



MASTER OF DIVINITY
FOR PRIESTLY FORMATION CANDIDATES

M.A. PASTORAL STUDIES
THEOLOGY
PHILOSOPHY

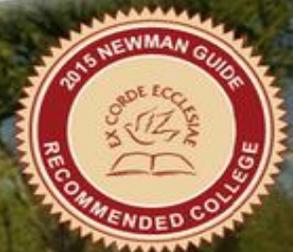
Holy Apostles
College & Seminary



Course Catalog
2015-2016



B.A.'S IN HISTORY IN THE SOCIAL SCIENCES
THEOLOGY
PHILOSOPHY
ENGLISH IN THE HUMANITIES
A.A. IN THEOLOGY



Catalog

2015-16



Holy Apostles

College and Seminary

Cromwell, Connecticut

The mission of Holy Apostles College & Seminary is to cultivate lay, consecrated and ordained Catholic leaders for the purpose of evangelization.

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2015-2016 Academic Calendar

Fall 2015

August 17-21	New Online Learning Student Orientation
August 22	Registration of All New Seminarians
August 24	On-campus and Online Classes Begin
August 24-Sept. 4	Late Registration period for Online and Commuter Students
September 2	Last Day for Online Learning students to sit for MA Oral Examinations for September 15 Graduation
September 7	Labor Day – No Classes
September 15	Summer Graduation Date
September 25	Grades for Summer Incompletes Due
October 25-28	New England Association of Schools and Colleges 10-Year Reaccreditation Visit
October 30	Early Spring 2016 Registration for Online Students
November 7	On-campus written MA Comprehensive Examinations Scheduled for April 30 graduation day
Nov. 25-29	Thanksgiving Vacation (beginning Noon on Wednesday)
November 30	Classes Resume
Nov. 30 – Dec. 4	Final Examinations
Nov. 30 – Jan. 8	Spring Registration period for Online Learning Students
December 4	Last Day of Online Learning Classes
December 4	Day of Departure for Seminarians

Spring 2016

January 4-8	New Online Learning Student Orientation
January 4-8	Spring Registration – On-campus Students
January 11	On-campus and Online Classes Begin
January 11-22	Late Registration period for Online and Commuter Students
January 15	Grades for Fall Incompletes Due
January 30	Last Day to submit Degree Application for April 30, 2016, graduation
February 1	Last day to schedule Oral Defenses for MA Theses or Special Projects to be completed by March 11, 2016
February 13	9:00 am On-campus written MA Comprehensive Examinations held for April 30 Graduation
February 13	Last day for online students to take Written Comprehensive Exams for April 30 Graduation
February 15	Early Summer 2016 Registration for Online Students
March 11	Last Day for online or oncampus students to sit for MA Oral Examinations for April 30 Graduation; Last day for completing the approved final version of the thesis or special project to graduate in the Spring
March 14-18	Spring Break for On-campus Students – Note that online classes continue this week
March 14 – April 29	Summer 2016 Registration for Online Students
March 21	Classes Resume for On-campus Students
March 24-26	Easter Triduum – No On-campus Classes
March 28	Easter Monday – No On-campus Classes
March 29	Classes Resume for On-campus Students

April 22	Last Day of Class for Online Learning Students
April 24	Pre-Registration Residential Seminararians
April 25-29	Final Examinations – On-campus Students
April 30	Spring Graduation Date and Commencement Ceremony 4:30 PM

Summer 2016

April 25-29	New Online Learning Student Orientation
April 29	Last Day for Normal Summer Registration
May 2	Online Classes Begin
May 2-13	Late Registration period for Online Students
June 3	Grades for Spring Incompletes Due
June 13	Early Fall 2016 Registration for Online Learning Students
July 11 – August 19	Fall 2016 Registration for Online and Commuter Students
August 12	Last Day of Online Classes
August 15-19	New Online Learning Student Orientation
August 22	Fall 2016 Semester Begins

A series of Technology Webinars **for Students** will be scheduled over the course of this academic year. Topics are posted on our website at <http://www.holyapostles.edu/technology4students>. All students – online and oncampus - are welcome to attend.

A series of Technology Webinars **for Faculty** will be scheduled over the course of this academic year. Topics are posted on our website at <http://www.holyapostles.edu/technology4faculty>. All faculty – online and oncampus - are welcome to attend.

Special thanks to TJ Burdick for the cover design and to Dcn. Larry Lynn and Jeffrey Schulte and others for the provision of photos for the interior of this catalog.



Our Lady, Queen of Apostles Chapel

COLLEGE AND SEMINARY DIRECTORY

Important Telephone Numbers

Main Number	860.632.3010
Academic Dean of On Campus Learning	860.632.3063
Admissions, College	860.632.3012
Admissions, Seminary	860.632.3012
Advising – Undergraduate	860.632.3056
Advising - Graduate	860-632-3051
Academic Dean of Online Learning	860-632-3055
Bioethics Program	860.632.3070
Business Office	860.632.3050
Development and Alumni Affairs	860.632.3077
Online Learning Program	860.632.3015
Field Education, Seminary	860.632.3044
Financial Aid Office	860.632.3020
Lay and Off-Campus Student Programs	860.632.3033
Library	860.632.3009
Marketing	860.632.3036
President/Rector	860.632.3010
Registrar	860-632-3022
Registrar (associate)	860.632.3033
School Certifying Official for VA/Military	860.632.3020
Vice-President of External Affairs and Governmental Compliance	860.632.3085

Important Fax Numbers

Business Office	860.632.3049
Online Learning Office	860.632.3083
Financial Aid Office	860.632.3021
Main Office	860.632.3030
Registrar's Office	860.632.3075
Vice-President of External Affairs and Governmental Compliance	860.866.4403

Important Email Addresses

Academic Dean	academicdean@holypostles.edu
Admissions	admissions@holypostles.edu
Advising – Undergraduate	dhaggett@holypostles.edu
Advising - Graduate	advising@holypostles.edu
Business Office	busoffice@holypostles.edu
Development Office	development@holypostles.edu
Online Learning Office	onlinelearning@holypostles.edu
Financial Aid Office	finaid@holypostles.edu
Library	library@holypostles.edu
Marketing	marketing@holypostles.edu
President-Rector	rector@holypostles.edu
Registrar	registrar@holypostles.edu
Vice-President of External Affairs and Gov't. Compliance	vpexternalaffairs@holypostles.edu
Website Address	www.holypostles.edu

Address all correspondence to the appropriate Department or Office at Holy Apostles College and Seminary, 33 Prospect Hill Rd., Cromwell, CT 06416

ACCREDITATION STATEMENT

Holy Apostles College and Seminary is accredited by the State of CT Office of Higher Education.

Holy Apostles College and Seminary is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
(781) 425 7785

E-Mail: cihe@neasc.org

In addition, Holy Apostles College and Seminary is an Associate Member of the Association of Theological Schools, whose mission it is to promote the improvement and enhancement of theological schools to the benefit of communities of faith and the broader public. The college is currently in the process of pursuing full accreditation.

*The Association of Theological Schools in the United States and Canada
The Commission on Accrediting
10 Summit Park Drive
Pittsburgh PA 15275-1110*

Phone: 412-788-6505 | Fax: 412-788-6510

www.ats.edu

GOVERNANCE

The Governance of Holy Apostles College and Seminary resides in the Board of Directors whose *ex officio* chairman is the Bishop of Norwich. The Board also includes the Archbishop of Hartford, the Bishop of Bridgeport, up to five members of the Missionaries of the Holy Apostles, lay representatives and the President-Rector. The Bishop of Norwich is the Chancellor, and the President-Rector is the Chief Executive Officer.

Board of Directors

Most Rev. Michael R. Cote, D.D., Bishop of Norwich, CT

Most Rev. Leonard P. Blair, S.T.D., Archbishop of Hartford, CT

Most Rev. Frank J. Caggiano, D.D., Bishop of Bridgeport, CT

Very Rev. Douglas L. Mosey, C.S.B, President-Rector, Holy Apostles College and Seminary

Mr. Anthony Cacace, Executive Vice-President at GKN

Ms. Lori A. Coppinger, M.A., Retired Detective Captain, West Hartford Police Department

Mr. Richard Coughlin, Secretary to the Board

Rev. Gregoire J. Fluet, Ph.D., Diocese of Norwich

Mr. Thomas Groark, Esq., Senior Partner in Day Pitney, LLP, Hartford, CT

Ms. Marie Hilliard, Ph.D., Director of Bioethics and Public Policy, National Catholic Bioethics Center

Mr. Peter Kelly, Esq., Senior Partner in The Law Offices of Updike, Kelly and Spellacy, PC, Hartford, CT

Very Rev. Isaac Martinez, M.S.A., General Animator, Missionaries of the Holy Apostles

Rev. Bradley Pierce, M.S.A.

Rev. Edward Przygocki, M.S.A., General Counselor

Rev. Christian Rodembourg, M.S.A., General Counselor

Very Rev. Luis Luna, M.S.A., Provincial Animator, Missionaries of the Holy Apostles

Mr. Jean-Pierre van Rooy, Director, Saint Francis Hospital, former President of Otis Elevator, Inc.

Mr. John Wolter, Esq., The Law Offices of Updike, Kelly and Spellacy, PC , Hartford, CT

Administration

Very Rev. Douglas L. Mosey, C.S.B., Ph.D., President-Rector

Dr. Sebastian Mahfood, O.P., Vice-President of External Affairs and Governmental Compliance

Rev. Peter Samuel Kucer, M.S.A., S.T.D., Academic Dean of On Campus Learning

Dr. Daniel Van Slyke, Academic Dean of Online Learning

Fr. Jeffrey “Skip” Thompson, Dean of Seminarians

Rev. Randy Soto, Associate Dean of External Affairs

Mrs. Clare Adamo, M.S.L.S., Director of Library Services

Mrs. Jennifer Arel, NCBC Liaison and Assistant Registrar for Online Learning

Mrs. Rhonda Burdick, Accounts Payable

Mrs. Teri Ceplenski, Accounts Receivable and SEVIS

Mrs. Alicia Fleck, Executive Assistant

Dr. Carol Gignac, Director of the Mass Association

Mrs. Margaret Gunn, Graduation Coordinator

Mrs. Deborah Haggett, Undergraduate Advisor for Online Learning

Mrs. Debra Johnston, Financial Aid Administrator, VA/DOD School Certifying Official

Mr. David Leis, Marketing Specialist and Campus Superintendent

Sr. Mary Anne Linder, F.S.E., M.T.S., Director of Field Education

Mr. Bob Mish, Director of Online Student Affairs

Mrs. Jennifer Hartline, Pre-Admissions Specialist

Dr. Elizabeth Rex, Director of Admissions

Mr. William Russell, CPA, Chief Financial Officer

Mr. Steve Schultz, Graduate Advisor for Online Learning

Mrs. Alicia Shukis, Associate Registrar for On-campus Learning

Dr. Cynthia Toolin-Wilson, Registrar and Institutional Statistician

Dr. Stacy Trasancos, President of the Alumni Association

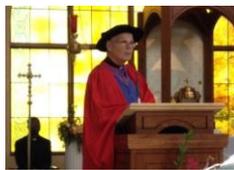
Faculty Academic Senate

The Faculty Academic Senate is comprised of President/Rector, Vice-Rector, Vice-President of External Affairs, Academic Dean of On Campus Learning, Academic Dean of Online Learning, Registrar and all members of the full-time faculty. The Faculty Academic Senate meets at least once a month during the academic year to discuss and consider academic, institutional and related policy matters.

Faculty

Full Time Faculty

1. Ms. Clare Adamo (Associate Professor, Director of Library Services) M.S.L.S., Library Science, C.W. Post College, N.Y.; M.A., Theology, Holy Apostles College & Seminary, CT.
2. Rev. Dominic Anaeto (Professor, Pastoral Theology), Ph.D., Pastoral Theology, Pontifical Lateran University, Rome, Italy
3. Dr. Angelyn Spignesi Arden (Professor, Humanities), Ph.D., Psychology, University of New Hampshire, NH
4. Mrs. Caitlin Celella (Director of English as a Second Language), M.S., TESOL, Southern CT State University, New Haven, CT
5. Dr. Ronda Chervin (Professor emerita, Philosophy), Ph.D., Philosophy, Fordham University, NY, MA; Religious Studies in Spirituality, Notre Dame Apostolic Institute, VA
6. Rev. Gregoire J. Fluet (Social Sciences), Ph.D., American History, Clark University, Worcester, MA
7. Rev. Peter Samuel Kucer, M.S.A. (Assistant Professor, Systematic and Historical Theology), S.T.D., Dogmatic Theology, The Catholic University of America, Washington, DC
8. Rev. Michel Legault, M.S.A. (Professor, Philosophy), Ph.D., Philosophy, Universite Catholique de Paris
9. Sr. Mary Anne Linder, F.S.E. (Associate Professor, Catechetics), M.Ed., Wayne State University; M.T.S., John Paul II Institute, Washington, DC
10. Rev. Luis Antonio Luna-Barrera, M.S.A. (Professor, Canon Law), Ph.D., Canon Law, St. Paul University, Ottawa
11. Dr. Sebastian Mahfood, O.P. (Associate Professor, Interdisciplinary Studies), Ph.D., Postcolonial Literature, Saint Louis University, St. Louis, MO
12. Very Rev. Douglas L. Mosey, C.S.B. (Professor, Liturgical Theology), Ph.D., Theology, University of St. Michael's College in the University of Toronto
13. Dr. Cynthia Toolin-Wilson (Professor, Dogmatic and Moral Theology), Ph.D., Sociology, University of Massachusetts (Amherst); S.T.L., Moral Theology, Pontifical Faculty of the Immaculate Conception, Washington, DC



Very Rev. Douglas L. Mosey, CSB

Part-time Faculty

1. Dr. Roger Duncan (Philosophy), Ph.D., Philosophy, Yale University, New Haven, CT
2. Mr. Josef Froula (Theology), M.A., Theology, M.A., Humanities, Holy Apostles College and Seminary, Cromwell, CT
3. Rev. Dennis Koliński, S.J.C. (Liturgy and Sacramental Theology), M.A., Jagiellonian University, Krakow; M.Div., Holy Apostles College and Seminary, Cromwell, CT
4. Msgr. Albert Kuuire (Spiritual Direction), Moral Theology (STD), Academia Alfonsiana, Pontifical Lateran University in Rome; Formative Spirituality/The Science of Foundational Human Formation (Ph.D.), Duquesne University in Pittsburgh, Pennsylvania, May 1996.
5. Rev. Brian Mullady, O.P. (Dogmatic and Moral Theology), S.T.L. and S.T.D., Pontifical University of St. Thomas, Rome, Italy
6. Dr. Daniel Van Slyke (Church History, Dogmatic Theology), Ph.D. Historical Theology, Saint Louis University, St. Louis, MO

Adjunct Faculty

1. Mr. Christopher Apodaca (Philosophy), M.A., Philosophy, Holy Apostles College and Seminary, Cromwell, CT
2. Ms. Judith Babarsky (Bioethics), M.A., Theology, Holy Apostles College and Seminary, Cromwell, CT; M.S., Psychology, Radford University, Radford, VA
3. Dr. Maciej Bazela (Ethics), Ph.D., Philosophy, Regina Apostolorum, Rome, Italy
4. Dr. Mary Beckmann (Educational Technology), Ed.D., Walden University, Minneapolis, MN
5. Dr. John Bequette (Historical Theology), Ph.D., Saint Louis University, St. Louis, MO
6. Mr. Jason Braun (English), Southern Illinois University Edwardsville (SIUE), Edwardsville, IL
7. Mr. Michael Brinda (Pastoral Studies), Holy Apostles College & Seminary, Cromwell, CT
8. Ms. Cynthia Buttjer (Philosophy), Holy Apostles College & Seminary, Cromwell, CT
9. Dr. Randall Colton (Philosophy), PhD. Philosophy, Saint Louis University, St. Louis, MO
10. Dcn. Thomas J. Davis, Jr. (Bioethics), J.D., Quinnipiac University School of Law, L.L.M., New York University School of Law
11. Dr. Robert Delfino (Philosophy), Ph.D., State University of New York, Buffalo, NY
12. Dr. Donald DeMarco (Philosophy), Ph.D., Philosophy, St. John's University, NY
13. Prof. Chady Elias (Sacred Art), M.A. in Sacred Art, Holy Spirit University, Kaslik, Lebanon
14. Dr. Michela Ferri (Philosophy), Ph.D., Philosophy, State University of Milan, Milan, Italy
15. Dr. Hilary Finley (Literature), Ph.D., University of Dallas, Dallas, TX
16. Dr. John Finley (Philosophy), Ph.D., University of Dallas, Dallas, TX

17. Dr. Heric Flores (Physics), Ph.D., Wesleyan University, Middletown, CT
18. Dr. Hermann Frieboes (Bioethics), M.A., Holy Apostles College and Seminary, Cromwell, CT;
Ph.D., Biomedical Engineering, University of California, Irvine, CA
19. Dr. Laura Frieboes (Bioethics), Ph.D., Biomedical Engineering, University of California,
Irvine, CA
20. Dr. Richard Geraghty, Ph.D. (Philosophy) University of Toronto, Toronto, Canada
21. Dr. Joan Gilbert (Theology), S.T.L., S.T.D., Pontifical Lateran University, Rome, Italy
22. Dr. Curtis Hancock (Philosophy), Ph.D., Loyola University, Chicago, IL
23. Mr. David Harrison, Ph.D. (Cand.) (Instructional Design) Old Dominion, Norfolk, VA
24. Rev. Thomas W. Hickey (Sacred Scripture), M.Div, M.A., Western Seminary, Portland, OR
25. Rev. Thomas F.X. Hoar, SSE (Culture and Technology), Ph.D., Salve Regina University,
Newport, RI, Ph.D., Michigan State University, Lansing, MI
26. Mr. John Hornyak (Greek), Ph.D. (Cand.), Capella University, Minneapolis, MN
27. Mr. John Jordan (Politics), Ph.D. (Cand.), Catholic University of America, Washington, D.C.
28. Mr. John Joy, S.T.L., (S.T.D. Cand. Dogmatic Theology), International Theological Institute,
Austria
29. Dr. Joan Kelly (Theology), D.Min, Graduate Theological Foundation, Mishawaka, Indiana
30. Dr. Jon Kirwan (Philosophy and Theology), Ph.D, Oxford University, Oxford, UK
31. Ms. Kiki Latimer (Public Speaking), B.A.: Speech Communication, Psychology, Philosophy,
University of Rhode Island, Providence, RI
32. Fr. Erik Lenhart, OFM Cap., S.T.L (Bioethics), Boston College School of Theology and
Ministry, Boston, MA
33. Msgr. David Q. Liptak (Sacramental and Moral Theology, Bioethics), D.Min., Drew
University, Madison, NJ
34. Sr. Dolores Liptak, R.S.M. (Church History), Ph.D., American History, University of
Connecticut, Storrs, CT
35. Rev. Gregory Lockwood (Church History), S.T.D. (Cand.) Early Church History, University of
Dayton, Marian Library Pontifical Program, Dayton, OH
36. Mr. Patrick Madrid (Theology), M.A., Dogmatic Theology, Pontifical College Josephinum,
Columbus, OH
37. Fr. Jerome Madumelu (Pastoral Studies), Ph.D., Stony Brook State University of New York,
Stony Brook, NY
38. Dr. Peter Mango (Philosophy), Ph.D., Pontifical Athenaeum Regina Apostolorum, Rome,
Italy

