



THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY  
*Office of Professional Doctoral Studies*

## **Interrupted Status (IS) Policy**

January 2020

### *Purpose*

The purpose of Interrupted Status (IS) is to allow a Professional Doctoral 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, change in ministry status, or excessive financial strain.

### *Policy*

- A maximum of two IS semesters may be granted to each student during the course of his/her Professional Doctoral program. No more than one IS semester will be granted at a time, and a student must apply separately for a second IS semester.
- *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 six year (twelve semester) maximum length one is allowed to be in the Professional Doctoral program.
- There is a \$100 IS 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.
- The semester of IS will not count against the semesters allowed prior to the Program Continuation Fee (see the current Catalog for fee rates), which is charged following the 6<sup>th</sup> semester of active enrollment in the Professional Doctoral program.
- During the IS the student may not submit work to professors nor expect interaction with his/her professors.
- During the IS the student may continue research and writing but should not move into the implementation phase of their project.
- During the IS the student's status is subject to change library procedures as they apply to doctoral students.

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- 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, he or she will be welcome to re-apply for entrance into the program, once the original causes for the IS have been sufficiently resolved, within 2 years (4 semesters) of the initial withdrawal. The re-application procedure is shortened and does not require a new interview or ministry field essay, 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.

*Procedure*

*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.*

- The student should first consult with his/her supervisor for approval.
- The student should then fill out the IS Application form on the PDS Resources for Students webpage ([www.sbts.edu/doctoral/dmin/pds-student-resources](http://www.sbts.edu/doctoral/dmin/pds-student-resources)) and email the PDS office once it has been submitted. Except in the case of emergencies, the published deadlines (December 15/June 15) for IS applications will be strictly observed.
- The Director of the PDS program will review the application and approve or deny. The student will be informed of the decision via email by the PDS office.
- Upon approval the student must pay the \$100 IS fee through the Accounting office.

*IS Policy Exceptions: Military Active Duty*

- A student who is a member of the armed forces and whose studies are interrupted by a deployment or call to active duty *must inform Academic Records and the PDS office* 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.

*Professional Doctoral Studies Interrupted Status Policy.*  
*Updated 12/30/2019.*