

Summer 2015

Spertus Institute for Jewish learning and Leadership Policies Related to SAP

SAP is discussed in several places in the Student Handbook, including:

Page 20:

All degree students who receive Spertus scholarships are expected to adhere to the Spertus Satisfactory Academic Progress policy. Any incomplete grades must be removed from a student's transcript within the two subsequent quarters or that student may become ineligible for receiving a subsequent Spertus scholarship until such incompletes have been removed.

Students applying for scholarships are required to pay up front one-third of the full tuition, the registration fee, as well as all fees for course materials and the shipping of course materials. Upon receiving notification of any decisions about scholarship applications, students must pay the tuition balance. Financial aid available to students in the MSNM program is in the form of loans through the Subsidized and Unsubsidized Stafford Loan program. These federally guaranteed loans are available at interest rates substantially lower than commercial loans.

Students who receive student loans are required to adhere to our Satisfactory Academic Progress Policy.

Spertus abides by regulations set by the U.S. Department of Education regarding financial aid.

Students who have fallen behind their scheduled academic program by not successfully completing one or more modules may not be eligible for certain disbursements or additional financial aid. For information about tuition, automatic tuition reductions, fees and financial aid, outside scholarships, employer reimbursement programs and benefits through the Department of Veteran Affairs, should contact the Spertus Academic Office.

Page 25:

Refund of Title IV Funds. Students who utilize federal student loans to help finance their Spertus education must complete all forms and paperwork required for application, review, and disbursement of funds. Students must also meet all requirements of Spertus' Satisfactory Academic Progress policy. If a student leaves Spertus, the Financial

Aid Administrator will review the students file and calculate any refunds that may need to be made to the student or to the lender. Students will be notified about any refund determinations, but they can always contact the Financial Aid Administrator as they have questions or need clarification.

The full SAP policy can be found on pages 26-28:

Academic progress standards are intended to establish a minimum, reasonable level of advancement toward the completion of a degree. Students who do not meet these standards may be placed on “academic probation.” Satisfactory academic progress is primarily determined by completion of course modules and program requirements, including the Program Completion options. Students who do not comply with academic responsibilities will be considered not making “satisfactory academic progress” and will be ineligible to continue with classes or to receive financial aid. Students’ grades and attendance are checked after each module’s completion to ensure that minimum required standards are met. In order to remain in good standing, a student must maintain a minimum average grade of B- (2.7 on a scale of 4.0). Students whose average falls below B- are placed on academic probation. Continued poor scholarship during succeeding quarters may lead to dismissal. It is the student’s responsibility to monitor academic progress each term and to take steps to improve academic status whenever necessary.

A course is completed if the student has earned a grade of A, B, or C at the end of the quarter (As noted above, a grade of C- or lower does not constitute a passing grade for a course.).

A student is considered to be making satisfactory academic progress if the student has:

- Earned a minimum cumulative average of B- (2.7 on a 4.0 scale)
- Progressed according to the distributed timeline for the completion of program requirements (including the Completion courses and Project where appropriate) Students may appeal their standing by consulting with the Program Director. *MSNM students must have all work completed by the end of their program.* Should a student fail to complete by the end of their program, any remaining courses to be taken or projects that need to be completed (including Independent Study arrangements) will be subject to additional fees.

Course Completion and Attendance

A course is completed if the student has earned a grade of A, B, C, or Pass at the end of the quarter or module. Incompletes, withdrawals, and any letter grade of C- or lower are not considered completed grades. Pass/Fail options for any courses for which a

letter grade is usually given are only available in exceptional circumstances. Spertus expects students to complete coursework for each course taken by the end of the academic term in which a course is taken. Students may petition their instructor for additional time to complete course requirements. However, no student is allowed to carry more than *three* grades of “Incomplete” for more than a one-year period. Spertus reserves the right to enter a grade of “NC” (No Credit) for any grade of “Incomplete” held for more than one year. When a grade of NC is recorded, the student becomes ineligible to receive credit for that course. In unusual cases, students may petition the Chief Academic Officer for an extension beyond one year. *Distance Learning* students usually have three months from the time of registration to complete a home study or online course, though in unusual circumstances they may petition to take up to one year to complete the course.

