic progress requirements, the Student Funding Office will assign a Financial Aid Warning status to the student.

This status is only for one period or term, during which the student may receive FSA. At the end of the financial aid warning period, the student's satisfactory academic progress will be evaluated. If a student meets the satisfactory academic progress requirements, the Financial Aid Warning status will be removed, and will be able to continue receiving Federal Student Aid.

If at the conclusion of a financial aid warning period, the student has not improved their academic standing to meet our satisfactory academic progress standards they will be considered **ineligible** for any further Federal Student Aid.

# The Courtauld

SAS will notify the student by email at the point that it is determined that they are no longer eligible for Federal Student Aid.

## **Appealing an Ineligible Status**

Where a student has become ineligible to receive further Federal Student Aid, they may appeal this decision. A student may appeal on the basis of exceptional personal circumstances. These may include:

- Illness
- Injury
- Bereavement.

A student must submit their appeal in writing to [usloans@courtauld.ac.uk](mailto:usloans@courtauld.ac.uk). An appeal must be received within 14 calendar days of the student being notified that they are no longer eligible. An appeal must include an explanation of the student's failure to meet the standards of satisfactory academic progress, and what has changed in the student's situation to allow the student to demonstrate that they meet the satisfactory academic progress requirements at the next point of evaluation.

The appeal will be reviewed by the Academic Registrar (in conjunction with other relevant staff, such as Wellbeing) and must be satisfied that the student's reasons are valid and that they will be able to meet the requirements for Satisfactory Academic Progress at the next point of evaluation.

## **Successful Appeal Outcome: Federal Student Aid Probation**

If an appeal is successful then the student will be placed on Federal Student Aid Probation for one additional term, allowing them to receive their next disbursement of Federal Student Aid.

At the end of the term, at the next point of evaluation, they must be able to demonstrate that they are able to satisfy the satisfactory academic progress requirements. If they are, then they will leave probation and have their entitlement to Federal Student Aid restored.

If the student does not meet the satisfactory academic progress requirements then they will be considered ineligible for further Federal Student Aid.

## **Unsuccessful Appeal Outcome**

If an appeal is unsuccessful, a student will be considered ineligible for further Federal Student Aid.

## **Restoring Entitlement to Federal Student Aid**

If a student is deemed to be ineligible for Federal Student Aid by The Courtauld, they will not be able to receive Federal Student Aid for the upcoming term.

# The Courtauld

In order to have their access to Federal Student Aid restored, the student will need to work to fulfil any requirements to meet the Satisfactory Academic Progress (SAP) requirements.

SAS will continue to check on the student's satisfactory academic progress for further payment periods to see if the student is now in a position to meet the requirements. If they are, SAS will reinstate the student's entitlement.

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