



**Northumbria
University**
NEWCASTLE

Procedure on Satisfactory Academic Progress for US Financial Aid Recipients

All students who are in receipt of US Federal Aid whilst studying at Northumbria University are required to make satisfactory academic progress on their course of study and to abide by all Regulations of the University. See <https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/handbook-of-student-regulations/>.

The US Department of Education require the University to check the student's progress at intervals, and to ensure that they are meeting the satisfactory academic requirements for their course.

Staff at Northumbria University will conduct a review twice a year to determine the student's successful progress toward obtaining a degree. These reviews will take place in December and April and will be conducted via written reports from the student's guidance tutor or degree programme director. In order to remain enrolled in the Direct loan programme or to continue receiving aid, a student must satisfy the requirements in the Assessment Regulations for Taught Awards: https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/pl049-v002-academic-regulations-for-taught-awards-2021-22-for-levels-3-4-5_new-l7.pdf?modified=20210910145131

No progress confirmation is required for the first disbursement for the student's programme of study.

Qualitative Requirements

- Undergraduate students are expected to maintain satisfactory progress through their course of study. If a student's average marks drop below an equivalent of 40% the student will be given a financial aid warning 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 marks do not meet the required standard at the next attempt the student will be suspended for the purpose of financial aid.
- Postgraduate taught students are expected to maintain satisfactory progress through their course of study. If a student's average marks drop below an equivalent of 50% the student will be given a financial aid warning 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 his course of study then Financial Aid will be suspended
- Postgraduate research students need to comply with the University's requirements for progression, as stated in the Assessment Regulations for Northumbria Awards: https://northumbria-cdn.azureedge.net/-/media/misc/research_duplicate/research_duplicate/documents/pdf2/academic-regulations-for-research-awards-2021_22.pdf?modified=20210927140304. Progress will be checked with the student's supervisor at regular intervals.

Quantitative requirements

Students must note that there is a maximum timeframe to receive aid.

The maximum timeframe entitles undergraduate students to receive aid for 150% of the allocated programme of study time frame.

e.g. The percentage is calculated by dividing the total number of hours successfully completed by the number of hours attempted.

i.e. 4-year Bachelors – 360 credits degree X 150% = 6 Years

A full-time student on a taught postgraduate programme is normally expected to complete the programme in one year and a part-time student on a taught postgraduate programme is normally expected to complete the programme in two years.

Postgraduate research students must complete their programme within the allocated timeframe although extensions may be granted at the discretion of the Programme Leader/PhD supervisor.

Withdrawals

Financial aid will be disbursed at two intervals for undergraduate students (October and January) and three intervals for Postgraduate Taught and Postgraduate Research students (October, January and April). Students who withdraw after that will have the eligibility to retain part of their financial aid calculated on the percentage of the semester attended. Students who attend more than 60% of the term may retain all of their aid. See the Return of Title IV (R2T4) Policy for further information. If a student withdraws, the qualitative and quantitative requirements will be the same as for continuing students.

Transfer students

Transferring from one Northumbria University degree programme to another is possible but is assessed on a case by case basis. Should students wish to transfer programmes, they should contact the Change of Circumstances team. Further information can be found on their website:

<https://www.northumbria.ac.uk/study-at-northumbria/support-for-students/staying-on-course/> . If accepted, credit hours that are accepted from another institution towards the student's education program will be counted as both attempted and completed hours. Qualitative and quantitative arrangements are the same for transfer students as listed above for regular students.

Repeat students

Students who have failed part of the whole of a module should refer to the Assessment Regulations for Taught Awards for advice on Referral on a full-time programme: https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/pl049-v002-academic-regulations-for-taught-awards-2021-22-for-levels-3-4-5_new-l7.pdf?modified=20210910145131

Qualitative and quantitative arrangements are the same for repeat students as listed above for regular students.

Failure to make Satisfactory Academic Progress

Students will be notified via email from the Financial Aid Office if they do not make satisfactory academic progress on their programme.

Financial Aid Warning

Students who fail to make satisfactory academic progress will firstly be issued with a Financial Aid Warning. This warning will last for one payment period (i.e. until the next disbursement), during which time a student can still receive financial aid. Students who fail to regain Satisfactory Academic Progress by the next disbursement will no longer be eligible for aid, unless they are successful in an appeal.

Appeal Procedure

When students lose financial aid eligibility because they fail to make satisfactory progress, they may appeal their results on the basis of special circumstances. Student special circumstances include injury or illness of the student, family illness, catastrophe, etc. Students must within 14 calendar days of notification, submit to the Student Financial Support Team a signed and dated appeal form (available from the Student Financial Support Team) explaining why they failed to make satisfactory progress. Students must state what has changed in their situation that will allow them to make satisfactory progress by the next evaluation date. Documentation verifying the student's claim must be produced.

The Federal Funding Appeal Group (FFAG) will consider the appeal and render a decision, which the Manager of Student Financial Support will convey in writing to the student within two weeks of the appeal.

Appeals must be sent to the:

US Financial Aid Team, Welfare, Immigration and Funding Team, First Floor, Sandyford Building, Northumbria University, Newcastle upon Tyne, NE1 8ST

All decisions made by the Appeal Group are final.

If an appeal is disapproved, a student will lose their eligibility to funding.

Financial Aid Probation

If an appeal is successful, then the student will be placed on probation for the payment period.

Students who have their Federal aid suspended but continue their course under their own means and subsequently meet Satisfactory Academic Progress standards will be entitled to regain a probationary status and apply for, or receive loans.

Students that fail SAP after a period of probation cannot continue to access Title IV Funds.

Chris Morgan

Financial Aid Officer

Northumbria University

Last updated: 19 May 2022 Matthew Hosken