

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy (“SAP”) is composed of Qualitative Standard and Quantitative Standard.

Qualitative Standard

Students must maintain a good academic standing. PTSA requires undergraduate students and ELSP students to maintain a 2.0 GPA in all courses attempted at PTSA and a 2.0 cumulative GPA. Master students are required to maintain a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA. Doctorate students are required to maintain a 3.0 GPA in all courses attempted at PTSA and a 3.0 cumulative GPA. Repeated courses which the student previously passed are not counted toward satisfactory academic progress requirements.

Quantitative Standard

There are two components in quantitative standard; (a) Acceptable Passing Rate and (b) Unit and Time Limit to complete an education program.

- (a) Acceptable Passing Rate: Excluding transfer units, an overall ratio of units earned at PTSA to units attempted is calculated. Withdrawn and incomplete units are attempted with zero units earned. Students must complete 67% of units attempted.
- (b) Unit and Time Limit: To complete the program, no more than 150% of the number of units required can be attempted. For determination of satisfactory academic progress, all attempted units at PTSA are counted. For transfer students, only transferred units that apply to the degree program are counted.
 - PTSA does not apply “Incomplete” in Grading for undergraduate and graduate courses.
 - Students can change their Majors if the application is approved by the Director and an Academic dean after the student submits the application.
 - Repeated courses are only allowed if a student fails the class or does not reach the minimum required to pass the portfolio classes, but it affects the qualitative and quantitative components of SAP.
 - The "W" grade will remain in the transcript but will not affect the student's GPA.

SAP for full time ELSP Students

A full-time status of ELSP students is obtained by completing minimum 5 classes (20 hours per week) per semester or 15 classes per academic year. A full-time ELSP is also required to complete the requirements of 30 classes and take 5 classes each semester while maintaining a 2.0 GPA in all courses attempted at PTSA and a 2.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 3 years, 9 semesters (150% of the published length of two years)

SAP for Bachelor of Arts in Theology

A full-time status of undergraduate students is obtained by completing a minimum 12 credits per semester or 24 credits per academic year. A full-time undergraduate student is also required to complete the requirements of 128 credits while maintaining a 2.0 GPA in all courses attempted at PTSA and a 2.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 6 years, 12 semesters (150% of the published length of four years)

SAP for Bachelor of Arts in Global Business Administration

A full-time status of undergraduate students is obtained by completing minimum 12 credits per semester or 24 credits per academic year. A full-time undergraduate student is also required to complete the requirements of 126 credits while maintaining a 2.0 GPA in all courses attempted at PTSA and a 2.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 6 years, 12 semesters (150% of the published length of four years)

SAP for Bachelor of Arts in Social Work

A full-time status of undergraduate students is obtained by completing a minimum 12 credits per semester or 24 credits per academic year. A full-time undergraduate student is also required to complete the requirements of 129 credits while maintaining a 2.0 GPA in all courses attempted at PTSA and a 2.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 6 years, 12 semesters (150% of the published length of four years)

SAP for Bachelor of Arts in Family Counseling

A full-time status of undergraduate students is obtained by completing a minimum 12 credits per semester or 24 credits per academic year. A full-time undergraduate student is also required to complete the requirements of 128 credits while maintaining a 2.0 GPA in all courses attempted at PTSA and a 2.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 6 years, 12 semesters (150% of the published length of four years)

SAP for Bachelor of Arts in Education

A full-time status of undergraduate students is obtained by completing minimum 12 credits per semester or 24 credits per academic year. A full-time undergraduate student is also required to complete the requirements of 122 credits while maintaining a 2.0 GPA in all courses attempted at PTSA and a 2.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 6 years, 12 semesters (150% of the published length of four years)

SAP for Master of Divinity

A full-time status of graduate students is obtained by completing a minimum 9 credits per semester or 18 credits per academic year. A full-time graduate student is also required to complete the requirements of 89 credits while maintaining a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for completion is 4.5 years (9 semesters). (150% of the published length of three years)

SAP for M.Div. in Culturally Competent Pastoral Leadership

A full-time status of graduate students is obtained by completing a minimum 9 credits per semester or 18 credits per academic year. A full-time graduate student is also required to complete the requirements of 74 credits while maintaining a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for completion is 4 years (8 semesters). (150% of the published length of three years)

SAP for Master of Divinity in Professional Chaplaincy

A full-time status of graduate students is obtained by completing a minimum 9 credits per semester or 18 credits per academic year. A full-time graduate student is also required to complete the requirements of 89 credits while maintaining a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for completion is 4.5 years (9 semesters). (150% of the published length of three years)

SAP for Master of Arts in Counseling Psychology

A full-time status of graduate students is obtained by completing a minimum 9 credits per semester or 18 credits per academic year. A full-time graduate student is also required to complete the requirements of 48 credits while maintaining a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 3 years (6 semesters). (150% of the published length of two years)

SAP for Master of Arts in Marriage and Family Therapy

A full-time status of graduate students is obtained by completing a minimum 9 credits per semester or 18 credits per academic year. A full-time graduate student is also required to

complete the requirements of 72 credits while maintaining a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 4 1/2 years (9 semesters). (150% of the published length of two years)

SAP for Master of Arts in intercultural Studies

A full-time status of graduate students is obtained by completing a minimum 9 credits per semester or 18 credits per academic year. A full-time graduate student is also required to complete the requirements of 43 credits while maintaining a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 3 years (6 semesters). (150% of the published length of two years)

SAP for Master of Arts in Professional Coaching

A full-time status of graduate students is obtained by completing a minimum 9 credits per semester or 18 credits per academic year. A full-time graduate student is also required to complete the requirements of 36 credits while maintaining a 2.5 GPA in all courses attempted at PTSA and a 2.5 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 3 years (6 semesters). (150% of the published length of two years)

SAP for Doctor of intercultural Studies

A full-time status of graduate students is obtained by completing minimum 8 credits per semester or 16 credits per academic year. A full-time graduate student is also required to complete the requirements of 32 credits while maintaining a 3.0 GPA in all courses attempted at PTSA and a 3.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.

