

Satisfactory Academic Progress Policy

2024-2025

- This policy applies to eligible US and eligible non-US citizens in receipt of U.S. Higher Education Act Title IV aid, federal direct loan programme.
- The U.S. Department of Education requires institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving Federal Aid.
- All students applying for, or receiving, US Direct Loans at Middlesex University must progress satisfactorily towards completion of a Title IV approved academic programme.
- Satisfactory Academic Progress includes two standards: Academic performance and Volume and length of study. Students must meet both standards to continue to receive financial aid.
- Failure to maintain Satisfactory Academic Progress may result in the cancellation of financial aid awards, and the student may be required to repay any funds dispersed to them.

Academic Performance

- To maintain eligibility for financial aid with the Academic performance standard, a student must maintain the academic standing necessary to remain at Middlesex University.
- Middlesex University has clear assessment guidelines for undergraduate and taught postgraduate degrees, and these can be found in Sections A to E of the University Regulations available here [University Regulations](#).

Qualification

- The qualification is the academic title conferred upon a student who has successfully completed a valid programme of study, for example, an undergraduate degree such as BA Criminology or a postgraduate taught degree such as MSc Banking and Finance.

- Qualifications are awarded at various levels requiring different amounts and levels of credit, for example, Undergraduate Degree with Honours requires 360 credits at Framework for Higher Education Qualifications (FHEQ0 level 4 or above (including at least 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above) and Postgraduate taught Master's Degree requires 180 credits at FHEQ level 6 or above (including at least 150 at FHEQ level 7 or above).

Credit

- A qualification is made up of modules, self-contained, credit-rated and assessed unit of study. Modules normally run for an academic year of 24 learning weeks, but some are different in length.
- Each module carries a credit rating, with most modules rated at 30 credits. Some modules are rated at 15, 20, 40, or 60 credits. The number of credits awarded to a student follows an evaluation of learning, assigned to a particular qualification.
- The number of credits required to graduate with an Undergraduate Degree with honours programme is 360 credits at Framework for Higher Education Qualifications (FHEQ0 level 4 or above (including at least 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above).
- A full-time student studying an Undergraduate Degree will normally take 120 credits during the academic year (24 learning weeks), for 3 academic years. Exceptionally, a student may take 150 credits in an academic year, with permission of the Deputy Dean or nominee.
- The number of credits required to graduate with a Postgraduate taught Master's Degree is 180 credits at Framework for Higher Education Qualifications (FHEQ0 level 6 or above (including at least 150 at FHEQ level 7 or above).
- A full-time student studying a Postgraduate taught Master's Degree will normally take 120 credits during the academic year (24 learning weeks), followed by a 60-credit dissertation.

Grading scheme

- A student's performance in a module will be given an overall grade and/or code using i. pass grades (1 to 16) on the 20-point grading scale; or ii. pass (grade Y) – this method of grading to be used particularly for Level 3 and FHEQ level 4 modules: or iii. the fail grades (17*, 18*, 19*, 20*, X, F) *
- Students must achieve a minimum of a grade of 16, in each module, to pass a module.
- Following the failure of a module at the first attempt, one reassessment attempt is permitted at the next available opportunity.

Volume and length of study

Academic Year

- The Academic Year is divided into three 12-week semesters with 2 or 3 semesters of study for full-time students:
 - ❖ **Semester 1:** September – December
 - ❖ **Semester 2:** January – April
 - ❖ **Semester 3:** May - Mid July

Full-time Undergraduate programmes

- Students starting in Semester 1 or Semester 2 study 2 modules each semester study followed by end of semester assessment and/or mid-semester re-sits.
- Semester 2 start students who successfully complete the first year, progress to year 2 in Semester 1 of the next Academic year and follow the Semester 1 start pattern.
- Semester 3 provides flexibility for re-sit assessments or catch up in other ways.

Full-time Postgraduate Taught programmes

- Students starting in Semester 1 or Semester 2 normally study 120 credits over 2 Semesters, followed by a 60-credit dissertation and end of year assessment and/or re-sits.

