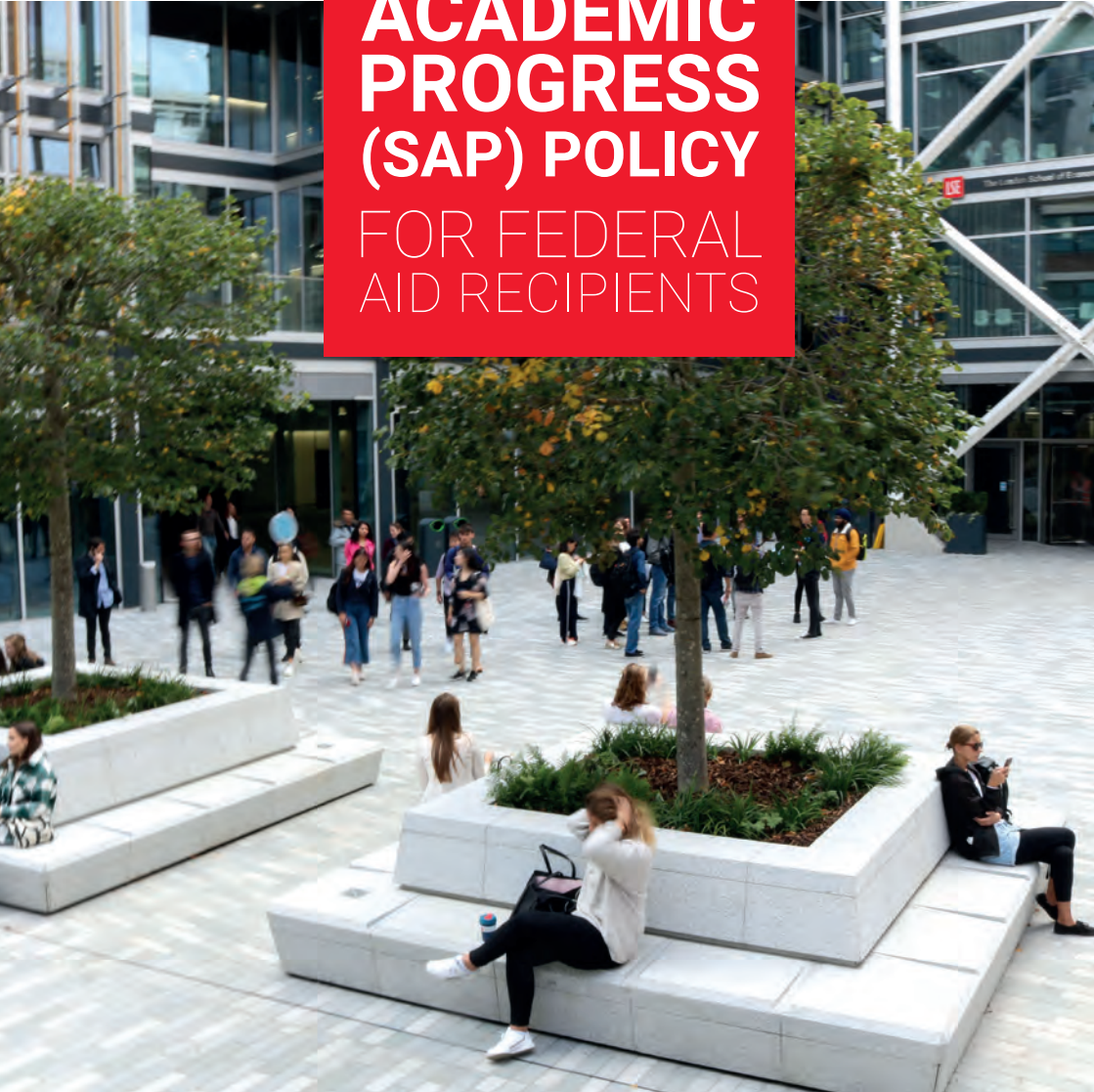




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

FOR FEDERAL
AID RECIPIENTS



Introduction

All students who are in receipt of US Federal Aid whilst studying at LSE are required to make satisfactory academic progress (SAP) on their course of study in order to maintain their entitlement to Title IV funding.

