



Saint John's Seminary

ACADEMIC REGULATIONS

I. PROGRAMS

A. Bachelor of Arts in Philosophy

The Pre-theology program offers the Bachelor of Arts in Philosophy (B.A. (Phil)) to seminarians who have completed two years of college-level courses at another institution, the two years of the Saint John's Seminary Pre-theology program, and meet the following requirements:

1. A minimum of 120 semester hours in credited courses
2. A full course load (at least 12 credits) every semester
3. Thirty-two credit hours of Philosophy courses
4. At least 18 credits in one other field of study
5. A minimum of 60 credit hours earned at Saint John's Seminary
6. Fulfillment of the following requirements, either by transfer or at Saint John's:
 - a. English: 12 credits
 - b. Latin: 6 credits
 - c. Modern Language: 6 credits (Students whose primary language is other than English may be exempted from this requirement.)
 - d. History: 12 credits
 - e. Social Science: 9 credits, including one course in Sociology, one in Psychology and one in Economics or Political Science
 - f. Theology: 15 credits
 - i. Introduction to Christian Life
 - ii. Introduction to Christian Teaching
 - iii. Introduction to Christian Formation
 - iv. Introduction to Christian Prayer
 - v. Chastity in the Christian Life
 - g. Science: 6 credits, preferably Biology
 - h. Fine Arts: 3 credits
 - i. Oral Communication: 3 credits
 - j. Electives as necessary to fulfill the requirements above (120 credits, 18 hour minor)

B. Bachelor of Philosophy

The Pre-theology program offers the Bachelor of Philosophy degree to students who already have completed a bachelor degree in another field of study at an accredited institution. The program includes a concentration in Philosophy (32 credit hours), 15 credits of undergraduate Theology, and related liberal arts electives for a total of at least 60 credits.

C. Master of Divinity Degree

The Seminary Theology program consists of four years, comprising eight academic semesters, which provide the basic professional degree program leading to the degree of Master of Divinity. To obtain the degree, students must successfully complete at least four semesters of study at Saint John's. The residence requirement for the degree is at least two academic years at Saint John's Seminary or at another (canonically) established house of formation. Any subsequent internship requirements remain the responsibilities of each student's sponsor and are not reckoned among the requirements for the Master of Divinity degree.

In general, to obtain the degree, a student must satisfactorily complete the academic courses and pastoral formation program specified by the Seminary for each year.

Certain modifications of these requirements may be made for those students who enter Saint John's after the first year of Theology study. Transfer credit toward the Master of Divinity degree will be allowed only for those courses in which a grade of B or above has been achieved. Specifically, during these eight semesters, students must successfully complete 37 academic courses: 30 required courses and seven elective courses. These courses represent 111 academic credits.

Of those seven electives, four will be at the choice of the student while three are specified for three general areas, that is, one elective in Systematic Theology, one in Moral Theology, and another in Biblical Studies.

For each semester's study of a language, either modern or ancient, three elective credits are given.

Students are also required to obtain Pastoral Formation credits associated with four field education programs or placements: a catechetical placement with an introduction to Pastoral Ministry, a clinically supervised institutional placement and a parish placement. These programs represent 24 Pastoral Formation credits. The Pastoral Formation programs or placements are supervised and approved by the Director of Pastoral Formation.

With prior approval, some Pastoral Formation components may be fulfilled during the summer, or be anticipated out of their usual sequence.

D. Master of Arts (Theology) Degree

The Master of Arts (Theology) (MA(T)) Program is designed to provide an opportunity for qualified students to pursue in depth a specific aspect of their theological studies.

A candidate for this program must have completed the first four semesters of the Master of Divinity program (or its equivalent) and have maintained at least a B average. Scores from the Graduate Record Examination or a comparable graduate level examination to manifest the applicant's capacity for philosophical or speculative reasoning will be considered in the admission of a student to the MA(T) Program.

Each candidate must have adequate ability in at least one modern language other than English. Students must demonstrate competence in a language related to the kinds of questions and research work central to their MA(T) proposal. Competence may be demonstrated either (a) by passing at least two semesters of a course in the language or (b) by passing an exam given by the person to be designated.

To obtain the degree, a student must complete a total of 42 credits, of which 24 credits may represent core courses in the Master of Divinity curriculum of the third and fourth year of Theology. A grade of B or above in every course is necessary to obtain credit toward the degree.

