

ACADEMIC POLICIES GUIDE

Graduate Institute in Liberal Education
St. John's College | Annapolis, MD

ABOUT THE GRADUATE INSTITUTE

Curriculum of the Graduate Institute

The Graduate Institute curriculum in Liberal Arts is divided into five segments: Literature, Mathematics and Natural Science, Philosophy and Theology, Politics and Society, and History. Each segment consists of a seminar and a tutorial. Two or three segments are offered each of the three semesters - fall, spring, and summer. Reading lists can be found [on the college website](#).

The Master of Arts in Liberal Arts

The aim of the Master of Arts in Liberal Arts is to help students formulate and respond to fundamental questions about themselves and their world by reading and discussing with others the great books of the Western tradition. Students in the MALA complete four segments and four preceptorials in any order that is compatible with both their interests and the availability of course offerings, except that the History segment may never be taken as the first segment. The MALA is a 36 credit hour degree.

Certificate in Liberal Arts Education

The Certificate in Liberal Arts Education is available to those seeking a great books qualification in just two summers. Teachers enrolled in the Liberal Arts Education Certificate Program will participate in classes along with other St. John's graduate students, reading and discussing foundational texts of the western tradition, and studying pedagogy to bring back to their classrooms. Topic areas offered include: Philosophy and Theology, Politics and Society, Literature, Mathematics and Natural Science, Latin, and Pedagogy and Education. Teachers completing the two-summer Liberal Arts Education Certificate degree will receive 18 hours of transferable graduate-level credit. They may also return to finish the Master of Arts in Liberal Arts degree by completing two additional semesters of study any time within eight years of enrolling in the program.

Office of the Associate Dean for Graduate Programs

The Graduate Institute Office is comprised of two administrators: the Associate Dean and the Associate Director. The Associate Dean oversees the academic, recruitment, enrollment, and administrative functions of the Graduate Institute. Questions concerning curriculum and pedagogy, classroom relationships between tutors and students, and policies governing campus

life should be addressed to the Associate Dean who serves as the graduate student advisor. Students are encouraged to introduce themselves and to meet with the Associate Dean. The Associate Dean is often available at student social events, where casual conversations concerning the academic program and student life are welcome. All graduate students are advised to bring problems or disputes to the attention of the Associate Dean before they approach the Dean or the President. Some problems may be resolved by the Associate Dean; others may be more easily or quickly dealt with through the Associate Dean's collaboration with other college administrators.

The Associate Director is responsible for executing and organizing academic, administrative, and student life components of the program as well as planning and coordinating special events. The Associate Director is the liaison between the Graduate Institute and the offices of the Registrar, Student Accounts and the Business Office, Financial Aid, Information Technology, Career Services, the Health Center, Public Safety, the Library, and the Assistant Dean. In the absence of the Associate Dean, the Associate Director is available to answer questions concerning academic issues and student life. Both the Associate Dean and the Associate Director serve unofficially as ombudspersons and advocates for students in their dealings with other campus offices.

Both the Associate Dean and Associate Director's offices are located on the first level of the Barr-Buchanan Center which houses the majority of the Graduate Institute events, classes, and offices. They can be reached via email or telephone at their respective addresses located in the College's directory.

GETTING STARTED

Classes

Fall and Spring Semesters

The fall and spring semesters of the Graduate Institute operate in conjunction with the standard academic year calendar, running 16 weeks each. Classes meet twice per week, on Monday and Thursday evenings.

Seminars meet Mondays from 7:30 p.m. to 9:30 p.m.

Tutorials meet Mondays and Thursdays from 5:15 p.m. to 6:30 p.m.

Preceptorials* meet Thursdays from 7:30 p.m. to 9:30 p.m.

*The Ancient Greek Language preceptorial meets on both Tuesdays and Thursdays.

Summer Semester

The summer semester is offered in a modular format in order to accommodate busy schedules. Seminars and tutorials are offered together in a five-week session midsummer. Preceptorials are

offered in three-week sessions both before and after the seminar/tutorial. Students may enroll in any combination of offered sessions. Taking the seminar and tutorial segment (6 credits) along with one preceptorial (3 credits) is considered “full time.”

Seminars meet Mondays, Wednesdays, and Fridays for two hours.

Tutorials meet Monday through Thursday for 75 minutes, with additional 75-minute session on Tuesdays and Thursdays.

Preceptorials meet for two hours per day, Mondays-Fridays.

The Seminar

The seminar is the heart of the St. John’s program. Classes meet to discuss a reading that is usually 20 to 100 pages long. The tutor opens by posing a question, then students and the tutor discuss the question and related problems based on the assigned text. Discussion is usually wide-ranging, exploratory, and characterized by openness and rigor. Toward the end of the semester, each student completes a one-on-one oral examination with his/her tutor based on a question posed and developed by the student. For more information about this component please refer to the *Oral Examinations for Seminar Students* heading under the *Evaluation of Academic Performance* section in this guide.

The Tutorial

The emphasis of a tutorial is on close reading and analysis of a short text. Students usually write two brief papers on readings discussed in the tutorial class.

The Preceptorial

Preceptorials are small classes that meet to study a single book, topic, or question in depth. Topics vary widely from semester to semester, depending on the interests of students and tutors. At the end of the preceptorial, students write a major essay on a topic of their choice related to the work of the preceptorial. Essays are expected to be of substantial length (usually 3000 to 4000 words; 12 to 16 pages) and to show evidence of serious thought and inquiry.

Enrollment Plans

Active and newly-admitted graduate students are required to submit, in writing, their enrollment timeline for all of the segments they plan to complete in the program. The Associate Director will request revised enrollment plans from students each semester through electronic submission of the pre-registration form. The Pre-Registration Form is available for download from the sidebar of the [current student information page](#). In order to pre-register for upcoming semesters, continuing students are expected to have met all previous financial obligations to the college.

