

US Federal Loans: Satisfactory Academic Progress Policy (SAP)

All students at London Business School are required to make satisfactory progress through their academic programme. All students are bound by the Academic Regulations and associated policies and procedures.

The School's Academic Regulations meet the requirements of Satisfactory Academic Progress (SAP) and are applicable to all students, whether Title IV or not. They are applied equally across all programmes – both full-time and part-time. These regulations incorporate the key progression criteria and are summarised below. Further information can be found in each Programme's Regulations, as well as the Academic Regulations and the Terms and Conditions, which the student signs prior to starting their studies.

For US Federal Aid purposes, SAP is assessed at the end of each payment period – for most programmes this is on 1 December and 31 July each year.

Quantitative Requirements

Students are expected to be in attendance and remain actively engaged in their studies at all times throughout their programme. All lectures and seminars are compulsory. All programmes have core timetables which require students to attend regular times. Most programmes also have elective options, meaning students can control the structure and pace of this element of their programme to some extent. In all cases, students are expected to complete the programme within the normal duration stated within the Programme Regulations.

Some courses set individual attendance and participation thresholds which students must meet in order to pass the course.

The Programme and Academic Regulations set minimum attendance requirements that students must meet. Attendance and progression are regularly checked, with any cases of concern followed up by the Programme Manager. Persistent non-attendance is managed through the School's attendance policies and processes.

Students who wish to be away for a short period must obtain the consent of their Programme Manager, which will only be given for valid reasons. Students who are absent through illness must inform their Programme Manager and each member of academic staff leading the sessions from which they are absent.

The School also allows students to apply for an Interruption of Studies, for a maximum period of up to 24 months. This is approved on a case-by-case basis at the discretion of the Programme Director.

Qualitative Requirements

All students are expected to maintain satisfactory academic progression throughout their programme, including prompt submission of all formative and summative coursework. Students must achieve a minimum pass mark of 50% for each course taken in each year of their programme. To convert this to

a GPA for SAP purposes, students must consistently have a GPA of at least 2.0. Some programmes which run for longer than one academic year also have progression criteria which each student must meet before being permitted to continue their studies. These criteria are specified in their programme regulations.

Assessing Satisfactory Academic Progress

Students are deemed to be making Satisfactory Academic Progress if they are meeting the programme and academic requirements.

Students who are deemed to not be meeting the programme and academic requirements will be issued with a Financial Aid Warning.

Withdrawals or Interruptions of Studies - impact on SAP

Students may withdraw from the programme or be approved for an Interruption of Studies, subject to the relevant policies.

A withdrawal or interruption means that a student is no longer actively engaged in their studies. They are therefore no longer meeting Satisfactory Academic Progress requirements. As a result, they will have their Common Origination and Disbursement (COD) and National Student Loan Database (NSLDS) electronic record amended accordingly. Any such action will be accompanied by an email notification to the student advising them of the action that has been taken, and an explanation as to why.

Transfer of credits – impact on SAP

Students may only import credits achieved at an exchange or partner school, as stated in the individual Programme Regulations.

Imported credits are treated in the same way as credits achieved at London Business School, and students are therefore considered to be actively engaged in their studies and meeting Satisfactory Academic Progress requirements.

Incomplete courses and repetitions – impact on SAP

Individual Programme Regulations stipulate the maximum number of programme fails or non-completions permitted for a student to be considered as meeting programme and academic requirements.

Individual Programme Regulations stipulate the situations in which resits or retrieval options exist. Where these apply, the student will still be considered to be meeting programme and academic requirements if they successfully pass the resit or retrieval.

Should a student no longer meet programme and academic requirements due to incomplete courses or inability to re-sit a course, the student will no longer be engaged in their studies, thus no longer meeting Satisfactory Academic Progress requirements. As a result, they will have their Common Origination and Disbursement (COD) and National Student Loan Database (NSLDS) electronic record amended accordingly. Any such action will be accompanied by an email notification to the student advising them of the action that has been taken, and an explanation as to why.

Course withdrawals

The Academic Regulations permit students to withdraw from (drop) elective courses within the relevant add/drop deadlines. Once this deadline has passed, a student is committed to the course.

Students who fail to engage with elective courses to which they have committed will receive a Did Not Study (DNS) grade. The course will be counted in the maximum number of credits which students are permitted undertake.

Any course with a DNS grade will be included in a SAP assessment.

Financial Aid Warning, Probation and Appeals

Students that fail to make Satisfactory Academic Progress will firstly be issued with a 'Financial Aid Warning'. This warning will last for 1 payment period, during which time a student can still receive Title IV funds.

Students who fail to regain Satisfactory Academic Progress by the next disbursement will lose their ability for Title IV funds.

Students may appeal against losing their eligibility as part of an Academic Appeal on the basis of a decision to withdraw a student from their programme. As such, the same appeal criteria and process applies as exists for Academic Appeals. This is detailed in a separate policy document which should be read in its entirety. With specific reference to SAP, please note the following:

- Appeals may only be brought on the basis of one of the two reasons:
 - a) Extenuating Circumstances: There is evidence of extenuating circumstances which, for good reasons outside of the student's control, were not known by the programme office when the decision was made.
 - b) Material Error: There is evidence that a significant administrative error or procedural irregularity occurred which affected the student's progress, assessment or the award of a degree.
- If the appeal is upheld, the student will be advised on next steps, which may include correcting a significant administrative error or procedural irregularity. The student will be placed Financial Aid Probation for one payment period, during which they are entitled to receive Title IV funds.
- If the appeal is rejected, the student will be advised of this and no further aid will be approved or disbursed.

Students who are placed on Financial Aid Probation must re-establish Satisfactory Academic Progress by the end of the next payment period.