



Notre Dame Seminary

Policy and Procedures: Student Financial Aid

To apply for financial aid at Notre Dame Seminary a student must complete a Free Application for Federal Student Aid (FAFSA on line at www.FAFSA.ed.gov).

Students may be eligible for financial aid to help them meet their demonstrated needs. Demonstrated need is the difference between the cost of education at Notre Dame Seminary and the financial resources available to the student from personal earnings, family and diocesan assistance.

Each year Notre Dame Seminary determines an Institutional Student Expense Budget that covers tuition, books, supplies, transportation, medical and living expenses. Its duration is normally 12 months.

Contributions from parents, dioceses, students and student benefits are combined to form a total family contribution.

The Financial Aid Office of the Seminary will subtract the Total Family Contribution from the Institutional Student Expense Budget and the result will be the determined need. This need will be met to the extent allowed by available funds.

Stafford Subsidized Loans are available to all students who qualify. A student may borrow up to his demonstrated need, but cannot exceed \$8,500 per year.

A student will be notified by award letter or a letter of non-eligible after his file is complete. If a student does not return the documents at the specified time, the Financial Aid Office will assume that the student is no longer interested in receiving funds.

It is the responsibility of the student to report to the Financial Aid Office any resource changes that have reduced or increased his demonstrated need. These changes must have the proper documentation to support the request.

No federal funds can be paid to a student who is in default of a student loan.

Financial Aid may be withdrawn if the student is placed on academic probation. A grade point average of below 2.0 places a student on probation.

Notre Dame Seminary Work Study Fund (NDS) is a financial aid program available to students at Notre Dame Seminary.

Veterans' Benefits may be used to pay for a student's expenses while attending Notre Dame Seminary. Applications for these benefits must be made through the Veterans Administration Office.

Vocational Rehabilitation is available to students who qualify. Students can inquire about this state aid program by calling or writing the Department of Vocational Rehabilitation.

Social Security Educational Benefits Information may be obtained from the nearest Social Security Field Office regarding benefit eligibility.

Student Responsibilities:

- You must complete all application forms accurately and provide correct information.
- You must provide all additional documentation, verification, corrections and/or new information requested by your Financial Aid Office
- You are responsible for the reading and understanding of all forms you are asked to sign and for keeping copies of them.
- You are responsible for notifying the Financial Aid Office of all changes in your financial condition. Increases as well as decreases in resources must be reported.

The student aid application and acceptance process is separate from the admission process of Notre Dame Seminary. Acceptance for student aid not constitute acceptance for admission to Notre Dame Seminary. Any offer of student aid made by the financial aid office becomes null and void if the student in quest is not accepted for admission.

Payments and Refunds

Notre Dame Seminary and MA students are expected to pay all fees promptly. Special arrangements may be requested in writing through the Financial Aid Office and adherence to the arrangements will be strictly enforced.

Grades will not be officially recorded on the transcripts of students who have not settled their financial accounts with Notre Dame Seminary, nor will a transcript request be honored. Grades will be held until all unpaid fees are met.

The refund policy for Notre Dame Seminary is as follows:

Tuition: A student who withdraws from Notre Dame Seminary must return a completed withdrawal form to the Registrar's Office. Mere cessation of attendance does not constitute withdrawal. Students who withdraw from the school or from a course are entitled to a refund of a percentage of their tuition. The date of receipt of the withdrawal notice by the Registrar

will determine the amount of tuition refund. Refunds are a percentage of the total tuition payable in the semester in which the student withdraws, not a percentage of the total amount billed to the student. No refunds are made when a student is suspended or dismissed for academic, disciplinary or financial reasons. Tuition refunds are made on the following basis:

- If formal notice is received within a week after the beginning of the semester, a refund of 80% of tuition is made.
- If formal notice is received within three weeks after the beginning of the semester, a refund of 60% of the tuition is made.
- If formal notice is received within five weeks after the beginning of the semester, a refund of 40% of the tuition is made.
- No refunds are allowed after the fifth week of classes.

For a student with Financial Aid, refunds will be sent to the federal government agency overseeing Federal Student Aid using the above criteria.

Room and Board: Students boarding at the seminary who are dismissed or suspended during the semester are not entitled to any refunds. Students in good standing who voluntarily withdraw from the seminary during the semester are not entitled to any refund on the cost of their room. They may receive a refund on board, prorated from the date of withdrawal. These refunds must be approved by the Rector.

Satisfactory Academic Progress

Academic Integrity

Students of Notre Dame Seminary must commit themselves to responsible scholarship in every aspect of academic formation. This means working and studying to the best of their ability for every course. They also accept responsibilities and obligations as students, which include commitments to honesty, disciplined study, and integrity in their academic work. They will be expected to respect academic scholarship by giving proper credit to other people's work, while at the same time preparing well for assigned materials and examinations in such a way that their academic integrity will never be questioned.

Class Attendance

Notre Dame Seminary observes the following policy regarding class attendance: Regular class attendance is expected and required of all registered students who intend to receive credit for course work in the graduate school. Inevitably there will arise extraordinary circumstances that make class attendance impossible on occasion; therefore, a formula for determining regular attendance has been established as policy for the convenience of both students and professors. A student is permitted to be absent from class no more than twice the number of times the class meets per week. Thus, if a student is absent for seven (7) classes from a course that meets

three (3) times a week, that student is in violation of school policy in this regard. The normal penalty for such a violation is the grade "FA" (failure due to absence).

