

## SECRETARIAT

### ACADEMIC POLICY SUMMARY SHEET

<b>NAME OF ACADEMIC POLICY:</b>	Satisfactory Academic Progress Policy
<b>PURPOSE OF POLICY AND WHOM IT APPLIES TO:</b>	<p>The policy aims to provide guidance to students in receipt of Federal Student Aid and staff in relation to Satisfactory Academic Progress.</p> <p>The policy applies to students in receipt of Federal Student Aid and staff responsible for assessing Satisfactory Academic Progress.</p>
<b>RESPONSIBLE BOARD/ COMMITTEE WITH ROUTE OF APPROVAL:</b>	Education & Student Life Committee
<b>LEAD STAFF MEMBER RESPONSIBLE FOR ITS UPDATE:</b>	Head of Student Support
<b>PERSONS CONSULTED IN DEVELOPING POLICY:</b>	Members of Student Support
<b>POLICY FINALLY APPROVED BY:</b>	Academic Board
<b>DATE OF ORIGINAL IMPLEMENTATION:</b>	November 2019 and revised periodically
<b>DETAIL OF DISSEMINATION:</b>	The policy was circulated to relevant staff in November 2019 and is available on the Secretariat's portal site.
<b>PROPOSED DATE OF REVIEW</b>	April 2020 and every three years thereafter
<b>SECRETARIAT OFFICER – MAIN CONTACT:</b>	Officer to Education & Student Life Committee
<b>DATE:</b>	November 2019



## Satisfactory Academic Progress Policy

### 1. Introduction and Scope

This Policy applies to students who are recipients of Federal Student Aid (FSA). The United States Department of Education requires the University of Lincoln to check students' progress to ensure that they are meeting the requirements for receipt of Federal Student Aid.

Prior to the end of Semester A and Semester B, academic staff will be asked to provide confirmation of a student's satisfactory academic progress before the second and third disbursements can be made to students. If students do not meet the requirements of Satisfactory Academic Progress then they may not be eligible to receive further loans.

Satisfactory Academic Progress is used in the context of this policy for the purpose of determining whether a student continues to meet the requirements for receipt of FSA. For this purpose of this policy, Satisfactory Academic Progress is measured in terms of Quantitative (Pace) and Qualitative (Grade) requirements as set out below.

### 2. Requirements for Satisfactory Academic Progress

Students in receipt of FSA should note that the requirements for Satisfactory Academic Progress may be stricter than the University's requirements for a student enrolled in the same programme who is not receiving FSA.

#### 2.1 Quantitative (Pace) Requirements

Students in receipt of FSA must be enrolled at the University and in attendance in accordance with the University's [Student Engagement and Participation Policy](#), or the [Student Engagement and Participation Policy for Research Programmes](#) as appropriate.

The maximum duration of study within which an undergraduate or postgraduate taught student in receipt of FSA must complete their programme in is 150% of the published length of the programme. Undergraduate and postgraduate taught students who are in receipt of FSA must also maintain a minimum completion rate to ensure that they graduate within the maximum duration of study length as above. Undergraduate and postgraduate students in receipt of FSA must therefore maintain a completion rate of a minimum of 67% of their credits attempted in each year.

For postgraduate research students in receipt of FSA, the maximum duration of study must not exceed 150% of the normal length of the programme. All deadlines associated with your programme progression and any written deadlines agreed with or set by your supervisor, must be met. Your supervisor will be asked to agree that your research and progress is satisfactory and that you are meeting the required programme deadlines and any deadlines agreed or set by them.

#### 2.2 Qualitative (Grade) Requirements

Students are required to achieve the minimum standards as required by their programme and/or supervisor throughout their course of study at the University of Lincoln, including being of the academic standing required for graduation, in order to maintain Satisfactory Academic Progress. Students must maintain a minimum cumulative grade point average of at least 2.0, which is equivalent to a C grade.

For undergraduate students this will equate to the general pass standard as set out in section A.5.3 of the University's Undergraduate Regulations (subject to any variations which apply to the student's particular programme of study).

For taught postgraduate students this will equate to progression standards set out in section A.5.3 of the University's Taught Postgraduate Regulations Section A.5.3 (subject to any variations which apply to the student's particular programme of study).

For postgraduate research students this will equate to the progression standards set out in section 6 of the University's Research Degrees Regulations.

