



Academic Policies & Procedures

2019-20



Academic Policies & Procedures for JST Students

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Table of Contents

Purpose of this Manual	3
Notice Regarding E-Mail Communication	3
Advising	3
Faculty Roles in Student Advising	3
Faculty Available for Thesis Advising (2019-20 Academic Year)	3
Assignment of Initial Academic Advisor	4
Changing Advisors	4
Registration for Special Courses	5
Special Reading Courses – SRC 9999	5
Course Upgrades – SRC 8888	6
Cross-Registration for UC Berkeley Courses	6
Grades	7
Letter Grades	7
Grade Point Averages	7
Pass/Fail Grading Option	7
Auditing a Course	8
Grade of Incomplete	8
Student Appeals of Grades	9
Leave of Absence	9
Late Completion of Thesis Work for Graduation	10
Extension of Program	10
Withdrawal from Program	11
Reinstatement Requests	11
Failure to Register	11
Continuing Registration	11
Academic Probation Policy	12
Inclusive Language Policy	12
Sexual Harassment Policy	12
Family Educational Rights and Privacy Act (FERPA)	13
Plagiarism Policy	13

Purpose of this Manual

The purpose of this manual is to detail academic policies and procedures applicable to students in all degree programs administered by JST. Students must also be familiar with the requirements of their individual program of study, as described in the Program Handbook for each degree offered (M.Div., MTS, ThM, STL, or STD). These policies also pertain to GTU students who enroll in classes offered by JST.

Notice Regarding E-Mail Communications

All JST students are expected to use their SCU e-mail address (____@scu.edu) for communications with JST faculty and staff. Furthermore, all communications to students regarding academic matters and related activities will be sent to the student's SCU e-mail address **only**. All students are therefore expected to check their student e-mail account regularly for important messages.

Advising

The information below explains the purpose of faculty advising, how advisors are initially assigned at JST, how they can be changed, and where to seek assistance. It applies to all students, but is most important for students who rely upon thesis or dissertation advisors for their final papers.

Faculty Roles in Student Advising

Faculty members play a number of roles for students in addition to teaching:

- *Academic advisor*

All students have an academic advisor. Faculty advisors must be permanent faculty (tenured, tenure track, senior lecturer or lecturer). Academic advisors guide students as they pick courses to meet degree requirements. Generally, the academic advisor is in the student's area of concentration. Students should meet with their academic advisor during each registration period (early registration and regular). The advisor will help the students pick classes, set up SRCs, and consult with the student in case of academic questions and difficulties (incompletes, accommodations, pass/no pass, or leaves of absence). **The academic advisor is the *first* faculty member the student should consult on any academic matter.**

- *Dissertation or thesis advisor*

This faculty member guides MTS, MA, ThM, STL, or STD students during the completion of their major paper. The faculty member also guides students as they prepare for doctoral comprehensive exams. The thesis advisor must be qualified with academic expertise in the student's concentration area. This expertise will be complemented by readers' expertise when the thesis readers are selected. Very often the thesis advisor is also the academic advisor, but not always. The thesis advisor is responsible for keeping the student moving toward completion of the project and, in consultation with the readers, determining if the student's thesis meets the requirements for earning the degree. The thesis advisor will consult with the Program Director and then the Associate Dean when necessary about a student's work and progress toward degree.

Faculty Available for Thesis Advising (2019-20 Academic Year)

<i>Systematics:</i>	Benders, Cattoi, Tran, and Hadley; Dohar is available for theses in church history
<i>Ethics, Religion and Society:</i>	Baggett, Fullam, Barush, and Rubio
<i>Bible:</i>	Hens-Piazza, Racine, and Nati
<i>Pastoral and Spirituality:</i>	Fernandez, Janowiak, and McGann; Fullam and Cattoi are also available for spirituality. Pham will complete STL theses started in 2018-19
<i>Emeritus faculty:</i>	In special circumstances, Professors Emeriti Lescher, Griener, or Endres may be asked to direct theses.

NOTE: For 2019-20 for upper level students in Spirituality, when a permanent faculty member is not suitable to advise on a thesis topic, we have been negotiating with academic advisors outside JST for assistance. These arrangements are made by the Program Director in consultation with the Associate Dean.

