



Satisfactory Academic Progress Policy

The following is the satisfactory academic policy (SAP) for the Office of Financial Aid at The Master's University and Seminary:

- Each student must maintain a minimum cumulative grade point average (GPA) corresponding to his/her program (see chart below for cumulative GPA requirements) for each semester of attendance. Cumulative GPA is based on institutional and transfer credit hours.

2.00 GPA Requirement	2.50 GPA Requirement	2.75 GPA Requirement	3.00 GPA Requirement
Traditional Undergraduate Teaching Credential TMU Online Bachelor of Theology	Master of Divinity Master of Biblical Ministry	Master of Arts (MA): Education MA: Biblical Counseling MA: Biblical Studies Master of Business Administration	Master of Theology Doctor of Ministry Doctor of Philosophy

- A student must also complete at least 80 percent of the institutional units he/she has attempted. For example, a student who attempts 30 credit hours for the first year must complete at least 24 of those credit hours. A student who has attempted 60 credit hours by the end of the second year must have completed at least 48 of these credit hours. Part-time students must also complete 80% of their attempted units. "F" grades, incompletes, withdrawals, and "no credit" marks affect your GPA and completion percent as outlined in the school catalog.
- A student must also demonstrate progress toward graduation. The time-frame in which a student finishes his/her degree cannot exceed 150% of the published length of the program. For example, for an academic program with a program length of 122 units, the time-frame of completion cannot exceed 183 units.

Evaluation of Students' Progress

GPA and unit evaluation is done after 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 (if they have fallen below the requirement(s) for one semester only) or Financial Aid Suspension (if they have fallen below any academic minimum standard in consecutive semesters.) Students will remain on warning or suspension and will not receive additional SAP communications unless their status changes.

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 the required minimum, cumulative GPA. The student must maintain the minimum, cumulative GPA for one semester before he/she will be removed from Financial Aid Warning.

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

If a student is academically suspended, the student must complete the readmission procedures for an academically disqualified student as outlined in the student catalog. The student must then meet the minimum, cumulative GPA requirement for one semester before that student will be eligible for financial aid. After such a time as the requirements have been met, the student may again apply 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/her attempted units, he/she will be placed on Financial Aid Warning and will be notified of his/her failure to meet the requirements. That student will have one semester in which to improve his/her percentage. **If, by the end of that semester, the student has not completed 80 percent of his/her cumulative attempted units, that student will have all financial aid suspended until such a time as he/she has met the requirement.** The student may again apply for financial aid after requirements have been met.

Appeal

A student may appeal the financial aid suspension by presenting a letter of appeal to the Office of Financial Aid. The appeal must include why the student 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 understood this policy.

Print Name: _____ Date: _____

Signature: _____

Electronic signatures are not accepted

White – Financial Aid
Yellow – Student Copy