Academic Guidelines for Students

M.A. Program in Peace Studies, 2012-2014

Revised August 2012
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1. About the Kroc Institute

Founded in 1986 through a generous gift from Mrs. Joan B. Kroc, the Kroc Institute for International Peace Studies at the University of Notre Dame conducts research, education, and outreach programs on the causes of violence and the conditions for sustainable peace. A central emphasis of the Kroc Institute is highlighted by the term strategic peacebuilding, an approach to peace that emphasizes the importance of working over the long run and at all levels of society to establish and sustain relationships among people locally and globally. The Institute's research agenda focuses on the religious and ethnic dimensions of conflict and peacebuilding; the ethics of the use of force; and the peacemaking role of international norms, policies and institutions, including a focus on economic sanctions and enforcement of human rights. In addition to individual research by faculty in a wide range of disciplines, the Institute organizes collaborative research projects on these themes.

The Kroc Institute's unique M.A. program offers a professional education that provides students with theoretical and practical skills needed for diverse careers in peacebuilding. Inspired by the vision of Rev. Theodore M. Hesburgh, CSC, President Emeritus of the University of Notre Dame, the program attracts students from around the world to study peace while building cross-cultural understanding within their cohort. The Institute also hosts an innovative undergraduate supplementary major and interdisciplinary minor in peace studies as well as a doctoral program.

The Institute reaches out to national and international communities through media commentary, online and print publications, and workshops for nongovernmental and religious organizations. Kroc Institute faculty contribute both to international policy discussions and peacebuilding practice through various professional roles and responsibilities in international organizations in the private and public sectors. The Institute's programs are conducted by more than 40 faculty and staff members of the Kroc Institute and affiliated faculty fellows in more than a dozen departments and professional schools at Notre Dame.

Students come to the Kroc Institute with strong academic credentials and a wide range of work experience related to peace and justice. The master's program is designed to advance students' professional training and increase their impact as peacebuilders by immersing them in a combination of broad, multi-disciplinary classes in peace studies, specialized classes in one of three professional tracks and practical work in the field with peace-oriented organizations.

2. Professional Tracks

The professional tracks are designed to help master's students advance their career trajectories within the broad field of peace studies. Each track offers core knowledge and skills relevant for work in the area. Ideally, each student will select his or her track prior to the start of classes.

• The Conflict Analysis and Transformation (CAT) track deepens student understanding of the nature and dynamics of conflict as well as strategies for managing and transforming conflict into more positive relationships, sustainable peace, and just societies. Students gain skills in identifying key factors and dilemmas in conflict settings and in fostering constructive change processes. Individuals in this track could pursue careers involving mediation and facilitation from the grassroots to the international level, restorative justice, and program development and training in conflict transformation.
• The Organizational Leadership and Management (OLM) track orients students for careers as professionals in peace-related local and international NGOs, governmental and intergovernmental agencies, and religious and other civil society organizations. Students gain a deeper understanding of the role of various kinds of organizations in peacebuilding and the challenges they face. Students reflect on what it means to be a leader in an organization, the ingredients of effective leadership, and their own leadership style. They also acquire skills and tools needed to manage organizational peacebuilding efforts effectively.

• In the Policy Analysis and Political Change (Policy) track, students analyze policy formation, implementation, and evaluation designed to build sustainable peace. Students gain proficiency in developing policies as well as broader initiatives to promote normative and structural change. This track provides a strong background for pursuing careers in areas such as policy advising in government, in regional or global international organizations, or in NGO settings; political organizing and advocacy work; and human rights implementation, monitoring, and evaluation.

3. M. A. Qualifying Examination

Upon completion of the first year of classes, students in the master’s program are required to take a qualifying examination. Successfully passing the qualifying examination is a pre-requisite for moving forward to the field internship and the second year of the program. The examination will contain sections related to the Foundations I and II courses as well as a section related to the student’s professional track. The examination will be distributed electronically to students on Wednesday, May 1, 2013 and must be returned electronically to the Director of the Master’s Program by 3:00 pm on Friday, May 3, 2013.

4. Curricular Requirements

All students must satisfy the following to be eligible for the M.A. degree:

1. The completion of 46 credits of coursework (as outlined in the degree requirements below).
2. A grade of “pass” on the M. A. Qualifying Examination.
3. Demonstrated proficiency in one language in addition to English.
4. Minimum grade point average of 3.0 on the University's 4.0 scale (letter grade “B” average).
5. Continuous enrollment in the Graduate School with a minimum of one credit hour each semester of the regular academic year until graduation.