Twelve credits are to be drawn from the elective courses which are in the candidate's area of concentration. Six credits are given for the presentation and defense of a thesis.

Admission to the MA(T) Program, is based on the recommendation of the candidate's advisor and approval of the Academic Dean. Formal admission to the program will be considered by the Admissions Board, the members of which will be the Dean of Faculty, Assistant Administrator of the MA(T) Program, and one other full-time faculty person. Candidates will be asked to submit a research writing sample, a statement of general goals and objectives relating to their interest for the MA(T), including a proposed area of concentration and an initial (preliminary) proposal or outline of the thesis topic. The Admissions Board will assist the candidate in assigning a faculty member who will serve as the candidate's mentor, assist the candidate in the selection of courses, and in the preparation of the thesis.

The Seminary curriculum, at the present time, provides for Master of Arts concentration in three areas: Biblical Studies, Historical Studies and Theology with its various specializations.

All requirements must be completed within four years of admission to the MA(Theology) Program.

E. Master of Arts in Ministry Degree

The Master of Arts in Ministry degree (MAM) was established for lay students

who are working or intend to work for the Church or who are interested in their own personal formation in the Catholic faith. The program consists of at least two years of full time study or the equivalent, comprising four academic semesters of academic courses combined with field education and human and spiritual formation.

The curriculum includes a minimum of 41 credits. Eleven core courses span the disciplines of Philosophy, Systematic Theology, Scripture, Church History, Sacramental Theology, and Moral Theology. Four electives of at least two credits each are to include one in Spirituality and three in areas of specialization such as Spirituality, Scripture, Catechetics, Liturgy, or care of the sick.

Transfer credit toward the Master of Arts in Ministry degree is subject to the approval of the Educational Affairs Committee. Only courses in which a grade of B or above has been achieved will be considered. Core course requirements may not be fulfilled by transfer credits.

Students are required to obtain 12 Field Education credits associated with four semesters of Field Education placements. The Field Education placements are supervised and approved by the Director of Pastoral Formation. Field Education credits may not be fulfilled by transfer from another institution or retroactively for field work completed prior to enrollment in the Program.

F. Master of Theological Studies (New Evangelization) Degree

The Master of Theological Studies for the New Evangelization (MTS) degree expands the opportunities the Seminary provides for the theological formation of non-seminarians. This practically oriented academic degree complements the theologically rich professional degree that is MAM. Thus with the addition of the MTS, the Seminary provides a full spectrum of options for laypersons, permanent deacons, and religious looking for whole-person formation from within the heart of the Church—whether they seek a more professionally oriented or a more academically oriented program of study. The MTS is an academic degree designed to equip students to meet the call of Vatican II to communicate the beauty and truth of the love of Jesus Christ in all the sectors of the contemporary world: family and civic life, the workplace, scientific and medical institutions, and the culture as a whole. It provides a comprehensive survey of major theological sub-disciplines, in a way that follows the post-Vatican II magisterial emphasis on the “new evangelization,” with the theology of the body and Catholic social doctrine as focal points. It seeks to provide the whole-person formation in Christian wisdom necessary for pursuing the universal call to holiness amidst the promise and parallel of the modern world.

Therefore, the MTS offers a multifaceted program that provides an integral human education, extending from training in the art of living to social analysis in the light of the Gospel. Intellectual, human, cultural or artistic, spiritual, and apostolic formation make up the fabric of the degree program, permeating the coursework.

The keystone of the formation program are the Friday Formation Colloquia, during which certain great books of Western civilization (philosophy, theology, literature) and great works of painting and music will be explored. Profound works of spiritual theology and evangelically fruitful psychology and sociology will also be presented and discussed. In addition, there is an Evangelizing the Culture requirement, which will provide the opportunity for mentorships. The completion of at least 47 credit hours is required: sixteen courses (13 core, 3 electives), plus 4 credit hours for the four-semester Friday Formation Colloquia. Philosophy, Scripture, the Church Fathers, and Saint Thomas Aquinas will be touchstones throughout the sequence of courses.