Module Registration (Credit)

- Students must be registered for a minimum of half the full-time hours for a particular programme. In order to meet the Volume and length of study standard, students must conduct research and complete and pass exams and coursework as detailed in Sections A to E of the University Regulations.
- In order to maintain eligibility for funds, the maximum timeframe for completion of an Undergraduate degree programme for US students participating in the Title IV aid programme, may not exceed 150% of the published length of a programme as measured in the number of credits required to graduate, for example, Degree with Honours: 360 credits at Framework for Higher Education Qualifications (FHEQ0 level 4 or above (including at least 210 at FHEQ level 5 or above and 120 at FHEQ level 6 or above) and

Postgraduate taught Master’s Degree: 180 credits at FHEQ level 6 or above (including at least 150 at FHEQ level 7 or above).

- A full-time student studying a Degree with Honours programme will normally take 120 credits during the academic year (24 learning weeks). Exceptionally, a student may take 150 credits in an academic year, with permission of the Deputy Dean or nominee.
- A full-time student studying a Postgraduate taught Master's degree will normally take 120 credits during the academic year (24 learning weeks), followed by a 60-credit dissertation.

Maximum timeframe for completion

- To maintain eligibility for funds, the timeframe for completion of a Degree with Honours or a Postgraduate taught Master's degree for US students participating in the Title IV aid programme, is completion by the maximum length of registration as shown in the Tables below:

Table A2 Part 1: Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications

Requirement	Foundation Certificate	Certificate	Diploma	Advanced Diploma/Graduate Certificate	Foundation Degree	Cert HE	Dip HE	Ordinary Degree	Honours Degree	4YR S/WI CH Degree	Integrated Master's Degree	Higher Diploma	Graduate Diploma
Indicative length of registration: F/T	1 year	1 term	1 term	1 term	2 years	1 year	2 years	3 years	3 years	4 years	4 years	1 year	1 year
Indicative length of registration: P/T	2 years	1 year	1 year	1 year	4 years	2 years	4 years	6 years	6 years		8 years	2 years	2 years
Maximum length of registration: F/T	2 years	1 year	1 year	1 year	4 years	2 years	4 years	6 years	6 years	8 years	8 years	2 years	2 years
Maximum length of registration: P/T	4 years	2 years	2 years	2 years	8 years	4 years	8 years	12 years	12 years		12 years	4 years	4 years
Minimum total credits for qualification	120	40	40	60	240	120	240	300	360	480**	480***	120	120

Accessible Text Versions of Tables:

To ensure accessibility and improve readability, the following are text versions of the tables provided. These text versions present the same information in a format that can be more easily read by screen readers and other assistive technologies.

A2 Part 1 - Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications.

Requirement:

- **Foundation Certificate:**
 - Indicative length of registration (Full-Time): 1 year
 - Indicative length of registration (Part-Time): 2 years
 - Maximum length of registration (Full-Time): 2 years
 - Maximum length of registration (Part-Time): 4 years
 - Minimum total credits for qualification: 120
- **Certificate:**
 - Indicative length of registration (Full-Time): 1 term
 - Indicative length of registration (Part-Time): 1 year
 - Maximum length of registration (Full-Time): 1 year
 - Maximum length of registration (Part-Time): 2 years
 - Minimum total credits for qualification: 40
- **Diploma:**
 - Indicative length of registration (Full-Time): 1 term
 - Indicative length of registration (Part-Time): 1 year
 - Maximum length of registration (Full-Time): 1 year
 - Maximum length of registration (Part-Time): 2 years
 - Minimum total credits for qualification: 40
- **Advanced Diploma/Graduate Certificate:**
 - Indicative length of registration (Full-Time): 1 term
 - Indicative length of registration (Part-Time): 1 year
 - Maximum length of registration (Full-Time): 1 year
 - Maximum length of registration (Part-Time): 2 years
 - Minimum total credits for qualification: 60
- **Foundation Degree:**
 - Indicative length of registration (Full-Time): 2 years
 - Indicative length of registration (Part-Time): 4 years
 - Maximum length of registration (Full-Time): 4 years
 - Maximum length of registration (Part-Time): 8 years
 - Minimum total credits for qualification: 240
- **Cert HE:**
 - Indicative length of registration (Full-Time): 1 year
 - Indicative length of registration (Part-Time): 2 years
 - Maximum length of registration (Full-Time): 2 years
 - Maximum length of registration (Part-Time): 4 years

