

Program Handbook  
Master of Arts in Clinical  
Mental Health Counseling

2024-2025



Pentecostal Theological Seminary  
Cleveland, Tennessee 37311 [www.ptseminary.edu](http://www.ptseminary.edu)

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Clinical Counseling Student Program Handbook Master of Arts in Clinical Mental  
Health Counseling (MACMHC)

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Counseling Student Program Handbook Master of Arts in Clinical Mental Health  
Counseling (MACMHC)

This Handbook is designed to supplement the general Seminary Student Handbook.

Students must read, be apprised, and follow the items set forth in the general Student Handbook as well as the items that follow below. The Seminary Student Handbook has very important items relating to: Student Life, Student Rights, Including Petitions and Grievances, Academic Procedures, and Seminary Services Available to Students

MACMHC Program Information

Students are to become familiar with and use as a guide to the Mission Statement and Learning Outcomes of the MACMHC and with the Scope and Sequence for the MACMHC to complete their program as a student. These documents are attached to these Guidelines.

Role of the MACMHC Core Clinical Counseling Faculty

The Counseling Faculty have the primary responsibility for delivery of the program. The Counseling Faculty include:

- Tim Cranfill, D. Min., DCOUN., BCC, LPC, HEC-C, Associate Professor/Interim Chair, Clinical Mental Health Counseling
- Justin Harley, PhD., LPC, NCC, ACS, Associate Professor of Clinical Mental Health Counseling
- Kwame Frimpong, Ph.D., Counselor Education, Associate Professor of Clinical Mental Health
- Connie Mitchell, Ph.D., Counselor Education, Associate Professor of Clinical Mental Health
- Tom Biller, Ph., D., Associate Professor of Clinical Mental Health Counseling
- Luke Queen, JD, D. Min., LPC-MHSP, ACS, BC-TMH, NCC, MAC, NCGC, Clinical Faculty in Counseling and Counseling Internship Supervisor
- Daniel M. Kinjorski, CH (MAJ) U.S. Army, Ret., M.Div., MACMHC, Ph. D., (ABD), Adjunct Faculty
- Keith Mumford, CACPC, Adjunct Faculty
- Jewrell Rivers, Adjunct Faculty

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MACMHC faculty, under the supervision of the Vice-President for Academics and Dean of the Faculty, responsibilities for the Program include

- Assessing and recommending applicants in the program to the Admissions Committee,
- Design, assessment, improvement, and quality of the program.
- Advising of students in the program,'
- Student learning in the program and counseling courses,
- Teaching program courses,
- Professional counselor identity of the program,
- Monitoring student professional development, leadership, and advocacy as potentially licensed professional counselors.
- Faculty supervision of practicum and internships, and
- Assessing student fitness for graduation

#### Admissions Guidelines and Process

Prospective students and students transferring from another degree program into the MACMHC are reviewed by the Counseling Faculty and the Seminary Admissions Department. The process includes:

- Each applicant's potential success in forming effective interpersonal relationships in individual and small group contexts.
- Each applicant's aptitude for graduate-level study, including technological competence and computer literacy.
- Each applicant's career goals and objectives and their relevance to the program.
- Each applicant's openness to self-examination and personal and professional self-development; and
- The standard admissions criteria stated in the current Seminary Catalog.

#### Commitment to Diversity

The MACMHC is committed to socio-economic, racial, ethnic, gender and national diversity in its recruitment, training, and placement. Students in the MACMHC represent several countries and ethnicities. The commitment of the program is to provide opportunities and training for students representing diversity as professional clinical mental health counselors and advocates.

#### MACMHC Advisement

The MACMHC faculty advise students regarding the MACMHC.

- Dr. Cranfill, advises students whose last name starts with
- Dr. Harley advises students whose last name starts with

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- Dr. Frimpong advises students whose last name starts with
- Dr. Mitchell advises students whose last name starts with

Students may contact the MACMHC Interim Program Chair, Tim Cranfill, for further information regarding MACMHC faculty, advisement or any other item pertaining to the program. Dr. Cranfill may be contacted at [tcranfill@ptseminary.edu](mailto:tcranfill@ptseminary.edu) Further assistance is available from Clinical Mental Health Program Administrative Liaison, Dr., Linda J. Storms, at 423-478-7716 and/or [lstorms@ptseminary.edu](mailto:lstorms@ptseminary.edu) .

