

2017-2018 ACADEMIC CALENDAR

Last Revision: **JULY 2017**

MASTER OF DIVINITY & MASTER OF ARTS	
Includes Non-Traditional, Non-Degree and Limited Enrollment	
FALL SEMESTER: SEPTEMBER 5, 2017 – DECEMBER 22, 2017	
August 19	New Student Orientation
August 22-23	Faculty Retreat
August 24-26	Anti-Racism Training NY Campus (St. John University)
September 4	Labor Day – No Classes
Tuesday, September 5	FIRST DAY OF CLASS for Fall 2017 SEMESTER
September 5-9, 11	First Week Fall Semester
September 5-18	Add/drop Classes (<i>see page 3</i>)
September 11	Last day of late registration period. New registrations after this date require approval of the dean.
September 18	Last day to drop a course without a W grade, providing you are not withdrawing from your full course load. (<i>see page 3</i>) Last day to add a course to an existing registration.
October 9-14	Reading Week No Classes
October 16	Classes Resume
November 8 – December 11	Winter Intensive 2018 Registration Spring 2018 Registration
November 20-25	Thanksgiving Holiday-No Classes
November 27	Classes Resume
December 18-23	Last Week of Fall Semester
December 18	Graduation Application Class 2018
December 25	Seminary Closed until January 2, 2018
January 2	Grade submission deadline for Fall 2017 term courses
WINTER INTENSIVE: JANUARY 2 – 12, 2018	
January 2-12	Intensive Week
SPRING SEMESTER: JANUARY 16 – MAY 12, 2018	
January 8	Last Day to submit Graduation Application for Class of 2018
January 9	New Student Orientation
January 15	No Classes Dr. Martin Luther King Jr. Day
January 16	FIRST DAY OF CLASS for Spring 2018 SEMESTER
January 16-20, 22	First Day Week Spring Semester
January 16-29	Add/Drop Classes (<i>see page 3</i>)
January 29	Last day to drop a course without a W grade, providing you are not withdrawing from your full course load. (<i>see page 3</i>) Last day to add a course to an existing registration.
February 19-24	Reading Week No Classes
February 26	Classes Resume
March 26-31	Holy Week – No Classes
April 2	Classes Resume
April 2-20	Summer Intensive 2018 Registration
April 2-30	Fall 2018 Registration
May 5	Senior Grade submission deadline
May 7-12	Last Week of Spring Semester
Friday, May 18	BACCALAUREATE
Saturday, May 19	COMMENCEMENT
May 25	Grade submission deadline for Spring 2018 term courses
SUMMER INTENSIVE: JUNE 4 – JULY 27, 2018	
June 4-29, 2018	Summer Intensive I
July 4, 2018	Independence Day – No Classes
July 2-27, 2018	Summer Intensive II

CERTIFICATE PROGRAM	
FALL 2017 SEPTEMBER 16 - DECEMBER 16, 2017	
August 19	Student Orientation
September 16	First Day of Classes
November 8 – December 11	Spring 2018 Registration
November 25	Thanksgiving Week No Classes
December 9	Last Day of Classes
December 16	Exams/Make-up
January 2	Grade submission deadline for Fall 2017 term courses
December 25	Seminary Closed until January 2, 2018
SPRING 2018 JANUARY 23 – MAY 5, 2018	
January 9	Student Orientation
January 20	First Day of Classes
March 31	Holy Week - No Classes
April 10-30	Fall 2018 Registration
April 21	Last Day of Classes
April 28	Exams/Make-up
May 2	Grade submission deadline for Spring 2018 term courses
May 5, 2018	Completion Ceremony

POST GRADUATE - DOCTOR OF MINISTRY		
Pastoral Care and Counseling 2016-2018		
Summer 2017	Fall 2017	Spring 2018
July-October 7/24/17–10/6/17 Intensive Week August 28–September 1	October-January 10/30/17–1/19/18 Dissertation I/Project Narrative	February-April 2/5/18-4/20/18 Dissertation I/ Project Narrative/Defense
Transformational Preaching 2017-2019		
Fall 2017	Winter 2018	Spring 2018
September–November 9/11/17-11/20/17 Intensive Week October 16–20	January–March 1/8/18-3/23/18 Intensive Week February 12–16	April-June 4/16/18-6/30/18 Intensive Week May 21-25
Prophetic Urban Ministry 2017-2020		
Fall 2017	Winter 2018	Spring 2018
October – December 10/2/17-12/15/17 Intensive Week October 23–27	January–March 1/2/18-3/16/18 Intensive Week January 29 - February 2	April-June 4/9/18-6/22/18 Intensive Week May 7-11