Optional Focus

While the Master of Arts in Liberal Arts degree is designed to give students a broad exposure to foundational texts across four of five segments, students also have the flexibility to build a Focus in one of the five segment areas if they so choose. In order to construct a focus, a student enrolls in preceptorials (electives) that all fall within the subject-area designated by one of the segment titles. For instance, a student might have a Focus in Literature, or Politics and Society. While some students find it useful or rewarding to concentrate their studies in this way, the majority prefer to choose the elective that most appeals to them each semester without the constraint of a Focus.

Advance Deposit Requirement

Advance deposits of \$250 are due in the Business Office in order to secure a seat in upcoming semesters. All students, even those with financial aid grants or loans, are required to pay this advance deposit. Pre-registered students who pay the advance deposits by the published deadlines secure enrollment in the upcoming semester. Students who do not pay an advance deposit by the deadline risk losing the opportunity to enroll along with any financial aid (see also Financial Aid). Please note that College policy is that an advance deposit will not be rolled over to a subsequent semester nor refunded should a student decide not to enroll after the deposit deadline has passed.

Advance Deposit Due Dates:

Fall – May 1

Spring – October 1

Summer – April 15

Orientation for New Students

All new students are required to participate in orientation and registration activities prior to the start of their first class. These activities include an opening seminar, a meal, and formal enrollment procedures.

A seminar for all new graduate students on Plato's *Meno* (70-86d) and Stringfellow Barr's "Notes on Dialogue," followed by discussion about the seminar conversation format, is scheduled on the morning of the first day of the fall and spring semesters and, in the summer, on the afternoon of the day prior to the start of classes. Students should come prepared to discuss both texts.

Registration

Formal registration for new students, students transferring from the other campus, and students with outstanding balances is held prior to the start of classes. During registration, new students have their 1Card photo-identification cards made and register for computer accounts. On the first day of classes, students who paid tuition and fees in full may purchase parking permits from the Public Safety Office. Vehicles to be parked on campus must be registered with the Public Safety Office, and a parking fee must be paid each semester.

Late Registration

A student must obtain permission from the Graduate Institute Office to register late. It is the student's responsibility to contact his or her tutors before the semester begins to find out the assignments for classes that will be missed and to notify them of his or her absence. A student given permission to register late, must make up any work he or she has missed in accordance with the deadlines established by the policy for grades of Incomplete. (See also Classroom Policies and Grading).

TUITION, FEES, AND FINANCIAL AID

Payments of Deposits, Tuition, and Fees

Bills for each semester's tuition and fees are issued by the Student Accounts Manager and can be viewed on the MySJC portal. The portal contains information about payment options, fee statements, and financial aid awards each semester. All tuition, fees, and fines must be paid before a student can register for any semester. Outstanding obligations to the college may result in receipt of a hold placed on the transcript, ineligibility to transfer to the other campus, and an unscripted diploma at commencement.

Additional Payment Options

Tuition Management Services (TMS) provides St. John's College students and families alternative payment options. Contact TMS directly at 800-722-4867 or sjc.afford.com for more information regarding credit card payments and electronic check payments. International wire transfers can be initiated on flywire.com. Full information about payment options can be found on the MySJC portal, or by contacting the business office.

Tuition and Fees Due Dates:

Fall – August 1

Spring – December 1

Summer – May 1

Graduate Financial Aid – Application Procedures and Deadlines

St. John's College Grants are awarded only to full-time students who have demonstrated need, as long as funds are available. Special packaging of financial aid is available to students who are full-time teachers through the Teacher Grant Program and the National Educator's Grant. The National Educator's Grant is not based on financial need, and students must complete the National Educator Grant application, which is available on our website. In addition to these opportunities for grant funding the Graduate Institute has additional scholarship opportunities such as The Hodson Trust Teacher Fellowship, The Ann Bigham Annual Scholarship, and various Veterans benefits. More detailed information about these financial aid opportunities, including application procedures, can be found [here](#). Students are encouraged to contact the Financial Aid Office with questions about eligibility and disbursement.

Continuing or returning students who need financial aid should apply for it as early as possible each year, and no later than the following filing dates:

Financial Aid Due Dates:

Fall – May 1

Spring – September 1

Summer – March 1

Emergency Loan Fund

The Robert Augustyniak Memorial Emergency Loan Fund was established through donations to assist graduate students at times when cash reserves are in short supply or suddenly depleted. Loans of up to \$500 may be requested through the Graduate Institute. An emergency loan must be repaid to the College prior to the end of the term in which it was received. Recipients will not be allowed to enroll in the subsequent term or receive an official transcript until the loan is repaid. An emergency loan is intended to cover expenses for the following reasons: medical or dental emergencies; unexpected travel (e.g., a family funeral); short-term living crises (e.g., food or housing costs); or other emergency situations. The loan is interest-free, and a student may borrow from the fund more than once, as long as he or she has repaid the earlier loan. A student's reason for borrowing from the loan fund will be kept confidential.

ENROLLMENT

Class Selection

Several weeks prior to the beginning of each semester, students who have submitted their plans to enroll and also paid the advance deposit are notified of their segment placement. They are given their seminar and tutorial reading lists, and a list of relevant preceptorial topics to rank in the order of their preference and return to the Graduate Institute Associate Director. Class lists

are assembled accordingly and students are notified of their preceptorial placement for the upcoming semester. After tuition and fees have been paid in full, individual class schedules and other information is shared with the student.

