



The  
University  
Of  
Sheffield.

Student  
Administration  
Services.

### **Satisfactory Academic Progress for US Loan programs:**

Alongside the [University of Sheffield regulations](#):

Student loan recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each semester/term in which they are enrolled.

Satisfactory Academic Progress (SAP), as described below, is evaluated twice each year, in February and August. Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

You are required to provide a signed slip from your academic tutor or another member of academic staff in your Department, indicating your academic progress to date is satisfactory.

This policy applies only to eligible US and eligible non-US citizens receiving Title IV aid, specifically the Federal Stafford and PLUS loans.

### **Basic Standard for Satisfactory Performance:**

Undergraduate Students receiving student loans must meet World University's institutional requirements for minimum satisfactory performance. These are defined as follows:

1. Minimum cumulative grade point average (GPA). The student must maintain a minimum cumulative GPA of 2.0.
2. Minimum completion rate. The student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%).
3. Federally mandated maximum time frame to complete the program/degree.

Students must complete their educational program within a time frame no longer than 150% of the published length of the educational program (for example, completing the program after attempting a maximum of 180 credits for a 120-credit program).

Federal regulations require that the University tracks the academic progress of student loan recipients from the first date of enrolment at the World University, whether or not student loans were received at that time. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards, but these courses do not affect the calculation of the GPA.

In all cases where attempted credits, including transfer credits, exceed the 150% time frame, a student will be placed on Student Loan Denied status, not Student Loan Probation. No financial aid will be disbursed for the student during subsequent semesters/terms unless the student has made an appeal of the Student Loan Denied and the appeal is granted. Students who have completed their degree requirements, but who are still attending courses, are not eligible to continue to receive aid even if they are below the maximum time frame.

### **Treatment of W, I, AU, F, & S Grades, No Grade Reported, and Repeated Course Work**

1. Course withdrawals (W) after the drop/add period are not included in the GPA calculation but are considered a non-completion of attempted course work.
2. Incomplete (I) grades are not included in the GPA calculation, and are considered a non-completion of attempted course work until the Incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. In all cases where no grade is assigned, an "I" grade will be used in the determination of satisfactory academic progress.
3. An audit (AU) grade is not considered attempted course work. It is not included in the GPA calculation or completion rate determinations.
4. A satisfactory grade (S) is treated as attempted credits that are earned, but is not included in calculation of GPA.

5. F-grades are treated as attempted credits that were not earned, and so are included in both the calculation of GPA and minimum completion rate.

6. For a course that is repeated, the GPA computation will take account of the most recent grade earned, but every repeated attempt will be included in the completion rate determinations. No student loans can be disbursed for a repeated attempt if the student has already achieved a passing grade for that course, and World University's policy means that a student receives aid for only one repeat of a course.

### **Student Loan Probation Status**

Students who fail to meet the minimum 2.0 cumulative Grade Point Average standard, or who fail to complete at least two-thirds of cumulative credits attempted, will be placed on Student Loan Probation for the subsequent semesters/terms of enrolment until the next evaluation of Satisfactory Academic Progress (February and August).

Student loans can be received during the semesters/terms of probation. Student loan disbursements for the next period of enrolment will be held until the grades and course completions have been reviewed for the semesters/ terms of Student Loan Probation. Students receiving financial aid for the first time will be placed on Student Loan Probation if they have failed to meet this policy's minimum grade point average or course completion standards during a previous semester/term of enrolment at Sample University.

### **Student Loan Denied Status**

While students are on Student Loan Probation or on Student Loan Denied status, they must maintain the minimum completion rate and/or a minimum cumulative GPA of 2.0 or better. Failing to do so will place a student on Student Loan Denied status for subsequent semesters/terms of enrolment. No financial aid will be disbursed during subsequent semesters/terms until the student is removed from Student Loan Denied status.

Students failing to satisfy the 150% requirement will also be placed on Student Loan Denied status. No aid will be disbursed during subsequent semesters/terms unless the student has made an appeal and the appeal is granted for that semester/term. There are no exceptions to this requirement. Students in a 120-credit bachelor degree program who have attempted in excess of 180 credits including transfer credits are no longer eligible for financial aid. There is no probationary period once the 150% standard has been exceeded.

### **Reinstatement of Aid After Student Loan Denied Status**

Reinstatement of financial aid after a student is placed on Student Loan Denied status is achieved in one of the following ways:

1. The student submits a written letter of appeal in accordance with the appeal process, and Financial Assistance grants the appeal. The student is placed on Student Loan Probation for the semester/term rather than on Student Loan Denied status.

2. The student attends World University, pays for tuition and fees without the help of student financial aid, and does well enough in the course work to meet all the Satisfactory Academic Progress standards. The student regains aid eligibility in a probationary status. Students on Student Loan Denied status for failure to meet the 150% requirement cannot regain eligibility this way.

Students whose attempted credits have exceeded 150% of their program cannot regain financial aid eligibility except through the appeals process and on a semester-by-semester or term-by-term basis.

### **Appeal Process**

The student must submit an appeal of Student Loan Denied status in writing to the Head of Fees and Funding Team by the date specified in the Student Loan Denied notification letter. Student Administration will review the appeal and notify the student in writing of its decision within 14 working days after the Review. All decisions made by Student Administration are final.

### **Contact Information :**

Student Fees and Funding Team

T: +44 (0) 114 222 1319

E: [usloans@sheffield.ac.uk](mailto:usloans@sheffield.ac.uk)

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