39. Dr. Jeffrey McLeod (Psychology), Ph.D., University of Minnesota, Minneapolis, MN
40. Mr. Matthew Menking (Theology), M.A. Theology, Holy Apostles College and Seminary, Cromwell, CT
41. Rev. William Mills (Sacred Scripture), Ph.D., Pastoral Theology, Union Institute and University, Cincinnati, OH
42. Dr. Kristina Olsen (Spiritual Theology), Ph.D., Catholic University of America, Washington D.C.
43. Rev. Tad Pacholczyk (Bioethics), Ph.D., Neuroscience, Yale University, New Haven, CT
44. Msgr. James J. Ramacciotti (Canon Law), J.C.L., Pontifical Gregorian University, Rome, Italy
45. Dr. Peter Redpath (Philosophy), Ph.D., The State University of New York, Buffalo, NY
46. Dr. Elizabeth B. Rex (Bioethics), B.A., Columbia University; M.A., Ph.D., Philosophy (Thomistic Ethics), University of Navarra, Spain
47. Dr. Francisco Romero Carrasquillo, (Medieval Philosophy) Ph.D., Marquette University Milwaukee, WI
48. Prof. Rita Sawaya (Art and Archaeology), M.A., Holy Spirit University, Kaslik, Lebanon
49. Prof. Steven Schultz (Theology), M.A., Theology, Holy Apostles College and Seminary, Cromwell, CT
50. Dr. Thomas P. Sheahen (Physics), Ph.D., Massachusetts Institute of Technology, Cambridge, MA
51. Prof. Robert Sizemore (Humanities and Social Sciences), M.S Counseling, Sociology and Education, Southern Connecticut State University, New Haven, CT
52. Dr. Timothy Smith (Philosophy), Ph.D., Medieval Studies, University of Notre Dame, South Bend, IN
53. Rev. Randy de Jesús Soto (Sacred Scripture), S.T.L. and S.T.D., Pontifical Gregorian University, Rome, Italy
54. Dr. Don Sparling (Sacred Theology and Philosophy), Ph.D., University of North Dakota, Grand Forks, ND
55. Sr. Carla Mae Streeter, O.P. (Dogmatic Theology), Th.D., Theology, Regis College and University of Toronto, Canada
56. Rev. Jude Surowiec, O.F.M., Conv. (Sacred Scripture), S.S.L., Pontifical Institute of Biblical Studies, Rome, Italy
57. Fr. Pawel Tarasiewicz (Philosophy), Ph.D., John Paul II Catholic University of Lublin, Lublin, Poland

58. Prof. Jacob Torbeck, O.P. (Theology), M.A., Theology, Aquinas Institute of Theology, St. Louis, MO
59. Dr. Stacy Trasancos, Ph.D. (Chemistry), Pennsylvania State University, University Park, PA; Dogmatic Theology, M.A., Holy Apostles College and Seminary, Cromwell, CT
60. Dr. Marc Tumeinski (Pastoral Theology), Ph.D., Maryvale Institute, Liverpool Hope University, Birmingham, England
61. Dr. Alan Vincelette (Philosophy), Ph.D., Philosophy, Marquette University, Milwaukee, WI
62. Ms. Heather Voccola (Church History), M.A., Theology, Holy Apostles College and Seminary, Cromwell, CT
63. Mr. Randy Watson (Theology), M.A., Holy Apostles College and Seminary, Cromwell, CT
64. Ms. Mary L. Welch (Spanish), M.A., Spanish, Trinity College, Hartford, CT
65. Ms. Jessica Wildman, MS in Multicultural Education & TESOL, Southern CT State University, New Haven, CT
66. Dr. Philippe Yates (Theology, Philosophy), J.C.D., Pontifical University Antonianum, Rome, Italy

Formation Team (Seminary)

Very Rev. Douglas L. Mosey, C.S.B. - Chair
Rev. Michel Legault, M.S.A.
Sister Mary Anne Linder, F.S.E.
Rev. Luis Antonio Luna Barrera, M.S.A.
Rev. Joseph Mauritzen
Rev. Bradley Pierce, M.S.A.

Spiritual Directors (Seminary)

Rev. Dominic Anaeto (Director of Spiritual Formation)
Rev. Ha Dang
Rev. Gregoire J. Fluet
Rev. Dennis Koliński, S.J.C.
Msgr. Albert Kuuire
Fr. Khoa Nguyen
Rev. Kermit Syren, L.C.
Rev. David Zercie, M.S.A.

ABOUT HOLY APOSTLES



History

Holy Apostles was founded in 1956 in Cromwell, Connecticut, by The Very Rev. Eusebe M. Menard, O.F.M., to provide a college level program of education and formation for men discerning a vocation to the priesthood. Holy Apostles Seminary was then a college level, preparatory seminary, which Father Menard entrusted to the Missionaries of the Holy Apostles.

In 1972, in accordance with both the directives of Vatican Council II and its responsibilities to the larger Christian community, Holy Apostles broadened its purpose to include undergraduate degrees for men who were not seminarians and for women. Both Associate of Arts and Bachelor of Arts degrees were offered.

The focus of the seminary program was broadened to include a graduate degree program in addition to the undergraduate seminary program in 1978. For the first time, seminarians were able to earn the Master of Divinity degree, and complete the entire program of priestly formation at Holy Apostles.

In 1982, the Master of Arts degree was added to further educate the laity in the faith, and to prepare them to serve in the many ministries of the Church.

The Missionaries of the Holy Apostles invited the Bishops of Connecticut to serve on the Board of Directors with the Bishop of Norwich as Chancellor in 1984. This Episcopal oversight, together with the participation of the Missionaries of the Holy Apostles and lay membership on the Board, blends the charism of the institution with ecclesial and professional expertise.

The Post-Master's Certificate in Theology was added in 1998 to enable students to earn a graduate degree beyond the Master of Arts. That same year, the Online Learning Program was added to allow students to earn a Master of Arts degree in Theology or Philosophy online.

In 2001, non-degree graduate Certificate Programs were expanded to enable students to receive a foundational graduate education.

The Masters of Pastoral Studies program was added in 2011 to enable students to receive training in practical theological fields.

In 2012, the first undergraduate-level courses were made available online, and in 2014, the college received approval from the State of Connecticut Office of Higher Education to offer all of its undergraduate programs 100% online.

In 2014, Holy Apostles received Associate Membership in the Association of Theological Schools.

Description

Holy Apostles, in its college division, provides a Catholic liberal arts education complemented by solid personal formation within a community of priests, religious and laity. The seminary division, while receptive to adult vocations to the priesthood or permanent diaconate, provides all seminarians a college, pre-theology and theology program fully in accord with the United States Catholic Bishops' *Program of Priestly Formation*, 5th edition, 2006.

Animating Purpose

To facilitate by our mission and vision the preaching of Jesus Christ to the edges of society and ends of the earth for the salvation of souls.

Mission

The mission of Holy Apostles College and Seminary is to cultivate lay, consecrated and ordained Catholic leaders for the purpose of evangelization.

Vision

The vision of Holy Apostles College and Seminary is to be the premier provider of an online and oncampus Catholic undergraduate and graduate education. It is our goal that each graduate be a competent and courageous missionary disciple of Jesus Christ according to his or her state of life, ministry or profession.

Goals

- To maintain excellence in teaching/learning, research/discovery, and service/engagement through the Liberal Arts, Philosophy and Theology.
- To guide students to integrate their search for truth with a personal relationship to the Fount of Truth.
- To animate the entire college and seminary experience with a recognizable, distinctive, unambiguously Catholic spirit.
- To assist students to formulate a coherent world view based on faith and reason.
- To instill in students a devotion to Liturgy, prayer and service and the cultivation of community as well as excellence in academics.



On the Drive – Spring 2015

LIBRARY

The mission of the Holy Apostles College and Seminary Library is to support the academic and formation programs of our college and seminary. The Library is also committed to providing access to information resources that promote lifelong learning.

As a Catholic institution of higher education, we strive to preserve our Catholic heritage through carefully defined resource acquisition and collection development policies. The reference and circulating book collections reflect this mission. These collections contain more than 60,000 print volumes with an emphasis on theology, philosophy, bioethics, and the humanities. We retain unique materials in our established special collections and archives departments, including the Pope Francis Collection, the Pope Benedict XVI Collection, the Pope John Paul II Bioethics Collection, the Archives of the Missionaries of the Holy Apostles, and our College and Seminary Archives.

The Library subscribes to over 200 print and electronic newspapers and serial collections, as well as to specialized Catholic and theological databases and eBooks. The Library also benefits from the digital resources available through the iCONN database program of the Connecticut Library Network (CLN). This unique state-funded service permits our students and faculty to access electronic resources in a variety of subject areas beyond our core collections.

Housed within the Library is a computer classroom. The Library is committed to providing the technology necessary to support the intellectual and spiritual activities of our students and faculty. Continuous upgrades of our computer classroom facility enable our students to conduct research and produce reports on-site. Our wireless networked environment allows students to utilize their own laptops and portable devices to access our library resources. The Library also provides on-going reference services, as well as information and computer literacy programs, to our on-campus and online learning communities.

As a resource center for the Magisterial documents of the Catholic faith, the Library also recognizes its value to the surrounding communities and places great care in the cultivation of resource sharing. To support this commitment, Holy Apostles College and Seminary Library participates in several interlibrary lending programs. Through the CLN's ReQuest system, we share resources with over 300 participating Connecticut Libraries. As members of the American Theological Library Association (ATLA), we also enjoy reciprocal borrowing privileges with member libraries.



THE POPE JOHN PAUL II BIOETHICS CENTER



The Center was founded in 1982 by the late Rev. Francis J. Lescoe, Ph.D., Msgr. David Q. Liptak, D.Min., and the late Leo Thomas Duffy, M.D. Its purpose is to articulate authentic Catholic teaching with respect to bioethical issues, from technological reproduction to end-of-life decisions. It currently operates under the direction of its surviving founder and director, Msgr. Liptak, and associate director Rev. Deacon Thomas J. Davis, Jr., J.D., L.L.M. M.A.

The Center has endeavored to impart to Holy Apostles' students a solid Magisterial foundation in medical ethics and bioethical science. Some of the topics discussed in an interdisciplinary model are technological reproduction, the criteria for brain death, genetic engineering, end-of-life decisions, "living wills," stem cell research, cloning, and various legal issues related to bioethics.

In 2010, the Bioethics Center launched a new initiative to make Catholic bioethics resources more readily available to students, scholars and the general public. An enhanced Internet presence provides links to bioethics resources within the Church, including Curial congregations and pontifical academies and councils. Other links connect the extensive prolife resources of the United States Conference of Catholic Bishops, various bioethics organizations, universities, publications, journals, medical associations and more, providing a broad-based and solid Catholic foundation for research and study.

Separate resource sections collect the foundational documents for Catholic bioethics, provide explanation of basic concepts in bioethics and offer selected cultural readings related to bioethics, including plays, novels, short stories, poetry, and essays.

At the center of the Internet resources is a bioethics document library providing collections of papal and Church teaching documents, as well as other documents, including original research, in topics ranging from the origin of human life, genetic manipulation, stem cell research, cloning, assisted reproduction, surrogacy, pregnancy and birth, contraception, abortion, research ethics, end of life issues, assisted nutrition and hydration, anatomical gift issues, brain death, euthanasia, advance medical directives, pharmacological topics, vaccines, family and marriage issues, same-sex attraction, palliative care, conscience protection in health care, marriage issues, same-sex attraction, palliative care, conscience protection in health care, "cooperation" and its limits, legal mandates, nanotechnology and human enhancement research and applications.

A unique feature of the resources is a collection - a library, really - of downloadable advance medical directives proposing instructions for health care, as well as the appointment of health care representatives. These resources represent practical, highly relevant applications of authentic Catholic teaching fully in accord with the latest teaching of the Church.

The Web site also publishes the highly renowned Pope John Paul II Bioethics Center Lecture Series in Bioethics, featuring addresses by some of the leading voices in moral theology and bioethics including William May, Raymond Dennehy, Germain Grisez, Donald Demarco, Rev. Ronald Lawler, Ralph McInerney, Msgr. David Q. Liptak, and, in October, 2010, His Eminence Francis Cardinal Arinze. The lecture is an annual event and aims at providing the finest reflection by outstanding scholars on timely and critical bioethical issues.

TUITION AND FEES

The following tuition and fees apply during the 2015-2016 academic year –

Seminarian fees:

Application fee	\$ 50
Tuition (includes Formation) per semester	\$ 6,900
Room and Board per semester	\$ 5,600
Graduation/Certification fee	\$ 125
Retreat fee	\$ 370

Tuition fee of \$6,900.00 per semester allows up to 18 credits per semester and includes formation. Any additional credits are charged at \$320.00 each. Directed studies are also billed separately at \$320.00 per credit. Billing for credits may not be transferred from one semester to another.

Off-Campus student fees:

Undergraduate

Tuition per credit	\$ 320
Tuition per course	\$ 960
Audit per regular course	\$ 480
Semester cost for FULL TIME COLLEGE students for 12 to 15 credits (per term)	\$ 320 per credit

Graduate

Tuition per credit	\$ 320
Tuition per course	\$ 960
Audit per regular course	\$ 480
Post Master's Paper	\$ 50

Fees

Application fee (one time)	\$ 50
Graduation/Certification fee	\$ 125
Late Registration fee	\$ 25
Transcript fee	\$ 5
MA Comprehensive Testing fee	\$ 150
Registration fee (per semester)	\$ 35
Thesis Reader/Special Project Reviewer fee	\$ 200
MA Thesis and Special Project Continuation fee	\$ 200

Payment of Fees

Tuition and other fees are to be paid at the time of registration, by cash, check, Visa or MasterCard to the Business Office. Other payment arrangements should be made with the Business Office. Transcript and thesis fees must be paid at the time of request. Any student who fails to make payment in the specified time frame will be ineligible to receive grades, register for classes or have transcripts released.

Refund Policy



Holy Apostles grants tuition refunds to students who have officially withdrawn from class(es) on the following schedule:

- Prior to first day of classes, 100% refund
- By the first Friday of classes, 75% refund
- By the third Friday of classes, 50% refund
- By the fifth Friday of classes, 25% refund
- After the fifth Friday of classes, no refund

To be considered officially withdrawn from a course,

the following steps must be completed:

- Complete an Add/Drop form (may be obtained from the Registrar's Office);
- Have the add/drop form signed by the appropriate instructor or the Academic Dean; and
- Personally submit (in person or by email) the add/drop form to the Office of the Registrar

Refunds are granted through the Business Office only. Upon receipt of the proper documentation, the Business Office will issue the refund.

Financial Aid: Since Holy Apostles College and Seminary is subject to the U.S. Department of Education's federal refund formula, financial aid recipients who withdraw from a course(s) during the tuition refund period may not receive a refund of their payment, as defined by the school's refund policy stated above. Students should speak with the Financial Aid Office before withdrawing from a course.

VA/Military Benefits: If students are receiving VA/ Military Benefits, they should speak with the School Certifying Official before withdrawing from a course.

Veterans (VA) Benefits

This college has 15 programs approved by the State Approving Agency for purposes of educational assistance from the US Department of Veterans Affairs (VA). These include undergraduate degrees, graduate degrees and graduate certificate programs. New students need to contact VA at [1-888-442-4551](tel:1-888-442-4551) (press one for touchtone and then zero to reach a benefits counselor) or at www.gibill.va.gov to obtain information on benefits, to submit a question, to apply initially for benefits or to file a Request for a Change of Place of Training.

Students who are registered for courses in an approved program for an upcoming term need to contact the School Certifying Official at 860.632.3020 to identify the part of the law under which they are claiming VA benefits, to provide their VA file number (and payee number if claiming benefits under Dependents Educational Assistance), and to request that she certify their enrollment to VA for the upcoming term. All inquiries about VA benefits should be submitted through the above points of contact.

Active military personnel should be advised that we have an up-to-date Memo of Understanding (MOU) on file with the Department of Defense and process benefits for all branches of the military. Contact is the School Certifying Official as noted above.

Any student receiving VA/Military Benefits must maintain the minimum requirements of academic performance as cited in this catalog.

Students receiving benefits must successfully complete all degree or certificate requirements within the allotted time span noted elsewhere in this catalog.

To ensure that a student receiving VA/Military Benefits is making the prescribed progress, the Office of the Registrar together with the School Certifying Official shall assess such progress at least once during each semester of enrollment.



2015 Graduating Class preparing for Commencement Ceremony

Financial Aid

Types of Financial Aid Available

Eligible undergraduate students may be awarded Federal PELL Grants and/or Federal Direct Loans. Graduate students may receive Federal Direct Loans. All financial aid is based on need.

Applying for Financial Aid

In order to receive Federal Financial Aid, a student must take at least six credits, be enrolled in a degree or approved certificate program and be making satisfactory academic progress, as defined elsewhere in the catalogue.

All students wishing to be considered for Federal Title IV Financial Aid must fill out the Free Application for Federal Student Aid (FAFSA) which is located online at www.fafsa.gov.