Adding, Dropping, and Changing Classes

Adding, dropping, or changing classes must be approved by the Associate Dean for the Graduate Program. Any student who thinks he or she has difficulties that might be alleviated by changing to another class should speak first to the tutors or students involved, and should attempt to resolve the differences independently. If difficulties persist, the student should then meet with the Associate Dean for Graduate Programs, who may then consult with the tutors. Because every effort has been made to ensure balance and variety in devising class lists, transfers from one class to another are discouraged and approved only as a last resort. In the case of seminars and tutorials, permission for transfer may be granted only after the first three weeks of a fall or spring semester or the first two weeks of a summer term. In the case of a preceptorial, however, because their content varies, changes are generally not possible after the first two meetings. Therefore, students considering a request to change to a different preceptorial should consult the Associate Dean as soon as possible, preferably in the first two weeks.

Part-Time Enrollment

Students who wish to change from full-time to part-time enrollment must petition the Associate Dean for Graduate Programs. Full-time enrollment is encouraged for several reasons. Most importantly, the seminar and tutorial readings and class discussions are designed to complement each other; therefore, students taking a seminar or tutorial separately are often at a disadvantage in class discussion. In addition, classmates risk the possibility of missing informative insights shared by students enrolled in only one of the courses. Therefore, students who wish to attend part time should enroll in a preceptorial course and wait until they are able to take the seminar and tutorial classes of a given segment simultaneously. Enrollment priority is given to full-time students. Financial aid is generally not available to part-time students. As a consequence, students who receive financial aid and who are considering part-time enrollment should consult with the Financial Aid Office. Eligibility for health insurance is based on full-time enrollment status, as well. Students are normally expected to have completed both classes in a segment before pursuing the next segment; therefore, a real consequence of part-time status is that some semesters may need to be skipped. It is for these reasons that part-time attendance should be requested by appeal to the Associate Dean for Graduate Programs.

Graduate Alumni Enrollment in Classes

Many Graduate Institute alumni wish to return to the college for their fifth segment, additional preceptorials, or the Master's Essay. College policy allows Graduate Institute alumni who have graduated to pay half tuition for each course taken as space allows and at the discretion of the Associate Dean for Graduate Programs. Students enrolled in classes under this plan are considered to be regular students of the college. Each course appears on the official transcript as graded, with credit awarded. No financial aid is available for any courses that are pursued after the M.A.L.A. degree requirements have been completed.

Undergraduate Alumni Enrollment in Preceptorials

Undergraduate alumni from either campus who have earned the St. John's College Bachelor's degree may enroll in Annapolis Graduate Institute preceptorial classes as space allows and at the discretion of the Associate Dean, as non-degree seeking Graduate Institute students. Graduate credits and grades will be posted on the Graduate Institute transcript. Tuition cost will be half the cost of one Graduate Institute class. No financial aid is available for any courses that are pursued after the B.A. degree requirements have been completed.

Auditing

Prospective students occasionally audit one or two class meetings. They are counseled not to participate in class discussions nor to sit at the discussion table. More extensive auditing is prohibited.

Repeating Classes

On rare occasions, the Associate Dean and the Graduate Institute Committee may require a student to repeat a class as a condition for continuing study in the program. In the event that a student is required to repeat a class, that fact, along with the grade for the repeated class, will be noted on the transcript, but the student will not be awarded more than three credits for the class. The grade for the repeated class is the one used by the Registrar to compute grade point average.

TRANSFER & WITHDRAWAL

Transfer Credits

As of the fall semester of 2004, the Graduate Institute no longer accepts transfer credits from any other institution, with the exception, in Annapolis, from students in the Dual Degree Program with the University of Maryland School of Law.

Transfer to the Santa Fe Campus

Any student in good academic standing who has no outstanding balance on the student account may transfer between campuses, provided space is available. Students should submit an Intercampus Transfer Application, available online, no later than 60 days before the beginning of the semester. The application is the means through which students can outline their transfer and enrollment plans to both Graduate Institute Offices. Students should submit the required \$250 enrollment deposit by the deposit deadline to the campus they plan to attend. Students who apply to transfer fewer than 60 days before the beginning of the semester in Annapolis will forfeit \$50 of their advance deposit. Transfer is not possible for students who are in questionable academic, financial, or disciplinary standing, or who have incomplete grades from

previous semesters. Students on financial aid must also notify the Financial Aid Offices on both campuses (Annapolis 410-626-2502, annapolis.financialaid@sjc.edu; Santa Fe 505-984-6058, santafe.financialaid@sjc.edu). Financial aid recipients who transfer to Santa Fe may request that their financial aid application be sent from Annapolis to the Financial Aid Office in Santa Fe. Financial Aid awards are determined by analysis on the Santa Fe campus. It is often difficult to arrange financial aid for mid-year transfers. Loans must be cancelled in Annapolis and applied for separately in Santa Fe. The student's academic record and official academic records are maintained on the campus where the student last attended.

Withdrawal

Students who need to withdraw must notify the Graduate Institute Office immediately and submit their notice of withdrawal in writing. Students may withdraw as late as the end of the twelfth week of a fall or spring semester or as late as the end of the sixth week in a summer term without receiving grades on the transcript for that semester. A grade of W is recorded on the transcript if the withdrawal occurs prior to the deadline. If the withdrawal occurs within the last quarter of the semester, a grade reflecting both withdrawal and the grade which the student was on track to earn (i.e., "W/grade") is recorded on the transcript. In this case, the letter grade reflects the work up to the time when withdrawal occurred. If a student withdraws from the program within 21 days of the first class meeting they are eligible for up to an 80% refund, after this date has passed there may be no chance for a refund. Official information about refund and withdrawal policies can be accessed in the Annapolis Financial Aid Handbook at www.sjc.edu/about/policies. A student who leaves the college without formally withdrawing may have difficulty obtaining a transcript or refundable fees. A student on financial aid who is contemplating withdrawal is urged to consult the Financial Aid Office and to review the Financial Aid Handbook. The Financial Aid Handbook states that if a student registers for a class in which he or she was previously enrolled for more than three weeks, the class may be considered as repeat work, and the student may not be eligible for financial assistance. Exceptions to this policy may be granted by the Associate Dean for Graduate Programs in cases of involuntary withdrawal due to serious illness or other severe and mitigating circumstances. In addition, a student on financial aid may owe a refund to the federal aid program.

