TRINITY LABAN

US federal student loans: Satisfactory academic progress (SAP) policy

To be eligible for US federal student loans, a student must make satisfactory academic progress (SAP). This policy applies to all students taking federal loans (also known as 'financial aid' and 'Title IV aid') at Trinity Laban Conservatoire of Music & Dance, specifically Direct Subsidised, Unsubsidised, Grad PLUS and Parent PLUS loans. It applies to all federal loan recipients, including graduates, undergraduates, and full-time students. Students who are taking out a loan for the first time part way through their programme, will also need to demonstrate that they have met the SAP requirements throughout their degree so far.

Measuring SAP
SAP is assessed as follows:

- **Qualitative standard (grades):**
  Students must achieve minimum standards as required by the faculty and academic standing consistent with graduation requirements and on a cumulative basis. For undergraduate programmes, students are required to pass the modules by achieving the minimum pass mark of 40 in each Part of the programme and acquire all credits for that Part in order to progress to the next Part. For taught postgraduate programmes, students are required to pass modules by achieving the minimum pass mark of 50, in order to move beyond each designated progression point. Each academic year, postgraduate research students are required to demonstrate satisfactory progress to their supervisors and the Institution's Research Board.

- **Quantitative standard (pace):**
  Students must progress through their programme at a pace which ensures that they will graduate within the maximum timeframe outlined in the Institution's Assessment Regulations. In order to calculate pace, the normal expected duration of the programme is divided by the actual time taken by the student to complete, e.g. for a student completing BMus (Hons) Performance in 6 years:

  4 (normal duration in years) / 6 (actual duration in years) x 100 = 67%

  This is calculated by completed hours divided by attempted hours. For example, at the end of the year the student passed 90 credits and failed 30 credits, the student would have a pace of 75% which would satisfy the 67% SAP requirement for federal loans.

  The maximum timeframe for completion, for those Undergraduate students in receipt of US federal student loans, is 150% of the published length of the programme as measured in credits. Trinity Laban's full-time programmes require a minimum of 120 UK credits to be taken per academic year. A Master's programme must consist of a minimum of 180 UK credits in accordance with the guidance set out in the Higher Education Credit Framework for England.

Degree and programme length	Credits for Completion	Maximum Timeframe	Pace
BA (Hons) Contemporary Dance (3 years)	360	540 credits (4.5 years)	67%
BA (Hons) Contemporary Dance with Foundation Year (4 years)	480	720 credits (6 years)	67%
BA (Hons) Musical Theatre Performance (3 years)	360	540 credits (4.5 years)	67%
BSc (Hons) Dance Science (3 years)	360	540 credits (4.5 years)	67%
BMus Performance/ Composition/ Jazz/ Performer-Composer (4 years)	480	720 credits (6 years)	67%
BA (Hons) Music Performance and Industry (3 years)	360	540 credits (4.5 years)	67%
MSc Dance Science (12 months)	180	540 credits (3 years)	33%
MFA Dance Science (24 months)	260	520 credits (4 years)	50%
MA Choreography (12 months)	180	540 credits (3 years)	33%

MFA Choreography (24 months)	260	520 credits (4 years)	50%
MA Creative Practice (12 months)	180	540 credits (3 years)	33%
MFA Creative Practice (24 months)	260	520 credits (4 years)	50%
MA Dance performance (12 months)	200	4 years	33%
MFA Dance Performance (24 months)	280	560 credits (4 years)	50%
MMus Performance/ Composition/ Jazz/ Ensemble (2 years)	240	480 credits (4 years)	50%
MA Music Education (1 year)	180	540 credits (3 years)	33%
MA Music Education and Performance (15 months)	240	624 credits (39 months)	38%
MPhil Creative Practice/ Performance Science/ Music or Dance Pedagogy (Full time)	N/A	3 years	100%
MPhil Creative Practice/ Performance Science/ Music or Dance Pedagogy (Part time)	N/A	5 years	60%
PhD Creative Practice/ Performance Science/ Music or Dance Pedagogy (Full time)	N/A	4 years	100%
PhD Creative Practice/ Performance Science/ Music or Dance Pedagogy Part time	N/A	7 years	57%

Students must also be studying at least half-time in order to be eligible for federal loans.