In addition to the FAFSA form, students must also fill out the Holy Apostles Financial Aid Application form, available on the website. Contact the Financial Aid office prior to registration to make sure all forms and related documents are in order. The student will receive an award letter upon registration, one copy of which must be signed and returned prior to disbursement of funds. Mandatory Entrance Counseling and Promissory Note can be accomplished at www.studentloans.gov.

How the Funds are Received

All funds awarded are disbursed electronically in batches of students generally one week apart. This process starts just prior to the beginning of the academic year until completed. Spring disbursements start in January. Funds are credited to each student's account. Any credit balances are refunded to the student within the time prescribed by federal regulations. Any questions regarding overage checks should be directed to the Business Office.

Financial Aid Refund Policy

All students are subject to the Holy Apostles Refund Policy depending on their situation. In addition, all students receiving federal financial aid are subject to the Federal Return of Title IV Refund Formula to determine earned aid as of the withdrawal date.

- If student earned less funds than received, must return unearned funds to Title IV programs.
- If student earned more funds than received, must offer a post-withdrawal disbursement.

This pro rata calculation applies to students who begin and then cease attendance in all classes prior to the scheduled end of the period.

This does not apply to students who drop hours, even to less than half-time enrollment.

This does not apply to students who never begin attendance.

Triggers for the timeframes:

- Performing the federal calculation (30 days)
- Returning unearned funds (30 days)
- Offering student a post-withdrawal disbursement (30 days)
- Notifying student of overpayment due (30 days)
- Delivering a post-withdrawal disbursement (120 days)



**Bishop Michael Cote, Diocese of Norwich, CT
Our Lady, Queen of Apostles Chapel**

ACADEMIC REQUIREMENTS AND FINANCIAL AID (SAP Policy)

To be eligible to receive financial aid at Holy Apostles, a student must be:

- Matriculated
- Enrolled currently as a full-time or part-time student
- Making Satisfactory Academic Progress (SAP)

Listed below are the credit completion requirements for each enrollment status for undergraduate students.

Credits Attempted / Enrollment Status	Credit Completion Requirement
12+ units = full-time	12 units
6-8.5 units = 1/2 time	6 units

Satisfactory Academic Progress (SAP) Policy

To remain eligible to receive federal student aid students must meet Satisfactory Academic Progress (SAP) standards as defined by current federal regulations which require that academic progress be monitored for all periods of enrollment **whether or not students have received financial aid.**

Federal regulations require that we measure academic progress toward completion of a degree/certificate program as set by federal, state, and school standards. Recipients of student loans are subject to these standards for renewal of their financial aid eligibility.

- SAP evaluation is based on cumulative HACS coursework as appearing on the student's official academic transcript as well as all accepted transfer credits.
- The review of academic progress will take place at the conclusion of each academic year for all students, however for those receiving financial aid this review will be conducted at the conclusion of each semester.
- Students taking classes during the summer session following the academic year will be reviewed at the conclusion of the summer semester.

Three Standards of Progress

There are three standards of progress – one is grade-based (qualitative) and the other two are time-based (quantitative). A student must be maintaining all three standards to continue to receive financial aid:

1. Grade Point Average (GPA) – Students must meet a minimum cumulative grade point average based on their total attempted credits as follows:
 - ✓ Undergraduate students must maintain a minimum cumulative GPA of 2.0 (C)
 - ✓ Graduate level students must maintain a minimum cumulative GPA of 3.0 (B)

2. Pace of Completion Rate Percentage – All students must successfully complete at least 67% of their attempted credits, including transfer credits, as appearing on their official academic transcripts. This measurement ensures that students will graduate within the maximum time frame explained below. To be counted as successfully completed or earned credits, students must receive a grade of A, B, C, D or P (Pass). Pace is calculated by dividing:

$$\frac{\text{total number of credits successfully completed}}{\text{total number of credits attempted}}$$

3. Maximum Time Frame – Students must complete their educational program of study within a maximum timeframe no longer than 150% of the published length of their educational program of study measured by credit hours. This is measured by credits attempted and includes transfer credits. Thus, for example, a program length of 36 credits must be completed within 54 attempted credits.

The following factors are considered when evaluating a student's SAP:

ESL courses do not count in the SAP analysis.

Remedial courses taken as credit equivalences do not count in the SAP analysis.

Repeated courses are counted in attempted credits and, if successfully completed, earned credits. The highest grade received in the course will be used in the cumulative GPA. A student is allowed to repeat a passed course only once and receive financial aid.

Withdrawals (W) and Incompletes (I) or Withdraw Failures (WF) or Failures (F) are counted in the attempted credit hours but are not successfully completed or earned.

Transfer courses including credits received during consortium study and applicable to the program of study will be counted as attempted and earned credits. These credits will be used in both the quantitative standards, but not in the calculation of the GPA.

Consortium Studies entered into, once a student at HACS, will be counted in all three components of the SAP standards.

Audited courses are not considered credits attempted or earned.

Program changes – All attempted credits and earned credits (including transfer credits) that can be applied to the new program of study will be considered in calculating the maximum time frame requirements for the new program.

SAP Reviews – Warning and Probation Status

A SAP review is not complete until both the qualitative and quantitative measures have been completed. An institution must review the SAP measurements at least annually at the end of the academic year. At HACS, this SAP review is conducted at the END OF EVERY TERM, *only* for those students receiving financial aid, in order to utilize the Financial Aid Warning status which current regulations leave optional for each institution.

Warning Status – Any student who fails to meet any one of the minimum academic standards will be placed on Financial Aid Warning.

- This Warning period will be the student's next semester of enrollment.
- HACS will communicate the Warning status to the student and inform the student that he/she must improve academically to meet the minimum SAP standards by the end of the following semester in order to maintain eligibility for financial aid.
- No action is required of the student.
- Students remain eligible to receive financial aid during this Warning term.
- Only one Warning period is allowed.
- It is possible that a student regains SAP in the following term only to be placed back in a Warning status for the subsequent term. The student could NOT have successive periods in financial aid Warning status.

A student who has ***not met the minimum benchmark*** of academic progress ***after their Warning term*** will automatically ***lose their aid eligibility*** unless they successfully Appeal and are placed on Probation. For those students NOT on financial aid, the process is the same to ensure their success and graduate on time.

Appeal and Probation Status - A process by which a student who has not met SAP requirements at the end of his Warning Period may petition HACS for reconsideration of his status as a student and/or his eligibility for financial aid. This appeal is used if the student experienced conditions that affected his academic progress such as illness, injury, death of a relative, or other special circumstances.

Specifications of an Appeal Letter:

- The Appeal Letter should be addressed to the Academic Dean.
- The Letter should provide details as to why the student failed to meet SAP after his Warning term.
- What has changed in the student's circumstances that would allow him to meet SAP at the next evaluation.
- The school has the right to ask for documentation and any obvious documentation should be provided without asking.
- HACS may develop an Academic Plan specific to the student if it is clear that it may take more than one term to regain satisfactory academic standards.
- HACS will respond to an Appeal Letter within 10 business days.

A **successful appeal** places the student in **Probation**

- for the following term if it is determined that the student should be able to meet academic requirements in that term or,
- with an Academic Plan in place, within a specified timeframe.

Aid eligibility continues during probation.

Students who fail to meet SAP after their probationary term

- will lose their financial aid eligibility until they regain the minimum SAP requirements.
- There is only one appeal per student, however
- appeals are not automatically approved and will only be considered for extenuating circumstances.
- A student may also appeal to change their academic plan, however all students must graduate within the 150% maximum time frame.

Warning and Probation are suspensions of academic standards for a minimum period of time. Grades and credits are not eliminated or disregarded in the SAP calculation even though, for a time, a student may fall below HACS's academic progress standard. Students are encouraged and guided at all times to take a manageable course load that will allow them to be successful in their studies and achieve the goal of graduation from Holy Apostles College and Seminary.



Mass in the Our Lady, Queen of Apostles Chapel

ACADEMIC POLICIES AND REGULATIONS



Academic Calendar

The Academic Calendar (published on page 6 of this catalog) is posted on a bulletin board near the academic offices and is made available on the institutional website. Any changes made to the academic calendar based on community needs are announced well in advance.

Registration

As part of the admission process, students may be required to take placement tests in reading, writing and comprehension before registering for courses. A semester's full-time tuition and fees are paid at the time of registration. Tuition only is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice.

Transfer Students and Evaluation of Transcripts

For students wishing to transfer academic credits into any of the programs offered at Holy Apostles, the Academic Dean reviews official transcripts for possible transfer of credit.

After transfer credits have been evaluated and the student is admitted, he or she may then register for courses. A semester's tuition and fees are payable at this time. Tuition only is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice.

Class Attendance

For lay-undergraduate and lay-graduate programs, there is no college-wide attendance policy that applies to all classes. Each instructor develops and distributes to students his or her own attendance policy during the first week of each semester. The instructor notifies the Academic Dean if a student's absence is excessive. Excessive absenteeism may result in the student's being withdrawn from the course. The student must notify the class instructor and the Academic Dean if he or she is going to be absent for an extended period because of personal emergencies.

Immediately upon returning to classes, a student should discuss with the instructor the academic work missed because of absences. It may be the case, depending upon the extent of the absence, that the work cannot be made up within the semester and an incomplete has to be given. It is the responsibility of any student withdrawn from a course due to poor attendance to contact the Office of the Registrar immediately, so as not to receive a grade of "F". The Business Office handles any refunds which may be due the student.

There is a uniform class attendance policy for seminarian students detailed in the Seminarian Handbook.

Veterans are required by the Veterans' Administration to attend classes on a regular basis regardless of the attendance policy of the instructor. Poor attendance or lack of attendance by a veteran will result in termination of benefits.

Absence Policy

More than three unexcused absences in an on-campus course is considered excessive, and students who have more than three unexcused absences may receive from their instructor a reduced grade for the term.

Students taking courses online must check in with their instructor by the first Wednesday of the semester. Assignments must be submitted per the deadlines provided by the instructor. Students with excessive tardiness or absence are subject to the penalties outlined in the course syllabus up to and including the professor requesting the student be dismissed from the course with the grade of "F". In an effort to assist students who lag behind, professors will also be asked after week 2 and week 6 to identify any students who have not been attending regularly to their assignments.

Privacy of Academic Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar or academic dean written requests that identify the record(s) they wish to inspect. The registrar or academic dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar or academic dean, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Holy Apostles to amend a record that they believe is inaccurate or misleading. They should write the registrar, academic dean or other official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Holy Apostles decides not to amend the record as requested by the student, Holy Apostles will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Holy Apostles in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Holy Apostles has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official

committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Holy Apostles discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

- b. Another exception that permits disclosure without consent is the disclosure of directory information, which the law and Holy Apostles define to include the following: a student's name, home and campus address, e-mail address, telephone listing, parents' name and address(es), date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, photograph and the most recent previous educational agency or institution attended. This information is generally disclosed only for school purposes, such as news releases, and not to outside vendors.

This exception is subject to the right of the student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice to the dean of students on or before September 15 of any year. If such an objection is not received, Holy Apostles will release directory information when appropriate.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holy Apostles to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S. W.
Washington, DC 20202-4605*

Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the office of the academic dean or of the registrar.

Record Retention Policy (June 9, 2015)

The following is the policy for record retention for both on campus and online student files.

The Registrar is the ultimate authority on student records and their retention. The Registrar will train and supervise employees who deal with records. When there is doubt as to what should be done with particular records, the Registrar should be contacted.

Current Students – Record Retention

For students who are currently enrolled in a degree program or as personal interest the following information must be maintained in the student's file. Status is determined from the date of entry into their degree program which can vary 6-10 years.

- Application for Admission
- Letters of Reference / Essays
- Letter of Acceptance
- All Semester Course Registration Forms

- All Course ADD / DROP Forms
- All Loan Deferment Forms
- All Transcript request forms / dated and signed Official Transcripts
- Any HACS Policy Forms – (e.g., Disability, FERPA, Leave of Absence)
- Immunization forms
- Other institutional transcripts / High School Record
- HACS transcripts – per semester until graduation. Once checked, just keep graduated final transcript.
- Testing Monitor Information
- Proof of Passing MA Comprehensive Exam or MA Thesis
- Copies of any payments
- Emails / phone messages / memos

Graduated Students – Permanent Record Retention

The following is a list of items that must remain permanently in the student’s file once they have graduated.

- Application for Admission
- Letters of Reference / Essays
- Letter of Acceptance
- Foreign institutional transcripts and High School Records
- Final HACS Transcript
- Proof of Passing MA Comprehensive or MA Thesis
- Only pertinent emails / phone messages / memos

Digitalization

To minimize the amount of file storage required, some type of digital or electronic format will be considered for storage. This is particularly important for student records that pre-date Scholar as the Registrar’s Office only has paper files.

Incomplete Application Form

Due to the large volume of applications for admission (mainly online) that are never completed, the following form letter will be mailed to the student after one year from the date of the application. That letter will inform the prospective student that all of his/her records will be destroyed by a determined date if we do not hear from him/her by that determined date.

Accepted Student – Never Enrolled

Because some accepted students never enroll, the following form letter will be mailed to the student after one year from the date of acceptance. That letter will inform the accepted student that all of his/her records will be destroyed by a determined date if we do not hear from him/her by that determined date.

Timeline

Every graduate from 2012 and before will be stored, after the file is cleared out. Students who are accepted but never enrolled, and students whose forms are not complete, will be discarded if 2012 and before. The others will be reached out to.

Foreign transcripts will be kept and we will try to contact the students to return them.

Inactive students from 2012 and before will be stored and their files cleaned out although more materials will be kept in case they come back.

Everything will be kept for current students.

Every May, the Registrar's Office will redo this, putting the old files in storage.

Definition of a Credit Hour and Time-Value of a 3-credit Course

All courses and programs, regardless of academic level, at Holy Apostles College & Seminary in Cromwell, CT, adhere to the federal definition of a credit hour as outlined in 34 CFR sections 600.2, 602.24, 603.24, and 668.8; Education Code sections 66700, 70901, 70901(b), 70902(b), and 78016, Title 5 sections 51000, 51022, 55002(b)(1)(B), 55100, 55130, and 55150.¹ Holy Apostles College & Seminary adopted the Federal Definition of the Credit Hour, known as the Carnegie Unit, in the fall of 2011 for the purpose of scheduling review of its online degree programs and extended the definition to all courses and programs during its 2013-2014 curriculum review process.

A credit hour as defined by the U.S. Department of Education is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;
2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

When the Carnegie Unit is cross-referenced with the federal definition of a clock hour, which is fifty minutes, the following formula is applied: each 3-credit course requires 2.5 hours of direct faculty instruction and 5 hours of outside readings and assignments for a total of 7.5 hours per week over a period of fifteen weeks, the equivalent of 112.5 hours of engagement with each 3-credit course.

This credit hour policy applies to all courses at all degree program levels that award academic credit regardless of the mode of delivery. The Academic Dean and Dean of Online Learning are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

¹ See 75 FR 66845, available at <http://edocket.access.gpo.gov/2010/pdf/2010-26531.pdf> and <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html>

Grading Policy

Holy Apostles College and Seminary uses the grading system listed below:

Grading System

Numerical Grade Range	Letter Grade	Grade Points	
94-100	A	4.00	Excellent
90-93	A-	3.67	Superior
87-89	B+	3.33	Very Good
84-86	B	3.00	Good
80-83	B-	2.67	Better than Average
77-79	C+	2.33	Average
74-76	C	2.00	Satisfactory
70-73	C-	1.67	Less than Satisfactory
60-69	D	1.33	Unacceptable
0-59	F	0.00	Failure
	P		Pass within Pass/Fail framework
	I		Incomplete
	AUD		Audit
	W		Withdrawal
	WF		Withdrawal Failing

Grade Change and Appeal of Grade Policy

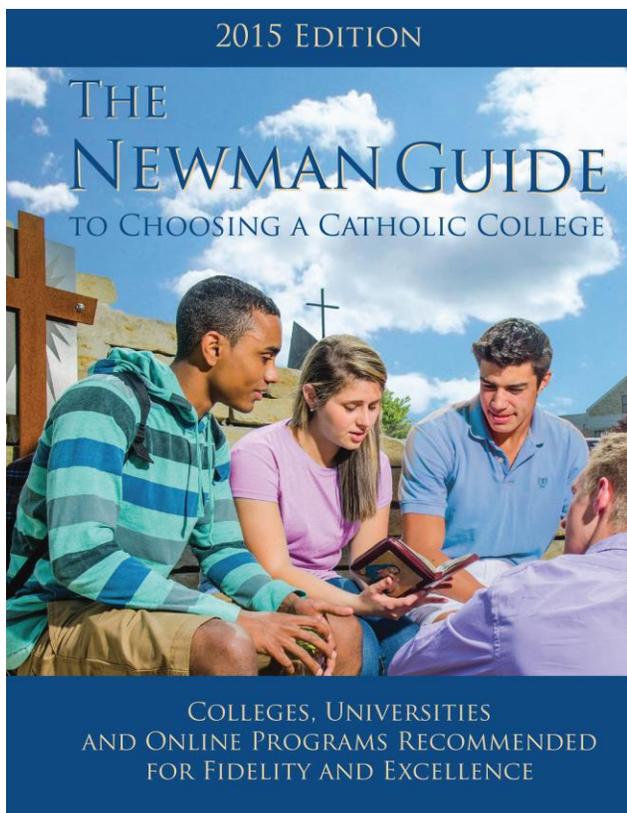
The academic transcript reflects all attempts and grades. All grades become final when they have been assigned and reported to the Office of the Registrar. A grade becomes officially recorded when the Registrar so stipulates.

Appeal of Grade

A student who feels that a grade has been unfairly awarded may appeal to the course instructor. If not resolved, an appeal may be made to the Academic Dean. Appeals for grade changes must be made within six weeks after grades have been officially released. If, as a result of an appeal of grade, a grade change is deemed appropriate, such change shall be initiated by either the instructor or the Academic Dean by submitting a completed grade change form to the Office of the Registrar.

Grade Change Due to Clerical Error or Satisfaction of an Incomplete

Except where a grade change is warranted following an appeal of grade, final course grades may be changed only by the instructor of the course and then only if there has been an error in computation, to remove an incomplete or, in highly exceptional circumstances, in response to a request for a Retroactive Grade change (see below). The instructor must submit an official grade change form to the Office of the Registrar. Upon recording a grade change, the Registrar shall send the student a student copy of the revised academic transcript.