The most recent versions of the above regulations can be accessed via:

<https://secretariat.blogs.lincoln.ac.uk/university-regulations/>

### **3. Other Circumstances Impacting Satisfactory Academic Progress**

#### **3.1 Interrupted Study**

Periods of interrupted study, including maternity/paternity/adoption leave, are not included in the calculation of Quantitative (Pace) Requirements.

#### **3.2 Study at Other Institutions and Credit Transfers**

Any previous period of study taken at another institution for the same programme will be included within the calculation of Quantitative (Pace) Requirements.

Any credits transferred from other credit sources will count towards the calculation of Quantitative (Pace) Requirements. However, these will not be included in calculation towards Qualitative (Grade) Requirements.

#### **3.3 Repeat Years or Reassessment**

Where students are either resubmitting assessments or resitting exams but they are not in attendance at the University, then these students are not eligible to receive FSA.

If students are required to repeat their year of study and are in attendance at the University for at least half of the year, then these students are eligible to receive FSA subject to meeting Quantitative (Pace) and Qualitative (Grade) Requirements and any Financial Aid Warning requirements as detailed in section 4.

#### **3.4 Incomplete Grades**

Where students do not submit assessments or attend examinations they may have their FSA withdrawn as they may no longer meet the Quantitative (Pace) and Qualitative (Grade) Requirements necessary for receipt of FSA.

#### **3.5 Decisions of College Boards of Examiners**

Where College Boards of Examiners determine that a student is not permitted to progress to the next stage/level/year of their programme of study, then no further FSA is to be paid.

### **4. Assessing Satisfactory Academic Progress**

Prior to the end of Semester A and Semester B, academic staff will be asked to provide confirmation of a student's satisfactory academic progress before the second and third disbursements can be made to students. Students are responsible for ensuring that their Satisfactory Academic Progress Termly Progress Report Form is completed and signed by their Personal Tutor, Supervisor, or Programme Lead, and returned to the Student Funding Team in the Student Support Centre at these assessment points. Academic staff will be asked to confirm that students are making Satisfactory Academic Progress in accordance with the Quantitative (Pace) and Qualitative (Grade) requirements as set out in this policy. If students do not meet the requirements of Satisfactory Academic Progress then they may not be eligible to receive further loans. The Student Funding Team will validate completed report forms.

### **5. Financial Aid Probation**

Where it is confirmed that a student has not met one or more of the requirements for Satisfactory Academic Progress, then the student will be placed on Financial Aid Probation for the following semester. The student will be notified of this by email. The student will continue to be eligible for funding for the following semester, however, the University may require a student to fulfil certain

actions during the Financial Aid Probation period in order that the University can determine that the student has resumed Satisfactory Academic Progress prior to the next disbursement of FSA.

If the student has not made Satisfactory Academic Progress by the end of the following semester (this being the Financial Aid Probation period), then the student's FSA will be terminated.

## **6. Appeal Process**

A student who's FSA has been terminated, can make an appeal against this decision. Appeals must be submitted in writing to the Head of Student Support (or nominee) via [usloans@lincoln.ac.uk](mailto:usloans@lincoln.ac.uk) within 10 working days of the student being notified of the termination of their FSA.

An appeal must be made in writing to the Head of Student Support and must include:

- i. Clear indication of the circumstances upon which the appeal is based
- ii. Documentary evidence relevant to support the circumstances stated in the appeal
- iii. An explanation of how the student will ensure that they will make Satisfactory Academic Progress in future

Circumstances upon which an appeal may be based include:

- i. Illness affecting attendance at teaching or assessment
- ii. Illness affecting preparation for or of an assessment
- iii. Being the victim of a crime involving injury
- iv. Circumstances of a serious personal or emotional nature
- v. Force majeure or other unpreventable event

The student must provide all material and evidence that they wish to be considered in support of their appeal at the time that the appeal is made.

The Head of Student Support (or nominee) will review the appeal. The appeal should normally be completed within 10 working days. In considering the appeal, the Head of Student Support (or nominee) has the discretion to make enquiries of such persons (including the student, tutors, programme leaders, module co-ordinators and the visa compliance team) as they deem necessary.

The Head of Student Support (or nominee) will determine whether the appeal is successful or unsuccessful and confirm their decision in writing to the student.

If the appeal is successful, the student will be placed on Financial Aid Probation and may receive Federal Student Aid for one further payment period. At the end of that period, the student must demonstrate that they have met the Satisfactory Academic Progress requirements or FSA to that student will be terminated.

This appeal process is separate to any academic appeal process in place at the University of Lincoln.