

## **1. Background and context**

Hartpury University is registered to administer US Federal student aid. US Federal regulations state that, in order to be eligible to receive federal aid from the US Department of Education and receive their full loan entitlement each academic year, a student must be fully enrolled on an eligible education course and be judged to be making satisfactory academic progress (SAP). Loan schemes governed by these regulations are:

- Unsubsidised Direct Loans
- Subsidised Direct Loans
- Direct PLUS Loans

## **2. Hartpury University Regulations for determining satisfactory academic progress**

Hartpury has robust academic regulations that set out the parameters of satisfactory academic progress, across all of our university programmes (honours degrees, masters degree and postgraduate programmes):

[https://www.hartpury.ac.uk/media/5290/hartpury\\_academic\\_regulations\\_2018-19\\_approvedv3.pdf](https://www.hartpury.ac.uk/media/5290/hartpury_academic_regulations_2018-19_approvedv3.pdf)

In addition, Hartpury is required to adhere to UK Visa and Immigration regulations (UKVI) relating to enrolment, repeating and duration of study at a specific academic leave for students studying in the UK on Tier 4 visas.

## **3. Procedure for assessing Satisfactory Academic Progress of US Federal Aid recipients at HARTPURY**

The academic progress of students will be assessed prior to the disbursement of Federal Aid at the start of each academic term to determine continued eligibility. The Student Financial Support Officer will seek confirmation from the student's academic school that satisfactory academic progress has been made under the following criteria in line with US Federal Regulations:

- a. The student is on track to complete their academic course in no more than 150% of the published length of the programme measured as appropriate in academic terms. This time scale includes any previous period of study at other institutions for the same programme. You can find further information about Hartpury's Tier 4 responsibilities in the [International Information guide](#).
- b. The student's progress is measured in line with the level of achievement expected for his/her academic programme, as defined in full detail in Hartpury's [Academic Regulations](#), and sufficient to enable continued academic progression on their course.  
To summarise:
  - i. Quantitatively, Hartpury do not utilise a Grade Point Average (GPA) scoring system and instead it is required that students gain 120 credits per academic year of study, in order to progress into the next year of their programme.

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- ii. Credits are awarded for the completion of each module and students will take a set number of compulsory and optional modules of differing credit weights (applicable to their programme) which, in total, will add up to the required 120 per academic year.
  - iii. In order to earn the amount of credits associated with each module, the student must achieve a cumulative score of at least 40% in each module's assessments for undergraduate programmes and 50% in each module for postgraduate programmes.
  - iv. If a student achieves less than 90 credits in an academic year, they would fail to meet SAP and would be issued with a **financial aid warning** (see point 4 below).
  - v. If a student completes more than 90 credits, but less than 120, in Year 1, they meet SAP and may successfully progress into Year 2 on the clear understanding that the remaining credits (up to 30) be retaken alongside their Year 2 studies.
  - vi. Failure to complete the missing Year 1 credits would result in the student being withdrawn from study.
- c. The student has appropriate standing at the time of the SAP assessment consistent with the institution's requirements for the successful completion of course once they have completed 240 credits by the end of Year 2 studies. Where SAP is confirmed, the student's financial aid will be processed as normal.
- d. In order to comply with the Pace of Completion, which is cumulative and forms part of the quantitative measure of SAP, students must pass 75% of all attempted credits at the end of each academic term (i.e. at least 90 credits must be completed per year).
- e. Below is a list of the maximum timeframes (MTF) allowed for the study of our undergraduate educational programmes. This forms part of the qualitative measure of SAP:

	Maximum Enrolment Period (years)	
	Full time study mode	Part Time study mode
Foundation Degree	5	6
Foundation Degree (with integrated placement of sandwich year)	6	7
Bachelor degree (ordinary and with honour)	6	9
Bachelor degree (with integrated placement of sandwich years)	7	10
Bachelor degree (Level 6 entry)	3	3
Bachelor degree (with foundation year)	6	9
Bachelor degree with integrated placement year (with foundation year)	8	10
Integrated Masters Degree	7	10
Integrated Masters Degree with integrated placement year	8	10

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Integrated Masters Degree (with foundation year)	8	10
Integrated Masters Degree with integrated placement year (with foundation year)	9	10

- f. Below is a list of the maximum timeframes (MTF) allowed for the study of our postgraduate educational programmes:

	Maximum Enrolment Period (years)	
	Full time study mode	Part Time study mode
Master of Arts Degree	5	7
Masters in Research Degree	5	7
Master of Science Degree	5	7

- g. The maximum enrolment period within which a student may complete the route to their target award, including permitted reassessment, may be constrained by limitations on the life span of a module or programme. This is in order to safeguard the currency of knowledge and its application in a professional context or the availability of resources to deliver a module or group of modules. If the maximum enrolment period is constrained, this will be stated in the programme or module specification.
- h. Where a student has not completed their target award, and reaches the maximum enrolment period, they will be allowed to complete outstanding reassessment within a module attempt. However, a student will not be allowed to enrol on a further attempt at a module. They will then be required to withdraw and will be granted the highest award to which they are eligible, validated within their programme of study.
- i. Repeat grades will not count against CGPA and it will count against Pace of Completion and MTF.
- j. Students must pass the both the qualitative and quantitative components in order to meet Satisfactory Academic Progression.

**4. Financial Aid Warning**

Where the academic school is unable to confirm that the student is making satisfactory academic progress (though the student is still enrolled on the course and is still in a position to complete their course within the stipulated timeframe), the student will be issued with a **financial aid warning** for the next academic term in writing. The student will continue to receive their financial aid during this period but will be expected to have resumed satisfactory academic progress at the end of the next academic term / prior to the next disbursement of financial aid.

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Where satisfactory academic progress is not confirmed by the end of the academic term, the student will be advised in writing that their financial aid will be suspended.

## **5. Appeals - exceptional circumstances affecting satisfactory academic performance**

A student who has received written advice that their financial aid will be suspended may appeal (within 10 days of receiving written notification) if they consider that exceptional circumstances surrounding their progress can be demonstrated.

Exceptional circumstances may include:

- a. Death or extended illness of an immediate family member (parent, spouse, sibling, dependent child).
- b. Extended illness or personal injury of the student.
- c. Other relevant exceptional circumstances.

Students will be required to indicate why they believe financial aid should not be terminated and provide reasons for failing to meet the satisfactory academic progress requirements. Students will also be required to supply documentary evidence in support of their appeal. This may include:

- Copy of death certificate
- Medical certificate from a registered doctor or psychiatrist
- Statement from tutor or other senior School official
- Bank statements
- Financial accounts
- Other relevant evidence specific to the appeal

All appeals should be submitted in writing along with supporting documentation to the Student Services Manager (Frontline Services). Disbursement of loan funding will not be made while an appeal is being processed.

The circumstances of the appeal will be considered further and a decision of the appeal will be communicated to the student in writing within 14 days of submission, if all necessary supporting evidence is complete.

## **6. Financial Aid Probation**

Where student's appeal is upheld, the student will have their financial aid reinstated, but will be placed on financial aid probation for next academic term. The student will be expected to have resumed SAP prior to the next disbursement of financial aid or where appropriate, meet the conditions of an academic action plan that has been put in place for the student through consultation with the student's academic tutor and other relevant specialist staff, to ensure that the student is able to meet the institution's satisfactory academic progress standards by an agreed time in the future.

Further advice and support is available from:

**Student Funding Team**

**Tel:** +44 (0) 1452 702189

**E-mail:** [studentfinance@hartpury.ac.uk](mailto:studentfinance@hartpury.ac.uk)