This policy applies to all categories of students in receipt of Federal loans (also known as “financial aid” and “Title IV aid”) including students on postgraduate and undergraduate courses on full time or part time modes of attendance. This policy is the same as the baseline academic standards for all students at LSE.

- 1 Federal regulations require LSE to monitor the academic progress of students receiving federal aid.
- 2 LSE is required to make sure that all students receiving U.S. financial aid are enrolled on an eligible programme of study and maintaining a minimum level of academic progress. Please refer to our [Consumer page](#) for programme eligibility requirements.
- 3 By enrolling, 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 Regulations are available in the [Calendar](#). 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.

Payment Periods

- 1 The payment periods for Undergraduate and Postgraduate students will be divided into three separate disbursements per academic year. The disbursement periods will coincide with each term Autumn, Winter and Spring. Please refer to the Term dates webpage for full details.

Students’ Academic Progress will be evaluated as follows:

- 2 At the end of each payment period if the educational program is either one academic year in length or shorter; or for all other eligible educational programs, at least annually to correspond with the end of a payment period (Spring Term)
- 3 Students on financial probation are monitored at the end of each term.
- 4 [Fees, Income and Credit Control](#) will undertake additional checks for interruptions, withdrawals and where attendance has dropped below half time (part time).
- 5 If appropriate academic progress is being made, disbursements will be made.
- 6 Assessing SAP correlates to the current academic regulations of the School. This is split by qualitative (grades) and quantitative (pace) standards.

Measuring SAP

Qualitative requirement (*Grades*)

To access quality of academic work using standards measurable against a norm.

- 1 Students must achieve minimum standard as required by the Academic Department.
 - Undergraduate: Pass at 40%
 - Postgraduate: Pass at 50%
- 2 Minimum standard should be equivalent of at least a Third-Class degree for undergraduate courses, at least a pass for postgraduate taught courses and at least at the level to allow a postgraduate research student to progress to the next research degree stage.
- 3 Is Cumulative.
- 4 Programmes that are 1 year in length, LSE checks SAP by the payment period. If programme is longer than one year, the LSE will check SAP by end of the academic year or more frequently if student is required to re-sit and or deferred assessment.
- 5 Financial Aid warnings are not allowed for programmes where SAP is checked at the end of the Academic Year.

Quantitative Requirement (*Pace*)

- 1 Students must progress through their programme at a pace which ensures that they will graduate within the maximum timeframe.
- 2 The maximum timeframe for completion is 150 per cent of the published length.
- 3 LSE takes each year of full-time undergraduate study to equal 120 UK credits and 180 UK credits for postgraduate study according to the Higher Education Credit Framework for England.
- 4 Students will need to maintain 67 per cent to maintain SAP.
- 5 A student who falls below this pace is no longer on track to complete their program within the maximum timeframe and is therefore made SAP ineligible at that point.
- 6 The maximum timeframes for different types of programs are listed below. Maximum timeframes are calculated based on the advertised course durations.
- 7 Attendance is checked regularly across the academic year, this is also required for UKVI (student visas).

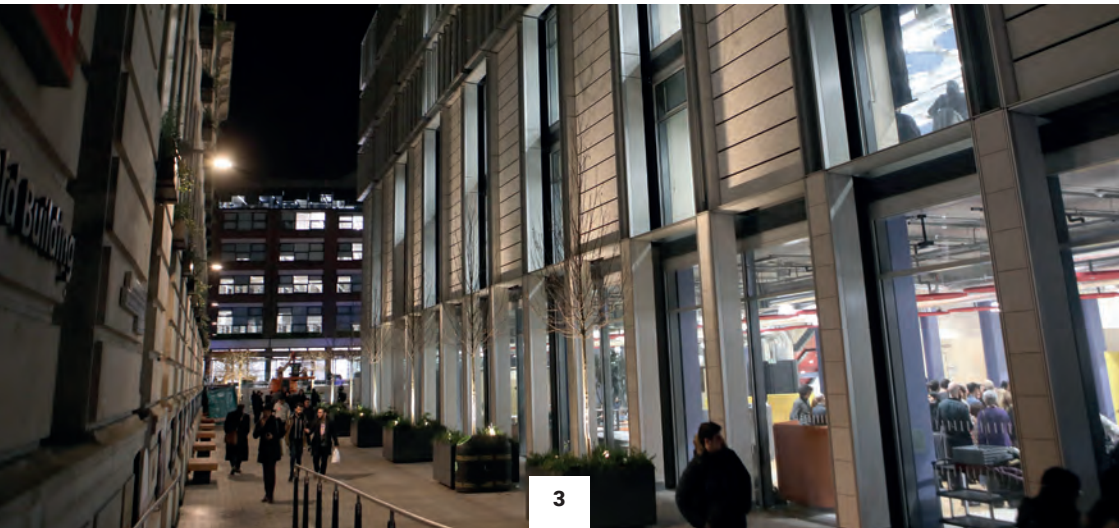
Students must also be studying at least half-time in order to be eligible for federal loans.