Retroactive Grade Change

A retroactive grade change is a change in grade that occurs after a grade becomes officially recorded that does not result from a clerical error, a change from a grade of “incomplete” or the result of an appeal of grade. A retroactive grade change is an extraordinary action and is granted only in the most compelling circumstances. Such a grade change may not occur unless the instructor who gave the grade initiates the formal process of a retroactive grade change and is approved by the Academic Dean. Retroactive grade changes are not made for students who have graduated.

Transcript Request Policy

Transcripts may be requested from the Office of the Registrar. The request must be in writing in a letter or by sending the Transcript Request Form which can be printed from the website. The fee for transcripts must be paid with the request. The request will be processed within 3 weeks (15 business days).

Official transcripts bear the signature of the Registrar and the School Seal; they are typically sent to potential employers or schools. Unofficial transcripts do not bear the signature of the Registrar or the School Seal; they are issued directly to the student.

Diplomas

Graduating students receive their diplomas in the mail. There is a mailing charge.

Honors

Students in the A.A. (with at least 30 credits from Holy Apostles) or B.A. programs (with at least 60 credits from Holy Apostles), or in the M.A., Post Master's Certificate in Theology, M.Div. or Certificate of Preparation for Ordination programs will be considered by the Academic Dean for Graduation with honors when they complete all degree qualifications with the following cumulative G.P.A.'s:

- 3.50 - with honors, or *cum laude*;
- 3.67 - with high honors, or *magna cum laude*;
- 3.80 - with highest honors, or *summa cum laude*.

Honors will be noted on transcripts and on diplomas.

Incomplete Policy

- **Eligibility**

Students who have completed little or no coursework are ineligible for an “Incomplete” in a course. An instructor may grant an incomplete to a student who:

- has satisfactorily completed major components of the course; and
- has the ability to finish the remaining work without re-enrolling; and
- has encountered extenuating circumstances, such as illness or family emergencies, that prevent him or her from finishing coursework prior to the last day of the semester.

An “I” for “Incomplete” is a temporary grade assigned at the discretion of the instructor.

- **Process**

A student seeking an Incomplete should obtain the Incomplete form from the shared folder of the files tab in Populi or from the Associate Registrar’s office. The student will fill out the parts of the form pertaining to the student and submit the form to the instructor before the end of the semester.

If the instructor approves the Incomplete, the instructor fills out the section of the Incomplete form indicating what the student must do to finish the course and signs the form.

The instructor of an online class sends the approved form to the Assistant Registrar for online learning; the instructor of an on-campus class sends the form to the Associate Registrar for on-campus learning. The instructor also sends a copy of the completed Incomplete form to the student.

Students receiving an Incomplete (I) must submit the missing course work by the end of the sixth week following the semester in which they were enrolled. An incomplete grade administratively turns into the grade of “F” for “Fail” if the course work is not completed by the end of the sixth week.

- **Other Results for Insufficiently Completing a Course**

“W” for “Withdrawal” will appear on the student’s permanent record for any course dropped after the end of the first week of a semester to the end of the third week.

Absent the granting of an “I” for Incomplete, “WF” for “Withdrawal/Fail” will appear on the student’s permanent record for any course dropped after the end of the third week of a semester and on or before the Friday before the last week of the semester.

A student who does not complete sufficient coursework to pass a course and does not request a W or a WF will receive an F as the final course grade.

Undergraduate Prior Experience and Non-Collegiate Sponsored Credit Policy

The Prior Experience and Non-Collegiate Sponsored Credit Policy concerns either prior life experiences that have resulted in college-level learning or planned extra-curricular experiences that will result in college-level learning.

Either of these categories includes, but are not limited to, work, volunteer or political activity, non-credit courses, military service, seminars and hobbies engaged in prior to or during the period of matriculation into one of the undergraduate academic programs at Holy Apostles College and Seminary.

Students seeking credit under this policy will apply to the academic dean to substitute prior experience or non-collegiate sponsored experience for courses normally offered at Holy Apostles College and Seminary (see “Prior Experience and Non-Collegiate Sponsored Credit Application Form”). On an exceptional basis, however, the Policy enables a student to apply for college credit for a course not in the Holy Apostles catalog because it is needed for the student to pursue his vocation as a future Catholic leader.

Students may apply for up to 30 credits of life experience in the B.A. program or 15 credits in the A.A. program and must provide written documentation for every subject in which he or she wants “prior life experience credit”. This documentation must be verified by an employer, supervisor or other person of authority, under whom the student has worked.

Upon receipt of the application with its accompanying documentation for prior experience or proposal for planned experience, the Academic Dean will decide, on the basis of the student’s circumstances and documentation, whether he may pursue Life Experience credits, how many he may pursue and for which topics.

The student must produce a ten-page academic paper (or equivalent artifact, e.g., blog, video, etc., as determined by the academic dean) concerning the life experience for each 3 credits requested from Holy Apostles.

The Academic Dean will assign a faculty reviewer with expertise in the area to read the paper. If there are no faculty members with that expertise, the person who verified the experience may be asked to read the paper for accuracy.

The cost per Life Experience credit is \$100 per credit hour.

Directed Study Policy

A Directed Study is a course taught by one instructor to one student, with the Dean’s express administrative approval, when that course is either: (1) not scheduled to be offered in the semester during which the Directed Study takes place; or (2) not a course currently offered at Holy Apostles College and Seminary. Holy Apostles College and Seminary may offer a Directed Study in two distinct circumstances:

1. When a student needs a particular course for graduation but that course is not being offered in the semester when the student must take it; or
2. When a student has a particular interest in a topic that is not covered in a course already offered at Holy Apostles College and Seminary.

The possibility of taking a Directed Study is contingent upon two factors: (1) the availability of a qualified instructor to teach the Directed Study; and (2) whether the Directed Study fits with the mission of Holy Apostles and the degree plan of the student requesting the Directed Study.

An on-campus student who desires to take a Directed Study must contact the Academic Dean. An online student who desires to take a Directed Study must contact the Associate Dean of Online Learning. The Academic Dean or the Associate Dean of Online Learning may *sua sponte* suggest to a student the possibility of taking a Directed Study.

The appropriate Dean will provide the student with a Directed Study Request Form. The student must fill out the Directed Study Request and then return it to the Dean. The Dean will consider the possibility of Directed Study in consultation with one or more instructors at Holy Apostles College and Seminary. Then the Dean will inform the student whether the request for a Directed Study can be granted.

If Holy Apostles grants the student's request for a Directed Study, then a course number and title will be assigned to the Directed Study and the student will be provided with instructions regarding how to register for the Directed Study.

The cost to the student for taking a Directed Study is the same cost as other three-credit courses at Holy Apostles College and Seminary.

The general responsibilities of an instructor for a Directed Study are the same as the general responsibilities of an instructor for any other course offered at Holy Apostles. The requirements in terms of readings and assignments for a Directed Study are the equivalent of the requirements for a three-credit course.

Before the semester begins, the instructor, in consultation with the student, must prepare a complete syllabus for the course based upon a 14-week long semester. The student may propose course requirements. The instructor, however, retains final discretion regarding course requirements. The instructor will send the completed syllabus to the Academic Dean (for an on-campus student) or the Associate Dean of Online Learning (for an online student) for filing in the academic office.

The syllabus must clearly indicate the type and the length of all assignments required for the course. The syllabus also must indicate the manner in which the student and the instructor will communicate on a weekly basis. The syllabus must be sent to the appropriate Dean before the semester begins. The Dean may cancel a Directed Study if a satisfactory syllabus is not submitted in a timely manner.

A student may not take more than two Directed Studies toward the course-credit requirements of any one degree program at Holy Apostles.

Accommodating Students with Disabilities

Holy Apostles College and Seminary is committed to the goal of achieving equal educational opportunities and full participation in higher education for persons with disabilities who qualify for admission to the College. Most of the facilities are accessible and special accommodations may be made in modes of answering and time allotted for testing. It is the responsibility of the student to notify the institution in the space provided on the application of any special accommodations they require. Students with documented disabilities requiring special accommodations should request information and/or receive a copy of our Disability Services Handbook from the Office of the

Academic Dean. Requests for academic or financial accommodations must be made prior to the application deadline to allow the institution sufficient time to make any necessary adjustments.

In the case of online students, the Online Learning program pursues all applicable requirements of the American Disabilities Act as concerns its adherence to Universal Design principles.

Disability Resource Center

Federal law requires that institutions of higher education provide reasonable classroom (and other) accommodations to students with disclosed disabilities.

Under federal law, i.e., the Americans with Disabilities Act (ADA), students at the collegiate level, must self-disclose with respect to any disability and must request accommodations with respect to any such disclosed disability. To comply with the ADA, new students are informed at Orientation about Holy Apostles' Disabilities Resource Center. In addition, all instructors will include an ADA statement on their syllabi so that students know where to go for assistance.

Students must complete a disclosure form and submit it to the Academic Dean along with a copy of his/her most recent evaluation. The age of the most recent evaluation can be no older than 3 years (an ADA minimum requirement). Once reviewed, the Academic Dean will schedule a meeting with the student to discuss the accommodations that will be granted and an accommodation agreement is completed and signed. The student should bring to this meeting, documentation of the disability as well as any other supporting documentation. The documentation must specifically identify the disability and describe the academic limitations associated with it. It must be on letterhead and signed by a certified professional with expertise in the field of the disability. Documentation look back period cannot exceed three years. All medical records and learning assessments will be kept confidential. Once signed, both the student and the Academic Dean get a copy of that agreement along with any instructors the student has for the semester.

The student will also be provided with a copy of our grievance procedures and have access to a representative from the Disabilities Resource Center (DRC) who will serve as an advocate for the student. The student must notify the DRC representative in the event that accommodations are not being followed in the classroom.

The student will also be required to sign a confidentiality waiver which allows the Academic Dean to share information regarding the disability with those identified as key personnel at Holy Apostles.

If accommodations are refused, a refusal form is completed and sent to the student. The student may then grieve that decision using the grievance procedures.

The DRC handbook is available for download on our website.

Measles, Mumps, Rubella, Meningitis and Varicella Immunization Policy

Connecticut state law requires that all full-time or matriculated students born after December 31, 1956 must have been:

- inoculated against Rubella (German Measles) after they were one year old;
- inoculated against Measles also after they were one year old, but after January 1, 1969; and
- inoculated against mumps and varicella.

Students must also have received a second inoculation against Measles, at least one month after the first inoculation but after 1979.

Students who attend classes on campus must present official documentation of immunity before they can begin. Students who graduated from a Connecticut high school may be exempt from providing proof.

Proof of immunity to **Measles** (Rubella) means students must provide proof of one of the following:

- Documentation of two measles (or MMR) immunizations (one after the student's first birthday and after January 1, 1969, and one at least 28 days later).
- Documentation of positive measles titer (blood test).
- Documentation of date of measles disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines on because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.
- Date of birth is prior to January 1, 1957.

Proof of immunity to **Mumps** means students must provide proof of one of the following:

- Documentation of two mumps (or MMR) immunizations (one after the student's first birthday and after January 1, 1969, and one at least 28 days later).
- Documentation of positive mumps titer (blood test).
- Documentation of date of mumps disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines on because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.
- Date of birth is prior to January 1, 1957.

Proof of immunity to **Rubella** means students must provide proof of one of the following:

- Documentation of two rubella (or MMR) immunizations (one after the student's first birthday and after January 1, 1969, and one at least 28 days later).
- Documentation of positive rubella titer (blood test).
- Documentation of date of rubella disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines on because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.
- Date of birth is prior to January 1, 1957.

Proof of immunity to **Varicella** (Chicken Pox) **ONLY THOSE STUDENTS WHO WERE BORN AFTER January 1, 1980 ARE REQUIRED** to provide proof of one of the following:

- Documentation of two varicella (chickenpox) immunization (one on or after the student's first birthday, and one at least 28 days later).
- Documentation of positive varicella titer (blood test).
- Documentation of date of varicella disease by the student's healthcare provider.
- Completion of the form that states that the student will not receive vaccines because of religious, strong moral or ethical convictions.

- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.

Holy Apostles does not require proof of measles and rubella immunization before enrolling any full-time or matriculating students who (1) have graduated from Connecticut public or private high schools in 1999 or after, (2) were exempt from providing proof of immunization when enrolled in those schools for religious reasons or because immunizations would be medically contra-indicated, (3) are enrolled in the Online Learning program and are pursuing a degree entirely online.

For additional information and/or to obtain immunization forms, contact the Office of the Registrar at (860) 632-3022.

Course Withdrawal Policy

This Course Withdrawal Policy shall apply to students at both the undergraduate and graduate levels of study.

During the First Week of Classes

During the first week of classes, a non-seminarian student may withdraw from a course by notifying the Registrar. To provide such notice, the student must complete a Course Withdrawal Form (attached hereto) and submit it to the Registrar's Office.

During the first week of classes, a seminarian student may withdraw from a course with the permission of the Academic Advisor by submitting a Course Withdrawal Form to the Registrar's Office signed by the Academic Advisor.

If a student withdraws from a course during the first week of classes, no notation on the transcript will be made.

After the First Week of Classes

After the first week of classes, a non-seminarian student who wishes to withdraw from a class must seek the permission of the Academic Dean.

A seminarian student who wishes to withdraw from a class after the first week of classes must seek the permission of one or more school officials (Academic Dean; Academic Advisor; or President/Rector), depending on the number of weeks into the semester such permission to withdraw is sought as described below. A fully completed and properly signed Course Withdrawal Form must be submitted to the Registrar's Office by the student.

A non-seminarian or seminarian student seeking to withdraw from a class after the first week of classes must complete a Course Withdrawal Form and must including the appropriate signature(s). The completed and signed Course Withdrawal Form must then be submitted to the Registrar's Office by the student.

The Registrar shall forward a copy of the processed form to the course professor. If a non-seminarian or seminarian student withdraws from a course after the first week of classes, the following permissions are required and the following notations shall be entered on the student's transcript:

After End of 1st Week to End of the 3rd Week of Classes

- Non-seminarians need Academic Dean's signature;
- Seminarians need Academic Dean's and Academic Advisor's signature;
- A notation of "W" (Withdrawal) will appear on the student's transcript.

After End of 3rd Week to End of the 5th Week of Classes

- Non-seminarians need Academic Dean's signature;
- Seminarians need Academic Dean's and Academic Advisor's signature;
- A notation of "WF" (Withdrawal/Fail) will appear on the student's transcript.

After End of 5th Week of classes

- Non-seminarians need Academic Dean's signature;
- Seminarians need the Academic Dean's and the President/Rector's signature.
- A notation of "WF" (Withdrawal/Fail) will appear on the student's transcript.

No withdrawals will be permitted after the Friday before the last week of classes.

A student who does not attend classes and does not submit a properly completed Course Withdrawal Form to the Registrar's Office in a timely manner will receive a grade of "F" for such course.

Courses that do not meet for 15 weeks will have proportionate withdrawal schedules.

Course Withdrawal Forms are available in the Registrar's Office.

Withdrawals are considered official as of the date the completed and signed Course Withdrawal Form is filed with the Registrar's Office.

Failure to follow these procedures will result in a grade of "F" and forfeiture of any refund.

WARNING: If applicable, the Registrar is required to notify the VA Coordinator and/or the Financial Aid Office of any reduction of course load that affects a student's full-time/part-time status. The VA Coordinator and/or the Financial Aid Office will be notified of the number of credit hours dropped, the effective date of drop, and the student's status after the reduction in course load.

Academic Probation and Dismissal Policy

A freshman student in the A.A. or B.A. programs who does not maintain an average above 2.0 for two semesters will be liable to academic probation. Sophomores, juniors, and seniors must maintain an average of 2.0 or better. Those who incur a "D" in two major subjects are automatically placed on academic probation and must discuss their progress with the Academic Dean each month for the next semester.

All students in the M.A., Non-degree Graduate Certificate, or Post Master's Certificate in Theology programs must maintain a cumulative G.P.A. of 3.0 throughout the program. Any student who does not maintain a cumulative G.P.A. of 3.0 may be withdrawn from the program until such time as he or she has improved the cumulative G.P.A. to required specifications. M.Div. or Certificate of Preparation for Ordination students who do not maintain an average above 2.0 for two semesters may be withdrawn from the program.

Any student who falls slightly short of the prescribed standards may be allowed, under certain circumstances, to continue studies on probation, with the understanding that degree candidacy will

not continue until work has improved. Students who do not maintain the minimum required G.P.A. after three semesters are liable to academic dismissal.

Academic probation and academic dismissal will be noted on transcripts.

Academic Grievance Policy and Procedures

A. Coverage

1. Any Holy Apostles' undergraduate or graduate student who believes that he or she has been subjected to an improper decision on an academic matter other than matters related to grading² is entitled to file a grievance to obtain an independent review of the allegedly improper decision, followed by corrective action if appropriate. A grievance is a complaint in writing made to an administrative officer of Holy Apostles concerning an academic decision, made by a person or group of persons acting in an official capacity at Holy Apostles that, it is alleged, directly and adversely affects the student as an individual in his or her academic capacity.
2. Grievance procedures apply only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor; (2) the Registrar, the Academic Dean, the Faculty Senate Committee or subcommittee charged to administer academic policies of Holy Apostles. They do not pertain to complaints expressing dissatisfaction with a policy of general application challenged on the grounds that the policy is unfaith or inadvisable. Such procedures also do not apply to matters regarding assigned grades (see, Footnote 1)

B. Grievance and Appeal Procedures

1. *Informal Attempts at Resolution:* the student first should discuss the matter, orally or in writing, with the individual most directly responsible. If no resolution results, the student should then consult with the Academic Dean. Efforts should be made to resolve the issues at an informal level without the complaint escalating to the status of a formal grievance.
2. *The Filing of the Grievance:*
 - i. If informal means of resolution prove unsatisfactory, the student should set forth in writing a statement of the decision that constitutes the subject matter of the dispute, the grounds on which it is being challenged, and the reasons why the grievant believes that the decision was improperly taken. The statement should also include a description of the remedy sought and the informal efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The grievance should include an allegation of any adverse effects on the grievant, known to the grievant at the time of filing.
 - ii. The grievance document should be submitted to the Academic Dean; for a grievance concerning a decision of the Academic Dean or of the Senate Faculty committee or subcommittee, the procedures set forth herein for grievances and appeals shall be modified as stated in Section C below. A grievance must be filed in a timely fashion, that is, normally within 30 days of the end of the academic semester in which the adverse decision occurred or should reasonably have been discovered. A delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance.

