

# SAINT JOHN'S SEMINARY

## ACADEMIC POLICIES

### 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 (B. Phil.) 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 (M.Div.). 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.

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 the seven electives, one each must be from the area of Systematic Theology, Moral Theology, and Biblical Studies, while the remaining four electives can be from areas of the student's choice.

For each semester's study of a language, at the undergraduate level, in either modern or ancient, 1.5 credits are given for graduate degree students.

Students are also required to obtain Pastoral Formation credits associated with four field education programs. These programs represent 24 Pastoral Formation credits and are supervised and approved by the Director of Pastoral Formation.

#### **D. Master of Arts (Theology) Degree**

The Master of Arts (Theology) (M.A.(T.)) Program is designed to provide an opportunity for qualified student seminarians and student priests to pursue in depth a specific aspect of their theological studies.

Student seminarians and student priests applying 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 may be considered in the admission of a student to the M.A.(T.) Program.

Each candidate must have adequate ability in at least one foreign language, modern or ancient, other than English. Students must demonstrate competence in a language related to the kinds of questions and research work central to their M.A.(T.) proposal. Competency may be demonstrated either by successfully completing a language course at an intermediate level or by passing an exam of reading facility arranged for by the Dean of Faculty's office.

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, or an equivalent program. 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 successful defense of a thesis. The defense of a thesis may result in two outcomes: (1) a successful passing with no revisions recommended or (2) passing with revisions to be completed.

Admission to the M.A.(T.) Program is based on the recommendation of the candidate's advisor and approval of the Dean of Faculty. Formal admission to the program will be considered by the Admissions Board, the members of which will be the Dean of Faculty and two other full-time faculty members. Candidates will be asked to submit a research writing sample, a statement of general goals and objectives relating to their interest for the M.A.(T.), including a proposed area of concentration, a preliminary proposal or outline of the thesis topic, and a bibliography. The Dean of Faculty will designate a faculty member who will serve as the candidate's mentor to 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.

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

#### **E. Master of Arts in Ministry Degree**

The Master of Arts in Ministry degree (M.A.M.) 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 53 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 must be fulfilled at the Theological Institute.

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**

In response to the calls of recent popes to engage in the work of the new evangelization, the Theological Institute at Saint John's Seminary offers laypeople, deacons, and religious the opportunity to pursue a Master of Theological Studies (M.T.S.) degree with a focus on this important apostolate of proclaiming the gospel to an increasingly secularized world and outreach to baptized Catholics who have fallen away from the faith.

The Master of Theological Studies for the New Evangelization is an academic degree designed to expose students to the broad parameters of Catholic theology while enabling them to focus on a particular topic that is of interest to them. The degree is ideal for those working in other professions who seek to augment their primary skill set with a grounding in theology in order to more effectively evangelize the fields of culture, work, politics, and family.

The M.T.S. degree seeks to provide students with a well-rounded, "whole person" Catholic formation in the intellectual, apostolic, spiritual, and human spheres. The keystone of the M.T.S. formation program is the monthly Friday Formation Colloquium. The multi-faceted formation of the Colloquium seeks to integrate the four dimensions of formation and exposes students to a wide range of theological, philosophical, literary, artistic, psychological, and apostolic concepts through reading, discussion, and lecture.

Students must earn at least fifty (50) credit hours — sixteen courses (14 core courses and 2 electives) — and four semesters of Friday Formation Colloquium. Students must also complete the non-credit Foundational Certificate either as a prerequisite for M.T.S. study or during the first year of academic formation. Students must also complete the non-credit Evangelizing the Culture requirement of the M.T.S. degree. Lastly, students must either submit to comprehensive examinations or successfully defend a Master's thesis prior to Saint John's Seminary conferring the M.T.S. degree.

## **II. SATISFACTORY RECORD FOR ALL DEGREE PROGRAMS**

A satisfactory record may contain no 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 academic 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 Council or Educational Affairs Committee. 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**

Seminarians in the Pre-theology and the Master of Divinity programs must register for the courses required for their 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 Academic/Formation Advisor before the first day of class. Pre-theology students must do so in consultation with the Director of Pre-Theology.

M.A.M. and M.T.S. students must consult with the Academic Advisor for the Theological Institute, who is appointed by the Dean of Faculty, prior to registration in order to maintain the proper sequence of their respective program.

#### **B. 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 consists of directed reading and includes 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, unless approval by the Dean of Faculty.

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 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. Students from the Theological Institute should submit the syllabus to the Academic Advisor for the Theological Institute for approval. Seminarians must have the approval of their Academic/Formation Advisor to enroll in an independent study. The approval for these courses must be secured before the first day of the semester.

