

For Your Information

OUR LADY OF GUADALUPE SEMINARY ADVANCED PLACEMENT AND COURSE EXEMPTION

In order to provide a uniform procedure for placing students who have previous academic work, the following standards will apply when the academic administration deems it appropriate to apply transfer credits and/or exemptions towards OLGS seminary coursework:

- 1) The student must provide from his previous school(s): transcripts (transcripts will already be in the registrar's file as part of the initial application), catalogue description, and course syllabus. This must occur at the beginning of the academic year so that sufficient time is provided for the professor(s) and Academic Dean to review the material provided. Please note that it is the policy of the seminary to require students who have completed philosophy courses elsewhere to complete a minimum of one year of selected pre-theology coursework.
- 2) The student will then be interviewed by the relevant professors. The Academic Dean and professors are responsible for course placement. For Latin, the department will devise placement exams to determine what level is necessary for a proper integration into our curriculum.
- 3) If the previous step is insufficient to prove competence in a subject, the student will be required to take an exam devised by the appropriate department. When the faculty members are satisfied as to placement, the Academic Dean will place the faculty's decision (including any material mentioned in step 1) into the student's file and notify the student.

It is often permitted in the secular academic setting to exempt students who have prior educational credits. However, it must be understood that within the setting of priestly formation, this is not the normative process. As clerical training encompasses more than mere academic work, these additional elements are lost when a student is exempted. The seminary administration is obligated to follow the guidelines of proper priestly training, as well the canon law requirements dictating the amount of time a student must be in formation with the Fraternity. Students must understand that decisions against course exemption are made with the intent of providing the Church with more perfectly formed priests. *The established procedure at Our Lady of Guadalupe Seminary is for every seminarian to complete the full seven years even if he has had previous training in philosophy or theology.*