

## **RVC Satisfactory Academic Progress (SAP) Policy for Title IV Direct Loan Recipients on Bachelor of Veterinary Medicine Programmes**

The Royal Veterinary College (RVC or the “College”) policy for assessing whether US students are meeting the satisfactory academic requirements to continue receiving Title IV Direct Loans for:

- o Bachelor in Veterinary Medicine (5 Year Programme)
- o Accelerated Bachelor in Veterinary Medicine (4 Year Programme)

### **1. Overview**

Federal Aid students enrolled at the RVC are required to meet satisfactory progress requirements. Under U.S Federal law (34CFR 668.16(e) and 668.34) the College is required to ensure that all Federal Aid students (i.e. those in receipt of Title IV funding) must be enrolled and making satisfactory academic progress (SAP) in order to be eligible to receive Title IV Federal Loans. These regulations require that the RVC checks the students’ progress at regular intervals. This definition of SAP may be different from other RVC policies and is not a replacement for College academic regulations.

### **2. Definition of SAP**

Our definition of Satisfactory Academic Progress for the purposes of receiving Title IV Federal Loans is measured by:

- timeframe – maximum time allowed in completing an academic programme
- performance – student grade level average or equivalent

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) to be eligible for federal aid, in the form of Direct Loans, at RVC. Students must meet both the quantitative and qualitative standards (as described in the SAP policy) to receive aid. Students who fail to meet these standards are placed on financial aid suspension and are not eligible to receive federal aid until they are once again meeting the overall SAP policy requirements or submit a successful SAP Appeal (placed on financial aid probation).

Students who had extenuating circumstances that prevented them from making satisfactory academic progress may submit a SAP Appeal Form to request to have their aid reinstated.

Students who are on financial aid suspension can apply for a non-federal [private loan](#). These loans are based on credit approval and often require an endorser.

### **3. How SAP is assessed**

#### **Qualitative Standard (Grades)**

Students on the Bachelor in Veterinary Medicine and Accelerated Bachelor in Veterinary Medicine must achieve minimum standards as required by the assessment regulations and consistent with progression and graduation requirements. In addition, students must maintain a minimum cumulative grade of 50%. The minimum standards must be met at the time of assessment.

The student grade is not affected by interruptions (official leave of absences) as all assessment takes place upon completion of the academic year.

#### **Quantitative Standard (Pace)**

Each year of the veterinary medicine programmes is comprised of 120 credits. Students must pass at least 67% of all attempted credits and remain on pace to graduate within the 150% maximum timeframe. The maximum timeframe for completion is 150% of the standard, published timeframe for an undergraduate course (see table below).

<b>Programme</b>	<b>Standard Timeframe</b>	<b>Maximum Timeframe</b>
Accelerated Bachelor in Veterinary Medicine	4 Years	6 Years
Bachelor in Veterinary Medicine	5 Years	7.5 Years

<b>Programme</b>	<b>Programme Length in Credits</b>	<b>Maximum Federal Timeframe for Completion</b>	<b>Pace</b>
Accelerated Bachelor in Veterinary Medicine (4 Years)	480	6 Years (720 credits)	67%
Bachelor in Veterinary Medicine (5 Years)	600	7.5 Years (900 credits)	67%

Transfer of credit from other institutions is not allowed on the programmes.

Both the qualitative and quantitative SAP standards are reviewed at each evaluation point, which is at the end of the academic year.

### **Procedure for assessing Satisfactory Academic Progress of US Federal Aid recipients at RVC**

The academic progress of students will be assessed at the end of each academic year, to ensure they remain on course to complete at the required pace within the maximum timeframe whilst maintaining a minimum cumulative grade of 50%.

Students who fail to meet these standards are placed on financial aid suspension and are not eligible to receive federal aid until they are once again meeting the overall SAP policy requirements or submit a successful SAP Appeal (placed on financial aid probation).

Where SAP is confirmed, the student's financial aid will be processed as normal.

### **Examples of changes that will affect your SAP progress**

#### **Reassessment Due to Academic Failure**

Students who are resubmitting work or re-sitting examinations to complete a year, but are not in attendance, are not eligible for Title IV loans.

#### **Suspended Students**

Students undertaking a period of suspension/suspension of status, including maternity/paternity/adoption leave, approved by the Student Progress and Development committee will not forfeit future eligibility provided they can graduate within the maximum timeframe. However, they will not be eligible for Title IV loans until resumption of study.

#### **Incomplete Grades**

Students who have not submitted assessments may have their Title IV loans withdrawn as they may not meet the minimum pass rates and pace of credit completion.

#### **Repeat Year after Failure**

The Examination Board are responsible for determining a student's onward progression, in accordance with RVC regulations. In the case where a student is not permitted to progress onto the next term/semester/year, they have failed to maintain Satisfactory Academic Progress and will be placed on financial aid suspension. They will be notified of this by the Financial Aid Office, along with the procedure for appealing this determination (see Appeals).

