

## Policy Revisions - 2013-2014 Catalogue

The following contains a list of policy revisions to the 2013-2014 Catalogue. Page numbers have been indicated where applicable. These policies are effective July 1, 2013.

### Course Retake Policy

Students may repeat a course in which they have earned a grade of F. The grade for the second attempt of the course, and the associated credits, are recorded on the student's transcript and are calculated into the GPA. When the new grade is added to the academic record, the old grade is replaced with the letter R, indicating that the course was retaken in a later term. R grades do not affect grade point calculations and do not carry credit toward graduation. Only the grade in the repeated course receives credit and applies to the grade point average.

- Withdrawn courses cannot be covered with an R if the course is retaken.
- Grades may not be absolved by repeating a course after graduation.
- Grades assigned due to an academic ethics violation may not be removed from the academic record by repeating the course. Both the new grade and the assigned grade will be shown (no R will cover the original attempt).
- A course originally taken for a letter grade must be repeated for a letter grade.

To absolve a grade, the same course must be taken. In situations where the same course is no longer offered students may be able to absolve a grade in one of two ways:

- By repeating a course of comparable content and level
- As an independent study

Both of these options require approval of the Academic Policy Committee. Students wishing to pursue one of the above avenues must submit a petition to the Academic Policy Committee.

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Page 24 - Academic Policies for Certificate Programs

### On-Campus Classroom Requirement

Hartford Seminary requires that at least one-third of the credits required for a Graduate Certificate be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to two-thirds of the credits to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, travel seminars, field education.

Students enrolled in the Religious Studies Graduate Certificate are exempted from this policy and therefore have the option of taking all 18 credits in the following formats: off-site courses, on-line courses, independent study, and travel seminars. This option is designed to provide additional flexibility for students who live at a great distance from the Seminary. (Normally, transfer and advanced standing credit are not permitted in a graduate certificate program due to the limited number of credits required.)

For students enrolled in the Imam and Muslim Community Leadership Graduate Certificate courses taken at the primary off-site location count as on-campus courses.

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### **On-Campus Classroom Requirement**

Hartford Seminary requires that at least 16 credits of the 48 required for the Master of Arts degree be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to two-thirds of the credits required for the degree to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, Advanced Standing, transfer credits, travel seminars, field education, final project/paper/thesis.

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### **On-Campus Classroom Requirement**

Hartford Seminary requires that at least 12 credits of the 36 required for the Doctor of Ministry degree be taken in courses taught in the classroom on the Hartford Seminary campus. This allows for up to two-thirds of the credits required for the degree to be taken in a combination of the following formats: off-site courses, on-line courses, independent study, transfer credits, travel seminars, and final project.

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New Policy – page 39-40; Doctor of Ministry, Application and Admission

### **Master of Divinity Equivalency**

Those students wishing to enter the Doctor of Ministry program who do not have the ATS required Master of Divinity may still be eligible for acceptance provided that their previous theological course work is determined to be equivalent to the M.Div. Hartford Seminary defines M.Div. equivalency as a minimum of 57 credits, earned from an accredited institution, which fulfill the following subject areas:

#### **Scripture Studies – 12 credits**

4 courses in scripture studies, must show variety in scriptures studied

#### **Theological Studies – 12 credits**

2 courses in Theology

1 course in Ethics

1 course in History

#### **Understanding Cultural Context – 12 credits**

4 courses

Courses should be in areas such as: social issues, pluralism, multifaith/multicultural, religion and society, women's studies, world religion, interfaith dialogue

#### **Arts of Ministry – 9 credits**

3 courses

Courses should be in areas such as: leadership, worship, preaching, religious education, pastoral counseling.

#### **Theological Elective Courses – 12 credits**

4 courses

If a student has the requisite number of credits, but fails to fulfill all of the above subject areas, they will be required to take additional course work before they can be considered for admission to the Doctor of Ministry program.

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### **Satisfactory Academic Progress Policy for Financial Aid Recipients and/or Veterans:**

Student's receiving federal student aid, or veterans' benefits must maintain Satisfactory Academic Progress (SAP).

At Hartford Seminary, Satisfactory Academic Progress (SAP) is officially checked at the end of each semester (fall, spring, and summer). Satisfactory academic progress consists of two components: Grade point average and pace. A student must meet both components in order to make satisfactory academic progress.

#### **Grade Point Average**

Students who fail to maintain at least a 2.66 G.P.A. either with respect to their cumulative work, or in the work of a given semester, are considered to not be making satisfactory academic progress. In addition the student must comply with Hartford Seminary's full Academic Probation policy.\*

#### **Pace**

Students are required to successfully complete at least 70 percent of all credit hours attempted. Pace is calculated by dividing the cumulative credit hours earned by the cumulative credit hours attempted.

All students who expect to complete a degree at Hartford Seminary must do so within the following maximum time frame, beginning at matriculation:

- Master of Arts - 6 years
- Doctor of Ministry - 6 years
- Graduate Certificate in Islamic Chaplaincy – 3 years

#### **Incomplete Courses**

Courses for which a student is granted an incomplete (Inc.) will count toward cumulative credits attempted but will not be used to determine the cumulative GPA until the grade has been submitted to the Registrar.

#### **Repeated Courses**

Credits for each attempt of a course are counted towards the cumulative credits attempted. Only the grade for the second attempt is used in calculating the GPA.

#### **Course Withdrawals**

Courses for which a student receives a grade of "W" or "WP" will count towards total credits attempted, but will have no impact on the GPA. Grades of "WF" will count towards total credits attempted, and will factor into the GPA.

#### **Transfer Credits**

Transfer credits from other schools will not factor into the GPA calculation, but will count as credits attempted and earned.

#### **Financial Aid Warning**

A student, who is determined to not be making SAP, will be sent a letter by the Financial Aid Office informing them that they have been placed on financial aid warning and will have one semester to improve their academic performance to a satisfactory level. The student will continue to be eligible to receive aid during this period, provided all other eligibility requirements are met.

A student who fails to improve his/her academic performance to a satisfactory level by the end of the warning semester, will be sent a letter indicating that they have lost federal financial aid eligibility and cannot regain eligibility until the academic performance levels are met.

#### **Financial Aid Appeal**

A student who loses financial aid eligibility because he/she failed to make satisfactory progress may appeal on the basis of: the loss of a family member, the serious illness of the student or a family member, and other situations deemed appropriate. The student is required to submit a letter to the Academic Policy Committee detailing the situation which caused him/her to fail to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. If approved, the student will be eligible to receive financial aid for one more semester.

If an appeal is approved but it is determined that it will not be possible for the student to achieve satisfactory progress by the end of the next evaluation period the student will be placed on an academic improvement plan. The student's progress will continue to be checked at the end of each semester, and if the student fails to meet the requirements of the plan, aid eligibility will be lost.

**Additionally for Veterans:**

For the purpose of VA regulations, the VA is notified immediately after any semester that a veteran does not make SAP. All veterans must comply with Hartford Seminary's SAP Policy as stated above. No veteran will be certified until SAP has been verified.