

recommendation nor the application fee. However, they must submit evidence of a bachelor's degree (in the form of an official transcript) if they wish to receive graduate credit for their courses for transfer to another institution. A student may register for courses as a casual student while completing the application for admission to the MA program, and all credits earned as a casual student can apply towards the degree, upon admission. A student may be admitted on probation if the Admissions Committee is not satisfied of his or her ability to do graduate work in theology. The probationary period is two semesters, and the student must earn a GPA of 3.0 to be fully admitted. Audit students are welcome at Christendom on a space-available basis; they need not apply for admission, but may simply register for courses.

### 6.1.3. Transfer Credits

Students who wish to have their previous graduate work in theology or philosophy considered for transfer to Christendom must make this request of the Dean of the Graduate School and provide official transcripts of such graduate work. They may also be required to supply course syllabi or catalog course descriptions establishing that the courses correspond to Christendom courses and are of an academic quality sufficient for graduate work. No more than twenty graduate credits may be transferred. Credits earned more than ten years before matriculation at NDGS may not be accepted. Academic credit is not granted for life experience, for course work done on a non-credit basis, nor for independent study outside of a university or seminary.

### 6.1.4. Deferral and Reinstatement

Any student who is accepted to the Christendom Graduate School may choose to defer his or her enrollment for any reason. If the student enrolls in courses within three years of his initial acceptance, he or she does not need to reapply for admission. After three years, the student will need to reapply.

Degree-seeking students may pause the pursuit of their degree at any time. If a student takes a break of no more than two consecutive years, he or she may be automatically reinstated to active student status.

Students who have paused their course of study—for no more than five consecutive years—due to military service will be automatically entitled to reinstatement in their degree program without the need to reapply. A student who is leaving his or her course of study due to military service should submit a notice of departure in writing to the Dean of the Graduate School. He or she should also submit a written notice of intent to return to the Christendom Graduate School no later than three years after the completion of the period of military service. There may be some exceptions to these time frames under the Higher Education Opportunity Act.

Any degree-seeking student who pauses his or her course of study for more than two consecutive years must meet with the Academic Dean to determine whether extended absence from the program has been detrimental to his or her ability to complete the degree, and whether there are any courses that need to be repeated. Students returning from military service will be provided with one-on-one academic advising in order to determine what the next steps are for completing their degree. If a particular course of study is no longer available or suitable for the student, these circumstances will be addressed as well.

## 6.2. Taking Courses

### 6.2.1. Add/Drop/Change of Courses, Cancellations

During the first two weeks of the fall and spring semesters and the first week of the summer semester, students may register for, or add, a course for credit by completing the *Add/Drop/Change Form* and submitting it to the registrar. No for-credit student will be admitted to a classroom course after this period, although students may

register for online courses within the first half of the semester. If a student wishes to change his or her status from audit to credit after this period, he or she must obtain permission from the professor before submitting the form.

If a student withdraws from a course within this period, no record of the course will appear on the transcript. If a student withdraws from a course after this period, a grade of “W” will be given for the course. A student who wishes to withdraw from a course (or to change to “audit” status) must notify the registrar in writing, either by submitting the *Add/Drop/Change Form* or by emailing the registrar. Failure to notify the registrar in writing of one’s intention to withdraw may result in a recorded grade of F. When applicable, the appropriate refund will be issued (or credited to the student’s outstanding balance) according to the schedule indicated below under “financial policies.”

The Graduate School reserves the right to cancel a course at any time due to insufficient enrollment, as determined by the Dean of the Graduate School. If inclement weather necessitates the canceling of classes, the announcement is made on the Graduate School home page <https://graduate.christendom.edu> by 2 PM the day of class.

### 6.2.2. Class Attendance

Students are expected to attend all lectures for each course in which they are enrolled. For online students, this means attentively watching all course lecture videos in their entirety and participating in any other mandatory online sessions the professor may require (including, but not limited to live video conferencing, discussion threads, and online journal entries or essay posts). Penalties for absences or tardiness (including online non-participation) are assigned by the professor. Unauthorized absences in excess of 9 contact hours may result in the grade of F. Students are expected to be prompt and to dress and conduct themselves in a manner appropriate for pursuing higher studies in theology.

Students may use voice recorders or laptop computers in class only for the purpose of note-taking and study by students; publication beyond the class is forbidden.

Full-time students are those who are enrolled in at least three courses (nine credits) in a fall or spring semester and two courses (six credits) in a summer term.

### 6.2.3. Research and Writing

Research is a necessary and essential part of the learning process at the Christendom Graduate School. A research paper is normally required in every course, although professors may adapt this requirement to the particular needs of the course. The approximate length for a research paper is not more than twenty, nor less than twelve pages in length (typed with double spacing). Basic Diploma students are not required to write papers in any course, and they should notify the professor of their Basic Diploma status at the beginning of the semester. Normally papers follow the Turabian format outlined in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, latest edition (University of Chicago Press), although professors may allow other formats. Students are expected to complete and submit all required research papers prior to the end of the semester unless they have been granted an extension.

### 6.2.4. Directed Studies Courses

Directed studies courses may be permitted by the Dean of the Graduate School for special research of interest to a student, provided the student has demonstrated his or her ability to do independent graduate-level research. A