² Students must follow the procedures outlined in Holy Apostles' policy entitled *Grade Change and Appeal of Grade Policy* to appeal any decision regarding an assigned grade

3. *The Response to the Grievance:*
 - i. The Academic Dean shall consider the grievance. The Academic Dean may attempt to resolve the matter informally or make whatever disposition of the grievance that he or she deems appropriate. The Academic Dean may, in appropriate cases, remand the grievance to a lower administrative level (including to the level at which the grievance arose) for further consideration.
 - ii. The Academic Dean may also refer the grievance, or any issue therein, to any person (the “grievance officer”) who shall consider the matter and report to the Academic Dean as the latter directs. The Academic Dean shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person or persons to whom the referral is made (including the time frame within which the person is to report back to the Academic Dean), and the name of that person.
 - iii. In undertaking the review, the Academic Dean or the grievance officer may request a response to the issues raised in the grievance from any individuals believed to have information considered relevant, including faculty, staff and students.
 - iv. Should attempts to resolve the matter informally not be successful, the Academic Dean shall decide the grievance, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the grievance.
 - v. Normally, no more than 60 days should elapse between the filing of a grievance and the disposition by the Academic Dean. If, because of absence of key persons from the campus or other circumstance or exigencies (including those due to breaks in the academic calendar), the Academic Dean decides that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of that in writing, giving the grounds therefore and an estimate of when a disposition can be expected.
4. *The Filing of an Appeal:*
 - i. If the grievant is dissatisfied with the disposition of the grievance at the Academic Dean level, either on substantive or on procedural grounds, he or she may appeal in writing to the President/Rector.
 - ii. The appeal must specify the particular substantive or procedural bases of the appeal (that is, the appeal must be made on grounds other than general dissatisfaction with the disposition) and must be directed only to issues raised in the grievance as filed or to procedural errors in the grievance process itself, and not to new issues. The appeal shall contain the following:
 1. A copy of the original grievance and any other documents submitted by the grievant in connection therewith.
 2. A copy of the determination made by the Academic Dean on that grievance.
 3. A statement of why the reasons for the determination of the Academic Dean are not satisfactory to the grievant. This statement should specifically address the matters set forth in the Standards for review in Section D below.
 - iii. The grievant shall file his or her appeal at the earliest practicable date after the grievant’s receipt of the determination by the Academic Dean. Normally no more than 30 days should elapse between the transmittal of the Academic

Dean's decision on the grievance and the filing of the appeal. A delay in filing an appeal may, taking all circumstances into account, constitute grounds for rejection of the appeal.

5. *The Response to the Appeal*

- i. The President/Rector may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person (the "grievance appeal officer") who shall consider the matter and report to the President/Rector as the latter directs. The President/Rector may also, in appropriate cases, remand the matter to a lower administrative level (Including to the level at which the grievance arose) for further consideration.
- ii. The President/Rector shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person to whom the referral is made (including time frame within which the person is to report back to the President/Rector), and the name of that person.
- iii. Should attempts be made to resolve the matter informally not be successful, the President/Rector shall decide the appeal, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the appeal. The decision of the President/Rector shall be final.
- iv. Normally no more than 45 days should elapse between the filing of the appeal and the disposition by the President/Rector. If, because of absence of key persons from the campus or other circumstance or exigencies (including those due to breaks in the academic calendar), the President/Rector judges that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of the fact in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

C. Grievances Concerning Decisions of the Academic Dean or of a Senate Committee or Subcommittee

1. For a grievance concerning a decision of the Academic Dean or the Faculty Senate committee or subcommittee, the grievant shall file his or her grievance with the President/Rector, rather than with the Academic Dean, and the President/Rector shall handle that grievance in accordance with the procedures set forth in Section B(3) above.
2. There shall be no appeal of the President/Rector's disposition of that grievance.

D. Standards for Review and Procedural Matters

1. The review of grievances or appeals shall usually be limited to the following considerations:
 - i. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
 - ii. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
 - iii. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonable have made?
2. The time frames set forth herein are guidelines. They may be extended by the relevant administrative officer in his or her discretion for good cause.

3. Questions concerning the filing and/or appeal of grievances should be directed to the Office of the President/Rector

If all institutional avenues in this grievance process have been exhausted, and the student's concern has remained unaddressed, students are encouraged to contact the complaint office in their state as listed in Appendix A of this catalog.

Additionally, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Holy Apostles to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S. W.
Washington, DC 20202-4605*

Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the office of the academic dean or of the registrar.

Leave of Absence Policy

Holy Apostles offers students in good standing, as defined by Holy Apostles' uniform suspension policy and not subject to disciplinary action, the opportunity to request an academic leave of absence. The academic leave of absence is designed for the student who wishes to be away from his/her academic endeavors at Holy Apostles for one or more semesters but intends to return at a later date. Reasons students take a leave include: health issues, financial difficulties, study abroad opportunities, familial obligations and personal issues.

Undergraduate students considering taking a leave of absence are encouraged to talk with the Academic Dean or the Registrar about options, the process of taking a Leave of Absence and the procedure and timeline of seeking readmission.

Military Leave of Absence Policy

Holy Apostles College and Seminary supports its students who are on active duty or members of a military reserve unit or the National Guard and are called into active military service by the United States. To assist them as well as protect and safeguard their status as students, Holy Apostles has adopted the following guidelines:

Leave of Absence from Holy Apostles College and Seminary:

- A student in good standing should immediately file a request for a leave of absence with the academic dean along with a copy of the military orders.
- If granted, the leave of absence generally will be granted for one year. The academic dean is, however, encouraged to grant any request to extend the leave of absence should military service require more than one year. To facilitate the return process, the Academic Dean's Office will notify the Registrar so the student's record will be flagged as a leave of absence for military service.
- The student will receive a full refund of tuition and fees paid to Holy Apostles if the request for a leave of absence/withdrawal for military service is filed prior to the last day to drop classes.

- The student will have a choice of three options if the request for a leave of absence/withdrawal is received after the last day to drop classes:
 - a. A full refund of tuition and fees, no credit awarded for work completed during the semester
 - b. An Incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service.
 - c. A grade in each course, if the professor of each class believes sufficient work has been completed.

Options b and c may be combined should circumstances warrant.

All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.

While Holy Apostles will make every effort to accommodate students returning from active duty, placement in certain programs cannot be guaranteed.

Students will be required to return university property, such as keys, computer equipment, and library books in order to receive a refund or re-enroll.

Re-enrollment for Military students:

- A student shall be guaranteed a place in a class at the beginning of the semester in which they seek to re-enroll.
- If a student elected to take an incomplete in a course, the student upon re-enrollment should complete the courses within the first six weeks. If the course is no longer offered or if the faculty member is no longer with Holy Apostles, the returning student will receive a full tuition credit for a replacement course.

A policy cannot address every circumstance that may arise when students are called to active duty. A student should consult with the Academic Dean. Appeals of a decision by the Academic Dean may be made to the President/Rector.

Re-Admittance Policy

Readmission is the act of restoring active-student status to former students who have withdrawn from Holy Apostles or had their student matriculation interrupted by a lapse of their student status (for failure to pay fees, failure to satisfy the entry level writing requirement, failure to enroll in future semesters, or failure to graduate).

Readmission Criteria:

A student who left Holy Apostles in good standing and is seeking to return under the same major on record will be automatically approved for readmission to that major provided:

the student is not on probation or subject to disqualification from an accredited institution he/she may have attended during their time away from Holy Apostles, all applicable official transcripts from institutions of higher education are submitted six weeks before the term of readmission to the Office of the Registrar, and the Statement of Legal Residence petition is resubmitted.

A student who has petitioned to be readmitted (but under a different major) must also obtain the approval of the Academic Dean. Transfer to "undeclared" status will not be permitted if the student's class standing would be equivalent to junior standing or higher.

Readmittance to another academic program after attaining senior standing (90 credits) will also not be permitted. Students who are not allowed to transfer to another accredited institution will not meet the criteria for readmittance. Additionally, students will not be permitted to return to Holy Apostles if they carry an equivalent cumulative transfer GPA less than a 2.0 (undergraduate) or 3.0 (graduate) at another accredited institution after leaving Holy Apostles.

For graduate level students, the G.P.A. earned must be a minimum of 3.0 (out of 4.0).

Students who wish to apply for re-admittance to Holy Apostles should petition the Office of the Academic Dean in writing and have official transcripts forwarded to the office. The Academic Senate will review each case and make a decision. Holy Apostles reserves the right to refuse re-admittance to any academically dismissed student.

A student dismissed from the Seminary Division program will not be considered for re-admittance for a minimum of two years.



Course Audit Policy

With the permission of the instructor, students who wish to take a course at Holy Apostles for personal interest, and are not interested in receiving credit, may audit courses. Students auditing a course are expected to regularly attend class and do all relevant readings. Any auditing student who does not meet such requirements may be withdrawn from the course at the instructor's request.

No student may audit more than two courses in a given semester. Audits are recorded on transcripts.

Reinstatement Policy

Reinstatement is the act of restoring active-student status to former students who left Holy Apostles in academic difficulty (academic probation, special probation, subject to disqualification, or academically dismissed). It is expected that all official transcripts from other institution(s) with course work for all terms prior to the current semester would be submitted with the reinstatement application, and that a final set of official transcripts then be provided to Holy Apostles at the conclusion of that current semester of enrollment demonstrating the completion of an acceptable number of units (normally 24 semester units).

Any decision by Holy Apostles to accept the application of reinstatement will be provisional until Holy Apostles has received the final official transcripts showing the academic performance of the current term of attendance at another institution(s) of higher education.

All final decisions for reinstatement will be made by the Academic Dean. It is possible that if the student's academic performance at another institution does not meet the expectations outlined by the application for reinstatement, the decision to be reinstated could be revoked by the Academic Dean.

Reinstatement of a student who has been dismissed the for the college will be at the discretion of the Academic Dean. If a reinstatement is approved, the student will be monitored on probation by the Academic Dean for minimum of one semester.

No petition for reinstatement will be considered if a student is academically dismissed for a second time at any time after initial reinstatement.

Transfer Students

Holy Apostles accepts transfer credits from accredited colleges for all degree and certificate programs, provided the credits are in courses applicable to the particular degree program being pursued at Holy Apostles. Acceptance of transfer credits is at the discretion of the Academic Dean.

The number of transfer credits accepted into each degree program is as follows:

Associate of Arts	30
Bachelor of Arts	60
Master of Arts	6
Non-Degree Graduate Certificate	0
Post Master's Certificate in Theology	6
Master of Divinity	60
Certificate of Preparation for Ordination	60

Transfer credits must not have already been applied to a degree, except in the case of credits assigned to an Associate's degree being used toward the B.A. program at Holy Apostles.

Students intending to transfer credits must apply for Advanced Standing at the time of matriculation. Advanced Standing allows a student to enter Holy Apostles College as a first time student, while entering a program with a higher class status than first semester, first year, due to transferred credits. All official transcripts must be received by the Registrar by the time of matriculation for transfer credits to be considered.

To transfer credits from courses at another academic institution simultaneously with a program at Holy Apostles, the student must have the prior permission of the Academic Dean as concerns the selection of courses. Official transcripts must be sent to the Office of the Registrar as soon as the courses are completed.

It is the policy of Holy Apostles not to accept any undergraduate credits for transfer which carry a grade of less than a C- grade or any graduate credits carrying less than a B grade.

Online Learning Policy

The Bachelor of Arts and Master of Arts programs through Online Learning are designed to serve students who desire to pursue coursework online at a Catholic college.

- In their first semester, graduate students may take up to two courses. In subsequent semesters, students who feel capable of enrolling in more than two courses may take up to three. Undergraduates may take up to five courses per semester.
- On an exceptional basis, incompletes are granted by permission of the professor (see page 34 for the Incomplete Policy). Students must complete the course work within six weeks of being granted an incomplete, or the grade will automatically be changed to F. **Students with outstanding incompletes may not enroll in additional courses.**

- Students may audit any course at a reduced tuition.
- Fees: In addition to tuition, media fees, and the cost of books, students must pay a \$50 one time application fee, a graduation fee (currently \$125), and an \$150.00 Comprehensive Examination fee (graduate student only). A \$35 Registration fee is required for each semester a student is enrolled in coursework. If a graduate student writes a thesis, a fee equivalent to a 3-credit course is also required. All thesis and special project students additional pay a \$200 reader fee.
- The degree will be noted as “Associate of Arts,” “Bachelor of Arts,” “Master of Arts Philosophy,” “Master of Arts Theology” or “Master of Arts Pastoral Studies”
- Financial aid is available to qualified students. For more information, please contact the Financial Aid Office directly at 860-632-3020 or by email at finaid@holypostles.edu.
- There is no residency requirement. With the exception of the MA in Pastoral Studies, all Associate of Arts, Bachelor of Arts and Master of Arts programs can be completed entirely online.

Technical Requirements: Students should have access to a reliable computer and Internet connection throughout their coursework. Because the learning management system, Populi, and the synchronous conferencing systems (which professors may use from time to time to engage students in lecture content or to present guest speakers), WebEx and Adobe Connect, are web-based, no special software is necessary. Any synchronous sessions offered by faculty are optional for students to attend live. Holy Apostles maintains a student helpdesk for questions concerning Populi, the learning management system. The help desk is administered by Mr. Bob Mish, Director of Online Student Affairs, who may be reached via email at rmish@holypostles.edu and via phone at 860-632-3015.

Matriculation

It is the policy of Holy Apostles that students who intend to seek a degree matriculate into a degree or certificate program no later than upon completion of six credits, or one semester, whichever comes last. No one may matriculate immediately prior to graduation. Students must be in a program for at least one year before graduation.

It is the policy of Holy Apostles that a student's status towards program requirements is based upon the program requirements stated in the catalogue current at the time a student begins course work.

Personal Interest Students

Holy Apostles welcomes students who take courses for personal interest and/or audit. Every personal interest student who does not intend to seek a degree or certificate may take as many credits as he or she wishes, provided he or she meets the basic requirements of academic performance.



Student Conduct

Holy Apostles College and Seminary has adopted a Student Code of Academic Conduct Policy to protect the rights of students, faculty, and staff at Holy Apostles. This code ensures that the learning community at Holy Apostles is one characterized by mutual respect, civility and good citizenship.

All Holy Apostles' students, both residential and online, as members of the academic community, are expected to accept and adhere to these

high standards of personal conduct.

Students shall:

- Treat all members of the academic community with courtesy, respect and dignity.
- Comply with directions of College and Seminary officials acting in the performance of their duties.
- Treat the campus itself with respect, including buildings, grounds and furnishings.
- Respect the rights and property of other members of the academic community.
- Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
- Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
- Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
- Abide by all published policies including but not limited to those that appear in Holy Apostles' Catalog and Student/Seminarian Handbooks.
- Refrain from any contact with firearms on campus and from tampering with fire safety equipment in campus buildings.
- Have no firearms, weapons or any other item designed to inflict harm or damage on campus.

The Student Code of Academic Conduct, as well as the guidelines outlining the adjudication of conduct-related offenses provided below, applies to all Holy Apostles' students and seminarians.

Academic Integrity

Holy Apostles expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics by which we live and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes but is not limited to the following:

- Knowingly furnishing false or misleading information.
- Falsification, alteration or misuse of college forms or records.
- Any joint effort in examinations, assignments or other academic activity unless authorized by the instructor.
- Plagiarism in any form; using another's phrase, sentence or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own. For more detailed information, please consult Holy Apostles' *Policy on Plagiarism and Cheating*, which is incorporated by reference herein.
- Violating any provision contained in Holy Apostles' *Information Technology Appropriate Use Policy*.
- Willfully aiding another in any act of academic dishonesty. Holy Apostles is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is, therefore, required.

Multiple Submissions Policy

- Any work done for academic credit, in addition to its accurately representing Church teaching, should serve as a substantive demonstration of a student's having been intellectually formed by the class for which he or she is writing. To that end, students may not make multiple submissions of their academic work without first seeking permission from the

course professor to whom they desire to submit their work and sharing with that course professor the original work and any comments made on it by the professor to whom it was originally submitted. In the case where the work intended for submission will be sent to two or more course professors for credit in the same semester, permission must be granted in advance by all course professors who will be receiving it. Work that is substantially the same content presented in different formats (e.g., once as an essay for one class and then as a PowerPoint for a different class) is also considered a multiple submission. Violations of this policy may lead to a faculty member's not accepting for credit the work a student has submitted.

In-Class Conduct

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student's being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following:

- Disorderly conduct
- Harassment
- Verbal abuse
- Assault
- Interference with the educational opportunity of other students
- Attending class under the influence of alcohol or other drugs

Personal Conduct

Students may be disciplined for conduct, which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college and seminary. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

Responsibility of Faculty

The faculty is responsible for teaching courses and is governed by its own legislation. This section is offered here as advice on means for maintaining a spirit of integrity and academic honesty. The following recommendations are made for the faculty:

- Clearly inform students of course and grading requirements and of standards of scholarship and conduct to be observed on assignments.
- Be proactively engaged in the formation of the learning community within his or her classroom, whether residential or online.
- Use examination formats that discourage academic misconduct.
- In cooperation with the administration, try to minimize problems arising from crowded examination conditions. Alternate seating should be provided during examinations when possible.
- Call attention to the Student Code of Academic Conduct and take other steps to reinforce a sense of honesty and integrity in students.
- Tell students how to report violations of the Code.
- Monitor examinations. A monitor is an individual (instructor, teaching assistant or designated student) who is present in the room during examinations to answer students' questions and to assist students in their efforts to follow the Code of Academic Conduct. A

monitor who observes students violating the Code can tell them to cease, record their names, and report them to the Office of the Academic Dean. Students cannot be prevented from completing an examination simply because it is suspected that they have cheated.

- Use grades to evaluate academic performance, not as punishment for unethical behavior. A grade of "O" or "F" may be assigned to examinations or assignments on which cheating, plagiarism or any other form of academic dishonesty is admitted or determined to have occurred by proper adjudication. If the student admits or is determined after adjudication to have committed a violation of the Code of Academic Conduct which does not involve dishonesty, the faculty member may assign an appropriate grade penalty for the misconduct.