### MACMHC Progress Sheet

Course selection is based on the MACMHC Progress Sheet. It is divided into

- First Year (0-26 hrs. and Pre-Practicum).
- Second Year (27-51 hrs., including Practicum and Pre-Internship; and
- Third Year (52-60 hrs. including 2 semesters of Internship).

“Year” refers to the required sequence of courses in order to prepare students for Practicum and Internship.

The MACMHC Progress Sheet is a shared document maintained by the Faculty Advisor and the student. The MACMHC Progress Sheet includes the following:

# Master of Arts in Clinical Mental Health Counseling (MACMHC) (60 hrs.)

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor \_\_\_\_\_

Student Signature \_\_\_\_\_

*By signing the student confirms he or she has reviewed this progress sheet and is aware of his or her academic standing.*

## Read the following instructions before beginning this progress sheet:

**When you register for a course, in the "Hrs." column, place the number of hours. In the "Sem" column place F=Fall, S=Spring, Ja=January, Jn=June, or Jy=July; and year, e.g., F20 = Fall 2020.**

**Hours are auto calculated in the Totals cell box in the lower right-hand corner of form.**

**Electives should be selected with attention to special courses that may be required by the State in which you will be seeking professional counseling licensure.**

**Click 'Share' in the upper right corner and enter the email addresses of your advisor, your program chair, and the Academics Office (academics@ptseminary.edu), then hit 'Send'.**

**\*\* All credits for this degree must be earned within 10 years**

### Counseling Core Courses and Electives (60 hrs.)

	Hrs.	Sem.	Gr.		Hrs.	Sem.	Gr.		Hrs.	Sem.	Gr.
First Year 0-26 hrs.				Second Year 27-48 hrs.				Third Year 49-60 hrs.			
CO501 Counseling & the Bible 3 hrs.				CO751 Spirituality, Religion, & Mental Health Counseling 3 hrs.				CO785 Clinical Counseling Internship 3 hr. Note: Completion of Second Year Required			
CO701 Counseling Skills 3 hrs.				CO773 Mental Health Assessment, Tests, & Measurements in Counseling 3 hrs.				CO787 Clinical Counseling Internship 3 hr. Note: Completion of CO785 Required			
CO702 Personality and Counseling Theories 3 hrs.				CO732 Group Dynamics and Counseling 3 hrs. (take concurrently with CO805 synchronous)				CO 791 - Psychopharmacology in Mental Health Counseling (3 credits)			
SA/CO801 Pentecostal Foundations 3 hrs.				CO805 Counseling Development Group 1 hr.				ELECTIVE			
SA/CO802 Counseling Development Group 1 hr.				CO733 Lifestyle & Career Development in Counseling 3							
CO703 Human Growth &				CO736 Intercultural Counseling 3 hrs.							

Development 3 hrs.										
CO731 Professional Issues & Ethics in Counseling 3 hrs.				CO770 Clinical Practicum 3 hrs.						
CO700 Mental Health Diagnosis & Abnormal Psychology 3 hrs.				CO 777 - Diagnosis and Treatment of Addiction 3 hrs.						
CO784 Research & Evaluation in Counseling 3 hrs.										
SA/CO804 Counseling Development Group 1 hr.										

<b>Total Counseling Course Hours (60 Required)</b>	<b>0</b>
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State Licensure and Course Selection

Advisement includes the courses required for Licensure Professional Counselor (LPC) in the State in which the student desires to apply with the appropriate State Agency responsible for LPC processing and approval. The MACMHC audits all 50 states every summer to assure that the MACMHC program fulfills the educational requirements for Licensure as Licensed Professional Counselors in all 50 states.

The MACMHC Faculty advises students to ensure that they take courses required for licensure in their states. Students are asked to declare the state they would be seeking licensure in as soon as possible. The MACMHC program ensures for all students that the MACMHC program includes all the educational requirements for all 50 states.

Providing MACMHC Students Recommendations for Mental Health Counselor  
Credentialing and Employment:

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Clinical Counseling faculty members are available to answer students' questions regarding licensure requirements. However, while MACMHC faculty are available to assist student with contacting State Licensing Boards in the state(s) where they are interested in ultimately desiring to apply for licensure, students are responsible for contacting the State Licensing Board in the State where they desire licensure.

Faculty will be available to prepare necessary documents and letters of reference to help students obtain licensure/certification in the counseling profession. Students in the MACMHC Program are provided information in various courses that will help them prepare for employment. The Lifestyle and Career Development Course (CO 733) is a course that teaches students how to use trade/professional journals and internet sources to search for employment. The course also helps students learn how to prepare a professional resume that will be very helpful to them as they prepare for the world of work. The Professional Issues and Ethics in Counseling Course (CO731) provides instruction, information, and course activities to inform and train students regarding mental health counseling practice, licensure, and employment.

