

Satisfactory Academic Progress

Overview

All students who are in receipt of US Federal Aid whilst studying at King's College London are required to make **satisfactory academic progress** (SAP) on their course of study in order to maintain their entitlement to Title IV funding.

This satisfactory academic progress policy applies to students in receipt of all types of Federal Student Aid, including Direct Subsidised, Unsubsidised, Graduate PLUS and Parent PLUS Loan. It applies to all recipients, including students on postgraduate, undergraduate courses on full-time or part-time modes of attendance.

How Satisfactory Academic Progress is Measured

There are two standards by which a student's academic progress are measures, **Qualitative** and **Quantitative**.

Satisfactory academic progress will be measured at the end of each payment period for all students.

Qualitative Measure

Students must achieve minimum standard as required by the Academic Department.

Undergraduate Students

Minimum standard should be equivalent of at least a Lower Second Class degree, as described in our [academic regulations](#).

Postgraduate Students

Students must achieve at least a pass for postgraduate taught modules and at least at the level to allow a postgraduate research student to progress to the next research degree stage.

Quantitative Measure

Maximum Duration

Students must progress through their course at a pace which ensures they will graduate within the maximum allowed timeframe.

The maximum timeframes for different types of programmes are listed below. Maximum timeframes are calculated based on the advertised course durations.

Type of programme	Maximum Timeframe to Complete
Bachelor's Degree	150% of standard course duration The standard course duration is 360 credits for a 3-year bachelor's degree. Students are eligible for Title IV Aid up to their first 540 credits attempted.
Master's Degree	200% of standard course duration in years E.g., 2 years to complete a 1 year full-time MA degree
PhD	250% of standard course duration E.g., 7.5 years to complete a 3 year PhD programme.

Pace of Progression

Students must complete their course at a pace of progression that ensures that they will be able to complete their course within the required timeframe.

The minimum progression requirements at each evaluation point for students enrolled on a full-time undergraduate programme are as follows:

Year of Study	Required Pace of Completion
Year 1 (0 – 120 Credits)	75% of all attempted credits passed (90/120)
Year 2 (121 – 240 credit hours)	87.5% of all attempted credits passed (105 of 120 credits)
Year 3 (241 – 360 credit hours)	92% of all attempted credits passed (110 of 120 credits)

Master's and PhD students must complete 67% of all credits attempted during a payment period.

At each period we will evaluate whether the student is within the maximum timeframe for completing their studies, and is completing their studies at the required pace.

Incomplete Modules, Withdrawals, Repetitions and Transfer Credits

At King's a student must attempt to complete a set number of credits per payment period and must attempt to complete all modules they enrol on.

Where a student fails to complete all assessments for a module, this will be reflected in their module mark and will negatively affect their cumulative average grade and academic progress assessment.

Where a student repeats a module, the new result will supersede the previous awarded grade.

Failure to successfully complete a module may bring them under the threshold for successfully completed credits under the pace of completion requirements.

Where a student has transferred credits to King's College London from another institution these will not count towards their cumulative average grade at King's.

Financial Aid Warning

The first time a student is found not to have met the satisfactory academic progress requirements, the Student Funding Office will assign a Financial Aid Warning status to the student.

This status is only for one period or term, during which the student may receive FSA.

At the end of the financial aid warning period, the student's satisfactory academic progress will be evaluated. If a student meets the satisfactory academic progress requirements, then the Financial Aid Warning status will be removed, and they are able to continue receiving Federal Student Aid.

If at the conclusion of a financial aid warning period, the student has not improved their academic standing to meet our satisfactory academic progress standards they will be considered **ineligible** for any further Federal Student Aid.

The Student Funding Office will notify the student by email at the point that it is determined that they are no longer eligible for Federal Student Aid.

Appealing an Ineligible Status

Where a student has become ineligible to receive further Federal Student Aid, they may appeal this decision. A student may appeal on the basis of exceptional personal circumstances. These may include:

- Illness
- Injury
- Bereavement

A student must submit their appeal in writing to funding@kcl.ac.uk with the subject heading "SAP: Appeal." An appeal must be received within 14 calendar days of the student being notified that they are no longer eligible.

An appeal must include an explanation of the student's failure to meet the standards of satisfactory academic progress, and what has changed in the student's situation to allow the student to demonstrate that they meet the satisfactory academic progress requirements at the next point of evaluation.

The appeal will be reviewed by the Student Funding Manager in consultation with the student's Departmental administration team. For the appeal to be approved, the Student Funding team and the Departmental administration must be satisfied that the student's reasons are valid and that they will be able to meet the requirements for Satisfactory Academic Progress at the next point of evaluation.

Successful Appeal Outcome: Federal Student Aid Probation

If an appeal is successful then the student will be placed on Federal Student Aid Probation for one additional term, allowing them to receive their next disbursement of Federal Student Aid.

At the end of the term, at the next point of evaluation, they must be able to demonstrate that they are able to satisfy the satisfactory academic progress requirements.

If they are, then they will leave probation and have their entitlement to Federal Student Aid restored.

If the student does not meet the satisfactory academic progress requirements then they will be considered ineligible for further Federal Student Aid.

Unsuccessful Appeal Outcome

If an appeal is unsuccessful, a student will be considered ineligible for further Federal Student Aid.

Restoring Entitlement to Federal Student Aid

If a student is deemed to be ineligible for Federal Student Aid by King's College London, they will not be able to receive Federal Student Aid for the upcoming term.

In order to have their access to Federal Student Aid restored, the student will need to work to fulfil any requirements to meet the Satisfactory Academic Progress requirements.

The Student Funding Office will continue to check on the student's satisfactory academic progress for further payment periods to see if the student is now in a position to meet the requirements. If they are, the Student Funding Office will reinstate the student's entitlement and contact the student by email to confirm this.