Reporting Violations and Judicial Procedures

All alleged violations should be reported by faculty members to the Office of the Academic Dean. Centralization of authority, responsibility and record-keeping is essential for fair and impartial administration of the Student Conduct Code. Students should report cases to the instructor or to the Academic Dean. The Academic Dean shall inform the instructor of alleged violations that have been reported by students.

Where cheating is discovered or suspected, the instructor should inform the student(s) involved and undertake an investigation of the matter. If the instructor is then convinced that a violation did occur, the following procedure should be used:

If the student admits a violation, the instructor may assign a grade of "O" or "F" to the examination or assignment on which cheating, plagiarism or other academic dishonesty occurred. If the student admits a violation of this Code not involving dishonesty (e.g. talking during an exam, but not sharing answers), the faculty member may assign an appropriate grade penalty. In either case, the name of the student and a brief description of the incident should be reported to the Academic Dean for determination of the appropriate disciplinary penalty. Reporting is essential to assure that repeat offenders are penalized accordingly.

If the student does not admit a violation, the instructor should refer the case to the Academic Dean, who will attempt to resolve the matter informally and, if necessary, arrange for adjudication by a faculty-student committee.

Any contested accusation of cheating, plagiarism or other academic misconduct in an examination or assignment submitted by a student to satisfy course requirements will be adjudicated by a faculty-student committee appointed by the Academic Dean in consultation with the President/Rector of Holy Apostles. In this case, the instructor should withhold the student's grade until after adjudication.

If, after adjudication, the student is found in violation, the grade should be assigned in accordance with paragraph 7 under "Responsibility of Faculty," supra. If there is no violation, the instructor shall assign a grade based on the quality of the work completed. A student who is dissatisfied with the decision in his or her hearing may appeal the decision.

Grades are an evaluation of academic performance, and their assignment is a responsibility resting solely with the faculty consistent with the authority granted to the Academic Senate by the Regents. The assignment of "O" or "F" to work or tests in which academic dishonesty or other academic misconduct has occurred is based on the premise that the examination or assignment cannot be regarded as the student's own work and thus is invalidated and/or the student's violation is unfair and/or disruptive and thus harmful to the instructor and others in the class. The instructor shall not apply a more severe grade adjustment than recording a "O" or "F" on the specific assignment or test

on which misconduct occurred. Where an instructor has referred a case for adjudication but has not received a report confirming a violation at the time that the course grades are due, submit a grade of "I" for the student on the grade report form.

Specific procedures to be followed in the adjudication of cases of academic misconduct have been established by Holy Apostles. Procedural fairness is basic to the proper enforcement of Holy Apostles' policies and campus regulations. Procedures must ensure fairness not only for students accused of academic dishonesty but also for victims of dishonest acts, e.g., other students. The confidence of students and instructors in the procedures must be maintained.

Campus Safety Disclosure

In accordance with the Connecticut Safety Act (Public Act 90-259), the Holy Apostles College and Seminary Campus Security Policy and Crime Statistics are available upon request from the Office of the Academic Dean or the Business Office.

Summer Session

Holy Apostles College and Seminary offers a fifteen-week summer session for undergraduate and graduate students through Online Learning. There are no courses offered on campus during the summer session. Please contact the Online Learning office directly for more information on summer course offerings.

Out of State Contact Information for Online Learning Students

See Appendix A at the end of this catalog.



Holy Apostles Community – Spring 2015

THE SEMINARY



In its preparation of men for the priesthood, Holy Apostles Seminary is committed to providing solid formation in all aspects of seminary life, in accord with the directives of the Catholic Church. It is guided by the norms established by the Holy See, notably in the Apostolic Exhortation of Pope John Paul II, *Pastores Dabo Vobis* (1992), and by the norms established by the American Bishops in the Program for Priestly Formation.

Each of the areas of priestly formation specified in the Program of Priestly Formation is emphasized:

A formation team, assisted by counseling professionals, serves growth toward human maturity in the important qualities needed for leaders in the Church today, especially chaste celibate living.

The Spiritual Director, under the guidance of the Rector, shapes a rich spiritual program which nourishes the entire seminary program.

The faculty provides an excellent academic program suited to meet the complex circumstances of our time.

A variety of pastoral courses and field education placements enables the seminarians to acquire pastoral skills needed to serve the Church effectively today.

Seminary Life at Holy Apostles

It is a special aim of this seminary to provide priestly education in a Catholic spirit. This means not only that Catholic teaching informs all our instruction and all our formational work, but also that it is reflected in the concern to provide personal and spiritual formation in a Catholic spirit, stressing the Gospel ideals. The life of the seminary is centered about the Eucharist, especially daily Mass; it is nourished by the Liturgy of the Hours and by personal prayer. The traditions of seminary life here encourage Eucharistic worship, frequent use of the Sacrament of Reconciliation, devotion to Mary, love for the Church, respect for human life, concern for the poor, and a commitment to a priestly life of sacrifice and service.

Admission Procedure

Those applicants seeking admission to the seminary program must furnish:

- A completed and signed Seminary Division application form;
- Psychological evaluation by a psychologist experienced in testing candidates for the seminary. The testing center, or professional, must be approved by the school;
- One page account (as called for by the application) describing the candidate's life, the candidate's process of discernment of his priestly vocation and commitment to celibacy;
- Three letters of recommendation;
- Letters of evaluation from the rector of each seminary previously attended;

- Letters of evaluation from any diocese or religious community with which the candidate was or is associated;
- Official certificates of candidate's baptism and confirmation prepared within six months of the date of application, and a copy of the candidate's parents' marriage certificate;
- Medical certificate of good health, stating the candidate is able to undertake studies for the priesthood and is free from contagious diseases (this must be prepared by a licensed physician within six months prior to application); HIV and drug testing required;
- Academic transcripts of all post-secondary education, proof of the highest degree earned, and all standardized test results available (G.R.E. Institution code 3429). All must be official and issued directly to Holy Apostles Seminary;
- Criminal background check;

Non-refundable application fee.

All information may be obtained from, or sent to:

*Holy Apostles College and Seminary
Director of Seminary Admissions
33 Prospect Hill Road
Cromwell, CT 06416-2005*

Personal Interviews

Once the application and all supporting documentation have been received and evaluated, candidates will be invited to visit Holy Apostles for individual interviews with the Rector and members of the Admissions Committee. The applicant will also meet with the Academic Dean who will evaluate his academic record and preparation, and with the Financial Aid Officer, if necessary, to determine how to finance his education if accepted. A recommendation on each applicant is made by the Admissions Committee to the Rector, who informs the candidate in writing of his decision.

Sponsorship

Most seminarians are sponsored by a Diocese, Religious Community or Society of Apostolic Life at the time of application. If a qualified applicant is discerning a call to the priesthood but has not yet made a commitment to sponsorship, however, he may enter the seminary at the undergraduate or pre-theology level. He must obtain sponsorship before entering First Year Theology. Vocation



directors who visit the seminary are often eager to interview unsponsored college or pre-theology seminarians.

English Proficiency Test

An English Proficiency Test will be given during the orientation period to determine the ability of candidates to read and communicate in English. Deficiencies will be brought to the candidate's attention. Special instruction will be arranged when necessary, and the course "English as a Second Language" is available to foreign students.

Program of Priestly Formation

Human, Spiritual and Pastoral Formation

The human, spiritual and pastoral formation of candidates for the priesthood has many facets. Disciplined study of theology nourishes a deeper love and stronger possession of faith. The human potential of each candidate must be developed so that each grows in the pastoral skills and personal qualities, including psycho-sexual maturity, which every priest must have in these complex times.

Each seminarian has an individual Spiritual Director in the internal forum and a Priestly Formation Advisor in the external forum, as well as access to professional counselors experienced in the formation of priests. The Spiritual Directors and Priestly Formation Advisors give guidance for spiritual, human and pastoral development within the context of prayer and grace through the sacraments, and the living of a generous Christian Life.

Seminary life is nourished by daily celebration of the Holy Eucharist, community celebration of the Liturgy of the Hours, personal prayer, spiritual reading, meditation, Eucharistic adoration, praying the rosary and frequent use of the Sacrament of Reconciliation. Weekly conferences by the Rector or his delegate as well as supplemental workshops focus on the spirituality of the priest, living a chaste celibate life, instruction on prayer, etc.

Intellectual Formation

The theological program consists of 134 credits, of which 90 credits are normally applied to the M.Div. Degree. This is consistent with the norms of the Program for Priestly Formation of the National Conference of Catholic Bishops.

Program Components

The theology program consists of eight semesters of seminary residence, incorporating the four areas of priestly formation as articulated in the Apostolic Exhortation *Pastores Dabo Vobis*:

Human Formation

"In order that his ministry may be humanly as credible and acceptable as possible, it is important that the priest should mold his human personality in such a way that it becomes a bridge and not an obstacle for others. . . . Future priests should . . . cultivate a series of human qualities, not only out of proper and due growth and realization of self, but also with a view to the ministry. These qualities are needed for them to be balanced people, strong and free, capable of bearing the weight of pastoral responsibilities. They need to be educated to love the truth, to be loyal, to respect every person, to have a sense of justice, to be true to their word, to be genuinely compassionate, to be men of integrity, and especially, to be balanced in judgment and behavior" (*Pastores Dabo Vobis*, n. 43).

Primary Outcome: To practice kind, generous self-giving and patient suffering.

How do I consistently live a wholesome, balanced life?

- By maintaining modesty and propriety of dress, language and humor
- By caring for health and well-being

- By living a lifestyle consistent with Gospel simplicity
- By enjoying chaste friendships
- By being united to Jesus Christ who is priest and victim
- By being honestly committed to ongoing reflection, growth and self-assessment

Spiritual Formation

“Spiritual formation . . . should be conducted in such a way that the students may learn to live in intimate and unceasing union with God the Father through his Son Jesus Christ, in the Holy Spirit. Those who are to take on the likeness of Christ the priest by sacred ordination should form the habit of drawing close to him as friends in every detail of their lives. They should live his paschal mystery in such a way that they will know how to initiate into it the people committed to their charge. They should be taught to seek Christ in faithful meditation on the word of God and in active participation in the sacred mysteries of the Church, especially the Eucharist and the Divine Office” (*Pastores Dabo Vobis*, n. 43; *Optatam Totius*, 8).

"Just as for all the faithful spiritual formation is central and unifies their being and living as Christians, that is, as new creatures in Christ who walk in the spirit, so too, for every priest, his spiritual formation is the core which unifies and gives life to his being and his acting as a priest... Those who are to take on the likeness of Christ, the priest, by sacred ordination, should form the habit of drawing close to him as friends in every detail of their lives." (*PDV* 45)

Primary Outcome: To cultivate a deep and personal friendship with Christ in order to communicate the strength of Christ’s love to others.

How do I advance in the spiritual life?

- By regularly meeting for spiritual direction with a faithful, qualified spiritual director
- By acquiring the holy habit of good spiritual reading
- By growing in greater virtue and love of God
- By seeking to be better trained and more properly disposed to the Sacred Liturgy as the source and summit of daily life
- By faithfully engaging in public prayer including Holy Mass and the Liturgy of the Hours on a daily basis, regular reception of the Sacrament of Penance
- By faithfully engaging in private prayer including the habit of mental prayer and the practice of daily holy hour, adoration of the Blessed Sacrament, and devotion to Mary, especially through the rosary

Pastoral Formation

"Formation in its different aspects must have a fundamentally pastoral character... "The whole training of the students should have as its object to make them true shepherds of souls after the example of Jesus Christ, teacher, priest, and shepherd." (*PDV* 57; *Optatum Totius*, 4)

“[P]astoral formation certainly cannot be reduced to a mere apprenticeship, aiming to make the candidate familiar with some pastoral techniques. The seminary which educates must seek really and truly to initiate the candidate into the sensitivity of being a shepherd, in the conscious and mature assumption of his responsibilities, in the interior habit of evaluating problems and establishing priorities and looking for solutions on the basis of honest motivations of faith and according to the theological demands inherent in pastoral work” (*Pastores Dabo Vobis*, n. 58).

Primary Outcome: To become proficient in each of the twelve pastoral competencies (listed below) while reflecting on why they are good and reasonable skills to acquire.

How do I become pastorally proficient?

- By acquiring a genuine interest in pastoral theology
- By being enthusiastically engaged in pastoral matters, i.e., the one who does the work learns the most
- By prayerful reflection on field education experiences and other pastoral experiences
- By preparing and presenting theological reflections that are insightful and useful, especially for parochial ministry
- By seeking ways to improve pastoral skills

In order to acquire the following pastoral competencies:

1. To preach the Gospel prophetically
2. To celebrate the Eucharist and other liturgical services properly and with sincere devotion
3. To provide leadership, support and inspiration to the lay faithful for evangelization and pastoral renewal
4. To witness and promote the Gospel of Life and all Catholic social teaching
5. To exercise prudence, dialog and collaboration while maintaining a proper priestly persona
6. To answer correctly contemporary moral questions using Faith and Reason
7. To advocate and witness the Church's preferential option for the poor
8. To bring pardon, healing, peace and hope through pastoral care, pastoral counseling, spiritual direction and sacramental confession
9. To support marriage, family life and vocations to the priesthood and consecrated life as the Spiritual Father of the parish
10. To teach parishioners and parish catechists
11. To advocate Inculturation, Ecumenism and Inter-Religious Dialog
12. To administer the parish effectively

Intellectual Formation

"Candidates for the priesthood should have diligent care for the quality of their intellectual formation... For the salvation of their brothers and sisters they should seek an ever deeper knowledge of the divine mysteries. . . . Theological formation . . . should lead the candidate for the priesthood to a complete and unified vision of the truths which God has revealed in Jesus Christ." (*PDV*, n. 51, 54)

"The intellectual formation of the future priest is based and built above all on the study of sacred doctrine, of theology. The value and genuineness of this theological formation depend on maintaining a scrupulous respect for the nature of theology. . . . The theologian is therefore, first and foremost, a believer, a person of faith. But the theologian is a believer who asks himself questions about his own faith (*fides quaerens intellectum*), with the aim of reaching a deeper understanding of the faith itself" (*Pastores Dabo Vobis*, n. 53).

Primary Outcome: To be a self-educator, i.e., to challenge oneself and to inspire others to continue to learn more about the faith and moral life and all aspects of the Catholic intellectual tradition.

How do I seek to know and love God and the things of God through study and learning?

- By better managing time on a daily basis for required study
- By finding extra time for additional study beyond the course requirements
- By making a commitment to read sacred scripture and/or Church documents
- By becoming more disciplined to read and study during breaks in the seminary schedule
- By selecting specific texts to be read within a certain time frame
- By identifying areas of personal academic weakness in philosophy or theology and choosing a course of action for improvement

Field Education

The Field Education program seeks to develop pastoral and liturgical skills in each seminarian through closely supervised ministry in urban and rural parishes, schools, retirement homes, hospitals and state correctional facilities, and through theological reflection on these ministries. The intent is that pastoral concern thoroughly penetrates the entire training of seminarians so that they will personally identify with the apostolic mission of the Catholic Church.

Manual Labor

The manual labor program seeks to develop a generosity of response to whatever tasks need to be done for the common good. Priests are to be "cheerful givers" when presented with the opportunity to "wash the feet of others." If a seminarian can be a servant in small tasks, he will give generously in future ministry.

Evaluation of Seminarians

The Rector together with the Formation Team annually evaluates each seminarian's growth in his embrace of a chaste celibate life and in his performance in all components of the seminary program. The report consolidates evaluations by members of the faculty, the Priestly Formation Advisor and the seminarian's own evaluation of his progress in achieving the goals he sets for himself each year. This confidential evaluation is reviewed with the seminarian and is available only to his sponsoring bishop, vocation director or religious superior.



Pre-Theology Program

Candidates for the Seminary program who have not completed all of the academic pre-requisites will be enrolled in the Pre-Theology Program. A seminarian may complete his Pre-Theology as part of the B.A. program if he has not completed his undergraduate degree. This program prepares the student for admission to First Theology.

The following courses comprise 60 semester hours of the Pre-Theology Program. Courses may be offered every two years.

First Year Pre-Theology

First Semester	Second Semester
ENG 171 Composition and Rhetoric	LAT 202 Latin II
LAT 201 Latin I	PHS 490 Metaphysics
PHH 301 History of Ancient Philosophy	PHH 304 History of Medieval Philosophy
PHS 311 Logic	LLT 300 Liturgy
PAS 161 Catechism Pillars I & II	PAS 162 Catechism Pillars III & IV

Second Year Pre-Theology

First Semester	Second Semester
SPA 101 Spanish I	SPA 102 Spanish II
PHH 401 History of Modern Philosophy	ENG 300 Great Christian Literature I
PHS 551 Philosophical Anthropology	PHS 415 Philosophy of God
PHS 414 Epistemology	PHH 404 Contemporary Philosophy
SAS 101 Sacred Scripture	PHE 501 Ethics

Master of Divinity Degree Program

Objectives

The Master of Divinity (M.Div.) is a professional degree designed for men preparing to be ordained to the Catholic Priesthood or permanent Diaconate. Successful completion of the Master of Divinity program attests to the recipient's competency for exercising priestly ministry gained from a thorough grounding in Sacred Scripture, Dogmatic and Moral Theology, Spiritual and Pastoral Theology, Canon Law, Liturgy, Homiletics and Church History.

Some students who apply at a later age and do not have a Bachelor's degree may, with the permission of their diocese or religious society, earn a Certificate of Preparation for Ordination for the Priesthood upon the satisfactory completion of four years of theology. All requirements for those in the certificate program are the same as those in the M.Div. program, including the philosophy pre-requisites.



Candidates for the M.Div. degree must achieve and maintain a minimum cumulative grade point average of 2.0.

Admission Requirements

Applicants for the M.Div. program should follow the Seminary Division Admissions Procedures, as defined in this catalog.

Applicants for the M.Div. program must have a Bachelor's degree or its equivalent from an accredited college or university and 24 credits in 8 pre-requisite philosophy courses as given in the Theology program requirements described elsewhere in this catalog.

In cases where an applicant has been a seminarian in another accredited theologate, 60 graduate credits with at least a "C" grade may be transferred toward the M.Div. degree.

Degree Requirements

Ninety (90) credits of graduate theology are required and must include:

DTH 731	One and Triune God
DTH 751	Christology
MTH 611	Fundamental Moral Theology I
SAS 651	Synoptic Gospels

A minimum of nine credits must be earned in the areas of Moral Theology, Sacred Scripture, Dogmatic Theology, Pastoral Theology and Church History.

