

McCormick Theological Seminary participates in the William D. Ford Federal Direct Loan Program, a Title IV student financial aid program, through which an eligible master's-level graduate student may qualify for an unsubsidized student loan. To maintain eligibility, each student must meet McCormick Theological Seminary's satisfactory academic progress standards for participation in this Title IV Financial Aid Program. In addition, students must meet Federal requirements to qualify for Title IV funds, which include but are not limited to having obtained a high school diploma or GED.

A. Satisfactory Academic Progress

A student is judged to be making satisfactory progress toward a Master of Arts in Ministry (MTS), Master of Arts in Ministry (MAM), or Master of Divinity (MDiv) degree by maintaining:

- a cumulative grade point average of 2.0 on a 4.0 scale, and
- by ongoing enrollment in sufficient course work to complete the degree in accordance with the maximum completion time outlined in the chart below

The progress of a student's participation in the Direct Loan Program at McCormick Seminary will be guided by the number of credits required for the degree program

- 27 credits/courses for the Master of Divinity
- 18 credits/courses for the Master of Theological Studies
- 16 credits/courses for the Master of Arts in Ministry

To satisfy the term and annual enrollment (pace) standard an:

- MDiv student must complete at least 4 credits in each fall and spring term and at least 9 credits in each academic year of enrollment.
- MTS and MAM students must complete at least 8 credits in each fall and spring term.

To be eligible to receive a Federal Stafford Loan, a student must make Satisfactory Academic Progress (SAP). SAP is a combination of qualitative and quantitative components and is measured by:

- grade point average (GPA);
- number of credits earned divided by the number of credit hours attempted;
- number of credit hours attempted divided by the number of credit hours necessary to complete the degree.

SAP Qualitative Measurements Grades

In order to make satisfactory academic progress, students must achieve the following minimum GPA in a given semester: 2.0 on a 4.0 scale for MAM, MTS, MDiv. *Jterm is considered a trailer term included with Fall semester and May term a trailer with Spring for qualitative measure.

SAP Quantitative Measurements Maximum Time Limits

In order to maintain SAP, students must complete their degree program within the maximum time limits established in the chart below. Under special circumstances, students can petition the director of the degree program for an extension. *Jterm is considered a trailer term included with Fall semester and May term a trailer term with Spring for quantitative measure.

Degree Program Part/Full Time	Minimum Classes per Semester	Maximum Completion Time
MAM-Part time	2	4 years
MAM-Full time	4	2 years
MTS-Part time	2	4 years
MTS-Full time	4	2 years

MDiv-Part time	2	6 years
MDiv-Full time	4	3 years

Each student's progress is monitored after each payment period. Written notification will be sent to a student from the Financial Aid Office when eligibility for aid is affected by the Satisfactory Academic Progress evaluation.

If a student fails to meet established SAP requirements, a suspension letter is sent to the student. A suspension letter is sent if the student:

- has less than a 2.0 cumulative GPA;
- has earned less than 67% of the overall hours attempted;
- has attempted more than 150% of the hours required to complete their program.

A student whose eligibility for federal financial aid has been suspended may submit an appeal if mitigating circumstance prevented the student from achieving SAP. Circumstances that may be considered include death in the family, accident, illness, or other academic performance factors that were outside of the student's control. If a student feels that he or she violated McCormick Theological Seminary's SAP standards due to one of these factors, the student may submit an appeal to the SAP Committee for review. SAP appeals should be directed to:

Student Success Committee
Office of Student Financial Planning
McCormick Theological Seminary
5460 South University Ave.
Chicago, Illinois 60615

The SAP appeal must be submitted in writing to the financial aid office within 30 days after receiving the letter of suspension. The appeal must include the following:

- identifying information including the student's full name, social security number, current address, phone number and e-mail address (if applicable);
- a written letter of appeal from the student explaining the circumstance that led to their SAP violation, and state why those mitigating circumstances are no longer affecting their academic performance.

PROCEDURES

This personal statement must include:

- a detailed explanation of extenuating circumstances for each term the violation of SAP policy occurred; and
- a resolution or plan of action explaining how the student will ensure future academic success.

Documentation of illness or medical condition is required when failing SAP is attributed to a medical condition. A statement from the student's academic advisor is required for all 150% rate violators. For all students who have attempted more than 150% of the credits necessary to complete their degree, the advisor must outline all remaining courses required for the student's degree program and the expected semester of completion. The SAP Appeal Committee will review appeals within two weeks of receipt. The student will be notified in writing of the results of their appeal. Appeal decisions are based on the information presented to the committee and the SAP criteria. Appeal decisions will fall into one of the following categories:

- pending—additional information is needed
- approved—student is eligible to receive federal aid
- denied—student is not eligible to receive federal aid
- conditionally approved—the student will be sent a SAP contract that details the academic performance required in future terms for continued receipt of federal financial aid.

If an appeal is "approved" or "conditionally approved", the student status will remain in Academic Probation status. The student's academic progress will be reviewed after each term of enrollment to determine if they meet SAP or if they are in compliance with the academic plan. If the student is found out of compliance, they must submit a subsequent appeal.

Questions pertaining to the SAP policy should be addressed to the director of financial aid.