Membership in Professional Organizations - American Counseling Association (ACA) and State Counseling Associations

MACMHC students are required to become members of ACA. This is to help them become a part of the national counseling organization. They will be afforded information that will help them stay current with developments in the field. Also, they will be able to learn how to advocate for the profession as well as to advocate for their clients. This will ensure that their counseling clients will have the best opportunity to receive services that are covered by third party reimbursement. All MACMHC students, by the time of their practicum, are to purchase professional liability insurance through the ACA or a similar provider. They are to maintain professional liability throughout their practicum and internships. [www.counseling.org/membership](http://www.counseling.org/membership)

\*The Student Membership cost of joining ACA is \$105 per year. Individuals who are enrolled at least half-time in a college or university program. ACA Master's level students receive liability insurance coverage as part of their membership.

Students that begin a relationship with ACA are more likely to maintain that relationship throughout their professional career. Students are informed that the ACA is actively lobbying to improve the opportunity for professional counselors to provide services and receive appropriate reimbursement from various insurance organizations.

Students are also required to join a State Counseling Association. The MACMHC Office conducts an annual audit of State Counseling Associations. The annual audit can be found at the following link

<https://docs.google.com/spreadsheets/d/1obA9XLBzChOv7GmhHOpnL3wRvxRe1iBE3OlOOV4ayYk/edit#gid=0>



### Small Group Activity Requirement

The MACMHC program requires each student to be involved during a single semester in an approved small group activity that involves a minimum of 10 clock hours. This small group activity requirement is met when a student takes CO732 Group Dynamics and Counseling. Besides group work in the course, students are required to complete 10 additional hours of group work outside of the classroom as part of the course. The purpose of this requirement is to further provide students with direct experiences as a participant in a small group.

### Student Assessment and Competency

Assessment for competency for clinical mental health counseling is an essential requirement of counseling programs. The Seminary uses various measures including those from the Seminary Mission and Objectives, the MACMHC Mission and Learning Outcomes, the American Counseling Association (ACA) and the Council for Counseling and Related Educational Programs (CACREP).

Students are assessed at various stages in the MACMHC:

1. Application and admission by MACMHC Counseling Faculty, including a Questionnaire about Counselor Characteristics
2. By Advisor throughout the Program
3. By Course Instructor(s) in each course of the Program
4. Personality and Vocational Assessment as part of SACO801 Pentecostal Foundations for Ministry
5. Exam over First Year Courses as part of CO770 Clinical Practicum
6. Exam over Second Year Courses as part of CO785 Clinical Internship in Counseling
7. Oral Defense over Student Counseling Cases as part of CO787 Clinical Internship in Counseling

Students in the MACMHC are assessed according to three primary criteria:

1. Seminary Mission and Objectives
2. MACMHC Mission and Learning Outcomes
3. MACMHC Rubric
  - a. Knowledge
  - b. Knowledge and Skills
  - c. Knowledge, Skills, and Formation
  - d. Knowledge, Skills, Formation and Praxis Remediation

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The purpose of the remediation process for MACMHC students is to assess and enhance with students their abilities, competencies, achievement, personal formation, and potential for professional development.

As a result of assessment of a student's achievement, competency, personal formation and fit for the profession of mental health counseling or at any time while a student is in the MACMHC program, a student may experience remedial action at various levels:

1. Intervention between students and MACMHC faculty, clinical sites or supervisors, Seminary administration or staff
2. To complete additional work in academic areas relevant to the MACMHC curriculum, including academic and clinical work
3. Assistance with personal and professional formation, including personal mentoring, supervision, or counseling
4. To be transitioned to another or related program of study
5. To be placed on probation from the MACMHC program
6. To be dismissed from the MACMHC program

At the level of intervention between students and MACMHC faculty, clinical sites or supervisors, Seminary administration or staff; students may contact:

1. The faculty person for the relevant MACMHC course
2. Their academic advisor
3. The Clinical or Assistant Clinical Coordinators for the MACMHC
4. The MACMHC Program Coordinator

Reasons for intervention may include assistance with:

1. MACMHC coursework
2. Practicum or internship site or supervisory issue
3. MACMHC program requirements

At the level of completion of additional academic work in the MACMHC program, a student may meet with:

1. The faculty person for the relevant MACMHC course
2. Their academic advisor
3. The Clinical or Assistant Clinical Coordinators for the MACMHC
4. The MACMHC Program Coordinator

At this level students may be assessed by MACMHC faculty or the MACMHC Faculty Assessment Committee who may need:

1. Added courses, practicum, and/or internships to improve an area of academic or professional developmental need
2. The retaking of courses, practicum, and/or internships to improve academic and/or professional development

3. Assistance during academic probation or academic dismissal as defined in the Seminary Catalog Academic Policy section

At the level of assistance with personal and/or professional formation, including personal mentoring, supervision or counseling, students may request or the MACMHC Faculty Assessment Committee may request or require that students:

1. Receive further academic advising from her/his academic advisor
2. Receive personal counseling
3. Receive mentorship from a MACMHC faculty member or other counseling professional
4. Receive additional clinical supervision from a practicum or internship counseling supervisor

At the level of transition to another or related program of study, such action may take place at the:

1. Request of the student
2. At the recommendation of the student's faculty advisor
3. Assessment and recommendation of the MACMHC Faculty Assessment Committee
4. Assessment and determination of the Seminary Academics Office

Criteria for the transition to another or related program may include the student's:

1. Academic performance
2. Clinical performance in a practicum or internship
3. Student personal preference

At the level of probation from the MACMHC program, probationary action may be taken by the Seminary's Academics Office or the Office of Ministry Formation. Both Offices operate in consultation with the office of the MACMHC Program Coordinator and the faculty for the MACMHC program. Probationary action may be the result of:

1. Student unsatisfactory academic progress as defined in the Seminary Catalog in the Academics section
2. A violation as described in the Seminary Student Handbook, under the sections entitled, "Student Rights and Responsibilities," "Student Discipline," and "Student Grievance Policy"
3. Assessment by the MACMHC Faculty Assessment Committee related to the student's performance and fitness for mental health counseling as described in the "Student Assessment and Competency" section of this Handbook

At the level of dismissal from the MACMHC program, dismissal may be taken by the Seminary's Academics Office or the Office of Ministry Formation. Both Offices operate

in consultation with the office of the MACMHC Program Coordinator and the faculty for the MACMHC program. Dismissal may be the result of:

1. Student unsatisfactory academic progress as defined in the Seminary Catalog in the Academics section
2. A violation as described in the Seminary Student Handbook, under the sections entitled, “Student Rights and Responsibilities,” “Student Discipline,” and “Student Grievance Policy”
3. Assessment by the MACMHC Faculty Assessment Committee related to the student’s performance and fitness for mental health counseling as described in the “Student Assessment and Competency” section of this Handbook

At any level of need for remediation, the student may request a meeting with the MACMHC Faculty Assessment Committee, the Program Coordinator of the MACMHC, the Vice-President for Academics, the President, and/or the Dean of Student Services of the Seminary. Also, a MACMHC faculty member, student advisor, administrator or staff member may request a meeting with any of the faculty or administrators listed above.

Throughout all levels of the remediation process, student rights and responsibilities are preserved. These rights and responsibilities are published in the Seminary Student Handbook, under the sections entitled, “Student Rights and Responsibilities,” “Student Discipline,” and “Student Grievance Policy.”

All academic provisions of the MACMHC student’s program and academic achievement are subject to the academic policies of the Seminary as stated in the Seminary Catalog and Student Handbook. All general student policies are subject to the Seminary Student Handbook.

#### Student Openness to Assessment and Counsel

Consistent with the Remediation policy described in this manual, students in the MACMHC program are expected to be open to self-examination, professional development, openness, and counsel. The Remediation policy lists criteria for academic, personal, and professional development; affords the right and opportunity for student assistance in these areas, and the option for faculty, staff, and administration to require student remediation according to the Remediation policy.

#### Minimum Degree Requirements

The minimum degree requirements of the MACMHC include the following:

- Completion of First, Second- and Third-Year Courses, including
- Completion of CO770 Clinical Practicum in Counseling,
- Completion of CO785 Clinical Counseling Internship,

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- Completion of CO787 Clinical Counseling Internship,
- Passing the First Year Exam given in CO770,
- Passing the Second Year Exam given in CO785,
- Passing the Case Review Oral Defense given in CO787, and
- Passing each course with a minimum grade of B- and a minimum overall Grade Point Average of 2.7.

Matriculation Requirements

Matriculation or enrollment requirements the MACMHC include the following in order:

- Completion of the Seminary Application,
- Recommendation by the MACMHC faculty, and ● Approval of the Seminary Admissions Committee.