Assignment of Initial Academic Advisor

Students are assigned an initial academic advisor during the application process. All applications for degree programs are reviewed by at least four people: the Assistant Dean of Enrollment, the Program Director, the Associate Dean, and the Dean. The Director of Ministerial Formation reviews MDiv. applications. The Director of the Renewal Program reviews those sabbatical applications and advises all participants in the program. The Director of Academic Advising and Writing generally advises all MTS online students.

For degrees that include a thesis, the Program Director may invite one or more faculty members in the applicant's area of interest to review the file and to indicate whether or not they are willing to serve as the initial academic advisor. Particularly for students in the STL and STD programs, the academic advisor is likely to serve also as the thesis advisor. The Associate Dean assigns the academic advisor and the Dean makes the final determination of admission based on input from all reviewers.

Changing Advisors

- *Changing Academic Advisors* – For reasons of personality, expertise or availability, students sometimes need to change advisors. This begins as an informal process where the student consults the current academic advisor, other faculty members who might serve as academic advisor and the Program Director. If everyone agrees, the student will email the Associate Dean making a request to change advisors, copying the current advisor, the new advisor, and the Program Director. If there is some uncertainty or difficulty consulting with the current advisor, students should request assistance from the Program Director who can help them identify a new advisor. Changes will be shared with the Registrar who tracks academic advisors for all students.

- *Changing Thesis or Comps Advisors* – If students need to change their thesis advisors, they should first consult with the advisor directly to discuss difficulties. The Program Director is available to help negotiate difficult conversations and suggest paths forward. If it is not possible for the student and the thesis advisor to continue working together (because of content developments, availability or interpersonal matters), the student should work first with the Program Director to identify a suitable director. Then the Program Director should make a formal recommendation to the Associate Dean to change thesis advisors.
- *Temporary Changes in Advisors Assignments* – When a thesis advisor or an academic advisor is on leave, it is the advisor’s responsibility to:
 - Help the student make preliminary selections for classes for one or two semesters in advance.
 - Help the student to identify a substitute advisor and notify the Program Director about the arrangement.

NOTE: If no other arrangement has been made, the Program Director shall serve as the advisor for the students in their programs when faculty members are on leave.

Registration for Special Courses

Special Reading Courses - SRC 9999

A special reading course (SRC 9999), commonly called an ‘independent study’, is an academic course that is not offered regularly in the academic curriculum. Students, individually or in groups, may approach faculty members to supervise their learning in particular academic areas when this will advance the students’ progress toward completing their degree. SRC 9999 courses are available only for regular JST degree students and GTU Common MA students affiliated with JST as their home school. The following policies apply to SRC 9999 courses:

1. The decision to supervise a special reading course (SRC 9999) is solely within a faculty member's discretion. In deciding whether or not to supervise, a faculty member should consider:
 - a. whether the topic is within his/her expertise
 - b. other teaching, service and scholarship obligations in the semester
 - c. whether the content is otherwise available to the student(s)
2. As a general rule, because classroom exchanges are important for the student’s academic development, an SRC 9999 should not cover material that is part of the regular academic curriculum.
3. Students must submit the SRC 9999 form to the Associate Dean by the end of the first week of classes. The form must be completely filled in or contain an attachment that describes:
 - a. The title of the course and course level.
 - b. Specific learning outcomes appropriate for the course level.
 - c. A list of course readings or other content for the semester, with the quality and quantity appropriate for the level of the course.
 - d. A specific statement of the assignments that will be evaluated for the student's grade, appropriate for the level of the course (e.g., a 20 page research paper).
 - e. An indication of meeting times and structure.

- f. Signatures of the faculty member of record and the student's advisor
4. Students will receive a scanned copy of the SRC 9999 form; the original with attachments will be retained in their academic file.
5. Faculty supervising and students desiring an SRC 9999 are encouraged to share this information widely and invite other students who might have a similar interest to join the course.