II. SATISFACTORY RECORD

A satisfactory record may contain not more than one grade below C- and no F's in any one semester. A student who does not achieve a satisfactory record in any semester will be placed on academic probation for the following semester. A student on probation who fails to obtain a satisfactory record during his or her probationary semester will not be allowed to continue in the degree program except upon a favorable vote of the faculty. During academic probation of a seminarian, the student's participation in extra-curricular activities will be subject to review by the Dean of Faculty in consultation with the student's

Formation Advisor.

III. COURSE REGISTRATION

A. Required courses

Students in the Pre-theology and the Master of Divinity programs are registered automatically in the courses required for students in his particular academic year. Students who must rearrange their programs or who wish to be exempt from certain required courses must receive the approval of the Dean of Faculty and their Formation Advisor before the first day of class; Pre-theology students must do so in consultation with the Director of Pre-Theology.

B. Elective courses

Seminarians must take the number of electives as indicated in the Seminary Catalogue for each academic year. Requests for exceptions must be submitted to the Dean of Faculty.

C. Independent study courses

Subjects not covered by the courses listed in the catalogue may be pursued through directed reading or small group study. In each case, it will be necessary that the professor concerned give his or her consent. The course may consist of directed reading and/or may include regular meetings with the student(s) involved. No student may take more than one such course a semester and no more than two independent studies may be taken in a degree program.

For approval, the professor and student(s) must submit to the Dean of Faculty a "syllabus" which includes a statement of purpose for the study, an agreed-upon reading list, a schedule of meetings, and the vehicle or means of assessing work (paper, exam, log, etc.). A copy of the syllabus is also to be submitted to the Director of Admissions and Records. TINE students should also submit a copy to his or her program Director. Seminarians must have the approval of their Advisor. The approval for these courses must be secured before the first day of the semester.

D. Change of course

Students may not add courses after the first two weeks of class. Prior to that time, any change must be made through the Director of Admissions and Records. Seminarians must have the approval of their Formation Advisor and the Dean of Faculty to make any course changes. Changing a course from credit to audit or audit to credit must be completed by the end of the third week of classes.

E. Withdrawal from a course

After the fifth week of classes, a withdrawal from a course will be recorded on the academic transcript of the student.

F. Course load

Seminarians may take extra courses with the approval of their Formation Advisor, but must always fulfill the number of courses in the prescribed program.

IV. ACADEMIC WORK OUTSIDE THE SEMINARY

A. Registration through the Boston Theological Institute

The opportunity to register for courses in the ten schools of the Boston Theological Institute (B.T.I.) is available to Saint John's students of requisite standing and ability. Those who wish to avail themselves of this opportunity should consult with their Formation Advisors.

Cross-registration with the B.T.I. may be used only for elective courses. The requisite academic standing for cross-registration must be a C+ or higher average for the preceding semesters.

The following procedure is to be used for cross-registration:

1. The student must obtain the approval of his Formation Advisor, or for lay students, with his or her Faculty Advisor.

2. The student must submit the proper form to the Director of Admissions and Records, or, for students in the TINE Program, to their Program Director, for approval to register in another institution.
3. This signed approval is filed with Saint John's Director of Admissions and Records, who signs the form, takes one copy and returns the form to the student to take to the Registrar of the institution at which the course will be offered.
4. The student registers at the approved institution, according to the norms and forms of that school. He or she will be required to show the B.T.I. form signed by Saint John's Director of Admissions and Records.
5. Every effort should be made to observe the registration deadline of the registering institution.
6. Any change in course or status must be made known to the Seminary Director of Admissions and Records and the Registrar of the other institution. The Seminary reserves the right to refuse recognition of credit for courses which have not been previously approved by the Dean of Faculty or have been taken as pass/fail courses. Credit will not be given for auditing of courses.
7. The B.T.I. agreement applies only to courses listed in the B.T.I. catalogue and not to other courses offered by the member institutions. No more than one B.T.I. course may be taken in any one semester.
8. Courses at Blessed John XXIII National Seminary are considered to be the same as B.T.I. courses.
9. No more than three electives may be taken outside of Saint John's Seminary.

B. Other Academic Work Outside the Seminary

Outside of the B.T.I. courses mentioned in Section A, generally the academic and pastoral responsibilities of the Seminary program preclude registration in courses in any other academic institution. In certain cases, however, students who wish to take an extra course at an outside institution may do so provided that they have met the established qualifications and have received permission from the Dean of Faculty and their Formation Advisor. Credit from such courses will not be applied to any Seminary program. No student may register for a degree program which will be held in another institution during the Seminary academic session.

