

Interrupting Continuous Education

Matriculated students in all degree programs are expected to register continuously until such time as they complete their degree and graduate. Students in a master's degree program are expected to continue to register each semester (fall and spring). Registration for the winterim session (January) or for one of the summer sessions (June, July and August) will be considered to apply toward continuous registration; failure to register for a winterim or a summer course, however, does not interrupt continuous registration. Matriculated students in the DMin must register each year. Students in the MPS register for the entire year in the month of August. Students in the CP are expected to register on a semester-to-semester basis until they complete their course of study and earn their Certificate, but they are not required to register continuously.

The following policies apply to students who do not register continuously within degree programs:

Stop-Out

A matriculated student in a master's degree program (other than the MPS) who is unable to enroll in a particular semester due to extenuating circumstances may Stop-Out for one semester without losing her or his matriculation status. Such a student should inform the Registrar in writing prior to the published registration period for that particular semester, and will be asked to complete a Stop-Out form. A student who fails to inform the Registrar that he or she is Stopping-Out for one semester will be contacted by the Academic Dean and asked to complete the necessary form in order to remain in good standing. Failure to complete such a form in a timely fashion will endanger the student's matriculation status. A Stop-Out semester counts toward the total time allowed for completing a degree. No Stop-Out is permitted for the MPS or DMin degrees.

Leave of Absence

A matriculated student in a program who does not intend to register for two successive semesters (fall and spring) must apply for a Leave of Absence from the Academic Dean in order to maintain her or his matriculation status. A student in the DMin program who does not intend to register for a consecutive year must apply for a Leave of Absence

from the Director of the Doctor of Ministry in order to maintain his or her matriculation status. Any student who fails to register for a third consecutive session in a master's degree program, or for a consecutive year in the DMin program will be contacted by the Seminary and asked to formally apply for a Leave of Absence. No Leave of Absence is permitted for the MPS program.

Any student requesting a Leave of Absence will be asked to provide a reason, and the time at which he or she expects to return to the degree program. Should a student need further time, a subsequent Leave of Absence may be granted by the Dean or Director.

Any student who does not register for two consecutive semesters (fall and spring) in a master's degree program or for a consecutive year in the DMin, and who does not submit a Leave of Absence request or is not granted a Leave of Absence will lose her or his matriculation status. Any student who passes the identified time granted for her or his Leave of Absence without being granted a subsequent Leave will also lose his or her matriculation status. Such a student must apply for readmission to the degree program in order to continue.

A student cannot apply for a Leave of Absence in a master's degree program for a semester in which she or he is currently registered; or in the DMin for a year in which he or she is currently registered. A Leave of Absence can only be approved for a semester or year that has not yet begun. A Leave of Absence will not count toward the maximum time allowed for completing a degree (see below).

Withdrawal

Any student in a master's degree program who begins a semester and then seeks to withdraw from one or more courses must apply to the Registrar for a formal Withdrawal in order to be eligible to receive any refund in tuition that is due (see schedule for refund below). Students who withdraw from a course within the designated Add/Drop period will not have that course appear on a transcript. Students who withdraw following the Add/Drop period will receive a W on their transcript and will be required to pay for the course in full to register for it again in the future.

Any student who fails to notify the Registrar in writing of their intention to withdraw from one or more courses within the allocated time frame will be held responsible for all tuition that is due for the course or courses. Students who stop attending classes or otherwise participating in a course and who fail to inform the Registrar that they seek to

withdraw from the course will be considered as being enrolled and will be issued a grade at the end of the course. Notification of a professor does not qualify as formal notification of Withdrawal. For a Withdrawal to be granted, notification must be given to the Registrar in writing (in person, by email, or by regular post). Any refunds for tuition will be calculated on the basis of the date that the Registrar was initially notified in writing of the student's intention to withdraw. For purposes of determining continuing status, any student who withdraws from all courses in a master's degree in any given semester will be considered to have registered for that semester.

As registration for the DMin is for the entire year only and with a set curriculum, Withdrawals from individual seminars are not permitted. Students in the DMin who find that they must interrupt their course of study for a compelling reason but who wish to be able to return to complete that particular year at a future date may make special arrangements with the Director for Withdrawal with permission to return. Such permission to return is granted strictly at the discretion of the Director and must be put in writing. It will then allow the student to resume the Doctor of Ministry program at a future time, picking up approximately where the student's studies were interrupted. The student will be responsible for all tuition for that particular year that was due at the time that the Withdrawal was first requested (see the schedule for refunds below). At such time as the student may return, the student will be responsible for completing payment of tuition at the rate that is in effect in the year that the student returns.

For purposes of determining continuing status, any student who withdraws from the DMin will be considered to have registered for that year, and thus will be required to repeat the year at full payment.