

Application for: Fall Semester Spring Semester Year: _____

Name _____ Student's ID# _____

Phone (____) _____ Student Email: _____@students.sbts.edu

Program: PhD DMiss EdD Area of Study: _____

Name of supervisor: _____

Semester and Year of Matriculation: Fall _____ Spring _____

Have you had any previous interruptions? Yes No

If so, please list the semester taken and reason for the interruption: _____

Expected graduation: December May Year: _____

Reason(s) for seeking this interruption. Be specific and detailed. (Attach an extra sheet if needed.) _____

List degree requirements yet to be fulfilled: _____

Give projected time plan for finishing the above requirements: _____

I understand that fourteen semesters is the absolute time limit for completing a doctoral degree at Southern Seminary. I also understand that I must register for the following semester after the semester for which I am requesting Interrupted Status. Failure to register will be viewed as my decision to withdraw from Southern Seminary. Furthermore, I have read and understood the Interrupted Status policy.

Student's Signature

Date

I understand that my signature indicates that I agree to accept this student back after his/her one semester of **interrupted status**.

Supervisor's Signature

Date

For Office Use

Director for Research Doctoral Studies

Date

Comments: _____

Interrupted Status (IS) Policy

Purpose

The purpose of Interrupted Status (IS) is to allow a PhD student in good standing to take a semester away from the normal program requirements and fees due to a particular need. Examples of justified IS needs are family matters, health crises, or excessive financial strain.

Policy

- Only one IS semester will be granted to each student during course of his/her PhD program. Except under rare circumstances a student will not be granted more than one IS and never in two consecutive semesters.
- No IS requests will be granted retroactively.
- The granting of an IS semester counts toward the total number of semesters a student is enrolled in the program and thus towards the maximum length one is allowed to be in the PhD program. It does not count, however, toward the number of semesters accrued (8) after which a student is charged the Continuation Fee.
- During the IS the student is not required to pay tuition, though this time period does *not* reduce the total program tuition fee due by time of graduation.
- During the IS the student may not submit work to professors nor expect interaction with his/her professors.
- There is a \$100 IS fee.
- If a student cannot resume studies and tuition payments after the granted IS period then the student must withdraw from the program. If a student in otherwise good standing must withdraw from the program they will be welcome to re-apply for entrance into the program within 2 years of initial withdrawal once the original causes for the IS have been sufficiently resolved. The re-application procedure is shortened and does not require a new interview or entrance exams, but it does require confirmation that the IS problems have been resolved.
- No course work credits will be lost if a student in good standing re-enters the program immediately following an IS.
- A student who is a member of a military reserve unit and whose studies are interrupted by a call to active duty must inform Academic Records of his or her call to active duty and the duration of the call. The student shall then be granted a leave of absence from his or her academic program. A student who returns to his or her academic program within one year of his or her release from active duty shall be reinstated to the program with no loss of status. This leave of absence does *not* count toward the total number of semesters a student is allowed to be in the program. A student who fails to return within one year of his or her release from active duty shall be administratively withdrawn.
- International students residing in the United States on an F1 Visa must contact the Manager for International Services prior to applying for IS. Any time off from the program may affect F1 Visa status.