



Satisfactory Academic Progress (SAP) Summary of Policies 2024-25

In order to be eligible for U.S. Department of Education Student Loans, United States students must meet the following Solent University, hereafter referred to as SU, policies, which conform to U.S. Department of Education regulations.

Undergraduate and Postgraduate for the purpose of US Federal Aid calculation is divided into incremental academic years. For example, a standard undergraduate course is divided into three academic years.

Undergraduate academic courses at SU are comprised of “modules” and most commonly are year-long in duration, each carrying an average of 20 CATS. The required full-time study course is enough modules to comprise (120 CATs) per academic year.

Students must successfully complete at least 100 CATS at each level of their degree programme in order to progress to the next year level with no more than 20 CATs being carried forward into the next academic year as trailing module(s).

All assignments with their grade weightings for individual assessments will be provided to students on each module at the beginning of the academic year. The SU pass mark is 40% out of 100% for all assignments using the published SU mark scales.

Completion Time frames

The maximum timeframe for completion of an undergraduate certificate or degree course, for students taking US Federal Loans, may not exceed 150% of the published length of the course, in accordance with U.S. Federal Loan regulations. In exceptional circumstances a student may appeal to extend their timeframe. Postgraduate (graduate) programs may have a maximum timeframe which exceeds 150% of the published length of the course under special conditions of Interruption of Study (see below). Periods of approved “Interruption of Study” (see below for

details) will still be counted towards the completion of study timeframes for both undergraduates and postgraduates.

Any period of study in which a student does not receive Federal Loan aid will also still count towards the maximum timeframe for their academic course.

Academic Probation

Academic Probation does not exist at SU. Students are either in academic good standing, approved interruption of study or termination of studies.

Transfer Credits

Transfer Credits from another institution of higher education can be approved on an individual basis by the University accepting the students onto the academic course and count toward the maximum timeframe for completion of that course.

Transfer of Course

Transfers in course can in some instances be completed within the original course timeframe when there is a reasonably high level of correlation between subjects studied; Where the correlation is not judged to be close enough, further time may be required to complete the prescribed studies.

Change of Degrees

If a student transfers onto a completely new course any previous credits earned may not count and the student may be deemed to be starting again with a new timeframe.

Pursuit of Second Degrees

SU permits students to pursue a second academic degree, either undergraduate or postgraduate, if they meet the relevant entry requirements for the new degree course.

Summer Schools

There are no summer semesters or “summer school” courses offered within SU’s undergraduate courses. Some post graduate degree courses do study through the summer.

Incompletes

There are no “incomplete” grades at SU. Instead, there is a “fail - non-submission” of work grade for a module. In this case the student will have one resubmission opportunity, currently for undergraduate courses submission is in July/ following the failure once confirmed by the June Assessment Board. Resubmission results are published during July in time for a student to progress to the next level of study if they achieve a pass and the required 120 credits for their current level of study.

Grade Change Policy

All SU grades are technically “provisional” until they are formally approved by each Degree Course’s Board of Examiners at the end of each academic year in June for undergraduate courses (and late July for resubmissions). Normally provisional grades are approved unchanged, the only exceptions being

1. The confirmation of Academic Misconduct after the initial grade is awarded.
2. A student’s Academic Appeal is upheld by the University’s Academic Appeal Procedure. A student can only appeal against a grade result on the grounds that they were unfairly treated in relation to other students and/or that published assessment procedures were not followed, but not on the grounds that they disagree with the grade awarded.
3. The discovery by the Board of Examiners at the end of the academic year that an individual or a group of students was marked unfairly given the published mark scales and assessment criteria for a module.

In such cases as (2) and (3) above students’ work will be remarked following the correct assessment procedures and criteria in time for the student(s) to progress if their work is deemed of a pass standard or higher.

Repeated Courses

Students are allowed to repeat (retake) any failed module once only. Any retaken module will receive the full credit value. All time periods used to pass retakes will count towards a student's course timeframe. If a retake is failed, the student's studies will be terminated, unless medical documentation or similar evidence is supplied showing the fail was due to short term extenuating circumstances outside the student's control as outlined in the University Policy, in which case a further assessment opportunity or retake will be allowed depending on the circumstances. Once a module is passed, a student cannot retake it in order to achieve a higher grade.