Academic Requirements

First Year Theology

Fall Semester	SAS 638	Torah and Old Testament Books	3
	DTH 601	Introduction to Theology	3
	MTH 611	Fundamental Moral Theology I	3
	LLT 653	Liturgical Theology	3
	PAS 795	Fundamental Human Formation	3
	PAS 600	Field Education	
Spring Semester	SAS 651	Synoptic Gospels	3
	DTH 802	Baptism/Confirmation/Eucharist	3
	DTH 760	Ecclesiology/Ecumenism	3
	MTH 680	Theology of the Body/Marriage	3
	MTH 841	Catholic Social Teachings	3
	PAS 601	Field Education	

Second Year Theology

Fall Semester	CHH 707	History of the Church to 1400	3
	PAS 668	Missionary Discipleship: Evangelization and Catechesis	3
	SAS 621	Prophetic Literature	3
	CHH 631	Mystical Theology in the Church Fathers	3
	MTH 612	Fundamental Moral Theology II	3
PAS 602	Field Education		
Spring Semester	CHH 708	History of the Church from 1400	3
	SAS 802	Johannine Writings	3
	CHH 673	Mystical Theology of the Carmelites and St. Francis de Sales	3
	DTH 731	One and Triune God	3
	DTH 965	Penance/Anointing	3
	PAS 603	Field Education	

Third Year Theology

Fall Semester	PAS 681	Pastoral Counseling	3
	SAS 671	Letters of St. Paul	3
	DTH 751	Christology	3
	MTH 791	Morals and Psychology	3
	CLA 601	Fundamentals of Canon Law	3
	PAS 604	Field Education	
	LLT 812	Pre-Deacon Practicum (Part I)	

Third Year Theology

Spring Semester	SAS 639	Psalms	3
	DTH 757	Pneumatology	3
	CLA 715	Canon Law of Marriage	3
	PAS 751	Homiletics I	3
	DTH 971	Priesthood and Celibacy	3
	PAS 605	Field Education	
	LLT 813	Pre-Deacon Practicum (Part II)	

Fourth Year Theology

Fall Semester	CHH 518	The Church in America	3
	PAS 951	Homiletics II	3
	PAS 701	Pastoral Theology I	3
	SAS 657	Luke and the Acts of the Apostles	3
	MTH 991	Moral Virtues in Confession	3
	PAS 606	Field Education	
	LLT 821	Penance Practicum	
LLT 912	Mass Practicum (Part I)		
Spring Semester	PAS 671	Spiritual Direction	3
	DTH 641	Protology and Eschatology	3
	BIE 625	Catholic Bioethics	3
	PAS 702	Pastoral Theology II	3
	PAS 607	Field Education	
	LLT 913	Mass Practicum (Part II)	

Courses may be offered every two years.



**Workshop in the Auditorium
Spring 2015**

Masters of Arts Degree in Theology for Seminarians



With the permission of the Faculty Senate, and his ecclesiastical or religious superior, an exceptional student may be allowed to earn a Master of Arts degree in theology, in conjunction with the M.Div. degree.

The Master of Arts degree in Theology requires 36 semester hours of graduate course work beyond the M.Div. requirements. A student who plans to pursue more advanced graduate work in the future may elect to take a foreign language proficiency exam and write a Master's Thesis or develop a Special Project. The language exam, however, may not be substituted for any of the required 36 credit hours. The Master's Thesis and Special Project may be done for program credit. All students must complete four core courses and complete a summative evaluation.

The degree concentration may be in one of the following areas: Apologetics, Bioethics, Church History, Dogmatic Theology, Moral Theology, or Sacred Scripture.

Registration

Students in the Seminary Program should consult the Academic Calendar for registration dates.



THE COLLEGE



The Second Vatican Council reaffirmed the essential role of the laity in the mission of the Church. Holy Apostles College is dedicated to cultivating lay catholic leaders through providing strong integrated liberal arts degrees and a graduate theology program.

For the convenience of students, a variety of courses on the undergraduate and graduate levels are offered Monday through Thursday evenings, in addition to the day classes.

Some courses are also offered during the Summer Session

and through Online Learning.

Programs include:

- Associates of Arts in Theology – 60 Credits
- Bachelors of Arts with majors in Philosophy, Theology, English in the Humanities, History in the Social Sciences residentially or through Online Learning – 120 Credits
- Master of Arts in Theology residentially or through Online Learning with concentrations in Apologetics, Bioethics, Church History, Dogmatic Theology, General Studies, Moral Theology and Sacred Scripture – 36 Credits
- Master of Arts in Philosophy through Online Learning with concentrations in Christian Wisdom, Ethics, General Studies, History of Philosophy and Systematic Philosophy – 36 Credits
- Master of Arts in Pastoral Studies, available up to 50% online, with concentrations in General Studies, Spiritual Direction/Pastoral Counseling, and Marriage and Family – 36 Credits
- Post Masters in Theology (soon to be renamed the Advanced Graduate Certificate in Theology) with concentrations in Apologetics, Bioethics, Church History, Dogmatic Theology, Moral Theology and Sacred Scripture – 30 Credits
- Non-degree Graduate Certificates with concentrations in Apologetics, Bioethics, Church History, Dogmatic Theology, Moral Theology and Sacred Scripture – 15 Credits

Student Life



Holy Apostles attracts a diverse body of students. Among the College Division programs, laity and religious attend courses on full and part-time schedules. Being a smaller institution enables Holy Apostles to maintain an excellent student teacher ratio. Holy Apostles encourages interaction between laity, religious, seminarians and priests. Through opportunities for community worship and social activities and events (e.g., Christmas parties, study groups, cultural experiences, and trips), the student body is provided with a variety of events to promote a community atmosphere.

Support Staff

An academic advisor is assigned to each student enrolled in a degree or certificate program. The advisor's role is to help students with course selection and program planning. Prior to registration, students should schedule a meeting with their academic advisor.

Our Lady, Queen of Apostles Chapel

Our Lady, Queen of Apostles Chapel is open seven days a week during regular hours. All are welcome to visit at any time and especially during Mass and the Liturgy of the Hours.



Our Lady, Queen of Apostles Chapel in Winter

Other Areas of Interest

The Offices of the President-Rector, Vice-Rector, Academic Dean, Online Student Affairs, Registrar, Financial Aid, Business, and Development are located in St. Peter's Hall.

The cafeteria is also located in St. Peter's Hall. To purchase meals, students must buy tickets from the Business Office. Tickets are to be turned in to the cafeteria staff at meal time. A small voluntary donation is appreciated for drinks and refreshments which are available at all times.

A student lounge is located in the refectory for study groups, reading or relaxation before or between classes.

Parking

In addition to the main parking lot, ample parking is available along the drive on the east side of Prospect Hill Road. There is no on street parking, nor is parking permitted in the turn-around in front of St. Peter's and St. Andrew's Halls.

Admissions Procedure

All applicants seeking admission to any of the programs must furnish:

- A completed and signed application form;
- A completed Proof of Measles/Rubella Immunization and Meningitis Immunization forms (if applicable);
- Official transcripts of all college records (or high school records for first time college students), issued directly to the Holy Apostles Registrar's Office;
- 500 word essay on assigned topic;
- Two letters of recommendation, one from each of the following:
 - Recent educator, guidance counselor or academic mentor
 - Catholic priest or other religious leader authenticating your desire to learn about Catholic leadership
- A non-refundable \$50 application fee.

All information should be sent electronically to admissions@holypostles.edu or by standard mail to:

*Holy Apostles College and Seminary
Office of Admissions
33 Prospect Hill Rd.
Cromwell, CT 06416*

After the application packet has been submitted to the Office of Admissions, a personal interview with the Admissions Director as well as a written English assessment will be scheduled as needed.



Deadlines for Submission

Those seeking admission to any on campus programs should complete the application process by August 1st preceding the fall semester in which they will begin classes, or by January 1st preceding the spring semester in which they will begin classes. Those seeking admission to the M.A. Program via Online Learning should complete the application process by July 15th preceding the fall semester in which they will begin classes, by November 15th preceding the

spring semester in which they will begin classes or by March 15th preceding the summer semester in which they will begin classes.

Transfer Students

Students seeking to transfer credits into one of Holy Apostles' degree programs should follow the same admissions procedures as cited above.

Additional Information

Application forms may be obtained from the Office of the Registrar or can be printed from the website. Omitting information or providing false information to Holy Apostles, on this or any other form, can result in refusal of admission to, or dismissal from, the school.

Students admitted into a program must begin coursework within one calendar year of the date of acceptance to that program. The date of acceptance is the date of any letter (electronic or paper) received from Holy Apostles informing the student of his or her acceptance into the program. To "begin coursework" here means to properly enroll and to participate in a course that will count toward the degree requirements of the program in which the student has enrolled. If an admitted student does not begin coursework within one calendar year of acceptance, the student's admission will be considered void, the student must reapply for admission into the program, and the student will be bound by any changes within that program that have been made in the meantime.



Missionaries of the Holy Apostles

Undergraduate Programs

Associate of Arts Program

Summary of the Program

The Associate of Arts program is a 60 credit undergraduate degree with a concentration in Theology. The program is designed specifically for the person who has an interest in a liberal arts education and wants to work towards a Bachelor's degree at a future date.

The A.A. program requires an understanding of theology, philosophy, humanities, social science, mathematics and the physical sciences.

A maximum of thirty credit hours with a grade of C or higher will be accepted for transfer into the program, provided credits are from accredited colleges, have not already been used for an A.A. degree or higher and are applicable to the A.A. degree. Acceptance of transfer credits is at the discretion of the Academic Dean. Of accepted transfer credits, only nine may be in a student's area of concentration.

There is a three-year time limit from entry into the program for completion of the degree requirements.

Admission Requirements for the Program

Applicants for the A.A. program should follow the College Division Admissions Procedure. They must possess a high school diploma or equivalent. Applicants must be able to show proficiency in both English and Mathematics, either evidenced by previous college experience or by proficiency exam.

Requirements for the A.A. in Theology Degree

Theology - 18 credits

These courses include Scripture, Religious Education, the Catechism of the Catholic Church, Theological Research and Writing, Moral and Dogmatic Theology, and Evangelization. They are geared to helping students gain a better understanding of the Living Tradition and the Living Word, and to further develop their own personal spirituality.

Philosophy - 12 credits

These courses examine the basic areas of philosophy as they relate to Christian Theology. Logic, Epistemology and Metaphysics provide students with an understanding of the foundation of philosophical thinking. Courses such as Philosophy of God or Ethics lead students to a deeper intellectual insight into the Christian belief structure. The courses are geared to help the student combine faith with knowledge, so as to look at life through the paradigm of Christian Theology.

English in the Humanities - 6 credits

These courses lead to an understanding of the development of the human person through the different ages of civilization. They include branches of learning such as literature, English, rhetoric and fine arts. Additional Philosophy courses beyond the requirement may also be used for Humanities credit.

History in the Social Sciences - 6 credits

These courses study the social aspect of human life including Sociology, Anthropology, Psychology, History and Education. They are intended to help the student bring the Gospel message to others in a culturally and socially relevant way, as they better understand the perspectives from which others view Christian faith.

Mathematics and the Hard Sciences - 6 credits

Courses in Mathematics and the Hard Sciences are required for a well-rounded college education. They include Physics, Biology, Chemistry, and Elementary Mathematics. Some courses desired by our students may not be offered at our school, and students are encouraged to take those courses elsewhere and transfer them into their degree program.

Electives – 12 credits

Elective courses may be drawn from any area of choice, allowing the student to further explore a particular interest. Students are encouraged to invest part of their elective credits in the taking of a foreign language. Spanish classes make it possible for students to acquire a working knowledge of the language for pastoral settings. Biblical Greek provides the opportunity to better understand the original texts of the Scripture. Latin provides the background for understanding the language of the Church.



Faculty Preparing for May 2014 Commencement

Forthcoming: Approved by the Faculty Senate in April 2014

An application for this program will be filed with the State of Connecticut's Office of Higher Education during the 2015-2016 academic year.

Associate of Arts in Liberal Arts Degree Curriculum

	Fall Semester	Spring Semester
First Year Focus: Liberal Arts and Sciences	1. ENG 131 Poetry* 2. SCM 101 Mathematics among the Liberal Arts* 3. HUM 103 Humanities in Ancient World 4. ENG 171 Composition and Rhetoric 5. PAS 161 Catechism Pillars I & II*	1. ENG 151 Drama* 2. SCM 201 Physics-Lab* 3. HUM 104 Humanities in Early Christian World 4. SOC 103 Sociology 5. PAS 162 Catechism Pillars III & IV*
Second Year Focus: Liberal Arts and Sciences	1. ENG 221 Novel* 2. HIS 201 American History I 3. HIS 101 Western Civ I* 4. SOC 253 Political Science 5. PHS 311 Logic	1. PSY 200 Psychology* 2. SCM 220 Chemistry-Lab 3. HIS 102 Western Civ II* 4. SOC 275 Economics 5. PHS 551 Philosophical Anthropology

Number of Core or Recommended Courses:

Theology	2
Humanities	6
Philosophy	2
Social Science	7
Math/Science	3
Total	20



St. Peter's Hall – Administrative and Faculty Building

Bachelor of Arts Program

Summary of the Program

The 120-credit hour Bachelor of Arts Degree program provides a philosophically-based Catholic honors liberal arts curriculum with a major in Philosophy, Theology, English in the Humanities or History in the Social Sciences. The program is designed to give the student the proper preparation for graduate work in a related area, for teaching or for ministry.

The B.A. program requires an understanding of Philosophy, Theology, Humanities, Social Sciences, Mathematics and the Physical Sciences.

A maximum of sixty credit hours with a grade of C or higher will be accepted for transfer into the B.A. program, provided credits are from accredited colleges, have not already been used for a Bachelor's degree or higher and are applicable to the B.A. degree. Of accepted transfer credits, only fifteen may be in a student's area of concentration. Acceptance of transfer credits is at the discretion of the Academic Dean.

There is a six-year time limit from entry into the program for completion of the degree requirements.

Admission Requirements to the B.A. Program

Applicants for the B.A. program should follow the College Division Admissions Procedure. They must possess a high school diploma or equivalent. Applicants must be able to show proficiency in English, either evidenced by previous college experience, or by proficiency exam.

Bachelor of Arts Degree Curriculum

	Fall Semester	Spring Semester
First Year Focus: Liberal Arts and Sciences	<ol style="list-style-type: none">1. ENG 131 Poetry*2. SCM 101 Mathematics among the Liberal Arts*3. HUM 103 Humanities in Ancient World4. ENG 171 Composition and Rhetoric5. PAS 161 Catechism Pillars I & II*	<ol style="list-style-type: none">1. ENG 151 Drama*2. SCM 201 Physics-Lab*3. HUM 104 Humanities in Early Christian World4. SOC 103 Sociology5. PAS 162 Catechism Pillars III & IV*
Second Year Focus: Liberal Arts and Sciences	<ol style="list-style-type: none">1. ENG 221 Novel*2. HIS 201 American History I3. HIS 101 Western Civ I*4. LAT 201 Latin I5. SOC 253 Political Science	<ol style="list-style-type: none">1. PSY 200 Psychology*2. SCM 220 Chemistry-Lab3. HIS 102 Western Civ II*4. LAT 202 Latin II5. SOC 275 Economics

<p>Third Year</p> <p>Focus: Philosophy</p>	<ol style="list-style-type: none"> 1. PHS 311 Logic 2. PHH 301 History of Ancient Philosophy* 3. PHE 501 Ethics 4. SAS 101 Scripture* 5. FPA 311 Western Art History: Painting, Sculpture, Architecture, Music, and Dance 	<ol style="list-style-type: none"> 1. PHS 551 Philosophical Anthropology* 2. PHH 304 History of Medieval Philosophy* 3. PHS 490 Metaphysics* 4. MTH 300 Moral Theology* 5. CHH 300 Church History
<p>Fourth Year</p> <p>Focus: Theology</p>	<ol style="list-style-type: none"> 1. PHS 414 Epistemology 2. SAS 451 Synoptic Gospels 3. MTH 380 Theology of The Body* 4. LLT 453 Liturgical Theology 5. Major Area Elective 	<ol style="list-style-type: none"> 1. PHS 415 Philosophy of God* 2. SAS 471 Letters of St. Paul 3. PHE 425 Fundamental Bioethics* 4. APO 512 Apologetics* 5. Major Area Elective

Number of Core or Recommended Courses: (a major constitutes 10 courses in the areas of Theology, Philosophy, History in the Social Sciences, and English in the Humanities). Students may double major by taking ten courses in each of two areas.

Theology	9
Humanities	8
Philosophy	8
Social Science	8
Math/Science	3
Electives	4
Total	40

*= Core Courses

20 Core Courses x 3 Credits each = 60 Credit Core



**Very Rev. Douglas L. Mosey, C.S.B.
President-Rector**

Bachelor of Arts in Educational Technology Degree Program Proposal

Holy Apostles College and Seminary is in the process of submitting its proposal over the course of the 2015-2016 academic year to launch a new Bachelor of Arts degree program in educational technology. The proposed goals and outcomes are as follows:

Ed Tech Program Goals:

1. To provide students with the skills needed to become lifelong learners in the fast-changing arena of educational technology
2. To provide students with the capacity for discernment in the use of appropriate methods and tools for the teaching and learning environments they are endeavoring to promote
3. To engage students in discussion concerning the Social Communication Magisterium from Pius XI through the present-day
4. To enable students to become educational technologists upon graduation
5. To prepare students for graduate studies in educational technology

Ed Tech Program Outcomes:

Students completing the Bachelor of Arts with a Major in Educational Technology are expected to:

1. Research trends and issues related to the field of educational technology;
2. Synthesize trends and issues related to the Catholic Church and the media of social communication;
3. Understand and integrate educational theory and modern/postmodern instructional design models;
4. Apply technology skills to produce instructional resources and learning environments;
5. Appraise emerging technology for teaching and learning;
6. Engage various technologies and applications to create and/or adapt resources and environments for accessibility;
7. Manage a professional development experience using technology-supported instruction
8. Research and demonstrate awareness of the Church's position on the responsible use of digital media and technologies.

