

# MINISTRY (D.MIN.)

## Program Policies

The policies in this section are intended to supplement the general GRE policies and procedures that can be found in the Student Resources section of the GRE Bulletin.

## Leave of Absence

Students who encounter circumstances that prevent their continuous enrollment may request a leave of absence through the program director and dean. A leave of absence is normally granted only for extraordinary personal reasons outside the student's control that prevent involvement in graduate studies (e.g., serious medical problems). In other situations, such as employment opportunities, students are expected to register for dissertation mentoring. The request for a leave should specify the reason for the leave and the time period involved, and include related documentation. The D.Min. committee will forward the request and its recommendation to the dean, who will grant, deny, or modify the recommendation. The dean will inform the individual, the program adviser, and enrollment services. The student will be administratively registered for Leave of Absence. There is no charge for this registration.

For the complete GRE Leave of Absence policy, refer to the Policies and Procedures section of the GRE Bulletin.

## Failure to Register

Matriculated students who are neither registered nor on approved leave of absence for two continuous semesters are automatically dropped from the GRE rolls. If they desire to continue their education at Fordham, they must apply for readmission through the assistant dean for admission in consultation with the D.Min. committee and receive the approval of the dean. Such readmission is not automatic.

## January Core Session Registration

Doctor of Ministry students are required to attend the two-week January session in each of their first two years in the program. Four core courses are only offered in this session, two in Year 1 and two in Year 2. Missing any courses offered in the January session will extend the time to degree completion by at least a year. Students who need to miss courses in the January session must follow the waiver process (form available from the assistant dean).

## Registration at Other Universities

Students who wish to register for courses at other universities must be matriculated in the doctoral program. Only one course at another university may be taken each semester after consultation with the student's adviser and the approval of the dean. Registration for such courses follows the procedures and fee schedules of the host university. Student's are liable for tuition and payments to the other school. Upon completion of the course, students will request a transfer of the credits to their Fordham permanent record. A grade of B+ or better is required for transfer courses.

## Satisfactory Academic Performance and Progress

The dean reserves the right of review and dismissal regarding students' performance and progress in the program. Students who do not meet the standards for satisfactory academic performance and progress will be placed on academic probation. **Students must maintain a cumulative GPA of 3.5 or higher to remain in the program. Students who do not maintain a 3.5 GPA or continuous enrollment will no longer receive financial aid and may be dismissed from the program.** If the deficiency is not corrected, the dean, in consultation with the program director and the D.Min. committee, will make a decision about dismissal.

Satisfactory academic progress is defined as completing at least one of the dissertation/thesis requirements each year after the semester in which course work is completed. Requirements include the dissertation proposal, and the dissertation defense. Notwithstanding their academic performance or the time remaining for completion of degree requirements, students who do not make satisfactory progress toward the degree may be dropped from the rolls. Unsatisfactory progress may include an excessive number of withdrawals, incompletes, leaves of absence, or other delays in meeting the requirements for the degree.

Students who do not complete one requirement each semester after completing coursework will be placed on academic probation. Requirements include an approved proposal, chapter, or defense. Students who are on probation for failure to make appropriate academic progress have one semester to complete the requirement and will be given a mandatory timetable for completing all remaining requirements that have been approved by the mentor and the Dean's Office. Such students have the next semester to complete the requirement and to file a mandatory timetable for completing all remaining requirements. If the requirement is unmet by the end of the semester when the student is on probation, or if the timetable deadlines are missed, the dean, in consultation with the D.Min. committee, will decide whether or not to dismiss the student.

## Academic Advisement Procedure and Sequence

Upon acceptance, each student is assigned an academic adviser. The adviser is to be consulted at each registration period (October for spring semester, March for summer and fall semesters).

Each student is required to take a minimum of six credits per semester.

Advanced standing will be determined at or shortly after admission to the D.Min. program. Students applying for advanced standing will be expected to provide all relevant documentation, including syllabi and transcripts. International students must provide certification (and translation) of the authenticity of materials presented. Transfer and/or advanced standing credits will be added to a student's academic record after the student completes 12 credits if the student is in good academic standing and has no incomplete grades.

Advanced standing can be applied to meet core or elective requirements.

All courses accepted for advanced standing credit must meet the following criteria:

2 *Ministry (D.Min.)*

1. The student must have received a grade of B+ or better.
2. The courses were completed within five years of admission to the D.Min. program.

**A maximum of six credits advanced standing can be awarded.**

The adviser is assigned by the dean's office and is not the same thing as a mentor. A mentor is chosen by a student, with faculty consultation, to guide research.