V. TRANSFER CREDIT

Credits earned at another accredited institution may be transferred for credit subject to the following conditions:

- (a) such credits were earned within six years prior to matriculation at Saint John's Seminary
- (b) such credits have not been used to earn another degree
- (c) the course contained content suitable for application to the student's program at Saint John's, according to the judgment of the Educational Affairs Committee
- (d) a grade of "B" or better was earned.

It is the student's responsibility to request that an official copy of transcripts be sent directly to the Director of Admissions and Records from each institution previously attended.

No more than 30 transfer credits may be applied to the Bachelor of Philosophy degree. No more than 54 credits may be applied to the Master of Divinity degree, and no more than nine credits to the Master of Arts degrees.

VI. ACADEMIC UNIT

The basic unit of academic work is the semester credit hour. In general, three

semester hours of credit calls for three hours of classroom instruction and at least six hours of outside reading and study each week. Thus a three-credit course should entail nine to twelve hours of work, divided between classes and study. All the courses at Saint John's are three-credit courses unless otherwise indicated.

VII. MARKING SYSTEM

A. Students will receive grades at the end of each semester. These grades are to represent the professor's judgment concerning the student's total performance in the course, and are to be based on all the work done by the student, including examinations, papers, quizzes, reading projects, attendance (or absence) and class participation. The ability of the student to express him/herself consistently in idiomatic and grammatically correct English will also be regarded as a determining factor in assigning grades.

B. The official grades with their range and quality point equivalents are as follows:

RANGE	GRADE	QUALITY POINTS	RANGE	GRADE	QUALITY POINTS
94-100	A	4.0	74-76	C	2.0
90-93	A-	3.7	70-73	C-	1.7
87-89	B+	3.3	67-69	D+	1.3
84-86	B	3.0	64-66	D	1.0
80-83	B-	2.7	60-63	D-	0.7
77-79	C+	2.3	Below 60	F	0.0

A is excellent; B is good; C is satisfactory; D is passing but unsatisfactory; and F is failure.

The letters HP (High Pass), P (Pass) or F (Fail) will be used at the options of the Seminary to describe a student's performance when the use of the standard grading system is not desirable or feasible; e.g. Pastoral Formation or Field Education programs.

C. An "Incomplete" is recorded when the student does not fulfill a major requirement of the course before the beginning of the examination period or has not taken the semester examination. In such cases an "Incomplete" is recorded rather than a failure only when the student has obtained prior permission of the Dean of Faculty and the consent of the professor to delay completion of the required work. The work must be made up by the end of the subsequent semester; otherwise, the grade becomes an "F". The Director of Admissions and Records will record an "Incomplete" only when it has received specific notification from the Dean of Faculty.

D. Failure may be made up by repeating the course or, with the permission of the Dean of Faculty, offering a substitute course in the same department.

VIII. STUDENTS NOT IN DEGREE PROGRAMS

A. Auditors

Priests who are active in the pastoral ministry may register with audit charges as auditors for one course per semester, provided that permission has been obtained from the instructor concerned. Arrangements may be made through the Dean of Faculty.

Religious who are involved in the apostolate of their religious institute in the Boston area, may also audit one course a semester. It is necessary that the applicant have an appropriate background in college Philosophy and Theology.

Lay students may apply to audit courses in the TINE degree programs.

B. Special Students

1. Priests

Any priest who, with a letter of introduction from his bishop or religious superior, requests registration in one or more courses for credit in service to his own continuing education may enroll as a Special Student with the approval of the Dean of Faculty

2. Seminarians

Any seminarian for whom his bishop or religious superior requests registration, not in any program leading to a degree, but in courses for credit required by his bishop or religious superior in order that he may qualify more readily for ordination to priesthood may enroll as a Special Student with the approval of the Dean of Faculty

3. Lay Students

Lay students may enroll as non-degree credit students in TINE degree programs. These credits may be transferred to other institutions by requesting an official transcript.

IX. ACADEMIC RULES

A. Class attendance

Regular attendance at class lectures and seminars is required.