The number of absences includes those due to illness, late registration, or any other cause. Absence from class immediately before or after holidays is considered a double cut. Only the Academic Dean may waive penalties for absence.

See the *M.A. Student Handbook* for special attendance policies for Saturday courses.

Incomplete Work

Students who fail to meet any or all course requirements within the allotted time (i.e. before the end of the semester or by the date designated by the professor) automatically receive the grade "F" for the course in which the delinquency occurs.

In exceptional cases, a student may be given permission to complete course requirements after the close of the semester. The proper procedure for a student to receive a grade of "I" for a course is for the student to discuss the situation with the professor and the Academic Dean. The student must have the professor and the Dean sign a memo giving the necessary approval. This memo is to be submitted to the registrar's office before the close of the semester. All coursework for the incomplete MUST be completed six (6) weeks after the close of the semester. A grade for the course is then computed by the professor and sent to the registrar's office. The grade "I" becomes an "F" if the work is not completed within the six weeks after the close of the semester.

Dropping/adding/withdrawing from a Course

To drop or add a course, the student must receive the approval of the Academic Dean by a written request. Forms for such requests are on file in the registrar's office. Dates by which such requests must be submitted are published in the academic calendar.

To discontinue in a course after the dates published in the academic calendar is considered a withdrawal "W" and a record of this appears on the student's permanent transcript. In order to withdraw from any course, the student must receive the written approval of the Academic Dean. Forms for this are available in the registrar's office. The last day for withdrawing from a course with a "W" grade is indicated in the academic calendar.

NOTE — Course Withdrawal forms are to be submitted to the Dean's office, not to the course instructor.

Procedures for Appealing Grades

Students who feel they have a legitimate grievance over a final grade should proceed as follows:

Stage One: They should consult the instructor as soon as possible to seek an explanation and try to resolve the problem. Only if this is unsuccessful, they may proceed to stage two.

Stage Two: They should submit their case, in writing, to the Academic Dean with a copy to the instructor, no later than six (6) weeks after the beginning of the following semester.

- The Dean will then act as negotiator in attempting to resolve the dispute in informal fashion, consulting with both parties, jointly or individually, and using any other means he deems appropriate—while naturally holding in confidence all written and oral statements. Should the Dean himself be named as the instructor in the case, then the students should take their appeal to the President-Rector who will act as negotiator (as above) and replace the Dean in all further stages of the appeal procedure.
- If the above negotiations are unsuccessful, the Dean, after deciding that the student has a case which warrants further action, will refer the matter to stage three.

Stage Three: The Dean appoints an ad-hoc committee of two or three faculty members, who have some knowledge of the academic area in question, to review the matter. The Dean, with the approval of these faculty members, may at his discretion co-opt one or more students to the committee as consultants. The committee will review the student's work in the course in question (papers, tests, etc.), together with the professor's evaluation (which can include class work and performances), taking into account the written procedure for grading that the professor has submitted at the beginning of his course to students together with the course syllabus (approved by the Dean in the usual way). The committee's findings are by way of recommendation to the Dean (either to retain, or to change the grade). The committee will make every effort to achieve a consensus recommendation. In case of a tie vote, the Dean will decide the matter (he may co-opt a further member to the committee).

Stage Four: On the basis of the committee recommendations, the Dean makes the final decision whether to retain or change the grade; his decision is not effective till after one week, the period allowed for an *appeal* by either the student or instructor. Should the dean decide that the appeal is well grounded, he may direct a rehearing.

Time Limitation

A maximum of six years from the first semester of coursework for credit is allowed for completion of the requirements for the program. Students in special circumstances may appeal for extensions of these time limits to the Director of the M.A. Program. Readmission does not automatically qualify the applicant to begin the time limit period anew.

Student Responsibilities

Students are responsible for developing and maintaining knowledge of their program status throughout the tenure of their enrollment and should make themselves aware of all pertinent requirements and regulations for the successful completion of the M.A. Degree. Students should become familiar with the offerings and requirements of their specific M.A. Track.

Academic Probation

Passing grades for graduate students are A, B and C. A student is put on academic probation for the following:

- A graduate student who obtains a D or lower in any course is automatically placed on probationary status and must repeat the course. Students will be allowed to repeat a course only once and the course must be repeated at Notre Dame Seminary. Student status is then subject to review by the M.A. Faculty.
- A student whose semester average in coursework is below a 2.7 at any time after the completion of nine semester hours is placed on academic probation and is not allowed to register for more than three semester hours the following semester. To be removed from probationary status, the student must complete six semester hours with a GPA of 2.7 or higher for the six semester hours attempted. If a student is unable to achieve this by the end of the six semester hours of the probationary period, the student will be dismissed from the graduate program.
- Subject to review of the M.A. Faculty, students may be dropped from programs for factors other than grade-point average without having a probationary period. The student may then appeal decisions of the M.A. Faculty by submitting a written appeal to the Academic Dean.

If a student fails to meet the passing grade requirement for a graduate student of any of the above, then the student forfeits their eligibility for financial aid under Title IV Federal Regulations.