ACADEMIC INFORMATION

Preceptorial Essays

The following is intended as a general description; individual preceptorial tutors may provide further guidelines. Essays are expected to be of substantial length (usually 3000 to 4000 words; 12 to 16 pages) and to show evidence of serious thought and inquiry. They should be based primarily on preceptorial readings; although, with the tutor's approval, they may refer to other program books. The essays are not research papers; instead, they should be articulate presentations of organized thought about a question originating in the issues, arguments, and conclusions presented in the texts studied. They usually include the student's attempt to reflect upon and to explain the author's meaning and its implications. They may go beyond that to offer additional support for the author's position or to offer reasoned criticism and alternatives to the viewpoint of the author. This is not to suggest that the essay must present a "thesis" or argue a

“position.” It may be an essay in the rigorous sense of the term: an attempt to investigate a particular problem or issue in a manner that provides the reader with a clearer sense both of the questions involved and of their significance, rather than an articulation of solutions. Students should feel free to consult with their tutor about the progress of their papers. Since four preceptorial essays replace the conventional master’s thesis, they are course requirements that cannot be waived. The work of the preceptorial course cannot be judged complete without the preceptorial essay. This means that if the paper is not submitted, the only possible grade for the preceptorial is an Incomplete, which automatically becomes an F if the paper is not submitted by the end of the next semester. A tutor may refuse to accept a late paper. Permission must be obtained for an extension. Tutors should return papers with written comments and/or schedule a paper conference. Deadlines for submission of preceptorial essays are published in the Graduate Institute calendar each semester.

Ancient Greek Language Preceptorials

The Introduction to Ancient Greek language preceptorial is usually offered during the fall semester as one of the preceptorial topics. Every effort is made to accommodate each student who desires to take it. A follow-up preceptorial, often on a work in Ancient Greek, is typically offered in the spring semester to students who were enrolled in the fall portion of the Introduction to Ancient Greek language preceptorial or who have had other instruction in Greek. A “genuine” preceptorial paper focusing on translation is not required in the fall semester of the Introduction to Ancient Greek course because students are still acquiring the language skills. Because a preceptorial paper is only possible in the spring semester of this course, the Introduction to Ancient Greek course is the only exception to the requirement that M.A.L.A. degree recipients write four separate preceptorial papers. In addition, unlike other preceptorials, which meet once each week, the Ancient Greek language preceptorial meets twice weekly.

Optional Master’s Essay and Master’s Oral Examination

Students who have completed at least two segments of the graduate program and who have demonstrated considerable facility both in writing and in-class conversation may petition for permission to write an optional Master’s Essay. A Master’s Essay may replace one preceptorial (in this case, opting to write this essay could delay graduation) or it may be undertaken in addition to the full graduate program degree requirements. In both cases, tuition is equal to that of one graduate course. Students who wish to submit a proposal in their third or fourth semester should consult with the Associate Dean early in their second semester. Students wishing to write the essay in addition to the degree must begin within two years of graduation and complete the essay within two years of the semester when the writing started. The student is responsible for finding a tutor to serve as an advisor during the writing of the Master’s Essay.

A Note about the History Segment

Many of the readings of the History segment presuppose familiarity with the works of authors read in the other segments. Thus, only students who have successfully completed at least one other segment may enroll in the History segment. Students who intend to enroll in the History

segment should check with the Graduate Institute website for scheduling information. Certificate students are not eligible to take the History segment.

Dual Degree Program with the University of Maryland School of Law

The St. John's College Graduate Institute will accept nine credits awarded by the University of Maryland Carey School of Law for satisfactory completion of the J.D. degree toward the MALA degree, provided that grades of B- or higher were earned at the School of Law. Specific courses to be considered for transfer include Constitutional Law II, Criminal Law, and Property Law. In all cases, any classes taken at the School of Law that are intended to apply to the MALA degree must be approved by the SJC Associate Dean of Graduate Programs prior to the student's enrollment in those School of Law courses. This approval process formalizes the student's participation in the JD-MALA Dual-Degree Program from the perspective of the SJC Graduate Institute.

The University of Maryland Carey School of Law will accept nine credits awarded by the SJC Graduate Institute for satisfactory completion of the Politics and Society segment toward the School of Law's J.D. degree, provided that the student has not yet completed those specific SJC graduate courses, and provided that the SJC Politics and Society segment credits were earned after the start of enrollment at the University of Maryland Carey School of Law. Specific preceptorial topics to be submitted for approval in conjunction with the Politics and Society segment include courses in the areas of History, Politics and Society, and Philosophy and Theology. In all cases, any classes taken at SJC that are intended to apply to the law degree must be approved by the Office of Registration and Enrollment at the School of Law prior to the student's enrollment in those SJC courses. This approval process formalizes the student's participation in the JD-MALA Dual-Degree Program from the perspective of the School of Law.

Eastern Classics Program

The Graduate Institute in Santa Fe administers a Master of Arts in Eastern Classics degree program based on classical texts of the Eastern tradition. Information and an application for admission are available from the Graduate Admissions Office in Santa Fe and on the college's website.

