



## Federal Student Aid Academic Year 2017-18 Satisfactory Academic Progress (SAP)

### Satisfactory Academic Progress Policy

The University is required to establish a Satisfactory Academic Progress (SAP) Policy in accordance with U.S. Department of Education regulations. Student eligibility for U.S. Federal Loans is dependent on meeting SAP standards. Student records are reviewed at the end of each payment period to ensure students are making adequate progress towards completing their degree programmes. Please ensure you are familiar with the SAP policy published on the International Student Support (ISS) website [here](#).

### SAP Definition

A student is making SAP when they are enrolled at least part-time; attending at least 50% of scheduled academic activities; progressing on all modules; and expected to pass exams and coursework submitted. Students must also be studying outside the USA and completing within 150% of the published length of their programme.

### When and how is SAP confirmed?

Students who receive U.S. Federal Loans will be evaluated at the end of each payment period/semester. Schools/Institutes are responsible for submitting student attendance records and progress reports to ISS at the end of each payment period/semester. Exam results will also be reviewed when results are available.

\*\*New students meet SAP at the start of the first payment period by receiving an unconditional offer to study at Queen's.

### Satisfactory Academic Progress Reviews:

#### Autumn semester

*Payment period:* 25/09/2017 - 07/01/2018 (15 wks)

*Review date:* 15/12/2017

#### Spring semester

*Payment period:* 08/01/2018 - 03/06/2018 (21 wks)

*Review date:* 11/05/2018

#### Summer semester (Postgraduate students only)

*Payment period:* 04/06/2018 - 23/09/2018 (16 wks)

*Review date:* 08/09/2018

### Attendance Records

Students borrowing U.S. Federal Loans are required to attend at least 50% of all scheduled academic activities. It's important that you do attend more than 50% of all activities to remain eligible for Federal Loan disbursements. Your attendance record will be submitted to ISS at the end of the payment period/semester. This attendance requirement is included in the SAP policy. Further information can be found in the SAP Policy [here](#).

### Progress Report

Schools/Institutes will report on student progress at the end of each payment period/semester. The progress report will confirm that students are meeting the following requirements:



## **Federal Student Aid Academic Year 2017-18 Satisfactory Academic Progress (SAP)**

Students must be enrolled at least part-time; progressing on all modules; expected to pass exams and coursework submitted; studying outside the USA and completing within 150% of the published length of their programme. Exam results will be reviewed when results are available.

### **What happens if I don't make satisfactory academic progress?**

Students not making progress will be put on Financial Aid Warning status for the next payment period. Students who fail to make SAP by the next payment period may lose their Federal Loan eligibility.

### **What are the payment periods for the 2017-18 academic year?**

Undergraduate students will have an autumn and spring payment period and postgraduate students will also have a summer payment period. Disbursements are made at the beginning of each payment period. At Queen's University the payment period is term-based and so the dates correspond with academic term dates. The payment periods for the 2017-18 academic year are as follows:

Autumn Payment period: **25/09/2017 - 07/01/2018**

Spring payment period: **08/01/2018 - 03/06/2018**

Summer payment period - postgraduate students only: **04/06/2018 - 23/09/2018**