ADD/DROP/WITHDRAW: MDiv, MA & Certificate

2017 FALL SEMESTER	
September 5-18	Add/drop Classes <i>(see below)</i>
September 18	Last day to drop a course without a W grade, providing you are not withdrawing from your full course load. <i>(see below)</i>
REFUND SCHEDULE 2017 Fall	
September 4	Before the semester 100%
September 18	First to second week: 80%
October 2	Third to fourth week: 60%
October 16	Fifth to sixth week: 40%
2018 SPRING SEMESTER	
January 16-29	Add/drop Classes <i>(see below)</i>
January 29	Last day to drop a course without a W grade, providing you are not withdrawing from your full course load. <i>(see below)</i>
REFUND SCHEDULE 2018 Spring	
January 15	Before the semester 100%
January 29	First to second week: 80%
February 5	Third to fourth week: 60%
February 26	Fifth to sixth week: 40%

POLICY: ADD/DROP/WITHDRAWAL

ADD/DROP POLICY

MA, MV, NT, LE & CT STUDENTS WISHING TO ADD A CLASS MUST DO SO PRIOR TO THE SECOND MEETING OF THE CLASS (ONLY ONE CLASS SESSION MAY BE MISSED BEFORE A CLASS IS ADDED). Once a student has registered, in order to add one or more courses, the student must complete an Add/Drop form, receive approval from his/her Academic Advisor, and submit the form to the Registrar. Tuition for the added course is due in full at the time of change, unless the deferred payment option has been approved. A class is not added to the student's schedule until the Office of Finance & Administration gives approval. D.Min. candidates should consult the cohort

MA, MV, NT, LE & CT STUDENTS WISHING TO DROP A CLASS MUST DO SO PRIOR TO THE THIRD MEETING OF THE CLASS (NO MORE THAN TWO CLASS SESSIONS MAY BE ATTENDED/MISSED BEFORE A CLASS IS DROPPED). Once a student has registered, in order to drop a course, the student must complete an Add/Drop form prior to the third meeting of the class, receive approval from his/her Academic Advisor, and submit the form to the Registrar.

WITHDRAWAL POLICY

A student who voluntarily withdraws from all courses during the first six weeks of a term will receive a partial reduction of tuition and fees (campus, school, and computer) according to the week of withdrawal as follows:

- First to second week: 80%
- Third to fourth week: 60%
- Fifth to sixth week: 40%

WITHDRAWAL FROM A COURSE

A student needing to withdraw from a course after the third meeting of the class must write a letter addressed to the Registrar who will present it to the Academic Affairs Committee. The letter must contain the reason for dropping the course and be accompanied by supporting documentation (physician's letter, etc.). The Academic Affairs Committee, in consultation with the instructor of the course, will determine if the student will be allowed to drop the course without academic penalty by receiving a "W" (withdraw). If the student is failing the course at the time of withdrawal, the Academic Affairs Committee may issue a "WF" (withdraw failing) depending on the circumstances. The chairperson of the Academic Affairs Committee will notify the student in writing of the committee's decision. Failure to submit a letter to the Registrar in a timely manner will result in the student being issued an "F" for a course. If the request to withdraw is approved, the transcript will reflect the withdrawal as either a "W" or "WF". Please see the grading system for details. Students who do not withdraw officially, but simply absent themselves from class will consequently be assigned a grade of "Fail" (F)."

In addition:

- The effective date of withdrawal is the date on which a written statement of withdrawal is submitted and received by the registrar.
- **NO** reduction of tuition and fees (campus, school, and computer) is granted after the sixth week.
- **NO** reduction of tuition is made after the add/drop period for students who withdraw from one or more courses but remain registered in other classes.
- **NO** adjustment is made for students who drop from full-time to part-time credit hours after the add/drop period.
- Withdrawal from all courses using the web registration system is **NOT** accepted. The student must file and have approved a written withdrawal with the registrar.
- Failure to attend class is not a withdrawal and students will not receive adjustment of charges if they do not attend class.