Degree requirements for field experience students:

- Foundations in Peace Studies I & II 6 credits
- Conflict Transformation and Strategic Peacebuilding 3 credits
- Three courses in a Professional Track (CAT, OLM, Policy): 9 credits
- Four electives, with at least one course in each of the following thematic areas: 12 credits
  - Global Politics and Human Rights
  - Religion, Culture and Society
  - Political Economy, Development and Globalization
- Reflective practice and writing for the field experience 1 credit
- Field Experience and Internship 9 credits
- Master’s Colloquium on Strategic Peacebuilding 6 credits  
  Total: 46 credits
Degree requirements for thesis students:

- Foundations in Peace Studies I & II  
  6 credits
- Conflict Transformation and Strategic Peacebuilding  
  3 credits
- Three courses in a Professional Track (CAT, OLM, Policy):  
  9 credits
- Six electives, with at least one course in each of the following thematic areas:  
  - Global Politics and Human Rights  
  - Religion, Culture and Society  
  - Political Economy, Development and Globalization  
  18 credits
- Thesis Research (Two courses)  
  10 credits

Total: 46 credits

Sample Degree Sequence

**Fall Semester 2012**
- Foundations in Peace Studies I
- Track course 1
- Thematic area 1 elective
- Thematic area 2 elective

**Spring Semester 2013**
- Foundations in Peace Studies II
- Track course 2
- Conflict Transformation and Strategic Peacebuilding
- Elective
- Reflective Practice and Writing for the Field (required for field students only)

**Fall Semester 2014**

- *Field students:* Field Experience
- *Thesis students:* Thesis Direction
- Track course 3
- Elective

**Spring Semester 2014**

- *Field students:* Master’s Colloquium & Project Seminar
- *Thesis students:* Thesis Direction
- Track course 3
- Elective
- Elective
4. Second Year of Study

A) For students who have selected the Field Experience Option:

The Field Experience

Students completing the Kroc M.A. program with the field experience option will participate in the five- to six-month field experience (practicum) which offers the opportunity to bridge the gap between classroom-based analysis and real world practice. Under this option, students are placed in internships with partner organizations at designated Kroc field sites around the world. Students do not undertake the field experience in their home countries. The field experience is formally credited as a nine-credit course.

Students electing this option integrate theories of peacebuilding with practical work in non-governmental organizations and other institutions concerned with conflict transformation, peace studies, economic development, human rights and a range of justice issues. Scholarship and practice are entwined as students engage in internships with organizations while at the same time formulating questions for further exploration and research in their M. A. project.

The Kroc Institute has designated and developed internship sites that feature a network of resources to facilitate student participation in practical peacebuilding initiatives as well as to foster reflection on the field of peace studies as a whole. In most locations, students live with or in proximity to one another so that they can continue to engage with each other throughout the field experience. The Institute has established sustained relationships with a broad range of organizations that complement the three professional tracks of the program.

Field sites are subject to change at the Institute’s discretion. In recent years, field sites have been located in:

- Gulu (Uganda)
- Cape Town (South Africa)
- Jerusalem, Bethlehem and Ramallah (Israel/Palestine)
- Mindanao (Philippines)
- Washington, D. C. (USA)

Field placement process:
(*Note Washington, DC internships follow the alternative process outlined below)

By September, students receive a list of approved sites and organizations available for Kroc field placements. In consultation with the Director of the Master’s Program, students rank their choices of field placements by October 29, 2012. Final assignment of students to field sites ultimately depends upon the host organizations, which will select the students who best fit their needs. Students should therefore be aware that they cannot be guaranteed their top choices of field assignment. Assignment of field placements will be announced by the start of the spring semester.

Washington, DC internships – Internships in Washington, DC follow a different placement process than other sites. To undertake an internship in Washington, DC students must submit a formal application to the MA Program by October 15, 2012. Students must specify a minimum of ten organizations in the
Washington, DC area where they intend to apply as interns. If approved for a Washington, DC internship, students will be responsible for applying to the organizations and securing a placement position. Kroc faculty will be available in an advisory capacity during the process of identifying and securing the Washington placements. Students not approved for the Washington, DC internship will be placed in an internship at a different site or may apply to write a thesis.

