Satisfactory Academic Progress Policy for US Department of Education Loan Recipients

1. Overview:

Federal Aid students enrolled at the University of Exeter are required to meet satisfactory progress requirements. Under U.S Federal law (34CFR 668.16, 668.32, 668.34, 446.42) the University of Exeter is required to ensure that all Federal Aid students maintain a minimum level of academic progress.

The academic progress of students will be evaluated prior to the disbursement of Federal Aid at the start of each academic term to determine eligibility for continued aid.

Satisfactory Academic Progress is measured by:

a. The student's cumulative grade level average
b. The maximum time frame allowed to complete the academic programme.

2. Cumulative Grade Level Average

Universities generally use a grade level average as a key indicator of academic progress. In order to be eligible to continue to receive Federal Aid, a student must, in general, have achieved a minimum of 50% grade level, which is consistent with the University's requirement for graduation for all students.

3. Maximum Time Frame

For each programme of study, Universities must establish a maximum time frame in which a student is expected to complete his or her degree. Federal regulations specify that the maximum time frame for programme completion may not exceed 150 percent of the published length of the programme as measured in academic years.

4. Code of Good Practice – Unsatisfactory Academic Progress

Full details of the University's Code of Good Practice - Unsatisfactory Academic Progress are available at:
http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamanual

5. Financial Aid Probation

In order to receive continued loan funding, students must meet the minimum requirements for both academic progress and course duration. Where the satisfactory academic progress requirement has not been met, the student will be advised in writing by Student Funding Team. The student will be placed on "funding probation" for the period of the next available academic term and will continue to be eligible to receive funding for that period.

If satisfactory academic progress has not been achieved at the end of the "funding probation" period, the student's aid will be terminated. The University does not have the right to waive the satisfactory academic progress requirement for any student; however an appeal may be submitted to the Head of Student Finance Operations if exceptional circumstances can be demonstrated.

6. Appeals

Students who have received written advice that their Financial Aid has been terminated may appeal (within 10 days of receiving written notification) where exceptional circumstances can be demonstrated.

Exceptional circumstances may include:

a. Death or extended illness of an immediate family member (parent, spouse, sibling, dependant child).
b. Extended illness or personal injury of the student.
c. Other exceptional circumstances as determined by the Head of Student Finance Operations.

Students will be required to indicate why they believe financial aid should not be terminated and provide reasons for failing to meet the satisfactory academic progress requirements. Students will also be required to supply documentary evidence in support of their appeal. This may include:

- Copy of death certificate
- Medical certificate from a registered doctor or psychiatrist
- Statement from tutor or other senior School official
- Bank statements
- Financial accounts
- Other relevant evidence specific to the appeal

All appeals should be submitted in writing along with supporting documentation to the Head of Student Finance Operations, Northcote House, The Queens Drive, University of Exeter.

Disbursement of loan funding will not be made while an appeal is being processed.

7. Appeal Decision

The decision of the appeal will be communicated to the student in writing within 14 days of submission, if all necessary supporting evidence (as determined by the SAP Appeals Panel) is complete.

The decision of the SAP Appeals Panel is final, although students have recourse to the University's student complaints procedure in the normal way.

8. Financial Aid Reinstatement

Where a student successfully appeals their satisfactory academic progress, the student will regain eligibility for the entire period of enrolment in which they were determined to be meeting the satisfactory academic progress requirement.

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