- Minimum total credits for qualification: 120
- **Dip HE:**
 - Indicative length of registration (Full-Time): 2 years
 - Indicative length of registration (Part-Time): 4 years
 - Maximum length of registration (Full-Time): 4 years
 - Maximum length of registration (Part-Time): 8 years
 - Minimum total credits for qualification: 240
- **Ordinary Degree:**
 - Indicative length of registration (Full-Time): 3 years
 - Indicative length of registration (Part-Time): 6 years
 - Maximum length of registration (Full-Time): 6 years
 - Maximum length of registration (Part-Time): 12 years
 - Minimum total credits for qualification: 300
- **Honours Degree:**
 - Indicative length of registration (Full-Time): 3 years
 - Indicative length of registration (Part-Time): 6 years
 - Maximum length of registration (Full-Time): 6 years
 - Maximum length of registration (Part-Time): 12 years
 - Minimum total credits for qualification: 360
- **4YR S/WICH Degree:**
 - Indicative length of registration (Full-Time): 4 years
 - Indicative length of registration (Part-Time): (Empty)
 - Maximum length of registration (Full-Time): 8 years
 - Maximum length of registration (Part-Time): (Empty)
 - Minimum total credits for qualification: 480**
- **Integrated Masters Degree:**
 - Indicative length of registration (Full-Time): 4 years
 - Indicative length of registration (Part-Time): 8 years
 - Maximum length of registration (Full-Time): 8 years
 - Maximum length of registration (Part-Time): 12 years
 - Minimum total credits for qualification: 480***
- **Higher Diploma:**
 - Indicative length of registration (Full-Time): 1 year
 - Indicative length of registration (Part-Time): 2 years
 - Maximum length of registration (Full-Time): 2 years
 - Maximum length of registration (Part-Time): 4 years
 - Minimum total credits for qualification: 120

- **Graduate Diploma:**

- Indicative length of registration (Full-Time): 1 year
- Indicative length of registration (Part-Time): 2 years
- Maximum length of registration (Full-Time): 2 years
- Maximum length of registration (Part-Time): 4 years
- Minimum total credits for qualification: 120

Note: Empty cells have been explicitly identified where information is missing.

A2 Part 2 - Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications (Postgraduate).

Requirement:

- **PG Cert:**

- Indicative length of registration (Full-Time): 1 term
- Indicative length of registration (Part-Time): 1 year
- Maximum length of registration (Full-Time): 1 year
- Maximum length of registration (Part-Time): 2 years
- Minimum total credits for qualification: 60

- **PG Dip:**

- Indicative length of registration (Full-Time): 1 year
- Indicative length of registration (Part-Time): 2 years
- Maximum length of registration (Full-Time): 2 years
- Maximum length of registration (Part-Time): 4 years
- Minimum total credits for qualification: 120

- **Masters:**

- Indicative length of registration (Full-Time): 12-15 months
- Indicative length of registration (Part-Time): 24-30 months
- Maximum length of registration (Full-Time): 24-30 months
- Maximum length of registration (Part-Time): 48-60 months
- Minimum total credits for qualification: 180

- **Integrated Masters Degree:**

- Indicative length of registration (Full-Time): 4 years
- Indicative length of registration (Part-Time): 8 years
- Maximum length of registration (Full-Time): 8 years
- Maximum length of registration (Part-Time): 12 years
- Minimum total credits for qualification: 480**

Table A2 Part 2: Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications

Requirement	PG Cert	PG Dip	Masters	Integrated Masters Degree
Indicative length of registration: F/T	1 term	1 year	12-15 months	4 years
Indicative length of registration: P/T	1 year	2 years	24-30 months	8 years
Maximum length of registration: F/T	1 year	2 years	24-30 months	8 years
Maximum length of registration: P/T	2 years	4 years	48-60 months	12 years
Minimum total credits for qualification	60	120	180	480**

Source: Table A2: Indicative Periods of Study and Distribution of Credits by Level for Benchmark Qualifications [Middlesex University Academic Regulations 2023-24](#)

- Periods when a student does not receive funds will be included in the maximum timeframe.
- Students who transfer from another institution will have the time spent at the first institution included in the maximum timeframe.
- Periods of suspension from a programme will not be included in the maximum timeframe.