In the spring semester of the first year, all students going to the field enroll in a one-credit class designed to prepare them for this experience. Students engage more intentionally the questions of what it means to be a reflective practitioner and how to develop a professional identity as peacebuilders in the field. During this semester, students identify a member of the faculty who will serve as their field research advisor (FRA). In conjunction with their FRA’s, students define individualized plans of inquiry that will guide their time in the field. The critical reflection in the field forms the basis for the M. A. project students will complete, under the guidance of their FRA’s, in the final semester of the program.

While in the field, students keep a detailed field journal and prepare two evaluative and analytical reports on the experience. Satisfactory/Unsatisfactory grades for the field experience are assigned by the Director of the Master’s Program in consultation with the faculty research advisors and in accord with the plans set out for each student.

Travel to and from the field site is arranged by the student through Anthony Travel, the on-campus travel agency for the University of Notre Dame. Housing is arranged at each site with the assistance of Kroc Institute field site coordinators. An on-site orientation featuring local safety and transportation information, as well as contact with regional experts from a range of perspectives, takes place under the guidance of these coordinators during the first week in the field.

Occasionally a student may be removed from the field placement option at the Institute’s discretion at some point prior to the beginning of the field experience. Possible reasons for the student’s removal include not satisfactorily meeting the academic or professional standards of the M.A. program, not receiving a placement, or the Institute having serious concerns about the student’s ability to successfully participate in the field experience. In this case, students who are permitted to continue in the program may complete the M.A. program by meeting the requirements for the thesis option.

During the internship period, M.A. students are expected to responsibly fulfill their obligations as interns, pursue their academic exploration as guided by Notre Dame faculty and represent the Kroc Institute with integrity. Students remain in contact with their FRAs and with the appointed representatives of the Kroc Institute. The Kroc Institute reserves the right to remove students from the field site locations on the basis of changed circumstances or in the case of unsuitable conduct by the student.

**Master’s Colloquium and Master’s Project**

Students who participate in the field experience enroll in the Master’s Colloquium on Effective Peacebuilding after returning to campus for the final semester of the program. Conducted in seminar format, the Colloquium provides students the opportunity to reflect on the field experience in light of peace studies theory and to work on their culminating master’s projects. In addition, there will be several track-specific sessions of the colloquium that help students consolidate their work in these distinct areas of the program.
The Kroc Institute seeks to enable each student to reach the highest level of professional achievement. Master’s projects may take the form of substantial academic papers that emerge inductively from the student’s work in the field. Alternatively, the project may take a form that is common for substantial projects in the area of professional practice the student seeks to pursue. The master’s project is evaluated by the student’s field research advisor and the instructor of the Master’s Colloquium.

**B) For students undertaking the Thesis Option:**

Students who wish to write a thesis rather than participate in the field experience are required to apply for the option to write a thesis. In accord with M. A. program’s commitment to integrate theory and practice, students will be approved for the thesis option only if they enter the program with substantial practical experience in peace-related work. It is expected that thesis topics will engage scholarly questions that emerge out of and are relevant to the practical realm of peacebuilding. Applications for the thesis options are due to the Director of the Master’s Program by October 15.

Students completing a thesis remain on campus for the second year of the program. They must take at least nine credits per semester during the second year. Normally, students will take five credits of Thesis Direction under the supervision of the thesis director each semester of the second year. Students cannot take Thesis Direction and directed readings on their thesis topic during the same semester.

Students should secure a thesis director by the end of the fall semester of the first year of the program. Thesis directors are normally chosen from the teaching and research faculty of the Kroc Institute. If approved by the Institute, there also may be one co-director chosen from the faculty outside of (or within) the Institute. When the student has found a faculty member qualified, willing and able to direct the thesis, the arrangement must be approved by the Director of the Master’s Program.

In consultation with his/her thesis advisor, the student prepares a thesis proposal and projected completion schedule. The thesis proposal and completion schedule must be approved by the thesis director and the Director of the Master’s Program. Both must sign the Institute’s thesis form which is filed with a copy of the thesis proposal and the approved schedule of projected completion. These documents should be submitted by May 1 of the first year of the program.

A thesis progress report drafting the key issues of the thesis topic, the material covered to date in researching the topic, the important theoretical considerations grounding the work, and an updated future plan of action should be given to both the thesis director and the Director of Master’s Program by December of the second year of the program.

Two readers are normally appointed from among the regular teaching and research faculty of the Kroc Institute. The appointment of a reader from outside the Kroc Institute must have the Institute’s approval. The thesis director may not be one of the official readers. The thesis director and each reader must unconditionally approve the thesis whereupon the Institute will promptly report the results to the Graduate School. Details on the dates and process for thesis submission may be found on the website of the Graduate School ([www.graduate.nd.edu](http://www.graduate.nd.edu)).
5. Language Requirement

Students must fulfill a language requirement to obtain the M.A. degree. The Kroc Institute M.A. requires proficiency in English plus one other language. The determination of native language is based on what the student indicated as his or her native language on the application for admission to the program.