Course Upgrades – Special Reading Course (SRC) 8888

A course upgrade (SRC 8888) is an enhanced learning experience for students in introductory courses (1000-3000 levels) who are seeking more developed content and assignments equivalent to an advanced class (4000 level). An upgrade is *not* simply adding more of the same level and type of readings and assignments. Students seeking an upgrade are responsible for suggesting the enhanced learning outcomes, readings and assignments, which faculty members can approve or augment, as needed. In requesting a course upgrade, students should keep the following in mind:

1. The decision to upgrade a course to SRC 8888 is solely within a faculty member's discretion. In deciding whether or not to allow an upgrade, a faculty member should consider how the content and assignments of the course can be deepened.
2. Students must submit the SRC Course Upgrade form to the Associate Dean by the end of the first week of classes. The form must be completely filled in, including:
 - a. Specific advanced learning outcomes beyond the learning outcomes of the 2000 or 3000 level course.
 - b. A list of additional course readings and materials for the semester. An upgrade is not simply adding more of the same level and type of readings and assignments.
 - c. A specific statement of the assignments that will be evaluated for the student's grade. Note: a longer research paper alone is not adequate to upgrade a course to an advanced level; the paper must have additional learning outcomes, including methodology, theological content or scope.
 - d. A copy of the syllabus for the course being upgraded.
 - e. Signatures of the faculty member of record and the student's advisor.
3. Students will receive a scanned copy of the SRC 8888 form; the original with attachments will be retained in their academic file.

Cross-Registration for UC Berkeley (UCB) Courses

JST students who wish to cross-register for courses at UC Berkeley will need to register in eCampus for "UCB 9000". Then come to the registrar's office to pick up the special UCB cross-registration form, fill it out, and get it signed by all parties. You must submit a copy of the completed form to the JST registrar, and turn in the original form to the GTU registrar (who will facilitate the actual enrollment with UCB) **no later than Friday afternoon of the FIRST WEEK of classes.**

Grades

Grading is either according to the traditional letter-grade scheme or on a pass/fail basis, at the student's option in each course, with approval by the instructor. Once recorded on the transcript, a grade cannot be altered regardless of subsequent work.

Students in all degree programs must maintain a 3.0 Cumulative Grade Point Average (CGPA) to graduate. When a course is required in a program to earn a degree but a student does not earn at least a B- for the course, the course and/or the credit will need to be repeated. The original and repeat grades will both appear on the transcript, and will both figure into the CGPA.

Letter Grades

Grades that may be awarded are: A (excellent), B (good), C (fair), D (poor), F (failure). The grades B, C, and D may be modified by a plus (+), and grades A, B, C, and D may be modified by a minus (-).

Grade Point Averages

Grade points per unit are assigned as follows: A=4, B=3, C=2, D=1, and F=0. When attached to the grades B, C, or D, plus (+) grades carry three-tenths (0.3) of a grade point more per unit than the un-suffixed grade (e.g., B+ = 3.3). When attached to the grades A, B, C, or D, minus (-) grades carry three-tenths (0.3) of a grade point less per unit than the un-suffixed grade (e.g., A- = 3.7). The maximum number of points for any course is a 4.0.

A student's GPA is calculated upon the earned grade points in all courses where a letter grade is assigned. A grade of Pass carries no grade points and is excluded from all grade point computations. The GPA calculation will not include grades from courses that are transferred from another institution.

Pass/Fail Grading Option

A Pass in any course is equivalent to "B" or better work. The petition to take a course pass/fail is subject to the approval of the instructor and must be submitted to the Registrar before the last class meeting date.

Students in the MDiv. program may elect Pass/No Pass for up to six three-credit courses or 18 credits while in residence at JST; credits for the Integration seminars (FE 1152, FE 2152 and MDiv 4401) are not counted in the 18 credits.

Students in the MTS program may elect Pass/No Pass for up to five three-credit courses or 15 credits while in residence at JST; credits for the MTS 3000 Proseminar are not counted in the 15 credits.

Master of Theology (ThM), Licentiate in Sacred Theology (STL), and Doctor of Sacred Theology (STD) students are expected to take all courses for a letter grade. However, students may petition the Associate Dean for permission to take a course pass/fail on an individual basis.

NOTE: GTU MA students may not apply courses taken on a pass/fail basis toward the MA degree.

