



**MEADVILLE
LOMBARD**
THEOLOGICAL SCHOOL

180 N. Wabash Ave.
Suite 700
Chicago, IL 60601
773.256.3000

meadville.edu

Revised: December 21, 2022

2022/2023 Student Handbook Addendum

The following policies and procedures are hereby revised and updated. These policies and procedures are effective immediately and will be incorporated into the next Student Handbook.

Changes to Satisfactory Academic Progress or SAP

The following Policies are on the following pages of the 2022/2023 Student Handbook which can be found on our website at <https://files.meadville.edu/files/resources/2022-2023-student-handbook.pdf>

These policies have been revised:

- DROP/ADD DEADLINES AND COURSE WITHDRAWAL p 38
- INCOMPLETE POLICY pp 39-40
- REPEATED COURSEWORK POLICY (to be added to the student handbook between the Incomplete Policy and the SAP Policy)
- SAP pp 40-42
- SAP AND FEDERAL STUDENT AID p 53
- FINANCIAL AID WARNINGS AND APPEALS pp 57-58

The updated policies appear below.

DROP/ADD DEADLINES AND COURSE WITHDRAWAL

The Registration Periods for the Fall, Spring, and Summer Semesters are designated on [the Academic Calendar](#), as published on our website each academic year. Students will receive a full refund of tuition and fees for courses dropped prior to the Drop/Add deadline. After the Drop/Add deadline, a refund will only be granted in cases of a medical or personal emergency, subject to approval by the Vice President of Academic and Student Affairs.

Students must contact the Registrar in order to withdraw from a course after the Drop/Add deadline. The student will complete a [Course Withdrawal Form](#) and submit this to their Academic Advisor. If the course change results in a tuition/fee adjustment, the adjustment will be made at that time.

If a student withdraws from a course after the add/drop deadline, the course will appear on the student's transcript with a grade of "W". A grade of "W" does not impact a student's GPA but will count against their "pace" (as defined in the Satisfactory Academic Progress Policy) and may result in their ineligibility for Federal Financial Aid and/or Institutional Aid during future terms. Withdrawal from a course or courses after the drop/add deadline may also impact a student's financial aid eligibility.

For more information, see the "Satisfactory Academic Progress Policy" and "Financial Aid Policies" sections below.

INCOMPLETE POLICY

An Incomplete is defined as any extension of time to complete class work beyond the last day of the course semester. The mark "I" (Incomplete) on a transcript indicates that a student registered for course credit has not submitted all the evidence required for a qualitative grade but has submitted an Incomplete Form which has been approved by the instructor and the VP for Academic and Student Affairs.

- To qualify for an incomplete the student must have completed 70% of their classwork with passing grades.
- In any given semester, the maximum number of credits for which a student may request an Incomplete shall be no more than 50% of the credit hours they are enrolled in for the semester.
- Each degree plan has a maximum number of credits hours in Incompletes a student may take over the course of their degree plans. Those maximums are as follows:
 - Master of Divinity students may take no more than 15 credit hours in Incompletes over the course of their degree plan.
 - Master of Arts in Leadership Studies students may take no more than 6 credit hours in Incompletes over the course of their degree plan.
 - Master of Arts (Religion) students may take no more than 9 credit hours in Incompletes over the course of their degree plan.
- No incomplete shall be authorized for the penultimate semester (the semester PRIOR TO THE GRADUATING SEMESTER)

Meadville Lombard Theological School requires that work must be completed within the semester immediately following the semester in which the extension was requested, including summer semester. If the work is not completed and graded satisfactorily by the end of the semester immediately following the semester in which the course was originally taken, the grade will be recorded as "Failure" (F) and no credit will be earned for the course. Both the "Incomplete" (I) and "Failure" (F) grades are considered unsuccessful completions and will affect a student's eligibility for Federal and Institutional Financial Aid (See the Student Academic Progress (SAP) section of Financial Aid Policies in this handbook). Student Academic Progress (SAP) section of Financial Aid Policies in this handbook).