Satisfactory Academic Progress (SAP)

- To meet Satisfactory Academic Progress standards, students studying Undergraduate degrees, where the requirement is to take 120 credits over one academic year, must pass a minimum of 90 out of 120 credits (i.e., a pace of 75%) per year.
- Students studying Postgraduate taught degrees, where the requirement is to take 180 credits over one academic year, must complete a minimum of 120 credits out of 180 credits per year to meet SAP standards.
- Details on assessment and progression for post-graduate research degrees can be found in the University Research Degree Regulations available here: [Middlesex University Academic Quality Handbook](#).
- The withdrawal of students will follow policies and procedures detailed here: [US Loans Refund Policy 2024-25](#) and here [Middlesex University Withdrawal and Interruptions Information](#).

Students who transfer into Middlesex University from another institution

- The transcripts and/or Diploma Supplements of students who transfer into Middlesex University from another institution will be used to measure the Volume and length of study Satisfactory Academic Progress requirement. Only those grades (1-20) earned at Middlesex University will be used to calculate the Academic Progress requirement.

Change of programme or degree within Middlesex University

- Students who decide to change their degree or programme will be evaluated similarly to students who transfer into Middlesex University from another institution, with the exception that the grades (1- 20) previously earned at Middlesex University will be used to measure the Academic performance requirements.

Second degrees

- Students who have completed a degree programme and wish to pursue another at the same level must apply to that programme as would any other applicant and meet the admission requirements for the new programme. Federal loan eligibility will be limited to the aggregate programme maximums under Federal Regulations.

Evaluation process

- Students receiving financial aid will have their academic progress evaluated prior to each disbursement of Direct Loans.
- The evaluation process considers the student's Academic performance and Volume and length of study.
- Academic staff evaluate a student's academic progress during the academic year based on assessment's submitted by the student and graded by the academic (not formally conferred), for all modules studied during the academic year, including end of semester assessment and/or mid-semester re-sits and deferrals.
- Students who are failing to meet SAP during the academic year will receive a warning that their Financial Aid may be suspended if they fail to meet Satisfactory Academic Progress prior to the next disbursement.
- The University's Programme Assessment Boards (PAB's) will meet to consider and agree student progression, the results of each module and confer the award of final qualifications.
- Students will be notified in writing (to the student's University Mdx email account) if financial aid is suspended based on the evaluation of Satisfactory Academic Progress standards. An appeal procedure for verifiable or unforeseen circumstances is available.

- Any appeal or complaint at any stage of the admissions process, which questions the academic grounds for rejection, will not be considered. Only points of procedure or implementation of policy can be appealed. Due to the Data Protection Act, the University may be unable to enter into communication with any third party with respect to an applicant's individual circumstances, unless the applicant has given the University direct and explicit written consent. The University will not receive or respond to any anonymous complaints.
- The Student Complaints and Grievance Procedure is available here [Student Complaints and Grievance Procedure](#)

Re-establishing eligibility to receive Title IV assistance when an appeal for financial aid is not approved.

- A student who does not meet SAP standards may re-establish eligibility to receive Title IV assistance, when an appeal for Financial Aid is not upheld, by successfully passing sufficient credits to continue the chosen programme.
- Progression outcomes are available here [Progression Outcomes](#)

Re-establishing eligibility to receive Title IV assistance when an appeal is approved.

- A student who does not meet SAP standards can re-establish eligibility once they meet SAP and progress on the same or other programme. If an appeal is upheld, the student is placed on Financial Aid Probation.

Financial Aid (FA) Probation

- A status under which a student can remain Title IV-eligible after being found not to be making Satisfactory Academic Progress. A student placed on probation must either be on-track to meet Satisfactory Academic Progress requirements by the end of the subsequent payment period (no academic plan required, based on the financial aid appeal), or, if the student will require more than one payment period to meet SAP requirements, the school must require the student to develop an academic plan to meet the SAP requirements. Students cannot be placed on FA probation unless they submit an appeal, and an appeal has been approved.
- Middlesex University cannot waive the Satisfactory Academic Progress requirement for any student.

End v1.0