Minimum Grade Point Average

A minimum Grade Point Average of B- (2.70) is required for graduation. Students with grades of less than B- will be asked to retake those courses because some states will not accept courses for Licensed Professional Counseling with grades less than B-.

Background Checks Possible Effect on Practicum, Internship, and/or Licensure

The Seminary as well as denominational groups, counseling agencies, and others require background checks, including criminal offenses. Potential students at the Pentecostal Seminary are required to undergo a background check. Students should know that a felony charge or conviction could limit future clinical practicum, clinical internship, and/or licensure in any degree field. Potential students should note that even a felony charge, but no conviction might block a student from being able to move forward with the clinical practicum, clinical internship and/or state or federal license opportunity, as well as placement in employment.

Practicum and Internship Policy Requirement and Description

Completion of CO770 Clinical Practicum in Counseling (3 hours) is required in the MACMHC program, CO785 Internship in Mental Health Counseling and CO787 Clinical Internship in Mental Health Counseling are required in the MACMHC program. Clinical Guidelines can be found in the Clinical Practicum and Clinical Internship Handbooks available on the Seminary website under Counseling Forms <https://sites.google.com/a/ptseminary.edu/pts-student-forms/counseling>.  
Student Agreement Regarding the Provisions Found In Clinical Counseling Student

Program Handbook

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I, \_\_\_\_\_, have read and understood the Program Handbook Master of Arts in Clinical Mental Health Counseling and hereby agree to its terms as a student enrolled in the MASTER of ARTS in CLINICAL MENTAL HEALTH COUNSELING at the Pentecostal Theological Seminary.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please sign, date and remit a copy of this signed agreement to the Administrative Liaison of the MACMHC Program, Dr. Linda J. Storms, [lstorms@ptseminary.edu](mailto:lstorms@ptseminary.edu) You e-mail or mail this in your first semester.

Dr. Linda J. Storms – [lstorms@ptseminary.edu](mailto:lstorms@ptseminary.edu), Direct Office Number: 423-478-1131  
Pentecostal Theological Seminary  
ATTN: Dr. Storms, Counseling Department  
900 Walker Street NE  
Cleveland, TN 37311

Master of Arts in Clinical Mental Health Counseling (MACMHC) Mission and Outcomes  
MACMHC Mission Statement

The mission of the Master of Arts in Clinical Mental Health Counseling is preparation for the eventual certification and/or licensure of students. Students in the program will not only be competent in mental health counseling but will also be proficient in the academic study of, practical dialogue of, and professional leadership in religious/spiritual issues related to mental health counseling. Students will receive thorough integration training in professional counseling that will prepare them to sit for licensure examination in various states in the area of Mental Health Counseling. The program provides training for counselors that relates to the diagnosis of various mental disorders. They will be especially familiar with the Diagnostic and Statistical Manual of Mental Disorders and will be capable of diagnosing mental illnesses. The program is designed to train students so they can work in church settings, outpatient mental health settings as well as inpatient settings. Students will be able to assess potential clients and compare their skills with client needs and treat or refer with confidence. The program also provides electives in couples, marriage and family counseling, psychopharmacology, and gerontological counseling.

The program is for students who desire professional level training in mental health counseling. Mental health counselors are valuable and sought for placement by a variety of growing public, private, educational, clinical, secular, and religious settings.

### MACMHC Program Learning Outcomes

Students completing the 60-hour MACMHC degree program will be able to:

1. Demonstrate the possession of personality characteristics that enable him or her to establish and maintain therapeutic relationships with clients and to facilitate clients' constructive change processes.
2. Demonstrate a theoretical and applied knowledge of spiritual, theological, and ecclesiastical integration of counseling, particularly from a Wesleyan-Pentecostal perspective, and as applied in Wesleyan-Pentecostal ecclesial contexts.
3. Present evidence of the characteristics, knowledge, and skills required of an effective helper.
4. Identify and apply effective counseling skills that help clients grow toward personal goals and strengthen their capacity to cope with life situations.
5. Successfully complete the core biblical, theological, historical, and applied ministry studies as required by the Seminary in order to demonstrate acquisition of knowledge and practice toward integration of counseling, Scripture, theology, history, and other applied ministry studies.
6. Demonstrate the knowledge of and compliance with characteristics, knowledge, and skills required of an effective counselor/helper.
7. Demonstrate compliance with ethical standards of counseling and the use of counseling abilities appropriate to his or her credentials.
8. Demonstrate the ability to discern when individual or group counseling would be most helpful; understands basic principles of group dynamics; and is familiar with the major group therapies, stages of group development, group member roles, and research related to group counseling.
9. Demonstrate the ability to define and recognize the needs of multicultural and specific populations/counselees and respond to such needs via effective intervention and/or appropriate referral.
10. Understand planning, administration, evaluation, and program revision for the delivery of counseling and related services.