#### **C. Change of course or credit status**

Both seminarians and students of the Theological Institute may not add or change courses after the first two weeks of class. Changing a course from credit to audit or audit to credit must be completed by the end of the third week of classes. Seminarians must have the signed approval of their Academic/Formation Advisor and the Dean of Faculty to make any course changes. The completed Add/Drop form is to be brought to the Admissions and Records Office to be recorded.

#### **D. Withdrawal from a course**

Students may withdraw from a course up until the fifth week of class with no approval and no record on their transcript. After the fifth week of classes, a withdrawal from a course will be recorded on the academic transcript of the student. The student must petition the Dean of Faculty to withdraw from a course after the fifth week. The notation WA indicates an Academic Withdrawal approved by the administration. A WF, or Withdrawal Failing, will be recorded for students who fail to petition the Dean of Faculty for withdrawal after the fifth week of classes.

#### **E. Course load**

Seminarians may take extra courses with the approval of their Academic/Formation Advisor and the Dean of Faculty, but must always fulfill the minimum number of courses first in their 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 graduate students in good academic standing. Those who wish to avail themselves of this opportunity should consult with their Academic/Formation Advisors.

Cross-registration with the B.T.I. may be used only for elective courses. Students must achieve a minimum average grade of C+ in the preceding semesters to be eligible to participate in the B.T.I. program.

The following procedure is to be used for cross-registration in the B.T.I.:

1. The student must obtain the approval of his Academic/Formation Advisor, or, for lay students, the Academic Advisor for the Theological Institute.
2. The student must submit the B.T.I. registration form to the Director of Admissions and Records, or, for students in the lay formation program, to their Program Director, for approval to register in another institution.
3. The student brings the signed registration form to the Registrar of the institution which offers the course, and follows the procedures required at that school to register for the course.
4. Every effort should be made to observe the registration deadline of the registering institution.
5. Any change in course or status must be made known to the Saint John's 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.
6. 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 without approval by the Dean of Faculty.
7. Courses at Blessed John XXIII National Seminary are considered to be the same as B.T.I. courses, and a similar registration process should be followed.
8. No more than three electives may be taken outside of Saint John's Seminary in any degree program.

### **B. Other Academic Work Outside the Seminary**

Outside of the B.T.I. courses mentioned in Section A, the academic and pastoral responsibilities of the Seminary program in general 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 Academic/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. Three credit courses must meet no less than 30 hours of classroom instruction over the course of the semester. Courses earning other than three credits must meet a proportionate amount of time.

## 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.

**B.** The official grades with their range and quality point equivalents follow.

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 P (Pass) or F (Fail) will be used at the option of the Seminary to describe a student's performance when the use of the standard grading system is not appropriate; e.g. Practica, Pastoral Formation or Field Education programs.

**C. Incomplete Grades** — 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** — A failing grade may be made up by repeating the course or, with the permission of the Dean of Faculty, completing a substitute course in the same department.



## VIII. STUDENTS NOT IN DEGREE PROGRAMS

### A. Auditors

Priests who are active in pastoral ministry may register with the audit fee for one course per semester, provided that permission has been obtained from the Dean of Faculty. 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 audit one course a semester. It is necessary that the applicant have an appropriate background in college Philosophy and Theology.

Lay students may register to audit courses in the Theological Institute 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 the Theological Institute degree programs. These credits may be transferred to other institutions by requesting an official transcript. Students intent on matriculating into a degree program at the Theological Institute should note that only a maximum of twelve credits earned as a non-degree student will be accepted toward their degree program.

## IX. ACADEMIC RULES

### A. Class attendance

Regular attendance at class lectures and seminars is required.

### B. 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.

### C. 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 Chicago Manual of Style, which is otherwise known as Turabian. Refer to Kate Turabian, ed. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers* (Chicago Guides to Writing, Editing, and Publishing) (Chicago: University of Chicago Press, 2013)

### D. Academic Honesty

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

The Merriam-Webster online dictionary (<http://www.merriam-webster.com/dictionary>) defines plagiarism as the act of plagiarizing, which is:

*"to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source, or to commit literary theft : present as new and original an idea or product derived from an existing source".*

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. A Disciplinary Board may be convened by the Rector to address the issue.

## **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. Final 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 students presenting or transferring an F-1 visa. Once admitted, it is the responsibility of the student to maintain his visa status.

In keeping with the norms of the Program of Priestly Formation, Saint John's definitively requires proficiency in English. Seminarians whose native language is not English may 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 or in the Theology Program is a total score of 550 (paper-based test) or 79 (internet-based test).

For assistance with documentation pertaining to F-1 visas, visa transfers, and the English Language program, please contact the Registrar at 617.779.4369.