Incomplete Policy Procedures:

1. The maximum allowable time for an extension is one semester after the end of the semester in which the course was taken (for example: coursework for an Incomplete taken in Spring Semester must be completed by end of Summer Semester).
2. Before the last day of the semester in which the course is being taught, the student must arrange with the instructor for an Incomplete.
3. Procure an Incomplete Request Form from the Registrar.

4. Obtain the instructor's signature and return the form to the Registrar by the last day of the semester; the Registrar then forwards the form to the Vice President of Academic and Student Affairs for signature.
5. The Registrar sends one copy of the completed form to the Faculty Advisor and files one copy in the student's record.
6. Upon successful completion of the coursework, the instructor will submit a grade of Pass/Fail to the Registrar (one cannot earn a letter grade for an Incomplete). The Registrar will record the grade and notify the Advisor of the completed work.
7. Failure to complete a course by the end of the next semester will result in an "F" on the transcript; the student will not earn credit for F's. No Institutional Tuition Reduction Awards will be awarded for any course taken to replace an F course for which Institutional Aid was given.

Financial Aid Implications of Incompletes

Please note that the mark "I" on a student's transcript will count against their "pace" (as defined in the Satisfactory Academic Progress Policy) and may result in their ineligibility for Federal Financial Aid and/or Institutional Tuition Reduction during future terms. See Financial Aid Policies for more information.

REPEATED COURSEWORK POLICY

A student who has unsuccessfully completed a course may repeat (i.e. retake) the course. Upon successfully repeating the course, the grade for the newly repeated course will replace the grade for the previous course. The new grade will be factored into the student's cumulative GPA; the old grade will not. Repeated coursework may affect Satisfactory Academic Progress and/or Financial Aid Eligibility.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

As an academically rigorous institution, the Meadville Lombard community adheres to a high standard of academic success and professional preparation. We believe that this standard is a combination of classroom success, contextual practice, and, when applicable, ministerial fitness.

In addition to quantitative academic review (as described below), all degree seeking students at Meadville Lombard are subject to review by faculty concerning their progress in preparation for ministry. Such a review will address student academic progress and formation (personal, emotional, and professional preparedness for ministry), and financial planning. If formation concerns are noted, faculty will notify the student to discuss a means of resolving such concerns. Major formation concerns may affect Academic Good Standing. It is important to note, depending on the severity of the formation concern, a student may be placed on any adverse SAP status in any order.

While enrolled at Meadville Lombard students are expected to maintain Satisfactory Academic Progress or SAP. As part of Satisfactory Academic Progress (SAP) to be

considered in “*Academic Good Standing*”, students must meet both Quantitative and Formational guidelines:

Quantitative Guidelines

- Receive no failing (F) grade in a given academic term.
- Maintain a cumulative GPA of 3.0 or higher
- Successfully complete[^] of at least 67% of all coursework attempted during each academic term.*

Formational Guidelines

- Maintain satisfactory professional preparedness
- Adherence to the Student Covenant
- Avoid conduct that creates a hostile or disruptive environment

[^]Successful completion of coursework is defined as receipt of a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or P if a course is taken Pass/Fail. Unsuccessful completion of coursework is defined as receipt of a grade of F, I, PI, or W.

*Attempted coursework is defined as any course in which a student is enrolled at the end of the 100% refund period (see Refund Policies 2.8.1).

For courses assigned an incomplete grade of “I”, the courses are included in the cumulative hours attempted but cannot be used as credits earned toward progress standards until a successful grade is assigned. An incomplete course is considered an unsuccessful completion. Incomplete courses do not impact GPA during until a grade has been assigned.

For withdrawn courses assigned a grade of “W”, the courses are included in the cumulative hours attempted but not factored into the GPA. A withdrawn course is considered an unsuccessful completion.

Repeated coursework is counted as many times as the course is repeated in the computation of total units attempted. However, only the grade for the most recent retake of any given course will be factored into the student’s CGPA.

