

Satisfactory Academic Progress - Undergraduate Courses

This policy sets out the Satisfactory Academic Progress (SAP) Policy for all Undergraduate courses as defined by the US Department of Education regulations; this includes all BA and BSc courses together with 4 year integrated Masters courses. The University's SAP policy is applied to all students receiving US Federal Aid loans. Failure to make SAP will mean further disbursements of direct loans are terminated. Separate SAP Policy documents are available for Postgraduate Taught courses and Postgraduate Research courses. Short courses are not eligible for Title IV funding and therefore do not fall under this SAP Policy.

SAP standards are used solely to determine US loan eligibility. All students must adhere to **University's Regulations** and students should familiarise themselves with the [Assessment and Progression](#) regulations which set out more detailed descriptions of course requirements, grades, failures and reassessment opportunities. SAP federal aid eligibility standards do not cancel, modify or override these regulations.

As Brookes uses a non term calendar, students can only start a new Borrower Based Academic Year once all credits for their year of study have been completed. Students who fail to do this would need to complete any retakes until they have the required credits before a new year of funding can be started. This will affect the amount of funding a student can borrow if they do not pass all modules. Full information can be found in our FAQs under "Is my US Federal Loan affected if I fail one module?"

How SAP is measured

A student must meet the following:

1. Grade Based Performance (qualitative standard)

Students on undergraduate courses will accumulate credit through passing modules specified by their approved programme of study until they have met the requirements for their target qualification. Progression is dependent on passing all compulsory modules and the required number of credits described in section 6 of the regulations.

The student's record is checked by the University's Subject Examination Committees (SEC) to ensure the academic standards required to progress and be able to achieve graduation are being met. Where students have completed all compulsory modules and obtained sufficient credits to progress, the qualitative standard of SAP has been met. Where a SEC concludes a student has not met the progression requirement for their course stage they will not meet SAP.

The International Student Compliance Team will assess the impact if any resits or retakes as explained in regulation 6.9, and determine if SAP can be met.

Where a student has either an Incomplete (IC) Grade, or a Deferred Disciplinary (DD) Grade or any other provisional grade, the SAP review will only be completed when the provisional grades are resolved, which could delay a disbursement. The student must engage with the University procedures for resolving these grade types. If a student does not attempt their assessments, they will be awarded a Fail grade and these **will** be used in the qualitative measure of SAP assessment. Similarly, a student who fails a module and then repeats it, would have each attempt at that module included in the qualitative measure of SAP assessment, during the relevant periods. Where the impact of the resits or retakes mean that a student has not met the progression requirements for their course stage or they will not meet the quantitative standard (timeframe) as explained below, they will not meet SAP.

2. Timeframe (quantitative standard)

Students must be studying at least half-time in order to be eligible for Federal Loans. A student is ineligible for

US Federal Loans if they drop below half time for that particular academic year. If they subsequently return to at least half time and have met the qualitative standard of SAP, they can regain eligibility.

The maximum timeframe for loan funding for undergraduate courses are as follows:

Degree and course length	Standard Timeframe	Maximum timeframe permitted for Title IV funding
BA/BSc (3 years)	3 years	4.5 years
BA/BSc (4 years)	4 years	6 years

As part of the SAP process, the number of credits remaining for a student to complete their programme will be assessed to ensure that the student can still complete within the maximum time frame permitted in the table above. Where students are able to complete the course within the permitted maximum time frame for Title IV purposes, they meet the quantitative standard (timeframe).

If a student is unable to complete the course within this time, they become ineligible for any further Title IV funding. The University Regulations (regulation 6.13) permit a longer period to complete the course, so the student can choose to continue their studies without Title IV funding. In addition to these requirements, all students must adhere to the University regulations on credit limits detailed in section [6.14](#).

Students who transfer with credit from another institution will have the time spent at the previous institution included in the maximum timeframe. Credit hours from another institution that are accepted toward the student's educational program will count as both attempted and completed hours. Periods of temporary withdrawal from a course will not be included in the maximum timeframe.

Grades that a student has had disregarded via the University's Exceptional Circumstances procedures will not count as fails for the purposes of SAP assessment as the student has been granted a further attempt at the module. As stated above the SAP Review can only be completed after Incomplete (IC) or Deferred Disciplinary (DD) grades have been resolved.

3. Pace of Completion (quantitative standard)

All Oxford Brookes University undergraduate courses are considered to use a Nonterm calendar so SAP is not required to include a quantitative (pace of completion) standard.

When SAP is measured

All Undergraduate courses at Oxford Brookes that are eligible for Title IV funding have a duration of more than one year. SAP is therefore evaluated at the end of each academic year in line with Subject Examination Committees.

Failure to meet SAP

Suspension of funding

Failure to make satisfactory academic progress will result in the suspension of financial aid unless the student submits a successful appeal and is placed on probation. The student will be notified that they have not met SAP via their University email account. No further federal aid will be issued until the student meets the SAP standards.

Appeal

A student may appeal the SAP decision if they petition the University for reconsideration of their eligibility for US Federal Aid. To do this, the student must submit an Exceptional Circumstance application or an Academic Appeals to show how their circumstances such as injury, illness or bereavement prevented them from making satisfactory academic progress.

Where a Type C or Type D Exceptional Circumstance application or an Academic Appeal has been successful, the outcome would be used to determine if the student now successfully meets the standard for Satisfactory Progression.

Probation

This is the status the University assigns to a student who is failing to make SAP and who successfully appeals as described above. Eligibility for aid may be reinstated for the following payment period only. The conditions of the probation will be the same as the conditions for academic progression in the University regulations. A student who is placed on Financial Aid Probation is eligible to receive Federal funding during the probation period. Failure to meet the conditions required to be restored to normal academic progress will result in the termination of loan funding until SAP standards are met.

Regaining Eligibility

Reinstatement of eligibility for US federal loans is not automatic. A student can only regain eligibility by submitting a successful appeal which leads to them either meeting SAP or being placed on probation or by taking action that brings them into compliance with the SAP standards. An example of this is passing sufficient retake modules to mean the student has now successfully completed the required number of credits for the period.

Please contact the University's **International Students Compliance Team** should you have any further questions.

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