

RVC Satisfactory Academic Progress (SAP) Policy for Title IV Direct Loan Recipients on

Programme	Standard Timeframe	Maximum Timeframe
MSc Veterinary Epidemiology	1 Year	2 Years
MSc One Health	1 Year	2 Years

Programme	Programme Length in Credits	Maximum Federal Timeframe for Completion	Pace
MSc Veterinary Epidemiology	180	2 Years (360 credits)	50%
MSc One Health	180	2 Years (360 credits)	50%

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.

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 payment period (semester), 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 warning for the following payment period (semester) and remain eligible to receive federal aid for that payment period. Failure to achieve satisfactory academic progress at the end of that payment period will result in a loss of eligibility for financial aid.

Students in these circumstances (on financial aid suspension) 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.

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.

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

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 asstheg-3(tand)3(that fai)-2(lure t)da