Credit officially accepted in transfer and specifically applied toward a student’s degree program will not be calculated in the student’s GPA. However, transfer credit will count towards attempted and completed hours for the purposes of SAP.

Should a student not meet Satisfactory Academic Progress, they will be subject to the guidelines set forth in the Satisfactory Academic Progress Review Policy.

Satisfactory Academic Progress Review Policy

Each term, students’ cumulative grade point average (CGPA) is calculated based on the letter grades they receive in their classes (See Grades for point values). Additionally, students must maintain a pace of successful coursework completion which can lead to

graduation within an appropriate timeframe. A Student's SAP Status is determined by the results of that evaluation.

[Warning](#)

- If a student receives one or more failing grades (F) in a given academic term.
- If a student's CGPA falls below 3.0, or
- If a student's pace falls below 67%

The student will be notified that they have failed to meet SAP, and Academic Warning Status will be applied to their record. Notification to this effect will be sent to their Meadville email account. A student will regain satisfactory SAP provided they earn a cumulative GPA of 3.0 (B) or higher and meet all other academic good standing requirements in the next term. Warning status may also affect Financial Aid eligibility. For more information, please see [Financial Aid Warnings and Appeals](#).

[Probation](#)

- After receiving a warning, if a student again fails to meet academic good standing requirements, they will be put on Academic Probation Status.
- Students who demonstrate actions that cause major concerns around formation that could be a detriment to the student's professional ministry will be placed on Academic Probation

When students are placed on Academic Probation, notification of Probation status will be sent to their Meadville email account. A student on Probation for failure to meet the minimum CGPA must raise their cumulative grade point average above 3.0 and may be required to undergo a performance improvement plan that will be developed by their advisor in consultation with faculty.

Students on Probation for Formational concerns are not eligible to register for future courses until after meeting with the Vice President of Academic and Student Affairs, or a Meadville Lombard designee. Additionally, Meadville Lombard funding (including Federal Aid) may be suspended. The Vice President of Academic and Student Affairs, and faculty will develop a series of steps which the student must complete in order to satisfy the probationary status.

Probation status may also affect Financial Aid eligibility. For more information, please see [Financial Aid Warnings and Appeals](#).

[Suspension](#)

- If a student fails to meet the terms of Probation or does not meet academic good standing requirements for three consecutive terms, they will be subject to Suspension.
- If a student has not met the conditions of Probation for formational concerns, they may be put under Suspension once Non-Academic Student Disciplinary Procedures are taken. A student under Suspension is not eligible

to return to campus until a set of conditions are met including educational and/or behavioral requirements.

Students who are suspended are not eligible to return for a period of at least one term. The Vice President of Academic and Student Affairs, in consultation with faculty, determines the length of suspension. In certain cases, students who receive unsatisfactory faculty reviews as a part of contextual education may be suspended. Any Warning notice received in any term after a term of Probation, as described above, results in Suspension. A student under Suspension may be subject to a set of conditions, including educational and/or behavioral requirements, to return to Meadville Lombard. Suspension status may also affect Financial Aid eligibility. For more information, please see Section 4.3 Financial Aid Warnings and Appeals.

Dismissal

- Failure to fulfill the quantitative conditions of a completed Suspension is immediate grounds for dismissal. Furthermore, students whose cumulative GPA is 2.0 or below may be dismissed.
- If a student continues to fail to meet the standards of academic or community life, or that a student's behavior may be destructive to the school, other students, a church, the denomination, or the profession of ministry, the student may be dismissed. Such cases will undergo review in accordance with the Non-Academic Student Disciplinary Procedures.

Failure to fulfill the formational conditions of Probation may be grounds for immediate Dismissal.

Dismissal is the loss of student status at Meadville Lombard. A dismissed student is not eligible for readmission. Dismissal procedures are reserved for cases in which it is clear to the faculty that the student is failing to meet academic, professional, or formational standards. Failure to fulfill the conditions of a completed Suspension is immediate grounds for dismissal. Furthermore, students whose cumulative GPA is 2.0 or below may be dismissed.

