Satisfactory Academic Progress (SAP)
For Title IV Financial Aid Recipients

All students applying for or receiving US federal aid (subsidized Stafford, unsubsidized Stafford and Federal PLUS) at the University of Liverpool must progress satisfactorily towards completion of a chosen academic programme.

The University of Liverpool has a clear Code of Practice on Assessment for undergraduate and postgraduate taught degrees, appended to which is Appendix E (Guide on the Progress of Students on Taught Programmes of Study).

Progression requirements for postgraduate research degrees are described in the Handbook for Postgraduate Research Students and Supervisors.

Students receiving financial aid will be evaluated at the end of each semester, prior to their subsequent disbursement of federal aid. This evaluation process will consider the student's progress as per the requirements stipulated in the code applicable to their degree and level, to determine their eligibility for continued awards of aid.

Remedial non-credit courses, change of major and transfer of credits

The University does not allow recipients of Title IV aid to take non-credit remedial courses. Only those credits which count toward the award being sought will be considered for the purposes of Satisfactory Academic Progress.

Notification

You will be notified in writing if your academic progress is not considered to be satisfactory in line with the progression requirements noted above. You will not be notified if you are considered to be progressing satisfactorily.

Financial Aid Warning

Failure to achieve Satisfactory Academic Progress (SAP) at the required standard as per the requirements stipulated in the Code of Practice on Assessment, or Handbook for Postgraduate Research Students and Supervisors, as appropriate, will result in a Financial Aid Warning.

A student who receives a Financial Aid Warning will receive Title IV aid for one further payment period (i.e. the following semester).

At the end of that payment period an assessment will be made to determine if SAP has been made. If the student meets SAP standards they will regain eligibility for the following payment period.
If a student fails to meet SAP standards at this time they will be issued a Notice of Suspension of Aid and advised to submit an appeal.

**Appeals**

Students who lose eligibility for Title IV aid because they have failed to achieve SAP may appeal if one or more of the following circumstances exist:

- Death of an immediate family member (parent, spouse, sibling, dependent child);
- An extended illness which has resulted in absence from academic activities for at least 15 days;
- The extended illness of an immediate family member that places hardship on the student;
- Mitigating circumstances as determined by the Head of Student Administrative Services.

Students must provide:

- The reason(s) for failure to meet the necessary financial aid SAP requirements;
- Details of the change in circumstances which will allow SAP requirements to be met by the end of the next payment period (i.e. end of the next semester);
- A case as to why financial aid should not be suspended;
- All documentation to support the appeal, which must be submitted to accompany the appeal.

Appeals must be made in writing within ten days of receipt of the Notice of Suspension of Aid and should be addressed to:

Mr Phil Leonard  
Head of Student Administrative Services  
Student Administration & Support Division  
1st Floor, Foundation Building  
765 Brownlow Hill  
Liverpool  
L69 7ZX  
Email: p.leonard@liverpool.ac.uk

**Financial Aid Probation**

An appeal will be deemed successful if the University determines that the student will be able to satisfy SAP requirements by the end of the next payment period (i.e. semester). A student who successfully appeals against the Notice of Suspension of Aid will instead be placed on Financial Aid Probation and will be entitled to receive Title IV aid for one further payment period. At the end of this period the University will again assess whether SAP standards have been satisfied.

**Financial Aid Suspension**

In the event that a student on Financial Aid Probation fails to meet SAP requirements by the end of the following payment period after being placed on Probation, eligibility to receive further Title IV aid will be suspended until such time as they achieve the required standards.
There are no grounds for appeal against a decision to suspend eligibility to receive Title IV aid.

**For further information**

If you require further information about the requirements for progression for taught students, please contact Mr Phil Leonard, Head of Student Administrative Services, by emailing p.leonard@liverpool.ac.uk.

If you require further information about the requirements for progression for research postgraduate students please contact the PGR student administration team by emailing pgrs@liv.ac.uk.

If you require further information about SAP requirements for Title IV aid recipients, financial aid probation or financial aid suspension, please contact Mrs Maria Roberts by emailing merob@liverpool.ac.uk.