Auditing a Course

Students may choose to audit a course or courses. Auditors are required to register and pay the regular tuition charge. While students receive no academic credit for audited courses, class attendance is required, and such courses are recorded on the student's transcript record with "Audit" written in the grade column.

Students auditing Jesuit School of Theology classes must formally register ("Audit") for those classes, and students' names should appear on class lists. Students must attend class in order to successfully receive an "Audit" on their transcript. The instructor decides whether or not auditors will be allowed in a course and what class requirements must be met.

Grade of Incomplete

An 'I' (Incomplete) grade is a temporary grade awarded when for academic or personal reasons the student will not be able to complete all coursework within the semester schedule. Students who have maintained adequate progress in a course may petition the course instructor for an incomplete grade by the last day of the term. The petition must indicate the unfinished coursework and a schedule for completing each outstanding item. Incomplete coursework must be completed no later than the end of the third week after the term ends.

The petition for an Incomplete must be submitted to the Associate Dean for approval, with all information and signatures completed. The decision to grant an incomplete is within the discretion of the instructor and the Associate Dean. Students who do not complete their course requirements and do not petition for an incomplete will be graded based on the work as submitted to the instructor as of the date on which grades are due.

The instructor will submit the earned grade to replace the grade of 'I' by the end of the sixth week after the term ends. If no grade is submitted to the Registrar by that time, the Incomplete grade becomes an 'F'.

Petition forms to request an Incomplete are available online and in paper outside the Registrar's Office. It is the student's responsibility to complete the Incomplete request form and submit it to the Registrar no later than the last day of the term.

The GTU-wide policy on Incomplete grades is as follows: "Students are responsible for finishing a term's work within the term. In order to take an Incomplete the student must fill out a petition for an Incomplete before the last day of the term. Incomplete work is due to the teacher three weeks after the end of the term in which the course is taught. Instructors are required to remove the Incomplete by the sixth Friday after the end of the term."

NOTE: In courses taken by cross-registration from UCB, the student will, without exception, be required to follow the policy of UCB with respect to: 1) the possibility of removal of an Incomplete and 2) the time intervals within which the removal must be effected.

Student Appeals of Grades

The following policies and procedures regarding student appeal of grades are designed to protect the rights of faculty members as well as the rights of students:

I. Policy Guidelines

Grades are not negotiable. There should be no questioning of a faculty member's academic judgment on a grade. In registering for a class, students implicitly agree to allow the faculty member to make a qualitative judgment about the students' command of the subject matter, which will be expressed as a letter grade. Any questioning or appeal of a grade should therefore be limited to procedural concerns, e.g., to grade calculations or failures to follow grading policies set forth in the syllabi. Any procedural complaint regarding a change of grade must be initiated within four weeks of the beginning of the next scheduled term, not including the summer session and winter intersession.

Any decision to initiate a change of grade should remain with the faculty member. Thus, the results of any system of grade appeals should not be binding upon the faculty member.

II. Procedure Guidelines

A student with a complaint must first discuss the matter with the faculty member. If the matter is not resolved at this level, the student may then take the matter to the Associate Dean. The Associate Dean will discuss the case with the faculty member and may recommend that the faculty member review the grade. If the student is not satisfied with the response at this level, he/she may raise the issue with the Dean and the Dean will proceed in similar fashion. Should the student request it, the Dean will pass the matter on to the University Provost.

This process of review gives the Associate Dean, Dean, and Provost the right to discuss the matter with the faculty member and, if they think it appropriate, request that the faculty member review the grade. Any recommendations made will not be binding upon the faculty member against whom the complaint is lodged. The decision to change a grade remains with the faculty member.

Leave of Absence

A leave of absence is one or more semesters during which a student is matriculated in a JST degree program but does not register for classes. Students may request a leave of absence, in writing, from the Associate Dean, stating fully the reasons for the request. A leave of absence indicates a break in a student's program. While on leave a student may *not* use the resources of the GTU Library, JST Dean's Offices, student services, or the faculty. A leave is granted for either one term or one year. Note that a student may not graduate during a leave period, and must return to active status in the semester he or she wishes to graduate.

GTU MA students should refer to the MA handbook for policies and fees.