If a student’s native language is not English, proficiency in English as demonstrated by successful performance in Institute courses will fulfill this requirement. If the student’s native language is English, he or she is expected to pass a written exam given by the relevant language department at the University of Notre Dame. Currently exams are offered once a semester in French, Spanish, Italian, German, and Russian. If a student has proficiency in another language in which courses are offered at Notre Dame (for example, Japanese, Gaelic, Arabic, Portuguese), it is usually possible for a special exam to be arranged. Language exams may be retaken if not successfully completed, but the student must successfully pass a language exam within five years of the date the student begins the M.A. program. Students are expected to take the language exam during the first semester to allow sufficient time to retake the exam should they not pass.

Students are advised to consult the Center for the Study of Languages and Cultures, 329 DeBartolo Hall (www.csic.nd.edu) for resources to help in preparation for the language reading exams. Students are also advised to consult with the department administering the examination for the specific format, expectations and additional resources to prepare for the examination.

6. Grades

M.A. students must maintain a 3.0 or “B” average on the University of Notre Dame’s 4.0 grading scale. Students whose GPA falls below 3.0 will be placed on academic probation and will risk the loss of their funding.

The Grade Point Average (GPA) weights grades for graduate students as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>“Incomplete” – counts as 0 pending removal of the incomplete grade</td>
</tr>
<tr>
<td>NR</td>
<td>No grade reported</td>
</tr>
<tr>
<td>S</td>
<td>No points – this is a “Satisfactory” grade</td>
</tr>
<tr>
<td>U</td>
<td>No points – this is an “Unsatisfactory” grade</td>
</tr>
<tr>
<td>V</td>
<td>No points – this indicates “Audit” status</td>
</tr>
<tr>
<td>W</td>
<td>No points – the student withdrew from the course</td>
</tr>
</tbody>
</table>

Students will be unable to graduate with the M.A. degree if their grade point average for all Notre Dame courses is less than 3.0. Funding will be terminated and a student is subject to dismissal if the student’s GPA falls below 2.5 in any semester or below 3.0 for two consecutive semesters.
8. Professional Development Funding

Students may apply for professional development funding to support participation in an approved conference or other event that serves to enhance their academic or professional development. These funds are intended to help defray expenses the student may incur participating in such ventures. Funding will be provided only for travel with a direct and substantive link to the student’s area of study and professional trajectory, and the student must demonstrate that he/she will be playing a significant role in the proposed event (for example, presenting a paper, serving on a panel or participating in a symposium). Students should request permission from the professor of each class they would miss in attending the event and each professor has the authority to accept or decline such requests.

Proposals for conference travel support using the Professional Development Funding Form, including a budget of estimated expenses, should be submitted to the Director of the Master’s Program at least two weeks in advance of the trip. Students must keep a detailed accounting of their expenses and submit receipts demonstrating their expenses through the TravelND system upon their return at which point reimbursement can be requested. A short written report should be provided documenting the activities in which the student has participated.

9. Academic Integrity

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge taints intellectual effort and undermines confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code.

What constitutes a violation of academic integrity? Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-related misconduct includes the use of information obtained from another student’s paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research and scholarship includes deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research, or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinion involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

What is the process in the event of a suspected violation of academic integrity? Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the Director of the Institute. The Director of the Institute (or his/her designee) shall evaluate the allegation within 10 working days. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of the dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the Dean of the Graduate School as a matter of documentation. Otherwise, the Director of the Institute will select an impartial panel consisting of three members, one of whom may be a graduate student at the discretion of the Institute, to investigate the matter. The
Director of the Institute will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges.

**Hearings on academic integrity:** If the panel decides to proceed directly to a hearing, the hearing will be held within 10 working days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the Director of the Institute. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the Director of the Institute in writing. The report will include all of the pertinent documentation and will be presented within 30 working days after meeting with the accused. Copies of the report are to be made available to the accused, the Director of the Institute, and the Dean of the Graduate School.

If a violation is judged to have occurred, this might be grounds for dismissal from the University or other measures short of dismissal including but not limited to withdrawal of funding and/or withdrawal of a student’s internship. Research and/or scholarship violations will be reported to the sponsor of the research effort, if appropriate.

