

## **BOVTS Satisfactory Academic Progress Policy**

### **Introduction**

In order to maintain eligibility for US Loans funding, all students who are in receipt of US Loans must make Satisfactory Academic Progress in their studies. Satisfactory Academic Progress (SAP) for US Loans students will be reviewed using two measures, qualitative and quantitative. You must meet both standards to continue receiving financial aid.

### **Satisfactory Academic Progress (Quantitative Assessment)**

In line with all other students at Bristol Old Vic Theatre School (BOVTS), all students in receipt of US Loans must meet the minimum credit requirements for academic progression, as outlined in the School's regulations.

Decisions relating to satisfactory academic progression are the responsibility of the relevant course leader and the module leaders' meeting at the end of each term, and decisions are made in accordance with the University of the West of England regulations as published for each individual course handbook.

Quantitative assessment on all BOVTS MA programmes is evaluated by a combination of practical exams and coursework.

### **Satisfactory Academic Progress (Qualitative Assessment)**

In addition to the quantitative assessment decision, which is taken by the relevant course tutor, a further assessment takes place for US Loans students, which considers whether sufficient progress is being made to enable the student to continue to receive Financial Aid. This assessment looks at the pace of progression for the individual student.

In order to make satisfactory academic progress, the minimum requirement for students in receipt of Title IV loans is to be registered for a minimum of 50% of the full-time hours for their programme of study, being the minimum acceptable level published by the US Education Department. However, as published in the course programme handbooks, BOVTS sets a much higher minimum attendance level. All timetabled classes and trips are compulsory, none is optional. Students are expected to fully engage in their studies and attend all classes as outlined in the programme of study.

The qualitative assessment for postgraduate students will be made following the Academic Board at the end of each term. The maximum time frame for a student to maintain eligibility for US Loans funding will not exceed 100% of the published length of the course.

The maximum time frame includes periods when the student is not in receipt of funds and any period when a student is required to undergo reassessment. Periods when there has been a suspension in studies will not count towards this maximum time frame.

A student's Satisfactory Academic Progress is therefore determined by a combination of course leader & module leaders' meeting decisions and the pace of completion, which can be affected by deferment or withdrawals. PLEASE NOTE there are no provisions for a change in course.

## **Policy for Financial Aid Warning**

Students who fail to achieve the required qualitative and quantitative standards will be placed on Financial Aid Warning for one payment period. Aid is disbursed during this period.

## **Important Information**

Financial Aid Warnings are related solely to students' eligibility to receive Federal Student Aid from the US Department of Education and will not affect your enrolment status.

## **Appeals Procedure**

To appeal the financial aid suspension, a student must, within 14 calendar days of notification, indicate in writing the reason(s) for failure to meet the necessary financial aid SAP requirements and why financial aid should not be suspended. Full documentation in support of the appeal is required at the time of the appeal submission. Disbursement of loan funding will not be made while an appeal is being progressed.

An Appeals Panel, chaired by a senior member of academic staff will consider the appeal and render a decision, which will be conveyed in writing to the student within 14 calendar days of the student's appeal.

Appeals should be sent to:

The Principal  
Bristol Old Vic Theatre School  
1-3 Downside Road  
Clifton  
Bristol  
BS8 2XF

All appeal decisions are final.

If a student's appeal against funding suspension is successful, then the student's good standing will be restored and the student will be placed on probation for the payment period.

Students that fail SAP after a period of probation cannot receive aid unless they are successful in a further appeal and develop an academic plan approved by their tutor.