Students usually may not register for a new home study course until all previous coursework has been received and graded by the instructor. Requirements for courses taken on-campus during intensive seminars are usually within three months of course completion unless indicated otherwise by the instructor. Students must request extensions from Faculty instructors; extensions are not considered automatic and are only granted in exceptional circumstances.

Master of Arts in Jewish Professional Studies: The MAJPS Program was created for professionals working in the field. It takes into consideration the exigencies caused by full-time professional positions. At the same time, the program’s legal and educational mandate requires it to enforce an attendance policy that conforms to accepted academic norms. For students in the MAJPS program, which follows a cohort model, no more than one absence per module is allowed. Students who miss more than one session may be required to take the course at a different time. Since courses are generally seven weeks in duration, one absence per course is allowed. If a student knows that he/she is forced to miss more than one class, he/she will not be able to participate in and complete that course. Two options are available to make up missed courses:

1. Take the course with a subsequent cohort, or
2. With permission of the instructor, take the course as an independent study

In the latter case, the student needs:

1. Written permission of the instructor
2. A defined time period to initiate and complete the course, and
3. An independent study plan that includes face-to face sessions with instructors.

Appeals related to *force majeure* or unforeseen emergencies that occur during a course may be submitted in writing to the Director of the MAJPS Program for presentation to the MAJPS Executive Committee.

MSNM. Spertus assumes that all students will regularly attend all class sessions and complete all assigned coursework on time. Attendance implies that students are present for the entire class session. *NOTE: No more than one absence per module is allowed for modules six sessions or more in length. Given the nature of modules that are less than six sessions absences are generally not allowed from such courses except with permission from the instructor.* In the case of a personal or family emergency, such as a medical emergency or death in the family, students should contact the instructor as soon as possible.

If a student misses two or more classes in the same course, the student will be required to withdraw from the course. Arrangements for the retake of a course can be made with the MSNM Program Director, who will base recommendations on a student's current grade point average, record of attendance, and progress in the program. While arrangements to retake a course from which a student has been administratively withdrawn are possible, they require a great deal of administrative processing. Therefore, students administratively withdrawn from a course for insufficient attendance will be charged a fee for re-enrollment in the course at a later date. The fee for this re-enrollment will be \$50 for the first course, \$100 for the second course, and \$150 for the third course and any subsequent courses. Students enrolled in two courses at the same time may not add a third course.

If students know in advance that they will have to miss too many class sessions, they can meet with the MSNM Academic Advisor in advance of the course start date to arrange to take the course at a different time. In such cases, students will not be charged any added fee to reschedule the course. Students who experience emergencies that keep them from satisfactorily attending a course and who must then be withdrawn will have any reenrollment fee waived upon receipt of appropriate and official documentation.

MSNM students must obtain permission from the class instructor to receive an "Incomplete" in a course. To do this, students must fill out an official "Incomplete" form that is signed by the student and the instructor. On this form the instructor indicates the date for the course work to be submitted. The typical time allowed to complete coursework is 14 days. Extensions must be approved by the MSNM Program Director. Failure to submit the material by the date indicated on the form will result in one or more of the following:

1. The student will receive a final grade calculated based on all course work completed—in many cases this may result in the grade that is not considered a passing grade
2. Under special circumstances, the student may petition to receive a no credit grade “NC”. In the case of a grade NC or a letter grade of C- or lower, a student must repeat the course. *Note: Additional tuition and materials costs will be incurred for repeated courses.*

Students who fail to complete a course must continue with their regular cohort course schedule. With the recommendation of the MSNM Program Director, students may arrange to re-take a course concurrently with their ongoing cohort schedule. Students may not take more than two courses at a time, due to the concentrated intensity of courses. Students may elect to complete unfinished courses at the end of their cohort program, providing they take any remaining courses immediately following the completion of their cohort schedule as soon as the courses are re-offered.

The retaking of any course must be arranged through the MSNM Program Director. There may be a fee to re-take courses. Any delay in completing courses could result in additional course and textbook fees.