Late Completion of Thesis Work for Graduation

While students cannot graduate while on a leave of absence, they are permitted to graduate in a semester when they are not registered, provided they meet the following requirements:

- They were registered and paid tuition in the semester immediately prior to the one during which they seek to graduate.
- They have successfully defended AND filed the thesis or dissertation by the end of the late registration period for the semester when they seek to graduate.

For example, if a student plans to graduate in May of a given year but does not meet the filing deadline of the first Monday in May, she may apply for Fall graduation if she intends to defend and file her thesis/dissertation by the last day of late registration—which is the second week of the semester.

Extension of Program

Each degree program has a time limit within which the program must be completed. The chart below indicates the time limits for expected graduation. If the student exceeds that time limit, she or he must petition in writing for a program extension. The student should petition the JST Associate Dean for an extension, stating the reason for requesting the extension and including a realistic and detailed schedule of completion of the program. The student's advisor must approve the petition, by separate letter or email. An extension is granted for one year only.

Under special circumstances, a student may request a second extension.

Program	Time Limit
M.T.S.	5 calendar years from the date of initial registration in the program
M.Div.	6 calendar years from the date of initial registration in the program
M.A.	4 calendar years from the date of initial registration in the program
Th.M.	2 calendar years from the date of initial registration in the program
S.T.L.	4 calendar years from the date of initial registration in the program
S.T.D.	5 calendar years from the date of initial registration in the program

Withdrawal from Program

A student may voluntarily withdraw from a degree program or be withdrawn/terminated involuntarily. Students who are withdrawn will not be able to enroll in courses or complete the degree program. Thus, withdrawal/termination severs the relationship between the student and the Jesuit School of Theology. It is generally a permanent decision.

Reinstatement Requests

If a student has withdrawn from a degree program at JST, within two years of withdrawal he or she may petition the Associate Dean for reinstatement. Such petitions are extraordinary; there is no presumption of a right to re-enter. If reinstatement is granted, students will be required to re-apply through the normal admissions process. They would normally be required to redo or recertify all work, and pay all outstanding fees, although exceptions may be made at the discretion of the Associate Dean.

Failure to Register

JST reserves the right to terminate/withdraw a student from a degree program when the student neither registers for classes nor petitions for a leave of absence in any given semester. At the discretion of the Associate Dean, students who do not respond to the School's letter or email requesting registration and/or do not petition for leave of absence will be removed from active rolls, and their matriculation in JST programs will be terminated. A student who has been terminated may petition for reinstatement within two years. See the above paragraph, "Reinstatement Requests" for further details.

Continuing Registration

All JST students in programs that culminate in a final thesis or project (ThM, STL, and STD) are considered to be in continuing registration once they have completed their course work as well as the required registration for the thesis, project, or synthesis paper, but have not yet finished the final paper. STD students enter continuing registration status after four semesters of full-time registration in the STD program. All students in continuing registration status will register for 9.5 units (paying for only 6.5 units of tuition), and will be considered full-time students.

Students in the M.A. programs should follow the policies and procedures regarding continuing registration status as spelled out in the GTU M.A. Handbook.

Academic Probation Policy

JST reserves the right to dismiss students whose academic progress is unsatisfactory. Students in degree programs must maintain a 3.0 Cumulative Grade Point Average (CGPA) to graduate. Students whose Grade Point Average (GPA) falls below 3.0 in two successive semesters, or who fail to address outstanding incomplete grades, are subject to academic probation. Students failing to show improvement after being placed on probation are subject to dismissal at the discretion of the Associate Dean in consultation with the Dean.

Students who are dismissed for academic reasons normally cannot be readmitted to a degree program. The Associate Dean will send a letter of dismissal by regular mail to students on Academic Warning or Academic Probation and, as a courtesy, send a scan of the letter to their SCU email address.

Students dismissed for academic reasons may appeal this decision within 30 days of the date on the letter of notice. Students wishing to appeal the decision may then take the matter to the Dean who, after investigation, will communicate a final decision to the student within 30 days. If the student is not satisfied with the response at this level, he/she may raise the issue with the University Provost.

Inclusive Language Policy

The academic community of JST recognizes that the language and images used in daily communication both form and reflect the way persons perceive, regard, and treat one another. The school affirms the usage of unbiased and inclusive language in written, oral, and visual communication.

