

Colgate Rochester Crozer Divinity School Academic Progress Policy – 2018-2019

The Academic Progress Policy is designed to ensure that each student is progressing satisfactorily toward the completion of his/her academic program. This policy also serves as the academic progress policy for the continued receipt of federal student financial aid (including federal student loans). Accordingly, this policy applies to all students, regardless of whether the student has applied or is eligible for federal student aid, although the financial aid-related consequences of failure to meet the standards are not applicable to those who are not participating in the federal student aid programs.

Academic Progress Policy: Each student’s academic progress is measured at the end of each semester, as follows:

Academic Progress Standards:	Minimum Cumulative In-Program GPA	Cumulative Credit Hours Completed/ Attempted
<i>Master of Divinity</i>	2.75	66 percent
<i>Master of Arts</i>	3.00	66 percent
<i>Doctor of Ministry</i>	3.00	66 percent

Additional “Maximum Timeframe” Standard: Eligibility is also limited to students completing their programs within one and one-half times the normal program length. The maximum timeframe is reached when the student has “attempted” one and one-half times the number of credit hours required to graduate from his/her program. For example, for students with standard enrollment (no transfer credit), the maximum timeframe to complete a seventy-eight credit-hour program is one hundred seventeen attempted credit-hours. A student whose enrollment within a program exceeds the maximum timeframe standard will **Academically Dismissed** without benefit of a probationary semester. A Dismissal based upon the maximum timeframe standard cannot be reversed under the “Regaining Eligibility Other Than through Appeal” section (below).

Consistency with Academic Policies: For purposes of Academic Progress measurement, all issues of grading policy, Grade Point Average (GPA) calculation, attendance, etc. are calculated in accordance with the general academic policies of the School, except as may be noted below.

Measurement Points: Academic Progress shall be measured at the end of each academic semester.

Completed/Attempted Credit Hours: “Attempted Credit Hours” means the number of credit hours listed in the student’s academic transcript that are applicable to the student’s current academic program. “Completed Credit Hours” means the number of “attempted” credit-hours in which a student earned a passing grade.

Transfer Students: Accepted transfer credit (including transfers from other programs of study at Colgate Rochester Crozer Divinity School) shall be considered only if the transferred credit is applicable to the student’s current enrolled program of study. Accepted transfer credit is considered as completed coursework (both attempted and earned) for purposes of this policy. A student who returns after an absence of more than two full calendar years may request to have his/her academic record re-evaluated in a manner consistent with a transfer student (as described above).

Academic Probation and Financial Aid Warning Status: A student who fails to meet the standards defined above will be placed on **Academic Probation** for the following semester of his/her attendance. A student who

is on Academic Probation and is also an applicant/recipient of federal student aid shall also be deemed to be in **Financial Aid Warning Status** for the probationary semester. Students in Academic Probation/Financial Aid Warning Status remain eligible for federal student aid for the probationary semester.

Academic Dismissal and Loss of Financial Aid Eligibility: If student on Academic Probation has not returned to “good” academic standing (according to the chart) at the end of the probationary semester, or if the student has met or exceeded the “Maximum Timeframe Standard” (above), the student will be **Academically Dismissed** and will lose eligibility for federal student aid from that point forward. **Academic Dismissal** and the resulting loss of financial aid eligibility may be subject to appeal (see “Regaining Academic Eligibility”, below).

Regaining Academic Eligibility: A student who has been **Academically Dismissed** may be allowed to continue his/her education under certain circumstances. Students in this circumstance are strongly encouraged to discuss their individual situation with their assigned faculty advisor or the Dean.

Satisfactory Academic Progress (SAP) Appeal: An Academic Dismissal (and loss of eligibility for federal student aid) may be appealed based on mitigating circumstance(s). A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student’s direct control, which contributed to or caused the academic difficulty. Some examples include: the death of a relative, issues relating to the care of a dependent child, an injury or illness of the student, emotional or psychological issues, or numerous other special circumstances. Appeal letters should be addressed to the Dean and must include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed/been remediated, and a plan for future academic success. Copies of supporting documentation should be included if possible. It is strongly advised that each student filing an appeal meet with his/her academic advisor so that the advisor can assist the student, provide guidance, and suggest appropriate documentation to include with the letter submission.

A form is also available for this purpose (**Satisfactory Academic Progress – Student Appeal Form**) which guides the student through the proper format and documentation for an appeal. If the appeal is materially complete, it is forwarded to the SAP Appeals Committee. At this time, the student may be asked to submit additional documentation or explanation to the committee which could benefit the student’s appeal review. Decisions of the SAP Appeals Committee are final and not subject to additional appeal.

Approval of Appeal, Academic Plan, and Financial Aid Probation: Students whose appeals have been approved by the committee will be placed on Financial Aid Probation and an academic plan will be created for them. The academic plan is a set of requirements that are designed to return the student to good academic standing before graduation (generally within the maximum timeframe standard). A student meeting the terms of his/her academic plan remains eligible to receive financial aid. Students who fail to meet the terms of their academic plan will be academically dismissed and lose further eligibility for financial aid.

Re-Admission After Academic Dismissal: Students who have been **Academically Dismissed** and are unable to obtain approval of their appeal may re-apply for admission after an absence of a full calendar year. The decision to allow re-admission will be made by the Dean based upon his/her determination of the likelihood of future academic success for the student. A student re-admitted in this manner will be ineligible for financial aid for one semester and will have his/her eligibility reviewed upon completion of that semester.

Return to Good Standing: Once a student has returned to good academic standing, any previous academic difficulty shall have no future bearing on the student’s status. Hence, such students will have benefit of all provisions of this policy, including an opportunity to submit an Appeal.