THE MASTER'S COLLEGE & SEMINARY

OFFICE OF FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS POLICY

MASTER OF EDUCATION

MASTER OF BIBLICAL COUNSELING | MASTER OF BIBLICAL STUDIES

1. Each student enrolled in one of the above graduate programs must maintain a cumulative grade point average (GPA) of 2.75 or higher for each semester of attendance.
2. A student must also complete 80 percent of the institutional units he/she has attempted. For example, a student who attempts 10 credit hours for the first semester must complete 8 of those credit hours. Part-time students must also complete 80 percent of their attempted units. "F" grades, incompletes, withdrawals, and "no credit" marks affect your GPA as outlined in the school catalog.
3. A student must also demonstrate progress toward graduation. The time-frame in which a student finishes his degree cannot exceed 150% of the published length of the program. For example, for an academic program with a program length of 35 units, the time-frame of completion cannot exceed 52.5 units.

Evaluation of Students' Progress

GPA and unit evaluation is done at the beginning of each semester. If either of the criteria are not met at their times of evaluation, the student will be notified of his/her failure to meet the qualifications and the student will be placed on Financial Aid Warning.

Financial Aid Warning for Failure to Meet the GPA Requirement

If a student is put on Financial Aid Warning for failure to meet the cumulative GPA requirement, the student has one semester to receive a cumulative GPA of 2.75. The student must maintain a 2.75 cumulative GPA for one semester before he/she will be removed from Financial Aid Warning.

If during the semester of Financial Aid Warning, the student does not receive a cumulative GPA of 2.75, the student will have all financial aid suspended until he has met the 2.75 cumulative GPA requirement. After maintaining a 2.75 cumulative GPA for one semester, the student will again be eligible for financial aid.

Financial Aid Warning for Failure to Meet the Unit Requirement

If, at the time of unit evaluation, a student has failed to complete 80 percent of his attempted units, he will be placed on Financial Aid Warning and will be notified of his failure to meet the requirements. That student will have one semester in which to improve his percentage. If, by the end of that semester, the student has not completed 80 percent of his cumulative attempted units, that student will have all financial aid suspended until such a time as he has met the requirement. The student may again apply for financial aid after requirements have been met.

Appeal

A student may appeal this suspension by presenting a letter of appeal to the Office of Financial Aid. The appeal must include the reason why the student has failed to meet satisfactory progress. It must also include what has and will change in order for the student to achieve Satisfactory Progress by the next semester. Cases of extreme illness or death in the family will be taken into consideration. The Office of Financial Aid will notify the student as to the final decision.

An approved appeal will grant the student one semester of probation in which he/she will still be eligible to receive Financial Aid. If, at the end of this probation period, Satisfactory Progress is not met the student will be placed on Financial Aid suspension until such time as he/she has met the requirements.

I have completely read and do understand this policy.

_____ _____

Signature Date

_____

Print Name

White-school copy

Yellow-student copy

Revised 1/3/2011