## **Appeals**

Students may appeal the decision of the Examination Board not to allow them to continue on the programme due to the failure to make satisfactory academic progress. The student may appeal the result on the basis of exceptional circumstances. The appeal must explain why they failed to make satisfactory academic progress and what has changed in their situation that will enable them to make satisfactory progress at the next evaluation.

Exceptional circumstances may include:

- a. Death or extended illness of an immediate family member (parent, spouse, sibling, dependent child).
- b. Extended illness or personal injury of the student.
- c. Other exceptional circumstances as determined by the Academic Registrar.

Students wishing to appeal the suspension of financial aid will be required to indicate why they believe financial aid should not be terminated and provide reasons for failing to meet the satisfactory academic progress requirements.

Students will also be required to supply documentary evidence in support of their appeal. This may include:

- Copy of death certificate
- Medical certificate from a registered doctor or psychiatrist
- Statement from tutor or other senior School official
- Bank statements
- Financial accounts
- Other relevant evidence specific to the appeal

All appeals should be submitted in writing along with supporting documentation to the Student Appeals, Complaints and Conduct Officer via email to [studentappeals@rvc.ac.uk](mailto:studentappeals@rvc.ac.uk).

Disbursement of loan funding will not be made while an appeal is being processed.

### **Academic Appeal Decision**

The decision of the appeal will be communicated to the student as per the Academic Appeals Procedure. The decision of the Appeals Panel is normally final, although students have recourse to the College Final Formal Review procedure if they can evidence that the decision of the Appeals Panel is unsound. The Financial Aid Office will be informed of the decision at the same time and will notify the student they are placed on Financial Aid Suspension, and how to appeal that decision.

### **Appealing Against Financial Aid Suspension**

The student can appeal the decision within 14 days of being notified that their aid has been suspended by submitting a SAP Appeal Form and submit it to the [Financial Aid Office](#) by email, explaining why they did not meet SAP (e.g. injury, health, family reasons etc.) and what has changed that will allow them to meet the requirements. Supporting documentation relevant to the appeal should also be included.

### **Financial Aid Appeal Decision**

The RVC may place the student on financial aid probation where it determines that

- the student should be able to make satisfactory academic progress during the subsequent payment period (academic year), and
- meet the College's satisfactory academic progress standards at the end of that payment period.

Or

- the college develops an academic plan for the student that, if followed, will ensure the student is able to meet the College's satisfactory academic progress standards by a specific point in time.

And

- the student can still progress through their programme at a pace which ensures that they will graduate within the maximum timeframe.

Academic plans will be developed, approved and the compliance monitored by the Student Progress & Development Committee with notice to the Financial Aid Office in cases of non-compliance.

The Financial Aid Office will communicate the decision of the Financial Aid Appeal to the student in writing within 14 days of submission, if all necessary supporting evidence is complete.

### **Financial Aid Probation**

Students placed on Financial Aid Probation will be required to accept the terms of financial aid probation, as set out on the SAP Appeal Form, before further Title IV funds are disbursed.

### **Financial Aid Reinstatement**

A student on financial aid probation for a payment period may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the RVC determines that the student met the requirements specified by the college in the academic plan for the student.

### **Enquiries**

Email

FinancialAidOffice@rvc.ac.uk

Telephone

+44(0) 207 468 5404

Address

Financial Aid Office Student Records & Finance,

Academic Registry The Royal Veterinary College

4 Royal College Street

London

NW1 0TU

Date of Approval: 04 December 2020

Contact Person: Tim Miller, Student Records & Finance, Academic Registry

## SAP Appeal Form

Name:

Course:

I have read the RVC Satisfactory Academic Progress policy for my course and am appealing against being placed on financial aid suspension.

Please tick either or both statements	
<input type="checkbox"/>	I wish to appeal my financial aid suspension on the basis of my successful academic appeal
<input type="checkbox"/>	I wish to appeal my financial aid suspension on the basis of (please complete)
<input type="checkbox"/>	

I understand that if my appeal is successful I will be placed under Financial Aid Probation for the academic session, and that the initial loan disbursement at the start of the academic year will be subject to completing enrolment.

I understand that the second [and third, if applicable] disbursements of any federal loans in the academic session will be subject to satisfactory academic progress, which will be reviewed at the end of the previous term.

I understand that failure to complete required assessments, or achieve published criteria for passing at the end of the academic session, can mean losing federal funds for the session.

I understand that my attendance will be monitored over a minimum of 10 contact points throughout the academic year comprising of enrolment, attendance at assessments, classes and signing-in sessions. Student attendance records will be checked prior to any further disbursements and students must maintain a **minimum** 50% attendance, or the disbursement will be suspended until course attendance/engagement is confirmed, and the minimum 50% attendance is guaranteed.

Signed:	Date:
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