

Satisfactory Academic Progress (SAP) Policy.

The University of Westminster has established a Satisfactory Academic Progress (SAP) policy for all students receiving U. S. Federal Aid (Subsidised, Unsubsidised and PLUS) to determine whether you are making satisfactory academic progress in your undergraduate or postgraduate program of study and whether you may continue to receive financial assistance under the Title IV Federal Direct Loan program.

The guidelines below have been established to encourage you to successfully complete your program of study and continue to receive financial aid. If you are not making satisfactory academic progress you are not eligible to receive financial assistance under any Title IV program.

For students due to start a course, SAP is monitored by acceptance to the University of Westminster, reaching our entrance criteria and the conditions of your offer.

As well as making SAP you are required to adhere to the University of Westminster's [Code of Conduct](#), which sets out our expectations in relation to behaviour on site. You must familiarise yourself with our Code of Conduct.

Frequency of Satisfactory Academic Progress (SAP) Evaluation

Your SAP will be evaluated twice annually, which will be in January and at the end of your final payment period. For students who begin in January SAP will be evaluated in May and at the end of your final payment period.

At each SAP evaluation checkpoint, we will monitor your attendance, qualitative measure, quantitative measure and maximum timeframe. If you meet all of these conditions you will continue to be eligible for financial assistance.

Qualitative Measure

This is based on the quality of your academic work including your grades for assessments, examinations, coursework, projects, presentations etc. using the standards set by the University of Westminster.

Quantitative measure

This is based on your pace of progression through the course and your progress toward completing the program. This is required to ensure that you complete your program within the maximum time frame.

Maximum Timeframe

This is based on the maximum amount of time permitted in order for you to complete your program of study and remain eligible for financial assistance.

- Undergraduate courses must not exceed 150% of the published length of the course.
Therefore the maximum timeframe is
3 year degree = 4 years and 6 months
4 year degree = 6 years
- Postgraduate courses must not exceed 150% of the published length of the course.
Therefore the maximum timeframe is 1 year and 6 months.
- You must remain studying at least half time in the UK.
- Pass each module with a minimum of grade C

Please be aware that you are ineligible at the evaluation checkpoint if your results indicate that you will exceed the maximum timeframe to complete your program of study and NOT at the point when you actually reach the maximum timeframe.

Notification to students

The Student Funding Office will notify you of the results of your SAP review if it impacts on your eligibility to receive financial assistance under the Title IV Federal Direct Loan program. This is known as a Financial Aid Warning. You may use the appeals process to petition for reconsideration.

Appeals

If you fail to meet SAP after receiving a Financial Aid Warning you can appeal for reconsideration of eligibility. If successful you will be given a probationary period to meet SAP.

To be considered for SAP probation you must submit your appeal in writing to the Student Funding Office within 10 business days of receiving your Financial Aid Warning. Your appeal letter must include

- the reason why you failed to make SAP
- an explanation of what has changed to allow you to make SAP at the next evaluation checkpoint
- evidence of any retakes, deferrals or mitigating circumstances
- evidence from your Faculty Registry Office and course leader supporting your application
- evidence verifying your reason for failing to make SAP
- your signature
- the date

You will be notified of our decision via email within 10 business days.
Each case is reviewed on an individual basis and our decision is final.

Please send your appeal letter to:

Student Funding Office
University of Westminster
Cavendish House
101 New Cavendish Street
London
W1W 6XH

Probation

If your appeal is successful you will be placed on probation.

To be placed on probation you must

- Appeal and have it approved by the Student Funding Office and
- be expected to make SAP in next payment period or
- be successfully following an academic plan designed to ensure that you will be able to meet SAP within the maximum timeframe.

If you are on SAP probation you may only receive Title IV financial assistance for ONE payment period (i.e. until the next disbursement) during which time you can still receive financial assistance. However, you may not receive financial assistance for subsequent payment periods unless you are now making SAP or we determine that you have met the requirements specified in your academic plan. If you do not meet the requirements after this probationary period, you will lose your eligibility for financial assistance through the Title IV program.

Please be aware that the Satisfactory Academic Progress (SAP) policy is entirely separate to the requirements to remain on your program of study and does not guarantee the outcome of your course. If you fail to make SAP you may be re-admitted onto your program of study but may still be ineligible for financial assistance.

Questions regarding our SAP policy should be directed to the [Student Funding Office](#).