**Can a student appeal the decision made at the hearing?** If the student chooses to appeal, he or she must address the appeal in writing to the Dean of the Graduate School within 10 days of notification of the student of the decision. The student has the right to appear before the Dean or his/her delegate. The Dean may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

**10. Academic Freedom, Respect and Tolerance**

The Kroc Institute and the University of Notre Dame are committed to the free expression and interchange of ideas. Such freedom can only flourish in a atmosphere in which respect for persons of all racial, ethnic, religious, gender, sexual orientation, national and political backgrounds is guaranteed. As such the Institute assumes an attitude of tolerance toward all persons and viewpoints in the M.A. program, and expects civility in all circumstances on the part of students, faculty, staff, and fellows. The Institute abides by University policies prohibiting sexual and discriminatory harassment and harassment in general, on and off campus. For details on policies, please see *duLac* available online at [www.dulac.nd.edu](http://www.dulac.nd.edu).

**11. Further Notes on Kroc Institute and Notre Dame Policies**

a. **Degree Eligibility.** Failure to complete all requirements for the master’s degree within five years results in forfeiture of degree eligibility.

b. **Admission to Candidacy.** Students formally apply for admission to candidacy for the M.A. degree by submitting a special form to the Graduate School office through the Graduate Program Manager. Admission to candidacy is a prerequisite to receiving any graduate degree at the University of Notre Dame. Forms will be provided to M.A. students at the appropriate time, and the deadline for submission of forms will be published in the Graduate School Calendar for the year of graduation.
c. **Transfer Credits.** The Institute may accept graduate-level work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if (1) the student is in degree status at Notre Dame; (2) the courses taken are graduate courses appropriate to the Notre Dame program and the student had graduate student status when he or she took these courses; (3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; (4) a grade of “B” (3.0 on a 4.0 scale) or better was achieved; and (5) the transfer is recommended by the Director of the Master’s Program and approved by the Graduate School. These five requirements also apply to the transfer of credits earned in another program at Notre Dame. The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester or quarter hour credits, will be transferred on a pro-rata basis. A student transferring from an unfinished master’s program may not transfer more than 6.0 semester credit hours into a Notre Dame master’s program. If the student has completed a master’s or Ph.D. program, he or she may transfer up to 9.0 semester credit hours to a Notre Dame Master’s program. No grades of transferred credit are included in the calculation of a student’s grade point average.

d. **Enrollment.** We expect students in our program to be enrolled full-time for four consecutive semesters (see “j” below). There is no provision for non-consecutive study towards the M.A. other than through a leave of absence.

e. **Leave of Absence.** For exceptional reasons and on the recommendation of the Institute, a student in good academic standing may request a leave of absence for a maximum of two consecutive academic semesters. A written request for a leave of absence must be made before the semester in which the leave is to be taken, and the leave must be formally approved by the Graduate School. If, for some urgent reason, the student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of such a leave of absence the student does not return, the student is considered terminated and application for readmission is required if the student wishes to return. In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission. The first step in applying for a leave of absence is consultation with the Director of the Master’s Program.

f. **Withdrawal.** To withdraw from the University before the end of a semester, a student must inform the Institute in writing as well as complete a Notice of Withdrawal (available through the Registrar’s Office at the University of Notre Dame). Upon approval of the withdrawal, the University enters a grade of “W” for each course in which the student was registered. If a student drops out of the University without following the procedure described here, a grade of “F” is recorded for each course. The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more. The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct is judged clearly detrimental to the best interests of either the student or the University community.

g. **Graduate Record Examination.** The GRE is a requirement of admission to the Graduate School of the University of Notre Dame. If a student has not taken the GRE prior to admission to the Kroc Institute, he or she must take it after arrival at his or her own expense. **This exam must be taken no later than November 1 of the first year of study; reservations for taking the GRE should be made in late August to assure securing a test slot in time for this deadline.** GRE information is available at [www.ets.org/gre](http://www.ets.org/gre)
h. **Maximum Course Load.** During each semester of the academic year, a graduate student may not register for more than 12.0 credit hours of graduate courses (usually, 4 courses), or 13 credits in the spring of the first year of the program. Any exceptions to this rule must be approved by the Director of the Master’s Program.

