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## ACADEMIC INFORMATION

### 1. SCHOLASTIC CALENDAR

Academic Year: The academic year is divided into two 16-week semesters of approximately 70 class days each.

### 2. CURRICULUM ARRANGEMENT

Pre-Seminary Courses: These are the courses which a student will possibly have taken previous to his entry to Kenrick. For those students who have not taken them, arrangements can be made to take them at Kenrick or to test out of these courses.

M. DIV./ORDINATION REQUIRED COURSES: These courses introduce the student to the basic methods of disciplines and investigate the basic materials of the curriculum area.

ORDINATION ELECTIVE COURSES: These courses follow upon the required courses, and presuppose them. They investigate specific topics more closely.

M. A. COURSES: These courses incorporate the advanced elements of the ordination program as well as a summative evaluation exercise. It is focused on the imparting the skills of a corporative priestly ministry, especially those of the ministry of teaching the faith.

PRACTICUMS: These courses complete requirements in Field Education, Liturgical Formation, and Spiritual Formation. They are an intrinsic part of the Master of Divinity Program.

### 3. GRADING SYSTEM

A	=	Work of highest quality achievement combined with a display of special aptitudes and interests 4.00 quality points
B+	=	Superior work indicating high level of achievement 3.50 quality points
B	=	Average performance at the graduate level 3.00 quality points
C+	=	Acceptable but somewhat below average 2.50 quality points

- C = Minimum passing grade; work of marginal acceptability  
2.00 quality points
- F = Failure. This is a permanent grade and, in the case of a required course, can be compensated for only by a repetition of the course in which the failure was reported. Elective courses in which a failure was received may be compensated for by substitutions of other elective courses.
- I = Incomplete work. This temporary notation indicates that the work for a course has not been completed by the end of the semester. A delay in completing the work for a course is granted only with explicit approval of the professor. Even then, the "I" must be removed within thirty days of the end of the semester; otherwise the course grade automatically becomes an "F". The fee for removal of an incomplete grade is \$50.00.
- P = Pass. Certain subjects are on a "Pass/Fail" basis only: Field Education programs and some Liturgical Formation Practica. Neither "P" nor "F" affects the grade point average.
- WP = Withdrawal while passing.
- WF = Withdrawal while failing.

The grades "A-" (3.75 quality points) and "B-" (2.75 quality points) may be given at the discretion of the professor.

Any student who falls below a 2.5 grade point average is automatically placed on academic probation.

#### 4. **ACADEMIC HONORS**

Kenrick Seminary awards the honor of "Graduates with Distinction" for those who achieve a cumulative GPA of 3.80 or better for courses taken for the degree. The notation will be published on graduation programs, diplomas and transcripts.

#### 5. **GRADE REPORTS**

1. Grade reports are issued at the end of each semester. The first semester reports are placed in the student's mailbox, the second semester grade reports are generally mailed to the student about the first week in June per their request.

A copy of each report is also sent to the student's Bishop or Religious Superior. If a student has not fulfilled his financial obligation to the Seminary, grades are not submitted to the Ordinary until the obligation is met.

2. A student who is indebted to the Student Store, the Library, or the Seminary (for his tuition, or any other charges) will not receive his grade report or be allowed to register for the following semester. His transcript of record will be so tagged until this debt is cleared. If the debt is not cleared when grade reports are issued at the end of the semester, the student's Bishop or religious Superior is notified by letter. A copy of this letter is given to the student.

## 6. ACADEMIC FACTORS FOR MINISTRIES AND ORDERS

Before a seminarian can submit his name to the faculty for promotion to a ministry or order, the following academic factors must be considered:

### 1. Completion of course work

- a. Priesthood: All courses, Field Education and Liturgical Practica requirements must have been successfully completed or be satisfactorily in progress. (The number and kind of courses required depends generally on the standards prevailing at the time of the student's entry into the M. Div./Ordination Program. However, requirements may be altered at any time provided the student receives prior notification.)
- b. Diaconate: All the Introductory courses and approximately three-fourths of the entire course load must have been successfully completed or be satisfactorily in progress.
- c. Ministries: Approximately one-quarter of the total number of courses must be taken during each year of residential study. Furthermore, the seminarian must be a full-time student, i.e., carrying a minimum of nine hours per semester.
- d. Normally, a transferring student must be enrolled in the seminary program two years before a recommendation for Holy Orders can be give by the

Seminary.

### 2. Failures in course work

Students working at any level should be aware that failing work may retard their advancement to ministries of orders.

- a. "F" in required courses: these courses are to be repeated, and must have been successfully completed or be satisfactorily in progress before any recommendations can be made. If a student is currently enrolled in a course and fails it after recommendations have been made regarding installation or ordination, his name will either be removed from the promotion list, or notification of his failure will be sent to his Ordinary.

b. "F" in Elective courses: these are to be repeated or substituted for, and must have been successfully completed or be satisfactorily in progress before a recommendation can be made.

### 3. Residency Requirements

The length of enrollment in the Seminary's academic program is not a fixed consideration. Each case will be handled on its own merits, as determined by the student, his advisors, and the Rector.

## 7. ACADEMIC CONVOCATION

Annually, at the end of the school year, the Academic Convocation is held for the awarding of the M. Div. and M. A. degrees.

Candidates, their immediate families, and other guests are invited to the Convocation ceremonies.

This is a major academic event honoring recent graduates and others. For this reason, all members of the Seminary community are expected to attend.

## 8. COMPLETION OF COURSES

1) Every student is expected to complete course requirements in a timely manner. When a student leaves unmet *any* requirement of a course, the instructor is to issue him or her a failing grade for the course. This is to be done, even if the student's average grade would otherwise be sufficient to pass the course in the absence of the uncompleted work.

2) The grade of "Incomplete" is to be given only when it is specifically requested by the student *and* agreed to by the instructor. A student who has not completed the work of a course by the final day of examinations and who has not requested an Incomplete is to be given a failing grade for the course. Incomplete grades are not "automatic," and an instructor is within his or her rights to refuse a request for one.

3) Students who receive a grade of "Incomplete" are to complete all remaining course requirements and have the work evaluated by the instructor within one month of the final examination date. After that time, if course requirements still remain unmet, an Incomplete grade becomes a Failure.

## 9. INTELLECTUAL INTEGRITY

The students of Kenrick School of Theology are to maintain at all times an intellectual integrity. Such integrity entails both a commitment to the truth and a refusal to be false

or misleading, even when this course of action may involve inconvenience or embarrassment. Plagiarism, defined as the use of another's words or ideas without acknowledgment, is a failure in both of these dimensions. Plagiarism may involve the word-for-word use of another's phrases, sentences, paragraphs, or longer passages, always without acknowledgment; it may involve the construction of a mosaic or tissue of such passages; it may involve a paraphrase or summary of such passages. When students make use of ideas or writings that are not their own, they are expected to acknowledge the source from which they are borrowing, either through an acknowledgment in the text or through the use of a footnote. A reliable rule of thumb should be the question, "Did I know this fact before I started this research project?" If the answer is no, an acknowledgment of the source is in order.

Plagiarism is a *serious* failure of integrity, and the faculty and administration of Kenrick view it with grave prejudice. Penalties for plagiarism include a failure in the course, a case review by the Academic Dean and the Dean of Formation, a possible suspension from the seminary program, and the withholding of ministry or orders.

