



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

FOR FEDERAL  
AID RECIPIENTS

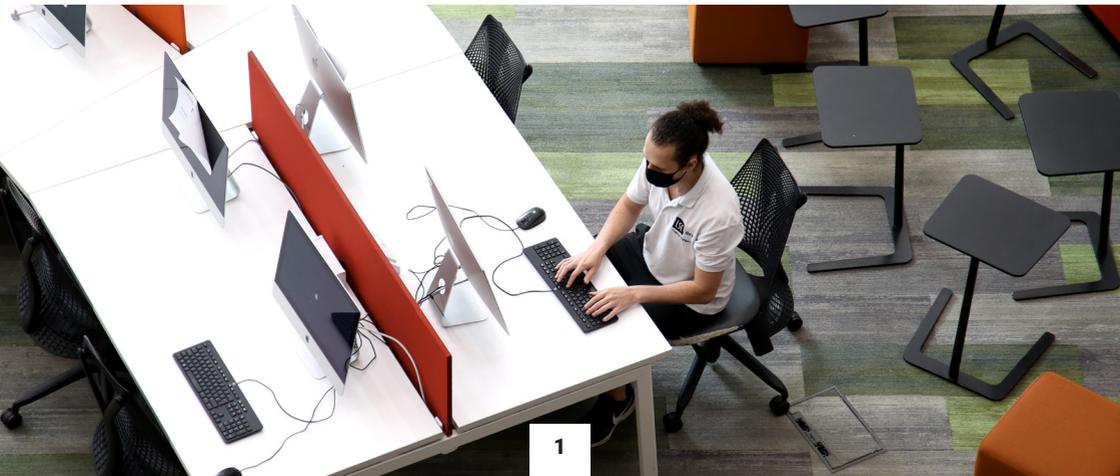


# Introduction

- 1 The LSE is required to make sure that all students receiving U.S. financial aid are registered on an eligible programme of study and maintaining a minimum level of academic progress.
- 2 This policy outlines a number of specific points which applies to all students in receipt of Federal loans (also known as "financial aid" and "Title IV aid").
- 3 In registering, 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.
- 4 SAP will be checked at the end of the term.

## Payment Periods

- 1 The payment periods for Undergraduate and Postgraduate students will be divided into three separate disbursements per academic year. The periods will coincide with each term: Michaelmas, Lent and Summer.
- 2 The School will check SAP officially at the end of each term and **Fees, Income and Credit Control** will check prior to each disbursement.
- 3 if appropriate academic progress is being made, disbursements will be made.
- 4 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.
- 2 Minimum standard should be equivalent of at least a Lower Second 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 Student will need to maintain 67 per cent to maintain SAP.

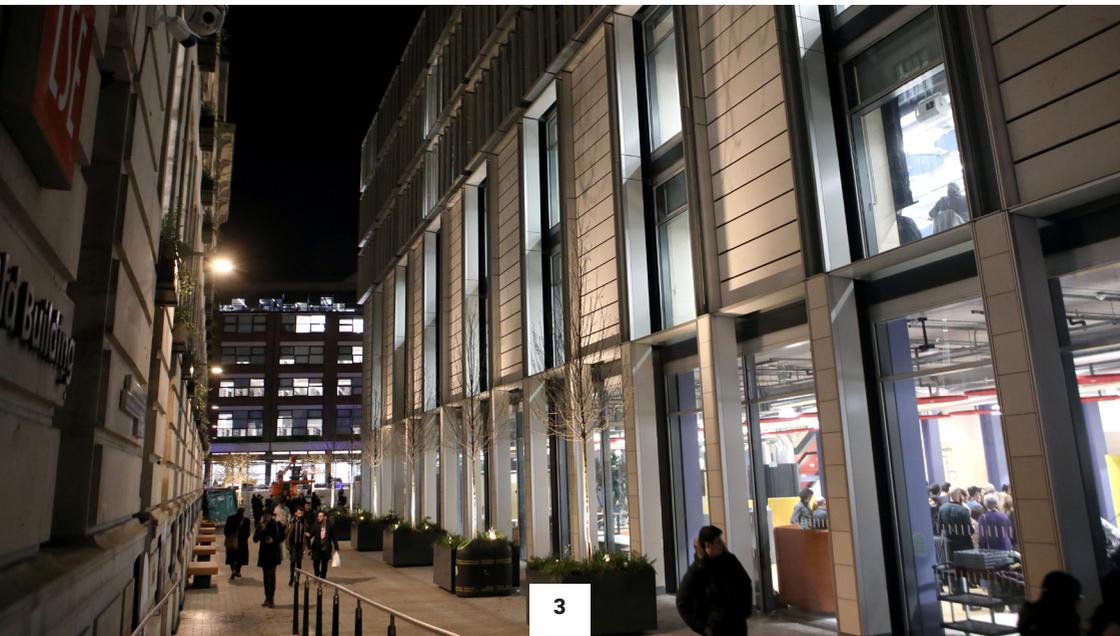
### Quantitative Requirement (*Pace*)

- 1 Students must progress through their course 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 of the course as measured in credit hours.
- 3 The School 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.

Degree and Course length	Credits for Completion	Maximum Timeframe	Pace
Undergraduate 3 years	360	540 Credits (4.5 Years)	67%
Undergraduate 4 years	480	720 credits (6 years)	67%
Taught Masters 9 months	135	202.5 Credits (13.5 months)	67%
Taught Masters 12 months	180	270 Credits (1.5 years)	67%
Research/PhD 12 months	180	270 credits (1.5 years)	67%

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

- 4 All students are expected to maintain SAP throughout their programme, this will be checked each term.
- 5 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.
- 6 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.
- 7 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.
- 8 Pace is determined how earned credits divided by attempted credits.



- 9** BA/BSc students must pass at least three of four course units (or their equivalents) taken in year one to progress to year two. BA/BSc students must pass at least seven of eight course units (or their equivalents) taken by the end of year two in order to progress to year three. Students who fail one unit at either progression point are permitted to progress but are required to resit the failed unit at the next available attempt. Pace will need to be 67 per cent to meet SAP.
- 10** Bachelor of Laws (LLB) students must pass each of the five course units taken in year one in order to progress to year two. LLB students must pass two of four course units (subject to up the failed course units being condoned) to progress from year two to year three. Students who do not meet the progression requirements are required to resit the failed units at the next available attempt.
- 11** 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.
- 12** Undergraduate programs, must be no longer than 150 per cent of published length of educational program as measured in credit hours.
- 13** Student is ineligible at the evaluation point where indicated and where they will exceed max timeframe.
- 14** Repeat courses will count towards quantitative measure.

### **Financial Aid Warning**

- 1** Students that fail to make SAP will firstly be issued with a “Financial Aid Warning”. 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 1: SAP progression statuses and measurement**

Status Code	Progression Status	Eligibility for Federal Aid	Count towards SAP Measurement if change in enrolment
R	Registered	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 registered	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 registered	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 students have not submitted assessments, the School may withdraw their Title IV loans due to not meeting the progression rules.
- If students withdraw from the University 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](mailto: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. 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. The decision of the Committee is final.

## 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 1 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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**LSE Fees, Income and  
Credit Control Office**

Lionel Robbins Building  
5th Floor, Houghton Street  
London WC2A 2AE

**+44 (0)20 7955 7765**

**[fees@lse.ac.uk](mailto:fees@lse.ac.uk)**

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Photography: Nigel Stead, LSE School Photographer and Maria Moore.

Please note: a number of photographs in this document were taken before UK social-distancing guidance was in place.

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

**[lse.ac.uk/ficc](http://lse.ac.uk/ficc)**