

Satisfactory academic progress for Federal Aid recipients



**Loughborough
University**

A student who is in receipt of US Federal Aid whilst studying at Loughborough University is required to make satisfactory progress on their course of study and to abide by all Ordinances and Regulations of the University.

The US Department of Education requires Loughborough University to check the student's progress at intervals, and to ensure they are meeting requirements.

A student is required to be enrolled at least half-time for the duration of their studies to retain eligibility for Financial Aid.

Taught Students (on an Undergraduate or Postgraduate Programme) are expected to maintain satisfactory progression through their course of study. If a student's average marks over an academic year drop below an equivalent of 2.0 GPA (lower than 50%) they will lose eligibility for Financial Aid. If a student appeals the decision they may be placed on probation for Financial Aid until the next disbursement by which time their grades will be expected to be at the required level. If the student achieves the required standard they will be placed in good standing for financial aid. If the student fails at the next attempt and does not proceed on their course of study then Financial Aid will be suspended. If the student meets the requirements for progression on the course of study they will be placed in good standing for financial aid.

An examination result of 'Progress to the next Part of your programme' or a board decision of Pass is sufficient for disbursements made after results have been published and for the first disbursement of the following year. No progress confirmation is required for the first disbursement of a student's programme of study.

Please note, these requirements relate to a student's eligibility for Financial Aid and are distinct from the University's requirements for progression as detailed in [Regulation XX \(Undergraduate Awards\)](#) and [Regulation XXI \(Postgraduate awards\)](#). It should be noted that the requirements for Federal Aid are higher than the requirements for progression.

Maximum timeframe for Federal Aid eligibility

Students may not take more than 150% of the normal duration to complete their studies.

For students on an undergraduate degree programme where the requirement is 360 credit hours, the maximum timeframe is 540 credit hours, with a pace of completion of 67%,

For students on a postgraduate degree programme, where the requirement is 180 credit hours, the maximum timeframe is 270 credit hours, with a pace of completion of 67%.

For students on a postgraduate research degree, where the normal duration is 3 years, the maximum timeframe is 4.5 years, with a pace of completion of 67%.

Please note these maximum timeframes relate to Federal Aid eligibility and are distinct from the maximum period of registration and visa requirements.

Research Students are expected to maintain satisfactory progress throughout their course of study. Enrolment will be checked and Schools are required to complete and return a form confirming that the student is progressing satisfactorily in the required time frame, before Financial Aid payments are made. Financial Aid payments are usually made twice in an academic year.

No progress confirmation is required for the first disbursement of a student's programme of study. A successful annual progress review for a research student, in which they are permitted to progress to the next year, is sufficient for disbursements made after it has been conducted. It is also sufficient for the first disbursement in the following year. If the student is not progressing, then they will lose eligibility for Financial Aid. If a student appeals the decision they may be placed on probation for Financial Aid until the next disbursement. If, at the time of the next request, the student is not progressing, then the student's Financial Aid will be suspended.

If time put into the research is felt by the department not to be at least 50%, Financial Aid will be suspended. If the student meets the requirements for progression on the course of study they will be placed in good standing for financial aid.

Students will be informed by email if Financial Aid is probated or suspended. Students may appeal for extenuating or unforeseen circumstance. Verification will be required.

Appeal Procedure

Any appeal against the financial aid suspension must be made within 10 working days. The letter of appeal must be signed and dated, explaining why he or she should not be suspended. The appeal must be sent to the Academic Registrar. A student may appeal due to circumstances such as:

- a *serious* or *significant* medical condition or illness (to include both physical and mental health problems).
- *exceptional* personal circumstances (e.g. serious illness or death of an immediate family member or close friend, including participation in funeral and associated rites; being a victim of crime).
- exceptional travel circumstances *beyond the student's control* which prevented them from attending an examination or other scheduled assessment.

When making an appeal ***independent supporting evidence*** must be supplied. This can be documents such as a medical certificate; a copy of a death certificate; a police incident number notification; a letter of confirmation from your Personal Academic Tutor, Hall Warden or other appropriate third party; a letter of confirmation from the Counselling Service; etc. Claims without such documentary evidence will not be considered.

The Academic Registrar will consider the appeal and render a decision, which will be conveyed in writing to the student within 10 working days of the student's appeal.

Please send your appeal to:

The Academic Registrar
Academic Registry
Rutland Building
Loughborough University
Loughborough

LE11 3TU

All decisions made are final.

Reinstatement:

If a student's appeal against suspension is successful, then the student will be placed on probation for the payment period.

A student who has their Federal Aid suspended but continues the programme under their own means and subsequently meets Satisfactory Academic Progress standards will be entitled to regain a probationary status and apply for loans.

Students who have exceeded the 150% time limit on their programme cannot be reinstated.

Richard Barber
Assistant Registrar
March 2018