CLASSROOM POLICIES

Attendance

Students are expected to attend all regularly-scheduled classes. Instruction by discussion requires regular attendance in a way that other teaching methods do not. There are no books one can read to take the place of a missed discussion, as there may be in the case of a missed lecture. Instruction by discussion implies a sharing by all students in the process of teaching as well as learning, and regular uninterrupted participation is essential for the good of all members of a class. When absences are unavoidable, students should notify tutors in advance. Multiple or

extended absences should be discussed with the Associate Dean for Graduate Programs as well as with tutors. Such absences could make it impossible for the student to meet the requirements for completing the semester.

Formal Address

It is the policy of the college that formal address be used in all classes.

Electronics and e-Readers

According to the Dean, the following description reflects the consensus of the faculty regarding electronic devices in the classroom: "It is essential that students and tutors be actively engaged in classroom discussions. Tutors will exercise their judgment to promote engagement in the proper activity of the classroom and to minimize anything that detracts from or interferes with it, for example, leaving the classroom or using electronic devices such as cell phones. For this reason, cell phones and other communication devices must be turned off in the classroom. Tutors are concerned that electronic reading devices also may present a distraction; students who choose to use them to prepare for class should realize that their use in class may not be permitted. They should also note that translations available for these reading devices are often poor in quality. We advise students not to be guided solely by what is available electronically when choosing editions and translations of texts. The Greenfield Library has class copies of many program books. Both the Library and the Bookstore provide an opportunity to compare translations and editions. The Bookstore makes an effort to stock only editions that would be useful in class and keeps a notebook with comments on various translations by members of the community."

Class Cancellations

St. John's College rarely cancels classes unless there is very severe weather or another emergency. The college uses the e-2Campus notification system for class cancellations and emergency announcements. This service will send a text message or e-mail announcement if classes are cancelled or if the college is aware of a situation that warrants emergency notification. Students must independently register for this service at:

<https://sjca.omnilert.net/subscriber.php>

Class Assignments After Cancellations

The standing policy regarding assignments for upcoming classes following cancellations is that students should be prepared to discuss BOTH the reading scheduled for the missed class AND the reading scheduled for the next class at their next class meeting. The tutor may decide at the next meeting to reschedule assignments in some way or to try to discuss both assignments together.

Books

To facilitate easy reference in the course of class discussion, we recommend that students use editions of program books that include marginal, paragraph, or line numbers. Tutors may recommend a specific translation or translations for a class. A loose-leaf binder containing reviews by tutors of different translations and editions of some of the assigned texts is available in the bookstore and the library. Both the bookstore and the library carry all program materials.

EVALUATION OF ACADEMIC PERFORMANCE

Seminar, Tutorial, and Preceptorial Grading

The seminar grade is based partly on the seminar oral examination but principally on the quality of the student's contribution to seminar class discussions. Students are expected to not merely demonstrate that they have read and understood the books, but to help other participants discover problems and possibilities that might not emerge from solitary reading. This is accomplished when students ask good questions as well as when they propose answers to questions already asked. The tutorial grade is based primarily on the quality of the student's tutorial class participation, but the brief tutorial papers are also taken into account. Tutors will make clear to their classes what they look for in a tutorial paper. In the preceptorial, the student's long essay is a major factor in determining the grade. The quality of the student's participation in preceptorial class discussion is also weighed heavily.

Oral Examinations for Seminar Students

Each student enrolled in a seminar engages in a 30-minute oral examination, which is scheduled and conducted by the seminar tutor. The oral examination is meant to give students the opportunity to think through an issue of the sort that might arise in seminar, while assuming more responsibility for the course of the discussion as a whole. At its best, an oral examination is an intimate seminar between tutor and student in which new questions and understandings emerge. Seminar oral examinations are scheduled during the fall and spring semesters in the twelfth through fourteenth weeks and during the summer term in the sixth and seventh weeks. No later than two days before the oral examination, each student must submit to the seminar tutor the equivalent of one type-written page of reflections (two to three paragraphs) on the question the student plans to discuss in the oral examination. It ought to focus on readings that will have been discussed in seminar prior to the examination. While this assignment is short, it should be thoughtful and thorough. Hastily written comments or unfocused questions are unacceptable. This paper is meant to serve as a starting point for the discussion and is a requirement in order for the oral examination to be held.

Conferences

The graduate student conference is a formal occasion during which the student meets privately with the tutors of the classes in which they are currently enrolled. The aim of the conference is to enable all the participants to gain a sense of the student's work as a whole. Conferences are

required for all students currently enrolled in their first or second semester and for students experiencing some sort of academic difficulty. Students who wish to have a formal opportunity to speak with their tutors may request a conference and tutors may request a conference for any student. At the conference, each tutor reports on the achievements of the student with respect to preparation and understanding of the texts being read, participation in class conversations, and writing that has been submitted for the class. The tutors also offer suggestions about how the student might improve. The student is invited to comment on each of the tutor reports and to suggest how the tutors might provide additional help or how courses might be more rewarding. The Office of the Registrar is responsible for scheduling conferences and will reach out to students via email to inquire about availability. Written reports of the conferences are placed in the student's official academic records and may be read by the student, upon request.

Tutor Comment Sheets

At the end of the semester, tutors complete comment sheets for students who were enrolled in their classes. These brief reports usually contain a summary of the student's progress and, in the case of the preceptorial, an evaluation of the preceptorial paper. They are kept in the student's official academic records in the Registrar's Office, and may be read by the student, upon request.