B. Auditing

Students who wish to audit courses without receiving credit may do so with the permission of the professor whose course they wish to audit. A student who has requested auditor status must faithfully fulfill the attendance requirements of the course (see VIII. A). Auditors must register with the Office of Admissions and Records or through the TINE program office and must pay the audit fee. Transcripts showing the course audited may be requested through the normal transcript request process.

C. Examinations

Final examinations are required in all core courses; these examinations are normally given during the exam period on the day assigned by the Director of Admissions and Records for the Theology and Pre-theology programs. Adequate notice will be given students concerning examinations, quizzes and other requirements of the courses.

D. Term Papers

The student is expected to prepare term papers in accord with an approved system of notation and bibliography. The Seminary suggests the method and format found in the most recent University of Chicago Manual.

E. Academic Honesty

The Seminary takes the matter of cheating, plagiarism improper use of material, failure to give credit for work cited or used in a term paper (other assignment) and other forms of academic dishonesty very seriously, viewing them as grave offenses which call for the most serious sanctions.

The following excerpt from the MLA Manual provides a clear definition of plagiarism:

Plagiarism is the use of another person's ideas or expressions in your writing without acknowledging the source... The most blatant form of plagiarism is reproducing someone else's sentences, more or less verbatim, and presenting them as your own. Other forms include repeating another's particularly apt phrase without appropriate acknowledgment, paraphrasing someone else's argument as your own, introducing another's line of thinking as your own development or an idea, and failing to cite the source for a borrowed thesis or approach.

Walter S. Achtert and Joseph Gibaldi, *The MLA Style Manual* (New York: The Modern Language Association of America, 1985): 4, as cited in 1999-2000 Catalogue of Saint John's Seminary College of Liberal Arts Archdiocese of Boston (Brighton, MA: n.d. [1999]): 19.

In case of suspected dishonesty, the faculty member will speak to the student first. If the faculty member is unconvinced by the student's explanation, he or she will report the incident to the Dean of Faculty. The Disciplinary Board consisting of the Vice Rector, the Dean of Faculty and the Dean of Students may be convened by the Rector. It is the responsibility of the Disciplinary Board to investigate the matter for which it was convened and to make recommendations to the Rector. Acts of academic dishonesty will have a negative effect on the grade and, depending on the seriousness of the violation, may result in the failure of the course.

X. RETROACTIVE GRANT OF MASTER OF DIVINITY DEGREE

Alumni may obtain the Master of Divinity degree retroactively under the following conditions:

- A. Any courses lacking from the four-year course of study in Theological Education at Saint John's Seminary must be made up at Saint John's Seminary or another Catholic graduate institution within the five years preceding the granting of this degree.
- B. Six additional semester credits in graduate Theological Education must be earned within the five years preceding the granting of this degree. At least one of the courses must be in the area of Catholic Pastoral Theology.
- C. If field education credits were not completed, a three-credit course in Catholic Pastoral Counseling must be completed.
- D. Official transcripts of the courses being used to fulfill these requirements must be sent directly to Saint John's Seminary from the institution in which they are taken.
- E. Courses used to obtain another degree may not be used.

XI. ACADEMIC GRIEVANCE POLICY

Redress of an academic grievance begins with the student's appeal to the appropriate faculty member or formator and ideally is resolved in that forum. If a resolution is not satisfactorily reached, appeal may be made to the Dean of Faculty, who will consult with the Educational Affairs Committee in reaching a decision. Further appeal may be made to the Rector.

XII. INTERNATIONAL APPLICANT REQUIREMENTS

Saint John's Seminary is certified by the federal Student and Exchange Visitor Program (SEVIS) to admit non-permanent immigrant seminarians presenting or transferring an F-1 visa. Once admitted, it is the responsibility of the seminarian to maintain his visa status.

In keeping with the norms of the *Program of Priestly Formation*, Saint John's does require proficiency in English. Seminarians whose native language is not English will be provided the opportunity to attain proficiency in English in an approved program for up to 12 months. The TOEFL minimum criterion for full-time study in the Pre-Theology Program is a total score of 450 (paper-based test) or 48 (internet-based test). The criterion for full-time study in the Theology Program is a total score of 550 (paper-based test) or 94 (internet-based test).

For assistance with documentation pertaining to F-1 visas, visa transfers, and the English Language program, please contact the Assistant to the Rector at (617) 746-5423.