

**1 Satisfactory Academic Progress for US Loan programs:**

1.1 All students who receive a US Federal Loan whilst studying at the Guildhall School of Music & Drama are required to make satisfactory progress on their programme of study and to abide by the Schools *Academic Regulatory Framework* and all associated policies and procedures as outlined here:  
[http://www.gsmd.ac.uk/about\\_the\\_school/about\\_us/policies/](http://www.gsmd.ac.uk/about_the_school/about_us/policies/)

1.2 The US Department of Education requires the Guildhall School to check a student’s progress at the end of each term, and to ensure that they are meeting both the Quantitative and Qualitative requirements below.

**2 Quantitative Requirements (Federally mandated maximum time frame to complete the program/degree.)**

2.1 Students must complete their educational program within a time frame no longer than 150% of the published length of the educational programme to receive aid. The School does not accept specific transfer credit. However, for some degree programmes, and in exceptional circumstances, the School admits suitably qualified students with advanced standing giving them direct entry into the second year of a programme (or third year for BMus only), this reduces the overall length of a programme and the 150% completion requirement will be adjusted accordingly.

Examples;

For an undergraduate 4 year programme (eg BMus) the student must complete in 6 years

For a direct entrant to the second year of the 4 year BMus programme, the student must completed in 4.5 years

For an undergraduate 3 year programme (eg BA in Acting) the student must complete in 4.5 years

For a postgraduate 2 year programme (Guildhall Artist Masters, Parts 1 & 2), the student must complete in 3 years.

Periods of interruption will not count towards this calculation for federal loan purposes but will count towards the School’s calculation of the maximum period of registration. Please see the School’s *Academic Regulatory Framework, Section 2, 5.2.*

2.2 If a student has attended part of the programme below full time, then this calculation will be based on the Full Time Equivalent of their studies (eg 2 years at 50% will count as 1 year FT study).

**3 Qualitative Requirements (Basic Standard for Satisfactory Performance)**

3.1 Assessments are marked on a 0-100 scale. End of year overall aggregates and end of programme award calculations are also given on a 0-100 scale. The following bandings apply:

	Undergraduate degrees	Taught postgraduate degrees	US equivalent
70-100	First class	Distinction	A
60-69	Upper Second class	Merit	B
50-59	Lower Second class	Pass	C
40-49	Third class	Fail	D
Less than 40	Fail		E

3.2 All students are expected to maintain satisfactory progression throughout their programme of study and at the end of the year achieve the standard required by the School Board of Examiners, viz:

#### **To pass an assessment**

To pass an undergraduate assessment a student must achieve a minimum mark of 40% (grade D), to pass a postgraduate assessment a student must achieve a minimum mark of 50% (grade C), higher thresholds may apply in particular circumstances.

#### **To pass a module**

Within a module, individual assessments may be compensated, where applicable this will be detailed in the module specification.

#### **To progress to the second year of study and all subsequent years of study where a degree is more than two years**

- Undergraduate students must achieve a minimum of 40% across all modules to progress to the next year of study, ie a student must achieve 100% of all credit attached to that year of study to progress to the next year of study
- Postgraduates must achieve a minimum of 50% across all modules to progress to the next year of study, with the exception of progression to Part 2 of the Guildhall Artist Masters programme where a minimum aggregate mark of 60% is required in the Principal Study module (at the first attempt), and the student must have submitted successfully a plan for professional and artistic development for Part 2.

3.2.1 If a student meets all progression requirements they will be placed on good standing for financial aid. Students who are unable to meet the progression criteria are deemed unable to progress, will be suspended for the purpose of Federal Aid until they have met the progression requirements at the next available attempt. If a student fails to progress at the next available attempt then Financial Aid will be suspended.

3.2.2 Pace of progress: a student will not be able to progress to the next of year of study without completing the previous year of study; progression reassessment will be scheduled to facilitate progression by the start of the next academic year. Due to the nature of the School's programmes, only in exceptional circumstances will a student be permitted to suspend their studies and be reassessed during the next academic year.

3.3 Any student not achieving the minimum pass requirement will be offered one opportunity to resit the relevant assessment. If a student fails at the next attempt and does not proceed with the programme of study then Financial Aid will be suspended.

#### **4 Other Requirements**

If it is stated by the department that the student is not attending at least 50% Financial Aid will be suspended (higher thresholds will apply to specific programmes). If a student meets the requirements for progression on the programme of study they will be placed in good standing for financial aid.

#### **5 Financial Aid Warning**

Students who fail to make Satisfactory Academic Progress will firstly be issued with a 'Financial Aid Warning'. This warning will last for 1 payment period (ie until the next disbursement), during which time a student can still receive Financial Aid. Students that fail to regain Satisfactory Academic Progress by the next disbursement will no longer be eligible for Aid, unless they are successful in an appeal (see below).

#### **6 Appeals procedure**

To appeal a financial aid suspension, a student must, within 14 calendar days of notification, submit to the Registry Office a signed and dated letter of appeal explaining why he or she shouldn't have Financial Aid suspended. A student may appeal due to an emergency condition (e.g. health, family, catastrophe, etc.) and state

what has changed in their situation that will allow them to meet Satisfactory Progress at the next evaluation date. Documentation verifying the situation may be requested.

The appeal will be considered by the Secretary & Dean of Students who will render a decision which the Secretary & Dean of Students will convey in writing to the student within two weeks of the student's appeal.

Please send your appeal to:

Katharine Lewis  
Secretary & Dean of Students  
Guildhall School of Music & Drama  
Silk Street, Barbican  
EC2Y 8DT

Or

[registry@gsmd.ac.uk](mailto:registry@gsmd.ac.uk)

All decisions made are final.

## **7 Financial Aid probation**

- 7.1 If a student's appeal against suspension is successful then the student's good standing will be placed on probation for the payment period.
- 7.2 A student that has their Federal Aid suspended but continues the programme under their own means and subsequently meets Satisfactory Academic Progress standards will be entitled to regain a probationary status and apply for, or receive loans.
- 7.3 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 supervisor.
- 7.4 Students that have exceeded the 150% time limit on their programme cannot receive Federal Aid and cannot be reinstated at any point.