Grades

Classes are graded according to the following scale: A-excellent; B-good; C-passing but unsatisfactory; F-failure. There is no grade of D. Plusses and minuses may be given, except that C- does not exist. Only grades of B or better are considered to be fully satisfactory for graduate-level work, although a C grade may be credited toward the degree. Classes for which the grade is F receive no credit. The Master's Essay and Master's Essay Oral Examination are graded according to the following scale: Master's Essay – Pass or Fail; Master's Essay Oral Examination – Honors, Pass, or Fail. St. John's College does not routinely report grades to students; therefore, students who want to see grades may obtain a transcript from the Registrar's Office upon request.

Grades of Incomplete

The grade of Incomplete is approved rarely and only for extraordinary reasons. When a grade of Incomplete is approved, the tutor is asked to submit written comments to the Associate Dean for Graduate Programs, including a reason why it is deemed appropriate, a note of the work to be completed, the deadline for making up the work, and the grade that is to be entered permanently if the work is not completed by the new deadline. It is expected that a continuing student will finish any outstanding work by the beginning of the next semester. The Associate Dean for Graduate Programs will notify the student in writing of all particulars relating to incomplete work. A grade of Incomplete must be removed no later than the end of the next semester when the student is enrolled. If the Incomplete was for failure to turn in a preceptorial essay, the Incomplete becomes an F if the preceptorial essay is not submitted before the end of the following semester. No credit is earned for a failed preceptorial. A student may be denied enrollment in the following semester.

Good Standing, Academic Probation, and Exclusion from the Program

As noted above, for graduate level work, grades of B- or better are considered to be fully satisfactory. However, since St. John's College does not consider grades to be the most important means of evaluation, the college does not have a precise grade formula for excluding a student whose work has not been satisfactory. A student who receives a C will be notified by the Associate Dean for Graduate Programs and will not be in good standing in the semester following the C. Good academic standing is re-established by satisfactory work in all classes in the next semester. As noted above (see Grades), an "F" is not merely an unsatisfactory grade: it signifies zero academic credits. A student who receives an "F" must petition the Associate Dean and Graduate Institute Committee in order to continue as a student. If the petition is granted, the student will be required to retake failed classes and receive a grade of "B-" or better in those classes in order to complete the requirements for the degree. A second unsatisfactory grade (any grade below a "B-") may bar a student from earning the Master of Arts in Liberal Arts degree. The Associate Dean will consult the Graduate Institute Committee in such cases. A student showing a pattern of unsatisfactory work may be asked to withdraw from the program. All students will receive a letter of standing from the Associate Dean for Graduate Programs after each semester.

Master's Essay and Oral Examination Grading

A specially-selected Essay Evaluation Committee will be comprised of three tutors, one of which will be appointed to be Chair. The Chair is appointed by the Associate Dean for Graduate Programs in the fall semester and by the Assistant Dean in the spring semester. Note that the student's Master's Essay-writing advisor is not included in the Essay Evaluation Committee. The grading scale for the Master's Essay is P-Pass or F-Fail. Careful screening of applicants through the proposal process is designed to ensure that failing grades would be extremely rare. Students whose Master's Essays are not considered passing are not eligible for the oral examination. Instead, they are given the opportunity to rewrite the essay. Students whose rewritten Master's Essays still fail to meet minimum expectations will receive no credits for the work. Instead, "Master's Essay Work" (i.e., a course with no credits in the essay-writing semester) will be recorded on the student's official transcript. Students whose Master's Essays are considered passing are examined orally. The Master's Essay Oral Examination is an hour-long, public oral examination on the Master's Essay which is graded as H-Honors, P-Pass, or F-Fail. Students whose oral examinations fail to meet minimum expectations will receive no credits for the work. Instead, "Master's Essay Work" (i.e., a course with no credits in the essay-writing semester) will be recorded on the student's official transcript. If both the Master's Essay and the oral examination are considered passing the grades and essay title will be recorded on the student's official transcript.

Prizes

The Alumni Association of St. John's College funds a prize for a distinguished graduate-level preceptorial paper, to be awarded at spring commencement. A prize committee, composed of tutors, will consider papers submitted by tutors of preceptorials in the previous spring semester, summer term, and fall semester for this award. The prize for the best summer tutorial essay, also offered by the Alumni Association, is awarded at the summer Associate Dean's Reception

for the best summer tutorial essay. An ad hoc committee of tutors teaching in the summer term will consider papers submitted by summer tutorial tutors. Award-winning essays are kept in the Greenfield Library.

ADMINISTRATION, OFFICE OF THE REGISTRAR, AND MISCELLANEOUS POLICIES

Commencement

The formal commencement ceremony of the college is held in May. Graduate students who complete the M.A.L.A. degree requirements at any other time are included in the May ceremonies and events. All graduating students will be charged a \$100 graduation fee during their final semester, whether they participate in the commencement ceremony or not.

Class Membership

Graduate students who complete degree requirements by August are considered to be members of the class of that calendar year. Those students completing degree requirements between the day after the end of the summer semester and December 31 are considered to be members of the class of the next calendar year. The date on the diploma will be the date of the commencement ceremony following the date the degree requirements were satisfied.

Commencement Participation for Students Who Have Not Completed All Degree Requirements

A graduate student in the final semester who has not completed all degree requirements may choose from the options outlined below with regard to participation in a commencement ceremony. A student may participate in only one commencement ceremony and can be listed in only one commencement program. General questions regarding participation in a commencement ceremony should be addressed to the Graduate Institute Office.

Options:

1. Delay participation until all requirements have been completed. If this option is chosen, the student's name will not be listed in any earlier commencement programs. When degree requirements have been completed, the student may participate in the next commencement ceremony and the name will be included in the next commencement program.
2. Participate in the current ceremony. This option requires approval from the Associate Dean for Graduate Programs. If this option is chosen, the student's name will be listed in the commencement program with an asterisk (*) denoting that the degree will be awarded "upon completion of requirements." The student can process and recess with the other students, and the student's name will be read by the Associate Dean for

Graduate Programs along with the qualification “upon completion of requirements;” but the student will not walk across the stage to receive a hood or a diploma. The date on the diploma will be the date of the commencement ceremony following the date the degree requirements are satisfied.