Students suspended or dismissed for unsatisfactory academic performance may request that Meadville Lombard reconsider its action by submitting, in writing, to the Vice President of Academic and Student Affairs, any evidence of extenuating circumstances previously unavailable which would warrant a change in the academic action. A student's written request for reconsideration must be submitted within seven (7) days of their notification of Suspension or Dismissal. The President or a Meadville Lombard designee will review the written appeal and the supporting information of the previous decision. As a final option, the student can register an appeal with the Board of Trustees. The decision of the Board of Trustees is final.

SATISFACTORY ACADEMIC PROGRESS (SAP) AND FEDERAL STUDENT AID

Recipients of Federal Student Aid funds must meet the standards of Satisfactory Academic Progress (SAP) as outlined in the SAP section of this handbook in order to

establish and maintain eligibility for Federal Student Aid. The Financial Aid Warnings and Appeals Policy can be found in the Financial Aid Warnings and Appeals section below

FINANCIAL AID WARNINGS AND APPEALS

Satisfactory Academic Progress (SAP) will be reviewed at the conclusion of each term by the faculty. Should a student not meet Satisfactory Academic Progress, they will be subject to the guidelines set forth in the Satisfactory Academic Performance Review Policy.

FINANCIAL AID WARNING

If a student is placed on Academic Warning, they will also be placed on Financial Aid Warning. While on Financial Aid Warning a student will remain eligible for both Institutional Aid and Federal Student Aid.

If the student is able to meet SAP and be removed from Academic Warning in the following term, they will no longer be on Financial Aid Warning. If, however, they do not meet SAP in a term directly following a warning, they will no longer be eligible for Institutional Aid or Federal Student Aid.

At that time, the Registrar and Assistant Director of Financial Aid and Student Services will notify the student via email, at their Meadville mail account, of their ineligibility for further Institutional Aid or Federal Student Aid within one week of the conclusion of the grading period.

APPEALS

Students may appeal for reconsideration of Institutional Aid and/or Federal Student Aid eligibility by submitting a Letter of Appeal to the Vice President of Academic and Student Affairs. The Letter of Appeal must state the mitigating circumstances resulting in the student not meeting SAP. Mitigating circumstances may include but are not limited to:

- The death of a relative
- An injury or illness of the student
- Extreme circumstances (flood, fire, etc.)

The Letter of Appeal must also address the change in circumstances that will allow a student to demonstrate Satisfactory Academic Progress by the end of the next term. The Letter of Appeal must be received by email or regular mail within two weeks of the notice of ineligibility.

The appeal will be reviewed by the Vice President of Academic and Student Affairs, the Faculty Advisor, and the Registrar. The student will be notified of the committee's decision within two (2) weeks of receipt of the Letter of Appeal.

If the appeal is not granted, the student will be ineligible for any further Institutional Aid and/or Federal Student Aid.

PROBATION

If the appeal is granted, the student will be put on Financial Aid Probation and will be deemed eligible for Institutional Aid and/or Federal Student Aid during the term. If the student does not meet SAP at the end of that term, they will be ineligible for any further Institutional Aid and/or Federal Student Aid.

A student whose Institutional Aid or Federal Student Aid eligibility has been reinstated under the terms of an academic plan is considered to be making satisfactory progress. However, the student will remain on Financial Aid Probation until the academic plan is satisfied.

A leave of absence is not sufficient grounds for a waiver of SAP.

SUSPENSION AND DISMISSAL

A student who is suspended or dismissed is not eligible for Institutional Aid or Federal Student Aid. Any student who is suspended or dismissed forfeits their institutional aid.

Changes to Return to Title IV of R2T4

The following Policies can be found on the following pages of the 2022/2023 Student Handbook which can be found on our website at

<https://files.meadville.edu/files/resources/2022-2023-student-handbook.pdf>

These policies have been revised:

- R2T4 pp 53-55

The updated policies appear below.