11. Promote healthy attitudes toward work and career plans, implement, and evaluate career development programs; and facilitates client career development and mature life planning.
12. Demonstrate the ability to appraise the characteristics of students and counselees, describe the needs and potentialities of individuals, identify individual differences, and provide for recording and disseminating the resultant data.
13. Demonstrate the ability to conceptualize clients based on the assessment categories used in standardized diagnostic systems; maintain current and comprehensive financial, clinical, and other records related to a private or community-based agency counseling practice; assist counselees, administrative staff, agency personnel, and parents in the location of and introduction to specialized referral agencies and services within the community.
14. Demonstrate the ability to consult with individuals, groups, institutions, and agencies on individual, group, family and institutional programs and activities.
15. Demonstrate the ability to conduct research, to clearly interpret the implications of research data to professional staff members, parents, clients, referral agencies, and community resources, and to use the results of research in counseling, program development, and program revision.
16. Develop the ability to use their diagnostic skills when assessing clients during the intake session so that they can quickly develop a working diagnosis in order to direct treatment planning.
17. Learn how to assess clients with in-depth clinical interview skills that will lead to more accurate initial diagnoses.
18. Demonstrate knowledge of human growth and development across the lifespan as it is related to theories and practices of counseling including individual and family development, learning, normal and abnormal personality development, addictions and addictive behaviors, biological, neurological and psychological factors affecting human development, functioning and behavior; systemic and environmental factors, effects of crisis, disaster, and trauma; differentiated interventions and ethically and culturally appropriate strategies for optimal development and wellness.



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## SATISFACTORY ACADEMIC PROGRESS

Student must earn Satisfactory Academic Progress (SAP) to maintain enrollment at Pentecostal Theological Seminary. SAP is earned when the student maintains a cumulative GPA of 2.0 and successfully completes 75% of attempted credit hours. Failed grades, ungraded courses, incompletes, and withdrawals are included when calculating this percentage.

It is advisable that any and all failed courses be repeated as soon as possible. Once a failed course is successfully repeated, the failing grade (F) will be removed and replaced with an R (Repeated).

## ACADEMIC WARNING AND SUSPENSION

The Academics Office will review these issues at the conclusion of each Fall, Spring term, and Summer Terms. Those students who do not demonstrate sufficient academic progress will automatically be placed on Academic Warning during the next term of enrollment. If sufficient academic progress is achieved by the student at the end of the warning period, the academic warning status will be removed from the student's academic record. If Satisfactory Academic Progress is not achieved by the end of the warning period, the student may be placed on Academic Suspension.

When placed on academic warning, the student must consult with the Academics Office to formulate an Academic Plan, which the student will follow in order to correct the issues that may have caused Unsatisfactory Academic Progress. The academic plan may include an adjustment to the student's class schedule in order to improve academic performance. If a student does not improve his or her academic performance during the warning period, he or she will be required to withdraw from the Seminary (Academic Suspension) for at least one term to work toward the resolution of the problems involved.

When a student returns to the Seminary after academic suspension, the student returns on academic probation as he or she corrects any academic transcript issues.

## ACADEMIC APPEAL

Should extenuating circumstances (such as illness, financial hardship, personal or family difficulties) be the reason for unsatisfactory academic progress, students may appeal their

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academic suspension in writing to the Office of the Vice President for Academics. The student must substantiate any claims of extenuating circumstances in order for the Office of Academics to consider the appeal. If the student's appeal is granted, the Office of the Vice President for Academics will provide the student an academic plan to help the student achieve satisfactory academic progress. The academic plan must be accepted by the student, the student's adviser, the Financial Aid Committee (if student is eligible for aid), the Registrar, and the Office of Academics.

The student may apply for readmission by submitting a letter to the Vice President for Academics stating: (1) the reason for requesting readmission; (2) any action taken to correct the problem; and (3) the applicant's present academic/vocational expectations. Upon recommendation from the Vice President for Academics, the applicant's academic file along with this letter will be reviewed by the Admissions Committee for consideration of readmission.