3. In the rare instance when a student wishes to participate in the commencement ceremony in Santa Fe, the student must petition the Associate Dean for Graduate Programs in Annapolis well in advance, if the petition is approved.

Timeframe for Degree Completion

Students must complete the requirements for the Master of Arts in Liberal Arts (M.A.L.A.) degree within eight years. Students who wish to return more than eight years after the date of matriculation must petition the Associate Dean for Graduate Programs. Any Graduate Institute classes taken more than eight years before graduation must be successfully repeated or approved by the Associate Dean for Graduate Programs to be applied toward degree requirements.

Transcripts & Enrollment Status

Transcripts or verifications of a student’s enrollment status may be requested from the Registrar’s Office in person or online at www.sjc.edu/annapolis/offices-services/registrar.

Address Changes

Student address change requests must be in writing and signed by the student. They should be promptly submitted to the Office of the Registrar, GI Office, & Financial Aid Office.

Access to Academic Records

Students may access their academic records by contacting the Registrar’s Office.

Public Safety

To contact a Public Safety Officer in the event of an emergency, or for an escort to the parking lot at night dial 2000 from any campus phone or dial 443-336-2348 from any other line.

Alcohol Policy

During the semester, we hope that you find many occasions to converse and socialize with each other outside of the classroom. When students gather spontaneously in the College’s public areas, the gathering may sometimes come to resemble a party even though there is no organizer.

In such cases all college regulations are still to be observed. If alcohol will be served, please notify a Public Safety Officer in advance that such a gathering will occur.

ACADEMIC & STUDENT SUPPORT SERVICES

Take a Tutor to Lunch

Students are encouraged to take a tutor (or anyone who works for the college) to a meal free of charge, from time to time. This offers students an excellent opportunity to become familiar with tutors and other members of the college community. Tutors may also invite students for a meal. Graduate Institute students may issue invitations to lunch in the dining hall or in the coffee shop, and to dinner on Monday or Thursday evenings in the coffee shop. Students should tell the attendant that the meals are to be charged to the Dean's Office. Students and tutors are asked to limit their invitations and acceptances to four per month. During the summer term, when the dining hall and the coffee shop are closed, Graduate Institute students may take a tutor or other college employee to lunch at a local restaurant or coffee shop, and then present their receipts from this lunch to the GI office for reimbursement. The maximum reimbursement on each occasion is \$20.

Graduate Academic Assistants

Current students and alumni of the Graduate Institute are hired to serve as Academic Assistants for Greek, Writing, and Mathematics (only during semesters when the Mathematics & Natural Science segment is being offered). Each Academic Assistant is available by appointment or during their chosen office hours which are posted by the second week of each semester. Updated contact information and assistance offerings will be updated on the BBC's bulletin board for reference at the beginning of each semester.

The Graduate Study Lounge

The Graduate Study Lounge is located in the Nelson Room, room 304 of the BBC. There is a spacious seminar table, small refrigerator, microwave oven, couch, and wifi for portable laptop use - all of which can be used before and after classes, or as convenient.

Annapolis Campus Bookstore

The [Annapolis campus bookstore](#) is located in the basement of Humphreys Hall, across the lawn from the west entrance of the coffee shop in McDowell Hall. The bookstore stocks all books required for St. John's classes. Several translations and editions are available of most texts on the reading list, and the bookstore keeps a list of recommended editions and a compilation of book advice, opinions, and comparisons by St. John's tutors. If you have questions, the staff of current students and alumni is well-acquainted with the Program and will happily help you make the best purchase for you. You may conveniently stop by or call 410-626-2540.

Greenfield Library

The Greenfield Library supports the teaching and learning that occurs at St. John's College. In all its activities, the library seeks to participate in the program of the college and reflect its philosophy of education by providing access to program texts, educational resources, reference databases, and more. The Greenfield Library is located directly across the main lawn from the Barr-Buchanan Center and the operating hours fluctuate to accommodate the class-times and seasonal needs of SJC students. During Orientation, Graduate Institute students will visit the library and receive a barcode for their SJC 1Card which then registers them as student borrowers. More information about borrowing procedures, student privileges, and library resources can be accessed online via the Greenfield Library link at sjc.edu or by calling 410-263-2371.

St. John's 1Card

The St. John's 1Card is the official identification card of St. John's College. Your card will be activated during Orientation by the Office of Information Technology. It will need to be re-activated every semester because it is required for identification and access to essential campus services. It offers a convenient account for making purchases on campus (meals in the Randall Dining Hall, refreshments at the McDowell Hall Coffee Shop, fines at the Greenfield Library, access to student computer labs where you can print papers, and student account payments less than \$1,000). You can add value via cash, check, or credit card online at www.stjohnscollege1card.com.

Computers and Printing

Students are welcome to make use of the computer and printing lab in BBC on the second lower level. Both PCs and Macs with access to the internet are available. You may print at a cost of \$.05/single-sided page or \$.07/double-sided page, using funds uploaded to your 1Card. Any time you have challenges with any aspect of the computers or printers, please send e-mail directly to user.support@sjc.edu so the IT experts can help. Additional computers with internet access and printers are located on the first floor of the library and can be used free of charge. These computers allow access to various research databases as well as the online catalog.