Return to Title IV (R2T4)

Federal rules and regulations stipulate how schools must determine the amount of Title IV program assistance (FSA) that a student earns should they withdraw from school: be it an official or unofficial withdrawal. At Meadville Lombard, the Title IV programs that are covered by these guidelines are Stafford Loans and PLUS Loans.

When a student withdraws during their payment period, or period of enrollment, the amount of the Title IV program assistance that they have earned up to that point is determined by a specific formula. If the student receives (or if Meadville received on the student's behalf) more assistance than they earned, the excess funds must be returned by Meadville and/or the student (see "Return to Title IV" below). If they received less assistance than the amount that they earned, they may be able to receive those additional funds (see "Post-withdrawal Disbursement" below).

The amount of assistance that a student has earned is determined on a pro-rated basis. For example, if the student completes 30% of their payment period, or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once they have completed more than 60% of the payment period, or period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If based on the Return to Title IV calculation, the student has received (or Meadville received on the student's behalf) more FSA assistance than they earned, the excess funds must be returned by Meadville and/or the student, or perform a "Return to Title IV" (R2T4). After calculating the amount of FSA funds, the student has earned, any FSA funds that were disbursed in excess of the earned amount must be returned by Meadville Lombard to the Department of Education. This may result in a balance owed by the student to Meadville Lombard. If the student received a refund check, they may be required to return all or a portion of those funds to Meadville Lombard.

If the R2T4 results in a credit balance due to the student, it will be disbursed as soon as possible but no later than 14 days after the calculation of R2T4.

Returning Funds

The amount to be returned to Meadville will be determined by the student's tuition and other education-related expenses, by other refunds that they might have received for non-educational expenses, and by funds that must be returned to the federal government.

The amount to be returned to the federal government will be calculated using the date that the student officially withdrew from classes or, in the case of an unofficial withdrawal, the last date they were involved in an academically-related activity. To determine the amount of aid the student earned up to the time of withdrawal, the Financial Aid Office will determine the percentage of the semester/award period that the student attended. The resulting percentage is then used, along with the student's institutional costs and total federal funds that they received (funds that were disbursed directly to their Meadville student account and/or refunded to them) or that they were eligible to receive, to determine the amount of aid that they are allowed to keep.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date that determines the student's withdrawal. The Financial Aid Office will notify the student with instructions on how to proceed if Meadville Lombard or the student are required to return funds to the government.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by the student or Meadville must be returned in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Grad Plus

Post-Withdrawal Disbursement

If a student does not receive all of the Federal Student Aid funds that they earned, they may receive a post-withdrawal disbursement. If their post-withdrawal includes federal loan funds, Meadville must get their permission before it can disburse them. Loan funds

for a post-withdrawal disbursement will be offered to the student within 30 days. Once offered, the student has 14 days to respond to accept or decline the funds.

The student may choose to decline some, or all, of the loan funds so that they do not incur additional debt. The student's Financial Aid Offer letter serves as their notice of their loan eligibility. Meadville may automatically use all, or a portion of their post withdrawal disbursement of grant funds for tuition and/or fees. There may be some Title IV funds that they were scheduled to receive that cannot be disbursed to the student once they withdraw because of other eligibility requirements.

If a student receives (or Meadville received on their behalf) excess Title IV program funds that must be returned, Meadville must return a portion of the excess which is equal to the lesser of: the student's institutional charges multiplied by the unearned percentage of their funds, or the entire amount of the excess funds.

If Meadville is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that they must return, the student repays in accordance with the terms of the promissory note. The student makes scheduled payments to the holder of the loan over a period of time.

The Requirements for the Title IV program funds when a student withdraws are separate from any refund policy that Meadville may have. Therefore, the student may still owe funds to Meadville to cover unpaid institutional charges. Meadville may also charge the student for any Title IV program funds that they are required to return. If the student needs information about Meadville's refund or withdrawal policies, or if they need more information about post-withdrawal policies, disbursements, and obligations, contact the Director of Student Services.