Withdrawals

Students wishing to withdraw from a course should first discuss the matter with their Course Leader/Programme Manager. In order to officially Withdraw from the University, a student must inform the University in writing, clearly stating their intended date of withdrawal from the University. The student will be liable for all SU fees in line with the SU withdrawal policy which can be found in the fees booklet for the academic year concerned. When a student withdraws from the University, they will receive a transcript of all course credits and grades achieved, if they request one. However, they are deemed to have left the University and must reapply as a new student if they wish to return onto a different course. Any previous academic credits and grades will only be accepted if they are deemed applicable to the academic course for which the student is applying.

Unofficial Withdrawals

Any student, who leaves their SU course without sending written confirmation of their withdrawal and date, will remain a registered SU student and will be liable for all SU fees for the academic year in question. It is the student's responsibility to officially withdraw, not the University's to eventually discover the student is no longer attending their classes.

Interruption of Studies

Leave of Absence - Students are allowed to interrupt their studies only after receiving formal approval from the University. Interruption of Study will normally only be granted for medical reasons, family bereavement or other serious non-academic circumstances outside the student's control.

In order to continue to qualify for US Federal Loan aid the interruption period cannot exceed 180 days in any 12-month period or extend beyond the current academic year. Any interrupted SU student, whether receiving US Federal Loan aid or not, is normally expected to return to their studies for the start of the semester in which they suspended studies the following year following the period of interruption. Only under exceptional circumstances will an interruption be extended longer: US Federal Loan recipients should direct such an appeal to the Student Hub.

An Interrupting student will be charged in line with the withdrawal policy which can be found in the Fees Booklet for the relevant academic year. Resumption back onto the same course of study will result in tuition fees being calculated on a pro-rata basis. Return to an alternative course (subject to approval) would result in the total tuition fee for that year of study. Students receiving US Federal Loan aid may be liable for the return of a portion of those funds, depending on the effective date of the Interruption. Any student considering Interruption of Study is strongly advised to seek advice from the Student Hub before making their decision. Otherwise, during an approved Interruption of Study period the student continues in their SU registered student status. For US Federal Loan recipients this means "in-school" status

For repayment purposes you will not have to begin repayment of loan funds. However, if you do not return, the Last Day of Attendance for start of repayment calculation will be the date the Interruption of Study was effective, and you may have already used up your allowed grace period.

Unofficial Interruption of Study

Any student who interrupts their studies without university approval will remain registered on all their modules and will be liable for all SU fees.

Non-credit Remedial Courses

SU does not offer non-credit remedial courses.

Appeals Procedure

Students have the right to appeal against any academic decision, including termination of studies, but it must be on one of the following grounds: (1) of Medical evidence or other serious mitigating circumstances (as bereavement of a close family member or life-threatening illness) not previously submitted or (2) the student can produce documentary evidence showing that they were treated unfairly in relation to other students on the module, and/or that published academic procedures were not followed in their case. Academic Appeals should be directed to the Student Registry. The University's full Appeals Procedure is published in the annual Student Handbook available to all students. Appeals will be dealt with in a prompt manner so that, if successful, the student can re-engage with their studies as quickly as possible. There is no probationary period at SU as part of the appeals process, or in any other context. If the Appeal is successful, the Student Registry will inform the student of any outstanding work that needs completion and/or of their pass and progress status.

Termination of Studies

SU only terminates a student's registration on grounds of serious lack of engagement with their modules regarding attendance and the submission of assignments, and/or for serious infraction of the University's Code of Behaviour. Any student who fails a module having exhausted all assessment opportunities will also have their studies terminated.

Termination of Student Aid

When a student formally Interrupts Study, withdraws from the University, or has their studies Terminated, their student aid will be terminated. Renewal of student aid will only be approved after an Interrupted student has registered for new units (courses). For all other students in the above categories, student aid can only be renewed after they have reapplied and been offered a place on an SU academic course.

Grade point average (GPA)

Like most other universities in the UK SU uses a percentage marking scale where 40% is normally the pass mark. There is no universally agreed conversion scale from a UK percentage mark to a 4.0-point GPA scale but SU's percentage marks may be converted using the table at the end of this document.

UK percentage to GPA conversion

There is no universally agreed conversion from a UK percentage score to GPA. The chart below provides a suggested method for calculating GPA.

UK module marks	UK degree classification	GPA
70+	First class honours	4.0
65-69	Upper-second class honours	3.7
60-64	Upper-second class honours	3.3
55-59	Lower-second class honours	3.0
50-54	Lower-second class honours	2.7
45-49	Third class honours	2.3
40-44	Third class honours	2.0
35-39	Ordinary/Unclassified	1.0
Below 35	Ordinary/Unclassified	0.0

We have made every effort to ensure that the information contained in this leaflet is accurate, however, we cannot be held responsible for any omissions or errors.