

Royal Welsh College of Music and Drama

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) Policy is written to articulate the academic requirements of study at the Royal Welsh College of Music and Drama (RWCMD) in the context of the United States Department of Education regulations for Federal Loan recipients. In order to continue to receive loans, students must progress satisfactorily and must do so within specified timeframes

The policy is consistent with, and for student purposes, must be read in conjunction with Course Regulations within which timeframes, credit requirements, assessment requirements, assessment criteria and course learning outcomes are given on a course-by-course basis. These may be found at: <http://hub.rwcmd.ac.uk/course-information/>

Qualitative Measurement of SAP

Students are required to complete the assessment tasks identified in course documentation, to the satisfaction of the Examiners (as defined in regulation). The grades awarded by Examiners are confirmed and adopted by a meeting of the Examining Board, held at the end of a period of study or the academic year. The Examining Board confirms, and records, students whose progress is satisfactory, and those for whom additional work is required either before re-enrolment or before an award can be made.

The rights of the student with respect to incomplete modules or courses are defined within regulations. Normally, a student retains the right to be re-assessed in incomplete modules on at least one occasion. Likewise, the various consequences of incomplete modules, including repeating of modules, repeating periods of study, and withdrawing from College are defined within regulations. In cases where a student has failed to make satisfactory progress but has completed modules and has been awarded credit, a subsidiary award (Diploma or Certificate) may be made.

Quantitative Measurement of SAP

Maximum time frames for completion of all courses are prescribed in regulation. For the purposes of SAP, students in receipt of a federal loan must complete their programme of study within 150% of the published timeframe of the course. In practice, and except in cases where ill-health or other unforeseen circumstance are factors, students on two, three or four-year courses *normally* have one additional year in which to complete.

All time-frames are measured in terms of academic year (September to September, annually) within which a schedule of work is published by course, appropriate to the

student. Students who enter a course transferring with credit would have the period of study reduced accordingly; each case is determined on an individual basis.

Confirmation of Academic Progress

Academic Progress will be reviewed at the end of the Autumn and Spring Terms by the Directors of Music and Drama, who will, on the advice of the Music Executive Committee and Drama Executive Committee respectively confirm Satisfactory Academic Progress. At the end of the Summer Term, SAP will be confirmed by the meeting of the Examining Board.

Students who do not meet the SAP guidelines at the end of the Autumn or Spring Terms will be placed on probation for the following term. Students who do not meet the SAP guidelines whilst on probation or at the end of the Summer Term will become ineligible for federal financial aid for the following term and will be notified accordingly.

Appeals

Students who are placed on probation or who have their eligibility for federal support suspended or withdrawn may appeal on the following grounds:

- Illness or injury;
- The death of a close relative; or
- Other special circumstances beyond the control of the student

An appeal shall be made, in writing and with full supporting evidence, within 10 working days of the notification. The appeal shall be made to the Head of Academic Services, RWCMD

Students should note that an appeal against a decision about eligibility for federal financial aid, under the terms of this policy, is entirely different from an appeal against a decision of the Exam Board in respect of Course Regulations.