

directed studies course is not permitted merely for the convenience of the student or because the student has failed to register for the course when it was available. A student who wishes to apply for a directed studies course must first seek permission from the Dean, and subsequently may ask an individual professor to direct him in such a course. Students must also submit a Directed Studies Application Form to the Dean. This form is available in the Student Resources section of the Graduate School website. Students must pay an additional fee for an independent study course, and are advised that such a course normally requires at least 90 hours of work.

6.2.5. Course Extension

If for a grave reason a student is unable to complete the requirements for a course by the end of the semester, he or she may apply *in writing* to the professor for an extension, either by filling out the *Course Extension Request* form or by emailing the professor. If the professor approves the request, he or she will submit a temporary grade of “incomplete” and the student will have an extended period in which to submit the remaining work, as determined by the professor; however, the deadline may not extend beyond July 31 for the spring term, October 31 for the summer term, or March 31 for the fall term. Extensions/incompletes are granted at the discretion of the professor, and only for grave reasons such as illness, military service, unexpected job-related or family obligations or other serious incapacity. However, because of the intensity of the six-week summer residential courses, full-time summer students (registered for at least 6 hours) may automatically have the extension without having to establish a grave reason: they may have until October 31 to submit any research paper, project, or written assignment other than an exam.

For online courses, the extension permission is intended for research papers and essay final exams, not for regular weekly course work such as viewing videos, taking quizzes and submitting weekly assignments. Professors cannot be expected to continue monitoring the online classroom or to grade weekly assignments after the regular course period is over, and we cannot guarantee access to the online classroom after the end of the academic term.

6.2.6. Course Reactivation

If a student (after having been granted an extension) fails to submit the required work by the extension deadline, the only way he or she may complete the course (to avoid having to re-register for and re-take the course) is to fill out the *Course Reactivation Request* form and submit it to the Registrar along with the \$300 course reactivation fee. If the Dean of the Graduate School approves the request, the Registrar will then reactivate the course and notify the professor that he or she may accept the remaining required course work. A student may reactivate each incomplete course only once, and only within a year of the original due date (the end of the academic term in which the course was taken) by which time all course requirements must be submitted; otherwise, the student must re-take the course if he or she wants credit for it.

6.2.7. Grading

The range of grades, with the corresponding explanations and grade points, is as follows:

Grade	Meaning	G.P.A.
A	Excellent	4.00
A-	Very good	3.65

B+	Good, above average	3.35
B	Good, satisfactory	3.00
B-	Fair, below average	2.65
C+	Poor	2.35
C	Low pass	2.00
F	Failing	0.00
W	Withdrew	No credit
I	Incomplete	No credit

During pursuit of the Master of Arts degree, the Apostolic Catechetical Diploma, and all certificates, students are required to consistently maintain a B (3.0) average in order to remain in good standing. Students with more than two incomplete courses may be refused permission to register for an upcoming academic term.

Grade appeals. Academic grade appeals are not handled under the formal complaint and grievance policy detailed in §7.3 below. A student who wishes to appeal a grade should first appeal directly to his or her professor. If the matter is not resolved by direct appeal to the professor, the student may have recourse to the Dean of the Graduate School. Appeals to the Dean of the Graduate School should be made in writing. In the event that the Dean of the Graduate School is the professor of the course in which the disputed grade occurred, and the matter is not resolved by direct appeal to the Dean, the student should appeal to the Dean of Students.

6.2.8. Academic Counseling and Academic Probation

The Dean of the Graduate School normally interviews each student upon matriculation to discuss his or her plan of study, although this “interview” is often conducted via telephone or email with distance students. Each student is assigned an academic advisor from among the faculty, depending on his or her concentration. Students may seek academic advice or counseling at any time from the Dean, the student’s advisor, or any available faculty member. Online students have the same easy access to academic advisement, to the Graduate School administrative staff, and to their professors as on-campus students have: they may call or email the Graduate School faculty and staff at any time and expect a prompt response.

Any student whose GPA falls below 3.0 must seek academic counseling from the Dean. A student who receives a grade of F on any exam or in course is strongly encouraged to seek academic counseling from the professor, and perhaps also from his or her academic advisor and/or the Dean.

A student is on probation if his or her Grade Point Average (GPA) falls below 3.0. He or she is permitted to register for one more academic term in order to raise his or her GPA to or above 3.0. Failure to do so may result in the necessity of withdrawing completely from Christendom. Students are permitted to retake courses in order to improve their grades, and the second grade received will replace the previous grade. A student who is admitted to the Graduate School on probation has two probationary academic terms in which to maintain a GPA of 3.0 in order to be fully admitted to the MA program.