

## Satisfactory Academic Progress (SAP)



### Regulations

The US Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving federal student aid (student loans).

Each student loan disbursement is contingent upon students maintaining satisfactory academic progress, as determined by the Student Affairs & Financial Aid team. Satisfactory Academic Progress (SAP) means that the student is proceeding positively towards fulfilment of his/her degree requirements. SAP includes two standards: qualitative and quantitative. Students must meet both standards to continue receiving student loan.

#### **Qualitative**

In order to be eligible for financial aid with the qualitative standard, a student must maintain the necessary academic standing for continued enrollment at the Hertie School. Student Affairs Team will conduct a review at the end of each semester to determine the student's successful progress toward obtaining a degree by comparing the cumulative grade point average (GPA) on a semester basis. A student must maintain an **overall minimum GPA of 50%** out of 100% to remain enrolled in the program and to continue receiving financial aid. Courses graded with pass/fail and uncompleted courses are not included in the overall grade point average.

Students may be dismissed from the school at the end of any semester if they have not made sufficient academic progress to warrant continuation of their studies. This process will follow policies and procedures which is regulated in detail in the Examination Rules of the study program as adopted by the Academic Senate of the school. The dismissal decision is final and may not be appealed by the student. Re-admission of dismissed students to the program is not possible.

#### **Quantitative - Master of Public Policy (MPP) and the Master of International Affairs (MIA)**

The Master of Public Policy (MPP) and the Master of International Affairs (MIA) of the Hertie School of Governance are full-time programs taught in the course of four semesters.

According to the MPP and MIA Study Rules of the Hertie School of Governance, students must earn a total of 120 credit points (based on the ECTS<sup>1</sup> standard) over the course of the entire program (see MPP/MIA Study Rules, § 3 (1)). Students are required to earn 60 credit points during the first and second academic year respectively. The first academic year consists of two semesters and is called the *core curriculum* (see MPP/MIA Study Rules § 3 (2)). The second

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<sup>1</sup> ECTS credits are a measure for student workload used across the Europe. Please see therefore the explanation on the website of the European Union: [http://ec.europa.eu/education/ects/users\\_guide/glossary\\_en.htm#w](http://ec.europa.eu/education/ects/users_guide/glossary_en.htm#w) „An estimation of the time learners typically need to complete all learning activities such as lectures, seminars, projects, practical work, work placements, individual study required to achieve the defined learning outcomes in formal learning environments. The correspondence of the full-time workload of an academic year to 60 credits is often formalized by national legal provisions. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, which means that one credit corresponds to 25 to 30 hours of work. It should be recognized that this represents the normal workload and that for individual learners the actual time to achieve the learning outcomes will vary.“

academic year made up of two semesters is called the *advanced curriculum* and its content builds upon the core curriculum (see MPP/MIA Study Rules § 3 (3)).

Over the course of the entire study program, students are expected to attend a defined sequence of courses listed in the study plan. Course drop-outs after the enrollment period are not possible as it is expected that students who enroll in a course finish the course. Class attendance is mandatory and will be monitored in all classes. Students are not allowed to miss more than two sessions of a course per semester for any reason.

### **Repetition of Examinations**

Students may retake an exam twice in case of a failed examination and will be given the opportunity to do so before the start of the subsequent semester (see MPP/MIA Examination Rules, § 10 (2)). Students who received a passing grade for an exam cannot retake the course.

In exceptional cases, the Examination Committee may approve the interruption of the scheduled study program for a maximum period of 12 months after the first academic year (see MPP/MIA Examination Rules, § 7 (3)) upon written request by students. This interruption is called Leave of Absence and is meant to provide students with the opportunity to gather professional experience or to participate in the Professional Year programme of the Hertie School of Governance. The Leave of Absence implies a maximum timeframe of the study programs of three years.

### **Maximum Period of Study**

This is the maximum amount of time a student is permitted to complete the program of study and remain eligible for financial aid under the Title IV Federal Direct Loan Programme.

The indicative length of study is two (2) years; the maximum period of study, including deferments and intermissions, is three (3) years.

### **Evaluation & Warning procedure**

The Hertie School evaluates satisfactory academic progress at the end of each payment period for programs of study which equals one semester at the Hertie School. This evaluation includes evaluation of the qualitative (grade-based) and quantitative (time-related) academic progress. Since Hertie chooses to evaluate satisfactory academic progress at the end of each payment period, we use a “financial aid warning” which means that a Student may continue to receive Title IV aid for *one payment period*. It is possible for a student to receive more than one warning period during his/her academic career but NOT consecutively.

### **Appeals and Waivers of SAP**

Students may submit an appeal to be considered for reinstatement on a probationary status of no more than one semester to resolve all deficiencies. Students who have an acceptable appeal, but for whom it would be impossible to resolve all deficiencies in one semester, will be placed on an academic plan.

Appeals can only be considered for extenuating circumstances such as injury or illness, death of a relative, or other special circumstances. Appeals must include documentation of circumstances on which the appeal is based. Appeals must also specify why the student failed to satisfy SAP requirements and what has changed in the student's situation. Appeal letters

and supporting documentation are submitted to the Examination Committee & Student Affairs Team and will be reviewed by a committee.

The Examination Committee will review each case and make its final decision based on the context of the interruption, its resolution, and its inability to affect future terms.

**Probation**

Students who have appeals approved are placed on SAP Probation for one semester. Federal aid will be available for the probationary semester. If the student successfully meets the requirements during the probationary semester, SAP probation will be lifted. If the student fails to meet the requirements of the probationary semester, the student will be ineligible for further federal financial aid. A student can regain eligibility if at a later point in time the student is meeting all Satisfactory Academic Progress requirements.

**Academic Plan**

Students may be placed on an academic plan upon submission of a successful appeal. If it is mathematically impossible for a student to resolve all deficiencies during one semester of probation, the student will be placed on an academic plan with the final target being to resolve all deficiencies. An academic plan can vary in length and will be determined by Academic Advising. The student's academic plan will be reviewed annually and the student must meet the terms outlined in the plan to continue receiving federal aid.