

## **Enrollment Policies**

NDS seminarians and students must meet all of the requirements for a degree outlined in the issue of the Academic Catalog in force during their enrollment. If enrollment is interrupted for two consecutive regular semesters (Fall/Spring), seminarians and students must abide by the Catalog in force during the time of their reentry to the Seminary. It is the responsibility for those enrolled at NDS to be familiar with all policies and requirements found in the Academic Catalog and on the NDS website.

## **Transfer Credit Policy**

Seminarians wishing to transfer from other accredited institutions must meet the same standards of admission and other requirements as new seminarians and provide two faculty references from the seminary or graduate school last attended. The maximum number of transfer credits accepted for the Master of Divinity degree is 80 credit hours. Only those courses with a grade of C- or higher will be considered for transfer. Approval of all transfer credit will be made by the Academic Dean. Only credit that has been earned within ten years of when the student is expected to complete the degree will be considered. Exceptions to this time limit can be made by the Academic Dean. As a matter of policy, applicants for the Master of Divinity degree should expect to spend two full-time semesters at NDS before the Parish Internship.

For the Master of Arts (Theological Studies) students, a maximum of nine applicable credit hours may be transferred from other accredited institutions toward completion of the degree program. A maximum of 18 hours may be transferred into the Master of Arts in Pastoral Leadership degree program and the Master of Arts (Philosophy for Theological Studies) program. Approval of all transfer credits must be obtained from the respective Directors of the Master of Arts programs. These courses must be verified by an official transcript from the institution at which the courses were taken. Only courses taken within the past five years may transfer unless otherwise approved by the Director of the Master of Arts Programs.

For students in the Bachelor of Philosophy (Philosophy for Theological Studies) program, although the courses are taught at an undergraduate level, the program is considered a postbaccalaureate degree. Consequently, no hours credited toward a previously earned bachelor degree will be accepted as transfer credits. However, if a student transfers from another seminary, we will accept up to 30 transfer credit hours, upon determination of curricular adequacy by the Director of the Bachelor of Philosophy (Theological Studies) program.

For work that has not previously been awarded academic credit, the determination to award credit will be determined by the program director at the time of application for admission to the program. If an applicant requests credit for such work, the director of the program will consider submitted documentation (including transcripts, course descriptions, and other official descriptions of accomplished requirements and duties, such as certificates and recognitions, for non-academic work) to discern the applicability of such work to the requirements of the academic program at Notre Dame Seminary. The program director, in conjunction with the Registrar and appropriate faculty (when necessary), will compare the submitted documentation to the specific course and program requirements of the degree in question to insure that the learning objectives of the requested credit have been adequately met by the previous work accomplished by the applicant. Diaconate candidates in the Archdiocese of New Orleans may have their formation hours, if

completed in the previous ten years, evaluated in this manner for possible credit toward the Master of Arts in Pastoral Leadership degree.

### **Credit Hour Policy**

In accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work as required above for other academic activities as established by the institution, including laboratory work, internships, *practica*, studio work, and other academic work leading to the award of credit hours.

In accordance with the federal definition of a credit hour and following the guidelines for a Carnegie unit, in general, NDS schedules classes in the following formats: classes that meet for 50 – 60 minutes, 3 times each week for 15 weeks; classes that meet for 75 – 90 minutes, 2 times each week for 15 weeks; and Saturday classes that meet for 9 hours, 5 times each semester.

Students are responsible for tracking the required credits necessary for graduation and for the particular degree they are seeking to obtain.

The student's advisor and the Registrar will assist the student in tracking degree requirements; however, the student is ultimately responsible.

### **Credit Load Limit**

Master of Divinity, Master of Arts (Philosophy for Theological Studies), and Bachelor of Philosophy (Philosophy for Theological Studies) students are expected to take classes according to their curriculum. For all other Master of Arts students', maximum course load is nine credit hours. All overloads must be approved by the Directors of the Master of Arts Programs. To be classified as part-time, an NDS student must register for three credit hours in a regular semester. To be classified as full-time, an NDS student must register for at least six credit hours in a regular semester.

### **Add/Drop/Withdrawal from a Course**

Forms for Add/Drop/Withdrawal can be found in the Registrar's office and on-line. A seminarian must obtain the signature approval of his formation advisor and then the Academic Dean. Students in the ILEM and MAPL programs must obtain signature approval from the program director. Completed forms with the appropriate signatures are to be submitted to the Registrar. Dates by which such requests must be submitted are published in the academic calendar.

### **Directed Independent Reading**

Directed Independent Reading (DIR) courses will be offered only with the request or permission of the Academic Dean.

Seminarians may enroll in DIR courses because they have transferred from another seminary and are taking courses in order to fulfill Notre Dame Seminary's academic requirements. Other reasons may include re-taking a course due to failure or taking DIR courses due to formation matters. The formation advisor of the seminarian is to be notified by the seminarian regarding the reasons for taking a DIR course. All DIR courses will have a work load equivalent for a 3 hour class.

### **Audit Policy**

For academic course audits at Notre Dame Seminary, the amount of work required of students will be decided on a case by case basis by the instructor, the Program Director and, for seminarians, their Formation Advisor.

Those not enrolled in a formation program wishing to take courses at Notre Dame without intending to apply them toward a degree may do so. These students will be classified as taking courses for audit with the understanding that all other institutional and course policies are applicable. Courses taken for audit may not be changed to credit after the initial drop/add date.

### **Time Limitation to Complete Graduate Degrees**

A maximum of six years from the first semester of coursework for credit is allowed for completion of the requirements for the degree programs. Students in special circumstances may appeal for extensions of these time limits to the Program Director or Academic Dean. Readmission does not automatically qualify the applicant to begin the time limit period anew.

Students are responsible for developing and maintaining knowledge of their program status throughout the tenure of their enrollment and should make themselves aware of all pertinent requirements and regulations for the successful completion of their degree. Students should become familiar with the offerings and requirements of their specific program.