The maximum period granted for the completion is 6 years.

SAP for Ph.D.C.S. in Contextual Studies

A full-time status of graduate students is obtained by completing minimum 8 credits per semester or 16 credits per academic year. A full-time graduate student is also required to complete the requirements of 48 credits while maintaining a 3.0 GPA in all courses attempted at PTSA and a 3.0 cumulative GPA.

A student on Academic Probation who does not successfully remove himself/herself from Academic Probation at the end of three consecutive semesters of Academic Probation will be recommended for dismissal from the institution.
The maximum period granted for the completion is 5 years.

SAP for Federal Student Financial Aid Students

One of the requirements of eligibility for Federal Student Financial Aid is a student must maintain Satisfactory Academic Progress (SAP) and be in good academic standing. At the end of each semester, PTSA will measure the student's performance according to Satisfactory Academic Progress Policy.

All attempted coursework is included in calculations involving Satisfactory Academic Progress for financial aid eligibility.

Those who fail to make satisfactory progress will be given one semester of financial aid warning for Federal Student Financial Aid.

1. Financial aid warning - PTSA will notify students in writing for failing to make satisfactory academic progress and place the students on financial aid warning at the end of each semester. Warning status lasts only one semester, during which the student may continue to receive Federal Student Financial Aid. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

2. Financial Aid Appeal - When a student loses Federal Student Financial Aid eligibility because he failed to make satisfactory progress, he may appeal that result on the basis of; his injury or illness, the death of a relative or other special circumstance. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation.

SAP appeals must be submitted by the first Friday of classes of each semester.

Per Federal financial aid regulations, appeals are not automatically accepted and may be denied based on failure to maintain Satisfactory Academic Progress standards set forth at the PTSA.

SAP appeals will be reviewed by Academic Committee and will be notified by e-mail if appeal is accepted or denied.

Up to three appeals may be accepted.

If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

3. Financial aid probation –

If based on the appeal PTSA determines that the student should be able to meet the SAP standards by the end of subsequent semester, students will be placed on financial aid satisfactory progress probation.

Students are eligible for financial aid while on probation and this probation status lasts only one semester.

If SAP probationary requirements are not met within the probation term, the student will again become ineligible for financial aid and may need to file another SAP appeal.

If based on the appeal PTSA determines that the student will require more than one semester to meet progress standards, PTSA may place him on probation and develop an academic plan for him. PTSA will review the student's progress at the end of each semester as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

4. Regaining Eligibility

Students who are not meeting SAP requirements for GPA or pace may regain eligibility on their own without submitting an appeal by attending and achieving overall SAP requirements without the assistance of federal financial aid. Students who are not meeting SAP requirements are checked each semester and are made eligible for federal aid if they are now meeting overall SAP requirements.

The same process applies to students who have submitted a SAP appeal that has been denied, they can attend without the use of federal financial aid. Students who have been denied a SAP appeal can re-appeal after one semester without federal aid. These students are monitored each semester and are made eligible for federal aid if they are now meeting overall SAP requirements.

Academic Standing

At the end of each semester, a student's progress will be monitored. When there is evidence of lack of satisfactory academic progress toward meeting graduation requirements, the Academic Committee may place students on academic warning or probation or disqualify them from attendance at the university.

Academic Warning

When students fail to earn a required minimum GPA for a semester, they are given an academic warning at the end of the semester. When students on academic warning do not achieve academic progress consecutively for the semester, they are placed on academic probation. Students on academic probation who do not meet the minimum requirements will be academically dismissed from the institution. Accordingly, when students fail to meet the GPA requirements consecutively for three semesters, they will be dismissed.

Academic Probation / Dismissal

When a student fails to make satisfactory academic progress after the academic warning period, he may appeal that result on the basis of: his injury or illness, the death of a relative or other

special circumstance. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation. If based on the appeal PTSA determines that the student should be able to meet the satisfactory academic progress standards by the end of subsequent semester, PTSA may place him on probation without an academic plan. This probation status lasts only one semester. If based on the appeal PTSA determines that the student will require more than one semester to meet progress standards, PTSA may place him on probation and develop an academic plan for him. According to the requirements specified in the plan, PTSA will review the student's progress at the end of each semester as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan.

A student failing to meet the minimum standards by the end of probation period may be dismissed from PTSA. As well, those students who do not complete the degree program requirements within the maximum period granted will be dismissed from PTSA upon the decision of the Academic Committee and will be terminated as a F-1 student from the SEVIS/I-20 system. See Full-time Study and Time Limitation for maximum periods granted.

Academic Integrity Commitment

The maintenance of academic integrity and quality education is the responsibility of each student at PTSA. Cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less-severe disciplinary action. Academic dishonesty is a serious offense which diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. Academic dishonesty includes:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - a. Students completing any examination should assume that external assistance (e.g., Books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.
 - b. Students may not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
 - c. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.
2. Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.
3. Facilitation of academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. Plagiarism: Intentionally or knowingly representing the works, ideas, or work of another as one's own in any academic exercise. If plagiarism is discovered for the first time, students will receive a grade of F for the work. However, upon second violation, students will be expelled from the seminary.