STUDENT LIFE

Campus Bulletin Boards

Important notices to the college community are placed on the "Important Notice" bulletin board located in the coffee shop in the basement of McDowell Hall. While the coffee shop is home to many bulletin boards and postings, there are also other bulletin boards around campus: at both entrances to the basement of McDowell Hall, at the foot of the staircases on the first floor of McDowell Hall, in the entryway to the dining hall in Randall Hall, outside the music library in Mellon Hall, in the basement and on the first floor of Greenfield Library, and one on each dormitory floor. Student jobs are posted outside the Career Services Office. Students should

make a habit of checking the bulletin boards on campus regularly to keep informed about college activities, important dates, and deadlines. Graduate Students should pay particular attention to the bulletin board in the foyer of the Barr-Buchanan Center, as it is the main source of postings that relate to Graduate Institute activities.

Graduate Student Council

In general, the responsibilities of the elected members of the Graduate Council are: to represent the graduate students of St. John's College, Annapolis on all matters pertaining to their general welfare as graduate students; to provide refreshments for and organize After-Seminar Gatherings (ASG) for which GC funding is already available; to provide for and promote graduate student extra-curricular activities; to provide for the welcoming and orientation of new graduate students; and to provide a formal means of communication among graduate students and undergraduate students; with the Associate Dean for the Graduate Program; and with the Dean and President of the College. Students should feel free to reach out to these representatives as a first line of inquiry for anything regarding ASGs, upcoming social events, seasonal activities, or post-class get-togethers that may be occurring. Representatives are there to ensure your inclusion in, and awareness of, social on-goings in the Graduate Institute.

Graduate Student Council Elections

Customarily, after the first meeting of seminar each semester, the Graduate Council holds an election of new GC Seminar Representatives. The election should only take a few minutes after the first class meeting and it will result in two GC Seminar Representatives from each seminar group. The day after the seminar representatives have been elected, one of those representatives should send an e-mail notifying the Graduate Institute Associate Director of the election results. During the first GC meeting, the remainder of the officers will be decided, those names should be sent to the Graduate Institute Associate Director, and the full set of names are posted on the bulletin board in the lobby of BBC, to the right of the Hartle room.

Colloquy

Colloquy is the Graduate Council publication that issues a new student-authored edition each semester. Submissions from authors have addressed topics such as what it means to read great books and to consider important questions, reflections on the purpose of our conversation here together, and epiphanies or moments of realization that transpired during a class discussion. *Colloquy* is comprised of an editorial board and student contributors. *Colloquy* welcomes submissions from contributing members of the current GI student-body as well as recent alumnus. Meetings begin early each semester and calls for submissions are routinely emailed to Graduate Institute students. Editors can be contacted at colloquy@sjc.edu.

Study Groups

Each semester there are as many as a dozen study groups led by enrolled graduate students. The study groups are open to the entire SJC community (including staff, tutors, GIs,

undergraduates, and alumni) at no cost to participants. Prior to the beginning of each semester the Associate Director of the Graduate Institute will ask for students to submit any proposed study groups for the coming semester. The submission of books or authors not encountered in the program curriculum is warmly encouraged so long as the student thinks the text(s) will be grounds for an interesting and lively discussion. Following submission, room assignments and times will be organized for each respective group and then published via email to all members of the Graduate Institute. Study Group information can also be found throughout the semester on the main bulletin board in the Lobby of the Barr-Buchanan Center.

RESIDENTIAL LIFE AND DINING

Room and Housing Bulletin Board

The bulletin board located in the first basement of Barr-Buchanan is an open posting site for rooms and other notices. If you need housing or can offer a room to a fellow Graduate Institute student, or if you need or can offer help in commuting to classes, please notify the GI Office and also post a small notice on this board so that others can contact you. The Barr-Buchanan board is a place that most Graduate Institute students see frequently, however you are still welcome to post notices in other locations on campus. Note: This bulletin board is not monitored by the GI, and may include listings from members of the Annapolis community that have not been vetted by the College.

Graduate Institute Summer Housing Policies

On-Campus Summer Housing: Residence hall rooms are available for summer graduate students and may be reserved through collaboration with the Graduate Institute Associate Director during the pre-registration process. Room contracts are available for three, five, eight, and eleven week periods during summer term. Current fees regarding summer housing arrangements are located online at www.sjc.edu/current-students/graduate-annapolis. A room deposit is not required. Roommates are not assigned. Students reserve rooms as singles.

Moving into the Residence Hall: Graduate students who have reserved rooms for the summer term may pick up their key packets at the Public Safety Office in Pinkney Hall on the weekend prior to the beginning of the summer term.

Moving out of the Residence Hall: Students must vacate their room by noon on the Saturday after classes end. Room keys are to be turned over at the Public Safety Office upon departure. There is a \$50 fine for failure to return a residence hall room key at the end of the summer.

Damages During Occupancy: Damages beyond normal wear and tear after summer occupancy is reported to the Business Office. The resident of the room is billed accordingly.

Dining

During the fall and spring semesters, the campus dining hall is open for breakfast, lunch, and dinner on weekdays, and for brunch and dinner on the weekends. Students can pay the per-meal price to dine on campus. In addition, the McDowell Coffee Shop serves snacks and light meals, and is open between classes on Mondays and Thursdays. Both dining sites accept cash or the St. John's 1Card.

The dining hall is open for three meals a day, Monday through Friday, during the summer Seminar & Tutorial five-week session only (i.e., not on weekends, and not during preceptorial sessions). Summer residents are encouraged to use the residence hall kitchens, the microwave oven in the Mellon Fishbowl, and the microwave and refrigerator in the Nelson Room on the third floor of the Barr-Buchanan Center. Food is served at social events hosted throughout the semester (e.g. After-Seminar Gatherings, Bocce & BBQ, Pre-Preceptorial dinners). There are also dozens of [dining options](#) within walking-distance of campus.