Satisfactory Academic Progress Policy
Lund University (OPE-ID 01006700)

Revised policy effective 2011

Federal law establishes that all students must make Satisfactory Academic Progress (SAP) toward their degree or certificate to remain eligible for financial aid (Title IV student aid from the US Department of Education). All US receiving financial aid at Lund University must meet the following requirements.

Undergraduate Students
Students must be fully admitted to an eligible degree programme.

Quantity – This is monitored by evaluating the percentage of passing credits. Students must receive a passing grade in at least 67% of their attempted credits in an eligible program every semester.

Quality – Lund University uses several different grading scales but they all have one thing in common. If a student receives a passing grade from the examiner (or the board of examiners) on all obligatory examination events on a course, the student is considered to have Satisfactory Academic Progress on that course. As long as a student is able to pass enough credits to progress within an academic program (the requirements are set by each programme director and they are published in the curriculum for each programme), the student is considered to have met the qualitative satisfactory academic progress requirement.

Maximum timeframe – Students have to complete their degree programme requirements within 150% of the required credits for the programme.

Graduate Students
Students must be fully admitted to an eligible degree programme.

Quantity – This is monitored by evaluating the percentage of passing credits. Students must receive a passing grade in at least 75% of their attempted credits in an eligible program every semester.

Quality – Lund University uses several different grading scales but they all have one thing in common. If a student receives a passing grade from the examiner (or the board of examiners) on all obligatory examination events on a course, the student is considered to have a
Satisfactory Academic Progress on that course. As long as a student is able to pass enough credits to progress within an academic program (the requirements are set by each programme director and they are published in the curriculum for each programme), the student is considered to have met the qualitative satisfactory academic progress requirement.

*Maximum timeframe* – Students have to complete their degree programme requirements within 150% of the required credits for the programme.

**SAP reviews**
The financial aid officer will monitor SAP at the end of every semester. A student who does not maintain SAP, as defined in this policy, will receive a Financial Aid Warning notification by email at the conclusion of the first semester in which they do not meet the policy.

A student that does not comply with the SAP requirements after two semesters will no longer be eligible to receive financial aid. The student will be notified of his/her ineligibility by email.

**Financial Aid Warning**
A student who fails to meet the SAP requirements during a semester will be placed on Financial Aid Warning. The Financial Aid Warning period consists of the next semester the student is enrolled in classes. A student may receive financial aid while on Financial Aid Warning, although the student needs to meet the SAP requirements by the end of the semester.

**Attempted Credits**
Attempted credits include the following:

- Successfully completed courses (with passing grades)
- Non-passing grades
- Repeated courses
- Transfer credits
- Incomplete courses

**Repeated courses**
A student may repeat a course in order to earn a passing grade. When a student repeats a course for the first time, the credits for this course count as attempted credits in the SAP review, and count as earned credits if a passing grade is obtained.

**Transfer credits**
A transfer student’s transcripts will be evaluated by Lund University. Those courses which are applicable to the degree requirements will be accepted and will be used to measure the quantitative SAP requirement. Only grades earned at Lund University will be used to assess the qualitative requirement.
Remedial Coursework
Remedial coursework is not available at Lund University.

Change of Programme or Degree
A student who decide to change his/her degree or program objective will be evaluated similarly to Transfer Students with the exception that the grades previously earned at Lund University will be used to assess compliance with the qualitative requirements.

Losing eligibility for Financial Aid
A student who is not meeting the SAP requirements, and who has failed to appeal his/her status or has had his/her appeal denied will lose eligibility to receive Title IV student aid.

This loss of eligibility only applies to financial aid status, not to registration or academic standing.

Right to Appeal
A student who has lost his/her eligibility for financial aid after not meeting the requirements of this policy has the right to appeal any mitigating circumstances in writing to the Director of External Relations at Lund University. An appeal must be completed and sent within three weeks of the notification of the student’s loss of eligibility.

An appeal form can be requested by contacting the Financial Aid Office at studielan@er.lu.se

If a student does not complete the appeal process, or if an appeal is denied, he/she will remain ineligible for Title IV student aid until satisfactory academic progress is reestablished. Financial aid will not be provided retroactively.

Decision Timeframe
It is the goal of our Financial Aid office to have a student’s appeal reviewed in a timely manner. During high volume periods, it may take up to 10 working days before a decision is posted. The decision will be sent by email to the student’s email account at Lund University.

Regaining Eligibility for Financial Aid
A student is permitted to pay for his or her Cost of Attendance expenses while trying to make up for any SAP deficiencies. Students whose aid has been discontinued may apply for reinstatement of financial aid when they have met the qualifications for Satisfactory Academic Progress

A student who is reinstated must receive a passing grade on 75% or more of his/her attempted credits the first semester after their reinstatement.
Withdrawal
If a student drops a course before the course has started, the course will not be included in the SAP review. However, in the unlikely event that a withdrawal is made unofficially a student’s SAP status might be affected.

Students are strongly advised to contact the Financial Aid Office (studielan@stu.lu.se) for advice before considering withdrawal.

[Signatures]
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