

## Interdenominational Theological Center Satisfactory Academic Progress Policy for Graduate Students

All Interdenominational Theological Center graduate students, full-time and part-time, who are receiving Federal Title IV Financial Aid, must meet the following guidelines for satisfactory academic progress (SAP). Graduate federal aid recipients are required to be in good standing and to maintain SAP toward their degree requirements each semester in which they are enrolled. SAP is evaluated once per year at the end of spring semester. Failure to maintain satisfactory progress may result in the loss of financial aid eligibility.

### Standards for Graduate Students

1. **Maintain a minimum cumulative grade point average (GPA) of 2.25 or higher.** All graduate students must maintain a 'C' average or at least a 2.25 GPA.
2. **Maintain minimum pace toward degree progress.** Graduate students must successfully complete (receive passing grades) sixty-seven (67%) of their attempted coursework at the end of the spring term and will be calculated by dividing the cumulative earned credit hours by the cumulative attempted credit hours. Transfer credit accepted from an accredited post-secondary institution is not included in the determination of a student's pace toward degree progress.
  - a. The following designations are considered to be attempted credit hours but are not considered to be successfully completed: W, I, NG, and F grades.
  - b. Courses repeated for any reason will be counted as attempted credit hours. Repeated courses with passing grades will not be counted as completed/earned credits unless they would also appear on the official transcript.
3. **Complete their degree program within the maximum timeframe.** A graduate student's attempted hours may not exceed 150% of the published length of the program. All transfer credits and all other credit sources are included in the calculation of a student's maximum timeframe.

The following measurements will be used to establish maximum timeframe based on individual graduate programs:

Program	Program Credits Required for Completion	Maximum Timeframe Attempted Credit Hours	Maximum Years
M.Div.	89	134	
M.A.C.E.	60	90	
D. Min.	36	54	
Th.D.	56	84	
M.A.C.M	60	90	
M.A.C.E./M.Div.	120	180	
M.A.C.M/M.Div.	120	180	
M.A.C.M./M.A.C.E.	90	135	

Students who have attempted the maximum attempted hours or years and have not achieved their degree will not be eligible to receive financial aid. There are no probationary terms for maximum time frame.

### **Notification of SAP status**

The Office of Financial Aid (OFA) will notify all graduate students via their ITC email of their financial aid suspension at the end of each spring semester immediately following the grading period if they fail to meet the minimum standards for academic progress. Students who successfully met the SAP standards will not receive a notification.

### **SUSPENSION**

Graduate students will be immediately suspended from receiving federal financial aid, at the end of the spring semester, if they failed to meet the minimum requirements for SAP for one or more of the following reasons:

- A student's cumulative GPA is below the 2.25 requirement; and/or
- A student did not meet the minimum pace (67%) toward their degree progress; and/or
- A student has reached the maximum time frame for his/her degree program and not completed the degree program.

Graduate students may enroll for future terms at the Interdenominational Theological Center but they are ineligible to receive financial aid while on suspension.

### **Appeals**

ITC recognizes there may be extenuating and mitigating circumstances affecting student performance. Graduate students may appeal their satisfactory academic progress suspension if any of the following circumstances exist:

- Death of a relative; and/or
- Illness or injury; and/or
- Other circumstances directly affecting academic performance.

ITC will provide instructions for appeal as part of the notification sent to students placed on suspension. You must submit documentation or supporting letters to confirm your circumstances (e.g., letter from physician or counselor, medical bills, death certificate, military orders, court documents). Supporting letters or documentation must be on official letterhead. Graduate students placed on suspension after the spring semester must submit an appeal and appropriate documentation in order to receive financial aid consideration for enrollment in subsequent terms.

### **Deadlines to Appeal**

- Fall Term: July 1
- Summer Term: 7 Days after receipt of the notice

## **Appeal Processing**

A SAP appeal must be submitted on or before the established deadline for the appropriate term and is subject to approval. ITC will review all appeals submitted and notify a student, via their ITC email address, of its decision within 10-15 business days.

Students who have been suspended may be eligible to appeal their academic standing and should speak with an ITC representative about the appeal process and requirements. Students who complete the appeal process and are approved will be placed on probation. Students who are ineligible to appeal, whose appeal is denied or who fail to submit an appeal will remain on financial aid suspension.

## **PROBATION**

Students who complete the appeal process (see Appeals) and are approved, are placed on probation for one semester. Students on probation are eligible to receive financial aid. Students must meet the following terms and conditions during their probationary semester in order to maintain good academic standing for financial aid:

- Successfully complete all coursework attempted during the semester with a grade of B or better; and
- Meet the academic requirements outlined in the student's academic plan; and/or
- If the student has reached maximum timeframe, the student must complete all coursework attempted and all outstanding degree requirements necessary to complete the degree program.

The student and his/her Faculty Advisor will design an academic plan as part of the appeal process. If approved, the student is required to follow this academic plan during the probationary term. Failure to meet any or all of the academic plan requirements will result in the student's suspension of financial aid eligibility for future terms.

Note: The Financial Aid Office may change these policies at any time to ensure continued compliance with changes in federal and state regulations regarding student financial aid.