Both the qualitative and quantitative SAP standards are reviewed at each evaluation point. For students on programmes lasting one year or less, SAP is evaluated towards the end of each payment period, ie December; March; and July. For students on programmes lasting more than one year, SAP is evaluated annually towards the end of the summer term ie July.

Generally, all periods of a student's enrolment count when assessing progress, even periods when the student did not receive loan funds. Some examples of changes to enrolment and how these impact on the measurement of SAP are outlined below:

Change to enrolment	**Counts towards SAP measurement?**
Period of approved suspension/suspension of status, including maternity/paternity/adoption leave	No, and therefore the period while suspended would not be counted towards the quantitative standard (pace).
Change of programme	If elements of the old programme contribute towards the new programme, then credits will be included in the quantitative standard (pace). When all elements of the new programme are unrelated to the old programme, then credits will not be included in the quantitative standard (pace).
Withdrawal or non-completion of a programme and subsequent re-enrolment	If a student withdraws in the middle of the academic year, any credits completed would be counted in the quantitative standard (pace).
Repetition or reassessment due to academic failure	Yes, any credits already completed would be counted in the quantitative standard (pace).
Transfer in to Trinity Laban Conservatoire of Music & Dance (transfer of credits recognition of prior learning)	Yes, any credits already completed before transferring would be counted in the quantitative standard (pace).

Failure to meet SAP and regaining eligibility

A student who fails to meet SAP standards will be notified that they are ineligible for further disbursements of US federal loans. Reinstatement of eligibility for these loans is not automatic. A student can regain eligibility only by submitting a successful appeal to be placed on probation or by taking action that brings them into compliance with the SAP standards.

Appeals

A student who fails to meet SAP standards may appeal on the basis of unforeseen circumstances including (but not limited to) injury, illness, accident or bereavement. The appeal must explain why the

student failed to make SAP and what has changed in their situation that will allow them to make SAP at the end of the following term/semester. Evidence should be attached where possible (eg medical notes or death certificates). Appeals must be submitted in writing by post to:

Registrar & Director of Academic Services
Registry
Trinity Laban Conservatoire of Music & Dance
Old Royal Naval College
Greenwich
London
SE10 9JF
UK

Receipt of the appeal will be acknowledged within seven working days. An Appeal Board will be convened, consisting of at least two members of staff from the Registry and Finance team, and the Board will aim to hold a review within 30 days of the date of the acknowledgement. The student will be notified of the outcome within seven working days of the review. The Appeal Board may require extra evidence, documentation or contributions from the student's supervisor, tutor or department, in which case these timescales may be extended. The decision of the Appeal Board is final.

If the Appeal Board determines that the student will not be able to meet the SAP standards, then the student will be ineligible for further disbursements of US student loans until they are able to take action that brings them into compliance with the SAP standards.

If the Appeal Board determines that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student will be placed on probation. The student's progress will be reviewed at the end of the payment period, as probation status is for one payment period only. If the student is not meeting the SAP standards at this point, then they will not be eligible for further disbursements of US student loans until they are able to take action that brings them into compliance with the SAP standards.

If the Appeal Board determines that the student will require more than one payment period in order to meet the SAP standards, the student will be placed on probation and a personal study plan will be drawn up, in collaboration with the student's Programme Leader. The student's progress will be reviewed at the end of the payment period to determine if the student is meeting the requirements of the personal study plan. If the student is meeting the requirements of the personal study plan, the student is eligible to receive US student loans as long as they continue to meet those requirements. If the student fails to meet the requirements of their personal study plan then they will not be eligible for further disbursements of US student loans until they are able to take action that brings them into compliance with the SAP standards.

Definitions
Appeal: a process by which a student who is not meeting SAP standards petitions Trinity Laban Conservatoire of Music & Dance for reconsideration of their eligibility for US student loans.

Probation: A status that Trinity Laban Conservatoire of Music & Dance assigns to a student who is failing to make SAP and who successfully appeals. Eligibility for US student loans may be reinstated for a limited period.

Further Information
Please contact the Registry on (admissions@trinitylaban.ac.uk) for more information.