i. **Changes in Student Class Schedules.** A student may add courses only during the first seven class days of each semester. Courses may be added after this time only upon the recommendation of the Institute and with the approval of the Graduate School. A student may also drop courses during the first seven days of the semester. To drop a course after this period and up to the mid-semester point (indicated on the Graduate School calendar), a student must have the approval of the Director of the Master’s Program and the Graduate School. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after the mid-semester point will be posted on the student’s permanent record with the grade of “W.” A course taken for credit can be changed to an audit course after the mid-semester point also only in cases of serious physical or mental illness.

j. **Full-time student status.** A full-time student at the Kroc Institute is defined as one who registers for at least nine credit hours per semester while on campus. Students in the MA program are not funded for part-time status unless special arrangement is made with the Director of the MA program.

k. **Official Transcripts.** Official transcripts of grades may be obtained without charge from the Office of the Registrar by submitting the appropriate form. Grades are recorded on the transcripts as described in the section on Grading, above. The grades of “S” and “U” (satisfactory and unsatisfactory) are used in colloquia students might participate in through other departments, special workshops, directed studies, and internship experiences. These courses do not count in the computation of the GPA. The grade of “V” appears where a class has been audited (in which a student sits in on the class but does not take tests or receive grades or credits). “W” is given for withdrawal after the mid-semester point, as described above.

l. **Incompletes.** A graduate student may receive the temporary grade of “I” when, for reasons approved by the Director of the Master’s Program, he or she has not completed the requirements for a graduate level course within the semester period. A student who receives the temporary grade of “I” must complete the coursework for a grade prior to the beginning of the final examination period of the next semester in which he or she is enrolled. Should the student not complete the coursework to remove an “I” grade, the incomplete grade will convert to an “F” (failing). An “I” cannot be given in the final semester of the program. The Institute and the Graduate School may review the performance of a student who receives more than one “I” in a semester or an “I” in two or more semesters to determine his or her eligibility for continued enrollment and support. Note that the grade of “I” should be requested only in extraordinary circumstances; the Kroc Institute does not consider the “I” an advisable option for graduate students in our intensive M.A. program.

m. **Academic Good Standing.** Continuation in a graduate degree program at Notre Dame, admission to degree candidacy, and graduation require the maintenance of at least a 3.0 (B) cumulative Grade Point Average. A student may be dismissed from the Kroc Institute program or the Graduate School of the University of Notre Dame if in any one semester the GPA is below 2.5 or if the GPA is below 3.0 for two consecutive semesters.

An adequate GPA is only one of the factors taken into consideration in determining a student’s continued participation in the program, however. Each graduate student’s overall performance is also
evaluated on the basis of regular participation in classes and program activities, progress toward meeting degree requirements, and acceptable conduct within the graduate program. If student performance in any of these categories is deemed unsatisfactory by the Director of Academic Programs, in consultation with relevant faculty and the Director of the Kroc Institute, the Kroc Institute reserves the option of dismissing a student from the graduate program. A student at risk of dismissal will receive a warning letter and, depending on the situation, may be asked to submit a written plan of response. The student then has the remainder of the current semester and up to one month beyond to demonstrate satisfactory performance. A second letter would be a letter of dismissal.

n. Appeal Procedure. The purpose of the appeal procedure is to afford graduate students the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), and other departmental decisions that terminate or impede progress towards the degree.

Please note that this procedure is not to be used to address issues of discriminatory harassment (see du Lac student handbook), of academic fraud (see ‘Academic Integrity’ section of this guide and the Graduate School Bulletin of Information), or for disability-related grievances (see du Lac student handbook).

The student must first attempt resolution within the Institute through the following procedure: If a student wishes to file a complaint, s/he should submit a letter outlining the nature of the grievance with relevant details to the Director of the Institute. If the student’s grievance concerns the Director of the Institute, the student may direct the letter to the Faculty Advisor to the Graduate Program (GFA). The Director of the Institute (or the GFA) will respond to the complaint within 10 days of receipt of the letter.

If a mutually satisfactory resolution cannot be reached at the departmental level, the complaint may be brought to the Graduate School according to the procedure outlined here: http://graduateschool.nd.edu/assets/9047/info_appeal_procedure.pdf

Note: Grade disputes are not formally appealable through the grievance process. If a student believes that a grade was calculated incorrectly, he or she may discuss the matter with the professor of the course.

12. Note on Discrepancies

Where there may be an inadvertent discrepancy between this Kroc Institute manual and the Graduate School Bulletin of the University of Notre Dame, the Bulletin takes precedence. Students are urged to consult the Bulletin for further information on specific topics summarized in this set of guidelines, and for further information on being a graduate student at the University of Notre Dame.