B. Failure to Meet Satisfactory Academic Progress

Financial Aid Warning

At the end of a payment period in which a student does not meet the satisfactory academic progress definition, the student is notified and placed on financial aid warning status in which the student:

- may receive Title IV Funds for the subsequent payment period;

Financial Aid Probation

Students who fail to meet the requirements of SAP upon evaluation at the end of the warning semester will be placed on probation for the following semester. Probation is a formal notice that the student's academic progress is not meeting the standards of McCormick Theological Seminary. Students on probation may register for classes during the probationary semester (as set forth by the Student Success Committee) in order to work toward reinstatement of academic good standing. All courses must be taken for a letter grade during the probationary period. Students should consult their advisor and director of the degree program for advice as to the wisest selection of courses in order to maximize the chance of returning to good standing during the probationary semester.

For the payment period following a payment period during which a student has been placed on financial aid warning status, the Seminary may place the student on Financial Aid Probation and disburse Title IV Funds to the student if:

The student appeals the determination and

- The Seminary determines that the student should be able to meet the institution's satisfactory academic progress standards by the end of the subsequent payment period; or
- The Seminary develops an academic plan for the student that, if followed, will ensure that the student is able to meet the Seminary's satisfactory academic progress standards by a specific point in time.

A student on financial aid probation for a payment period may not receive Title IV Funds for the subsequent payment period unless the student achieves satisfactory academic progress or the Seminary determines that the student met the requirements specified by the institution in the academic plan for the student.

Reinstatement of Eligibility for Title IV Funds

Following the semester of probation, a reevaluation of SAP is conducted. Students who have been on probation who have made satisfactory academic progress will be returned to good standing. In extreme circumstances, a second probationary period may be granted after good standing has been achieved. Students who fail to make SAP by the end of the probationary semester will be administratively withdrawn from their academic programs and will no longer register for classes. A student must reapply for admissions at a later date with a written appeal regarding what has changed to allow for successful completion of the program.

A student regains eligibility for Title IV Funds when

- satisfactory academic progress standards have been achieved or
- an appeal has been approved for a student. Students for whom appeals have been approved may receive funds for the following semester only unless the student is successfully following and academic plan made for the student.

C. GPA and pace of completion are affected by course incompletes, withdrawals, repeated courses and transfers of credit from other institutions as outlined:

Incomplete coursework

A student can be granted, by the academic dean, an extension in order to complete the requirements for a particular course. An extension can be for no more than six weeks beyond the end of the course, at which point a grade must be posted. A grade of *I* (Incomplete) is temporarily posted during the extension period. It has no bearing on the grade point average. If the work is not completed by the deadline, the grade of *I* becomes an *F*, indicating the student has failed the course.

Also, if a final course grade is not submitted for a student who has neither completed the requirements for a course, nor been granted an extension by the academic dean, a grade of *F* shall be posted indicating the student has failed the course. For purposes of calculating GPA the course will count as an attempted credit.

Repeated courses

Repeats are not allowed except in the case of a required course for which a grade of *D* or *F* is received. When a grade of *D* or *F* is received and the course is repeated, all instances of the course appear on the student's transcript. The grades earned for all courses are counted in the student's grade point average. *D* and *F* grades may cause a student to not satisfy the qualitative (GPA) and/or quantitative (pace) standard of the Satisfactory Academic Progress requirement. For purposes of calculating GPA the course will count as an attempted credit.

Transfer credits

Grades of transfer credits are not included in the grade point average calculation.

Course withdrawals

A withdrawn (dropped) course is not counted as attempted toward the maximum credit limit for the degree. However, course withdrawals may increase the amount of time a student must be enrolled and may cause a student to take course work beyond the pace standard. A student enrolled beyond the pace standard is not eligible for financial aid. For purposes of calculating GPA the course will count as an attempted credit.

May term/summer courses

May term/summer is a trailer with Spring for the purposes of calculating GPA and attempted hours.

Incompletes, repeat classes, withdrawals and transfer credits are included as attempted credits in the in the pace component of the SAP calculation.

Remedial courses are not offered at McCormick for credit.

Students who wish to apply all course units from a completed McCormick Theological Seminary degree to count toward another McCormick degree program may do so, but only by relinquishing their completed degree. For example, a student who has completed the Master of Theological Studies degree may wish to use all completed course units to pursue the MDiv program. In such cases, the first degree is relinquished. Contact Registrar Chandra Wade at the Registrar's Office for details (773-947-6285, cwade@mccormick.edu).

D. Definitions

Appeal

Appeal is the process by which a student who is not meeting the McCormick Theological Seminary's satisfactory academic progress standards petitions the Seminary for reconsideration of the student's eligibility for Title IV Funds. The appeal must be in written form, state the reason that caused the student's inability to meet satisfactory academic progress and how conditions have changed that will allow the student

to meet the satisfactory academic progress standards during the subsequent semester. Reasons for an appeal include the death of a family member, illness or injury of the student.

Cumulative credit

Cumulative credit includes all equivalent transfer credits and all prior McCormick Theological Seminary course work whether or not financial aid was received for those credits.

Financial aid probation

Financial aid probation means a status assigned by the Seminary to a student who fails to make satisfactory academic progress after a period of financial aid warning. Students are not eligible to receive Title IV aid during a period of financial aid probation.

Financial aid warning

Financial aid warning means a status assigned to a student who fails to make satisfactory academic progress. Students are eligible to receive Title IV aid while in warning status.