Although the School regards its degrees as fully compliant with the requirements of the Bologna Process, and with the first and second cycle learning outcomes described by the Qualifications Framework for the EHEA, LSE does not articulate student achievement in credit terms, ECTS or otherwise. For further information please refer to ['Types of Study'](#) webpage.

Table 1

Degree and Course length	Credits for Completion	Credits per year	Minimum number of credits required per year	Maximum timeframe	Pace
Undergraduate 3 years	360	120	80	540 Credits (4.5 Years)	67%
Undergraduate 4 years	480	120	80	720 credits (6 years)	67%
Taught Masters 9/10 months	160	160	110	202.5 Credits (13.5 months)	68%
Taught Masters 12 months	180	180	120	270 Credits (1.5 years)	67%
Research/PhD 4 years ¹	Not credit based	Not credit based	Not credit based	(6 years)	67%

¹ SAP for research programmes is monitored via regular supervision meetings, a formal annual progress review and a formal upgrade process. Progression is assessed on an individual student level and requirements vary between Programmes



- 8** Students are expected to be in attendance at the School for the full duration of each term of their programme. All seminars, tutorials and other small-group classes are compulsory. Any student who wishes to be away for a short period and for a good reason during term time must first obtain the consent of their Academic Mentor. Students away through illness must inform their Academic Mentor and each member of academic staff leading the compulsory sessions from which they are absent.
- 9** Students who miss two consecutive occasions or are regularly absent without prior approval/evidence of illness, will be reported to their Academic Mentor. A warning will usually be issued to enable students to seek support or improve their attendance patterns. If attendance continues to be unsatisfactory. Please note warnings are only given to students where programme is 1 year or less in duration.
- 10** Students who are unable to meet the progression criteria are deemed unable to progress and will be suspended for the purpose of Federal Aid until they have met the progression requirements at the next available attempt. Students who meet the progression criteria are placed in good standing for Financial Aid.
- 11** If both Qualitative and Quantitative components are met, students will be able to progress in good standing for Financial Aid and if either Qualitative or Quantitative component are not met, students financial aid will be suspended
- 12** BA/BSc students must pass at least 80 credits² taken in year one to progress to year two. Students who fail one unit at either progression point are permitted to progress but are required to resit the failed credits at the next available attempt.
Please see [Table 2](#) for a full summary
- 13** Bachelor of Laws (LLB) students must pass at least 80 credits in year one in order to progress to year two. Students who do not meet the progression requirements are required to resit the failed units at the next available attempt.
- 14** Postgraduate students are expected to maintain SAP throughout their programme, including prompt submission of all formative and summative coursework. Some postgraduate programmes which run for longer than twelve months have progression criteria which each student must meet before being permitted to continue their studies. These criteria are specified in the programme regulations.
- 15** Undergraduate programs, must be no longer than 150 per cent of published length of educational program. See Table 1.
- 16** Student is ineligible at the evaluation point where indicated and where they will exceed max timeframe.
- 17** Repeat courses will count towards quantitative measure.
- 18** Transfer credits are not accepted by the school. Please refer to our Prior Credit Policy

² LSE does not articulate student achievement in credit terms, ECTS or otherwise. For further information please refer to the [Types of Study webpage](#).

