

Satisfactory Academic Progress and Academic Probation Policy

After each semester, student transcripts are reviewed by the Assistant Dean for Academic Programs, who informs the Dean of any students not making satisfactory progress. Satisfactory progress is defined as:

1. Cumulative GPA equal to or greater than 3.0. CSS students require GPA 2.0 or greater.
2. No more than five total incompletes for the MDiv and MDiv/MA and three total incompletes for all other programs.
3. Completion of at least 75% of the course units for which the student was registered in a Fall or Spring semester term (the “W”, “I”, and the “F” indicate non-completion).

Note that merit scholars may lose or compromise their scholarship if they do not meet satisfactory academic progress. For more information on this policy, consult the [PSR Financial Aid](#) page.

Academic Probation Policy

A student who does not fulfill the conditions for satisfactory academic progress is automatically placed on academic probation. The Assistant Dean for Academic Programs informs the student and advisor of this action. The student is required to meet with their advisor before the start of the semester.

A student on academic probation must register for PSR courses for at least half their load each term during academic probation. Non-PSR courses repeated to resolve a failed course do not need to be counted in this half.

The student is removed from academic probation if he or she is making satisfactory progress at the end of a probationary semester. The Assistant Dean for Academic Programs informs the student and advisor of this action.

A student may remedy the situation for which probation was imposed by:

- bringing one's GPA to the required level.
- satisfactorily repeating a required course in which a D, F, or incomplete was received. A grade of “W” or “WF” will replace the D or F. The new grade will appear with the course in the semester it was re-taken
- satisfactorily completing the following semester's work, if less than 75% of the coursework in the previous semester was completed

If a student has not met the terms of satisfactory academic progress at the end of the probationary semester, a hearing with the Assistant Dean for Academic Programs and Faculty Advisor is held before the end of the first week of the next semester. Based upon this hearing, the Assistant Dean for Academic Programs may require a second hearing with the Dean present. At the conclusion of this second hearing, a recommendation will be made to the PSR Faculty regarding the student's future status, either 1) continued probation with or without specific conditions the faculty may require or 2) dismissal from the academic program.

1. Continued Probation. The recommendation for continued probation might be made if there is improvement in the GPA that would suggest that the student could reach the GPA required for graduation within a reasonable period, or if the low cumulative GPA seems to be the result of an isolated semester of poor grades. If a student is permitted to continue on probation for a second semester, the hearing will be repeated if the conditions for satisfactory academic progress are not met after the end of the second probationary semester.

2. Dismissal. If academic progress is not being made at the end of the probationary semester, the Dean may recommend that the faculty act to dismiss a student immediately. A student cannot apply for re-admission after dismissal for academic reasons for at least one year (two semesters) following the dismissal. Re-admission is contingent upon the approval of the Admissions Committee.

Federal standards require that students receiving any form of federal assistance to be in good standing, making satisfactory academic progress. Therefore, the student placed on academic probation is also placed on financial aid probation for up to one year. If the student regains satisfactory progress, financial aid will continue. If the student fails to meet the standards after two semesters of probation, aid will be discontinued.

Students who exceed two semesters of academic probation and are in jeopardy of compromising their financial aid status and/or enrollment status may request an appeal to this policy due to exceptional circumstances. Appeals must be made in writing to the Dean before the first day of the third semester on probation and must describe the nature of the exceptional circumstances. In some cases, the Dean may decide to consult the faculty for a decision on the appeal. Students who invoke the appeal process may do so only once during their program at PSR

policy approved by faculty as of February 2010

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