Sexual Harassment Policy

JST strives to be a place of work and study that embodies the journey of faith and the promotion of justice that is the mission of the Society of Jesus and the School. The Jesuit School is therefore committed to creating and maintaining a community in which all persons who participate in School programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Every member of the School community should be aware that the Jesuit School is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the School to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior that violates this policy. The full text of the School's Sexual Harassment Policy is contained in both the *Student Handbook* and the *Faculty Handbook*, which are distributed annually to the members of the JST community. Copies of the Handbooks are available online and by request of the Assistant Dean of Students.

Family Educational Rights and Privacy Act (FERPA)

Annually, the Jesuit School informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. A link to the policy can be found online [here](#). A copy may also be requested from the JST Assistant Dean of Students.

Plagiarism Policy

Definition of Plagiarism

The presentation in one's own work of another's ideas, methods, research or words without proper acknowledgement constitutes plagiarism. This includes close paraphrasing as well as quoting entire lines of another's work, either verbatim or nearly verbatim of another's work.

The *Manual for the Writers of Term Papers*, 9th edition (Chicago: University of Chicago Press, 2018) by Kate Turabian sets forth guidelines for proper acknowledgement in written work.

JST's General Procedure and Policy on the Handling of Incidents of Plagiarism

JST recognizes that plagiarism is a serious matter in the academic community and thus must be addressed when such incidents come to light. Yet, at the same time the faculty recognizes that there are various types and degrees of plagiarism, as well as other factors which come into play, such as the student's own academic background and/or lack of familiarity with American academic research and writing procedures, confusion or lack of precision in note-taking during research, etc. All of these aspects need to be taken into account in the handling of each instance of presumed plagiarism. Therefore, in addressing an instance of presumed or suspected plagiarism the faculty and administration of JST will use the following procedural guidelines:

1. In an instance of suspected or presumed plagiarism the faculty member of the course involved will contact the student and indicate the nature of the suspected instance of plagiarism, as well as to inform the student of the intended action(s) the faculty member is considering taking.
2. The student has the right to appeal the handling of the presumed case of plagiarism to the Dean of JST.
3. If the appeal to the Dean is not satisfactory to the parties involved, the case may be ultimately appealed to a special grievance committee which is constituted and delegated for that purpose. The grievance committee will consist of the members of the Faculty Status Committee plus one faculty member suggested by the student involved and one faculty member suggested by the faculty professor involved.

Practical Guidelines and/or Sanctions

Recognizing the inherent complexity and possible mitigating factors involved in an individual case of plagiarism it is difficult to detail precise guidelines and sanctions for each possible instance. However, because of the seriousness of certain types of plagiarism, the following examples of plagiarism would carry these sanctions:

1. In the case of a research paper in which significant sections of another's work (e.g., book, article, conference paper, etc.) are incorporated without attribution the faculty member may decide to give a failing grade for the paper and/or the course.
2. In cases in which a paper is clearly and substantially copied from another source (such as from another student), the normal sanction would be failure in the course.
3. In cases of a thesis in which significant sections of another's work (e.g., book, article, conference paper, etc.) are incorporated without attribution the normal sanction would be dismissal from the program without recourse to re-application or re-admission.

Other instances of plagiarism may be less serious and/or due to lack of familiarity with the mechanics of proper attribution, a misunderstanding of the nature of a research paper, and the like. In such cases, the faculty member will have to exercise prudential judgment, but may be guided by the following informal general guidelines:

1. If the suspected instance of plagiarism is both minor and judged to be largely unintentional on the part of the student, the faculty member's action may be giving pedagogical input on the accepted academic protocols for attribution of sources (e.g., footnotes), and requiring a minor revision of the work submitted.
2. In the case of a larger research paper or thesis chapter in which significant verbatim quotes are incorporated without proper attribution the paper or chapter: would be returned with the insistence that proper footnotes and references be added. In this more serious case the faculty member may want to add a sanction, such as a lower grade.

Additional Resources

Additional information on how to avoid plagiarism and use proper citations in your written work can be found on the Santa Clara University website [here](#) and [here](#).