Financial Aid Warning

The financial aid warning only applies to Programmes that are one academic year in length or shorter, the school will evaluate SAP at the end of each payment period for Programmes that fall into this category.

- 1 Students that fail to make SAP will first be issued with a "Financial Aid Warning". This warning will be issued by Fees, Income and Credit Control. This warning will last for 1 payment period (ie, until the next disbursement), during which time a student can still receive Financial Aid. Students that fail to regain SAP by the next disbursement will no longer be eligible for Aid, unless they are successful in an appeal (**see below**).
- 2 It is possible to receive more than one warning period during academic career, but this cannot be consecutively.
- 3 If a student fails to make SAP by the end of an academic year, the School will notify the student that they are ineligible to receive further U.S. financial aid disbursements and their Financial Aid entitlements will be suspended. Students who fail to make SAP will have their electronic record amended accordingly throughout the academic year. These records are referred to before each Federal Aid disbursement. The table below shows the status codes that may be used on the enrolment record and the implication for eligibility for Federal Aid



Table 2: SAP progression statuses and measurement

Status Code	Progression Status	Eligibility for Federal Aid	Count towards SAP Measurement if change in enrolment
R	Enrolled	Good standing	N/A
RRT	Registered, repeat tuition and exams	Ineligible	Yes, any credit hours already completed would be counted in the quantitative standard (pace).
BP	Break for personal reasons, not enrolled	Ineligible	If a student breaks in the middle of the academic year, any credit hours completed would be counted in the quantitative standard (pace). The period while suspended would not be counted towards the quantitative standard (pace).
BU	Unauthorised break, not enrolled	Ineligible	If a student breaks in the middle of the academic year, any credit hours completed would be counted in the quantitative standard (pace). The period while suspended would not be counted towards the quantitative standard (pace).
URE	Unregistered, repeat exams	Ineligible	Yes, any credit hours already completed would be counted in the quantitative standard (pace).
W	Withdrawn	Ineligible	<p>If a student withdraws in the middle of the academic year, any credit hours completed would be counted in the quantitative standard (pace). SAP will be measured each term.</p> <p>Example: If you a student were to withdraw in the middle of the term you will be given a pace of 0 per cent.</p> <p>In order to determine SAR the School is required to look at the students cumulative pace</p>
I	Incomplete	NA	Not allowed at LSE

Examples of changes that may affect SAP

- If students have not submitted assessments, the School may withdraw their Title IV loans due to not meeting the progression rules.
- If a student withdraws from the School at any point during their course, this will also affect their SAP. Therefore, this will make the student fail SAP and ineligible to receive Title IV loans on the Quantitative measure.
- If students are resitting assessments or examinations, but are not attending classes, they are not eligible to receive Title IV loans until they pass the relevant units and meet SAP requirements.

Appeal

- 1 To appeal the financial aid suspension, a student must, within 14 calendar days of notification submit to the Fees, Income and Credit Control (fees@lse.ac.uk) a signed and dated letter of appeal explaining why they should not have Financial Aid suspended. A student may appeal due to an emergency condition (eg, health, family, catastrophe, etc) and state what has changed in their situation that will allow them to meet Satisfactory Progress at the next evaluation date. Documentation verifying the situation may be requested.
- 2 The Federal Aid Committee will consider the appeal and render a decision, which the Head of Fees, Income and Credit Control will convey in writing to the student within two weeks of the student's appeal.

Probation

A student can only be placed on probation if;

- 1 The student has appealed a financial aid suspension **and**
- 2 Appeal has been approved by the School **and**
- 3 Student expected to be making SAP in next payment period **or**
- 4 Be successfully following an academic plan designed to ensure they will be able to meet SAP by a specific point in time.
- 5 Probation will only last for one payment period (Term).
- 6 After the term, if the student meets SAP, they will be become eligible, if the student does not meet SAP they will become ineligible.
- 7 To regain eligibility, students will need to use their own money to continue and meet SAP at a later time to become eligible.



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charity and is incorporated in England as a in place.**

LSE takes every step to ensure the safety of all students
and staff.

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