

Satisfactory Academic Progress Policy

1. Consistent application

- a. These Satisfactory Academic Progress (SAP) policies will be applied consistently to both full and part-time students in all degree programs.
- b. The financial aid standards for SAP will be at least as strict as those applied academically to students not receiving any Federal Student Aid (FSA).

2. Measuring Satisfactory Academic Progress

- a. Students will be evaluated by the Academic Dean in consultation with the faculty at the end of each academic year after grades for the spring semester have been submitted. This will be done using a transcript that shows all work to date.

3. Qualitative Measurement - GPA requirements

- a. All degree programs require a cumulative GPA of 3.0 (B) for a student to remain in good standing.
- b. Students whose cumulative GPA falls below 3.0 (after completing at least 4 courses) will be placed on academic probation at the beginning of the semester following that in which academic performance falls below 3.0.
- c. If after spring grades have been submitted a student is placed on academic probation, they will be placed on financial aid warning for the upcoming summer term and fall semester. The student will be notified of these warnings, in writing by email to the students' school email address, within 10 business days after the probation determination.
- d. If at the end of the financial aid warning period, the student has not been taken off academic probation, they will lose their eligibility for FSA in the next fall or spring semester.

4. Quantitative Measurement - Maximum time frame for completing the MDiv program

- a. The *Bexley Seabury Student Handbook* lists the maximum time permitted for completion of the Master of Divinity (MDiv) program ("statute of limitations") as six years. The degree requires completion of 81 credits.

5. Pace of progress through their educational program

- a. A student's pace in the MDiv program will be measured relative to the 6 years maximum time allowed for their degrees (statute of limitations). If the maximum time allowed for this program is changed by the seminary, this pace will be adjusted accordingly.



- b. The pace of progress required in the MDiv program in order for a student to be eligible for a federal student loan is based on the following:

Degree Program/ Part-time or Full-time	Minimum Classes per Fall/Spring semester (plus Jan or June term)	Maximum Completion Time
MDiv/Part-time	2 enrolled courses	6 years
MDiv/Full-time	4 enrolled courses	3 years

6. Effect of course withdrawals (W), incompletes (I/PI), fails (F), repetitions, and transfer credits on GPA and pace of completion

- a. All credit-bearing courses are included in the pace of progress determination.
- b. All completed credit bearing courses for which a passing letter grade or an F has been earned are included in the calculation of the GPA. Incompletes, either temporary (I) or permanent (PI), are not included in the GPA.
- c. All required courses for which a grade of W, PI, or F has been recorded in a given semester *must* be repeated. Elective courses for which a W, PI, or F has been recorded *may* be repeated.
- d. Transfer credits, included in the pace of progress determination, may shorten the time in which the degree must be completed.
- e. The following chart summarizes the aforementioned policy:

	Effect on GPA	Effect on Pace of Progress
Withdrawals	Not included	Included
Incompletes	Not included (remain on transcript)	Included
Fails	Included, unless successfully repeated (remain on transcript)	Included
Graded Repetitions of Courses previously marked W, PI, or F	Only the second attempt is included (prior grade remains on transcript but is not included in GPA)	Both attempts Included
Transfer Credits	Included	Included

7. Financial Aid Suspension and Financial Aid Appeal

- a. Financial Aid Suspension – a student is considered to be in Financial Aid Suspension when they fail to meet the required Qualitative Measurements (GPA) or Quantitative Measurements (pace of progress) in the semester after that in which



they have received a financial aid warning. A student will be notified, in writing by email to their school email address, that they are in Financial Aid Suspension and that they are not eligible for FSA. Such notice shall be given within 10 business days after the determination is made that they have failed to meet the qualitative or quantitative measurements of progress.

- b. Financial Aid Appeal – an appeal can be made when a student is placed in Financial Aid Suspension
- i. The appeal is a written submission that at a minimum:
 1. The student has not fallen below Satisfactory Academic Progress standards; or that
 2. One or more grades causing a student to fall below Satisfactory Academic Progress standards warrants modification due to extraordinary circumstances that were unknown to the school at the time the SAP determination was made. Examples of such circumstances might include illness, family crises or other unexpected difficulties of sufficient duration to cause academic difficulties and an inability on the part of the student to communicate these difficulties to the school in a timely fashion.
 3. Includes a plan for corrective action.
 4. Approval of the plan by the student’s academic advisor.
 - ii. The appeal is determined within 10 business days by the Academic Dean in consultation with the faculty and the student is notified of the outcome, in writing, within 10 business days after a determination has been made.
 - iii. If the appeal succeeds, the student will be eligible for FSA in the upcoming semester. The student’s progress will be reviewed again at the end of the next semester to determine if they are now making SAP or whether they must move back into Financial Aid Suspension.
 - iv. All attempted credit-bearing classes are included in the qualitative and quantitative SAP calculations, even when the student is not receiving Title IV Financial aid.
 - v. If the appeal fails, the seminary does not offer remedial classes.
 - vi. If the appeal fails, the seminary does not offer the student the option to pursue a second degree.
 - vii. Non-credit-bearing courses do not apply to a consideration of Federal financial aid eligibility or to the suspension thereof.