The Curriculum

CORE

Elements of Developmental Psychology, General Education Theory and Special Education Theory are touched upon in core courses like Foundations in Educational Technology, Principles of Instructional Design, and Special Education Theory and Assistive Technologies. The program, if approved, would include the following core courses:

1. **EDT 110 Special Education Theory and Assistive Technologies**
Students will explore special education theory and the effective integration and use of assistive technologies.

2. **EDT 210 Foundations in Educational Technology**
Students will explore the history, trends, issues and practices of educational technology.
3. **PHE 215 Ethics of Educational Technology**
Students will explore various ethical issues in educational technology: copyright, fair use, Creative Commons, accessibility, professional behavior, intellectual property, etc.
4. **EDT 231 Principles of Instructional Design**
Students will explore modern/postmodern models of instructional design and processes used in the creation of instructional resources and environments.
5. **PAS 531 Theology of Social Media**
This course explores the history, trends, and issues related to the Catholic Church and its use of media for social communications. Students discuss how media is “social” and how this can be used to “introduce people to the life of the Church and help our contemporaries to discover the face of Christ” (Pope Benedict XVI, Message for 44th World Communications Day, 2010).

NON-CORE

Students who complete the five core courses will have the option of selecting any five additional courses from among the following:

1. **EDT 241 Project Management Skills**
Students will explore and use various tools, procedures, and methods of project management utilized in education and professional development.
2. **EDT 315 Designing Accessible Learning Resources**
Students will examine Section 508, American Disabilities Act, and universal design for learning, and create and process learning resources and environments for accessibility to diverse learner types and assistive technologies.
3. **EDT 351 Interactive Multimedia Design**
Students will explore the application of instructional design principles for the development of multimedia resources and instructional programs.
4. **EDT 355 Creating Online Teaching and Learning Environments**
Students will examine teaching and learning online and implement principles and processes used for the creation of effective online learning environments.
5. **EDT 410 Instructional Design for Mobile Devices**
Candidates will explore mobile technologies for teaching and learning and implement principles and processes to plan, create and use various instructional resources and environments for delivery on mobile devices.
6. **EDT 425 Differentiated Instruction**
Students will examine trends and issues related to computers, multimedia tools, other educational technologies and the principles of universal design to differentiate the learning experience for diverse learner types.
7. **EDT 435 Audio/video Design and Development**
Students will explore and implement various design and development strategies and technologies to plan, create audio and video resources for diverse learning environments.
8. **SOC 325 Catholic Formation and New Media**
Students will explore human, spiritual, intellectual, and pastoral formation and the trends and issues of new media technologies used to foster each.

Agreement on Transfer Credits with the Adler-Aquinas Institute

Holy Apostles College and Seminary has partnered with the Adler-Aquinas Institute on its Great Books Program.

Adler-Aquinas offers 48 hours of liberal arts education, principally the Great Books of Western Civilization (information on which is available at <http://angelicum.net/great-books-program/>), and 12 hours of Theology through the Angelicum Academy (information on which is available at <http://angelicum.net/liberal-studies-program-faq/theology-wfr-fessio/>).

All courses offered by these two programs are American Council of Education (ACE) recommended, and it is the policy of Holy Apostles College & Seminary to accept ACE recommended courses that meet the normative criteria for transfer of credit.

All credits earned through the Adler-Aquinas Institute are transferable to the undergraduate programs at Holy Apostles.



Very Rev. Douglas L. Mosey, C.S.B., Graduation 2015

Graduate Programs



Master of Arts in Theology Program

Program Director: Dr. Cynthia Toolin-Wilson

Summary of the Master of Arts in Theology Program

The Master of Arts in Theology program is a course of study designed to give both a broad acquaintance with the major theological disciplines, and the opportunity to choose a concentration. It is a flexible program designed to prepare men and women for ministry, teaching religion or theology, for a subsequent Post Master's Certificate, licentiate or doctoral work, or for integrating their existing life and profession with a theological component. A student may concentrate in Apologetics, Bioethics, Church History, Dogmatic Theology, Moral Theology, Sacred Scripture. The Apologetics concentration courses are available through Online Learning only.

The student must take 36 semester hours of graduate course work and complete the degree requirements with a G.P.A. of 3.0 or better. Students who aspire to pursue more advanced degrees beyond the M.A. may take a foreign language exam and write an M.A. Thesis. The language exam, however, may not be substituted for any of the required 36 credit hours. The thesis may be given 3 credits toward the degree program. All students must take four core courses and complete a summative evaluation. There is a six-year time limit from entry into the program for completion of the degree requirements.

Admission Requirements

- Applicants for the M.A. program in Theology should follow the College Division Admissions Procedure. Applicants must be able to show proficiency in both English and Mathematics, either evidenced by previous college experience, or by proficiency exam.
- The M.A. program is designed for the student who is prepared to do graduate work. Candidates should have an interest in Theology, be well versed in Christian principles and be able to articulate them readily.
- Applicants to the M.A. program must have a Bachelor's degree with a cumulative G.P.A. of at least 3.0 (B).
- All applicants are required to take the co-requisite courses, PHS 607 Philosophy for Theologians and DTH 600 Introduction to Theology.
- Applicants for the M.A. program must provide proof, established by official college transcripts, of ability to succeed in graduate studies.
- A maximum of six graduate credits toward the M.A. degree will be accepted by Holy Apostles for transfer. These credits must be from accredited colleges and must be applicable to the M.A. degree as outlined.

Degree Program Goals:

1. to educate students in the discipline of Catholic theology, attending to the biblical, historical, philosophical, and systematic roots of Catholic life and belief in a manner that is critical,

accurate, and informed by current scholarship

2. to develop in students a coherent and detailed knowledge of their theological concentrations, including classical and current problems and insights in those concentrations, their developing methodologies, and their current scholarly literature, together with the ability to articulate this knowledge in speech and writing
3. to train students in the skills of theological research, including the use of traditional library resources and new media resources, as well as in the normal methods and style of theology
4. to foster in students sound habits of study, dialogue, and discerning theological judgment, especially with a view to their roles in the work of evangelization and/or their further academic work in theology

Degree Program Learning Outcomes:

Students earning the M.A. in Theology will

1. be able to identify and explain the biblical, historical, philosophical, and systematic foundations of Catholic life and belief in a manner that is critical, accurate, and informed by current scholarship
2. exhibit, in speech and writing, a coherent and detailed knowledge of their theological concentration, its developing methodologies, its current literature, its major theoretical constructs, and its classical and current problems and insights
3. manifest the skills of theological research, including facility with traditional library resources and new media resources, as well as the ability to recognize and correctly cite materials appropriate to academic theology
4. exhibit a critical understanding of diverse theological discourses and positions, assessing them critically and charitably in the light of the Catholic faith
5. demonstrate competence in communicating Catholic doctrine accurately at a popular level, in a practical and commonly accessible way, whether by ordinary speech and writing or via the new media of social communication

Core Curriculum

Holy Apostles requires M.A. candidates to complete six credits of co-requisite study and a twelve-credit core curriculum within the program. The co-requisite courses are as follows:

PHS 607	Philosophy for Theologians
DTH 600	Introduction of Theology

Note that PHS 607 is a pre-requisite for DTH 600 and should not be taken in the same term. Students who choose to take more than one course their first term should take PHS 607 and one of the core courses, then DTH 600 their second semester and another core course.

The core courses are:

SAS 651	Synoptic Gospels
DTH 731	One and Triune God
DTH 751	Christology
MTH 611	Fundamental Moral Theology I

Note that DTH 731 is a pre-requisite for DTH 751 and should not be taken in the same term. Four courses must then be taken within the area of concentration as follows in the concentration descriptions below.

Areas of Study for the Master of Arts in Theology Degree

A candidate for the M.A. in Theology is required to complete course work from appropriate areas of graduate study. Theology students must choose from one of seven areas of concentration for their studies: Apologetics, Bioethics, Church History, Dogmatic Theology, General Studies, Moral Theology and Sacred Scripture.

The following descriptions provide an overview of each area of graduate study and specify course work normally required for the M.A. in Theology.

Apologetics - Concentration Chair: Fr. Peter Samuel Kucer, MSA

Courses provide students with the biblical basis for the key Catholic teachings and customs that non-Catholics wonder about, object to, and preach against. Topics include an introduction to apologetics, Catholic norms, nature and grace, and non-Catholic beliefs.

Concentration Goals

1. To demonstrate that arguments given by atheists are not compelling especially: that science proves that God doesn't exist, that there could not be a God of love since there is so much evil in the world, that reality of sins committed by Catholics in the past and present do not prove that no one should be a Catholic.
2. That philosophical ethics can articulate with convincing reasons that what Catholics know by faith to be immoral is also immoral by reason.
3. To demonstrate that Catholic dogma and faithful practice is a fulfillment of the yearnings of non-Christians and non-Catholic Christians.

Concentration Outcomes

1. That students exhibit an ability to speak truth with love and respect in addressing intellectual falsehoods and historical misrepresentations.
2. That students demonstrate an ability to articulate, in practical and popular ways, philosophical doctrines that are particularly useful or even essential to giving an account of the doctrines of Catholic faith, whether by ordinary speech and writing or via new media of social communication.

Co-requisites for Theology:

Philosophy for Theologians
Introduction to Theology

Theology Core:

1. One and Triune God
2. Christology
3. Fundamental Moral Theology I
4. Synoptic Gospels

Concentration Core:

1. Apologetics
2. Theology and Science
3. New Atheism
4. Marriage and the Theology of the Body

Concentration Electives:

1. Evolution and Catholic Thought
2. Theology of Social Media

Bioethics - Concentration Chair: Dcn. Thomas J. Davis, Jr.

Courses articulate authentic Catholic teaching with respect to bioethical issues. They provide students with a solid Magisterial foundation in medical ethics and bioethical science. Some of the topics discussed in an interdisciplinary model are technological reproduction, the criteria for brain death, genetic engineering, end-of-life decisions, "living wills," fetal tissue research, cloning and various legal issues pertaining to bioethical procedures.

Concentration Goals

1. To teach students a fully Catholic understanding of bioethical principles and issues as concerns life issues, in their diversity and changes.
2. To teach students biological, medical, legal (e.g., advance directives) and ethical terminology and how to interpret what members of these different disciplines are saying when using this terminology.

Concentration Outcomes

1. Students will demonstrate an ability to explain, in a popular way, the fully Catholic approach to bioethics, on a variety of life and death issues.
2. Students will manifest a capacity to understand and interpret developing medical, biological, and legal approaches to life and death issues in a fully Catholic manner.



Co-requisites for Theology:

Philosophy for Theologians
Introduction to Theology

Theology Core:

1. One and Triune God
2. Christology
3. Fundamental Moral Theology I
4. Synoptic Gospels

Concentration Core:

1. Catholic Bioethics and the Dignity of the Human Person (non-NCBC students - Biology and Biotechnologies for Ethicists)
2. Guiding Principles of Catholic Medical Ethics (non-NCBC students – Marriage and the Theology of the Body)
3. Gospel of Life and Culture of Death
4. Case Studies and Applied Topics

Concentration Electives:

1. Catholic Bioethics
2. Bioethics and the Law

Church History –Concentration Chair: Dr. John Bequette

Courses offer a comprehensive study of the Church from its foundation to the Second Vatican Council. They include the teachings of the Church Fathers as well as the history of the Church in America. They provide students with an understanding of the role of Catholics in knowing the times and interpreting them in light of the Gospel.

Concentration Goals

1. Graduates will know a basic outline of the Western Church, and the Church's involvement in the formation of western civilization.
2. Graduates will learn how to use primary sources, examine the relevant secondary sources, and from this background become critical thinkers in evaluating historiography through properly composed assignments, research papers and presentations.
3. In forming a genuine Catholic leader, the Church history concentration will lead students especially in the historical circumstances of the development of doctrine and how it was expressed in light of the Church's missionary activity.

Concentration Outcomes

1. Students will understand the foundational "language" of Church history and thus be able to express in spoken word and writing its relevant events and ideas, while being formed for a more profound study.

2. With evangelization in mind, students will express Church history in a convincing prose based upon scholarly research done in light of Christ, having examined various forms of historiography and their philosophical, theological and methodological foundations.
3. Graduates can convey profoundly the historical circumstances of the Church's Faith while clearly delineating a tradition of ideas, mission, liturgy, art and culture in light of a reflection upon the needs of contemporary culture

Co-requisites for Theology:

Philosophy for Theologians
Introduction to Theology

Theology Core:

1. One and Triune God
2. Christology
3. Fundamental Moral Theology I
4. Synoptic Gospels

Concentration Core:

1. Patristics
2. Church History to 1400
3. Church History from 1400
4. Documents of Vatican II

Concentration Electives:

1. Church in America
2. Catholic Modernism

Dogmatic Theology - Concentration Chair: Dr. Cynthia Toolin-Wilson

Courses are designed to examine the doctrine of the Catholic Church. Topics covered include Trinity, Christology, Ecclesiology, the Sacraments, Mariology and Grace.

Concentration Goals

1. To teach students the principles, sources, and methods of the science of theology, and its relationships to, and distinctions from, philosophy and reason.
2. To educate students in the major dogmatic disciplines using Thomistic and magisterial sources, and fully Catholic theologians.

Concentration Outcomes

1. Students will demonstrate a familiarity with, and the ability to explain in detail, major dogmatic teachings of the Catholic Church.
2. Students will demonstrate competence in distinguishing between fully Catholic approaches to doctrine and other approaches, and be able to communicate the correctness of the former and the incorrectness of the latter.

Co-requisites for Theology:

Philosophy for Theologians
Introduction to Theology

Theology Core:

1. One and Triune God
2. Christology
3. Fundamental Moral Theology I
4. Synoptic Gospels

Concentration Core:

1. Nature and Grace (online)/Theological Anthropology (on campus)
2. The Seven Sacraments
3. Ecclesiology and Ecumenism
4. Documents of Vatican II

Concentration Electives:

1. Mariology
2. Spiritual Theology

General Studies – Concentration Chair: Dr. Cynthia Toolin-Wilson

Courses are designed to provide a broader awareness of theology in general through an interdisciplinary concentration core. Students must select at least one course from each of the six concentrations following completion of their co-requisite courses and program core.

Concentration Goals

- to educate students in a broad range of Catholic theological disciplines, depending on the student's interests, attending to the foundations of Catholic life and belief in a manner that is critical, accurate, and informed by current scholarship
- to develop in students a broad knowledge of theological disciplines of interest, and within them, developing methodologies and their current scholarly literature
- to develop in students their ability to articulate this knowledge in speech and writing
- to train students in the skills of theological research, including the use of traditional library resources and new media resources, as well as in the normal methods and style of theology
- to foster in students sound habits of study, dialogue, and discerning theological judgment, especially with a view to their roles in the work of evangelization and/or their further academic work in theology

Concentration Outcomes

- Students will demonstrate, in writing and speaking, an understanding of primary theological concepts and principles in a range of theological disciplines.
- Students will be able to explain these concepts and principles, and apply them in concrete situations, in a reasoned way so others can understand Catholic teaching.
- Students will demonstrate competence in distinguishing between fully Catholic approaches and other approaches, and be able to communicate the correctness of the former and the incorrectness of the latter.

Co-requisites for Theology:

Philosophy for Theologians
Introduction to Theology

Theology Core:

1. One and Triune God
2. Christology
3. Fundamental Moral Theology I
4. Synoptic Gospels

Concentration Core:

1. Any Apologetics Course
2. Any Bioethics Course
3. Any Church History Course
4. Any Dogma, Morals or Scripture course

Concentration Electives:

1. Any course in the program
2. Any course in the program

Moral Theology - Concentration Chair: Fr. Luis Luna, MSA

Courses place in perspective the philosophical and theological tools with which the complex issues of morality are theoretically and practically evaluated. They help the student to discover the theological and moral virtues within the context of human activity. Canon Law is covered by courses in this area. The required course is MTH 611 - Fundamental Moral Theology I.

Concentration Goals

1. Establish the moral experience of the human being, from the personal morality and its relationship with the ethos.
2. We live in a world where the fundamental rights such as life, family and distributive justice it seems are in great challenge. The study of what are knowledge, freedom, and responsibility will help to have a coherent view.
3. Christian values must be submitted with coherence and as an aid to discover our humanity and respond to the most sublime man's search: the truth. It is what is called the dialogue between faith and reason.
4. Jesus Christ yesterday, today and always is the concrete response to the deepest aspirations of the human being, Christian morality seeks to present this reality with a new language to the present culture.

Concentration Outcomes

1. To be able to identify and explain the biblical, historical, ethical, and systematic foundations of Catholic Moral Life and belief in a manner that is critical, accurate, and informed by current scholarship.
2. To be able to exhibit, in speech and writing, a coherent and detailed knowledge of their theological moral concentration, its developing methodologies, its current literature, its major theoretical constructs, and its classical and current problems and insights.
3. To be able to manifest the skills of theological research, including facility with traditional library resources and new media resources, as well as the ability to recognize and correctly cite materials appropriate to academic theology.
4. To be able to exhibit a critical understanding of diverse theological moral discourses and positions, assessing them critically and charitably in the light of the Catholic faith.
5. To be able to demonstrate competence in communicating Catholic Moral doctrine accurately at a popular level, in a practical and commonly accessible way, whether by ordinary speech and writing or via the new media of social communication.

Co-requisites for Theology:

Philosophy for Theologians
Introduction to Theology

Theology Core:

1. One and Triune God
2. Christology
3. Fundamental Moral Theology I
4. Synoptic Gospels

Concentration Core:

1. Canon Law of Marriage
2. Fund. Moral Theology II
3. Marriage and the Theology of the Body
4. Nature and Grace (online)/Theological Anthropology (on campus)

Concentration Electives:

1. Moral Virtues in Confession
2. Contemporary Moral Issues

Sacred Scripture - Concentration Chair: Dr. Daniel Van Slyke (Interim)

Courses are designed to provide the student with a comprehensive understanding and love of Scripture, the soul of theology. Courses will include books of the Old and New Testaments, particularly the Gospels as the heart of the Scriptures. Methods of patristic interpretation as well as modern methods of interpretation will be utilized. The required course is SAS 651 - Synoptic Gospels.

Concentration Goals

1. To enable students to understand biblical vocabulary and themes.
2. To immerse students into biblical history.
3. To enable students to interpret Sacred Scripture.

Concentration Outcomes

1. Students will employ various critical methods of interpreting Sacred Scripture.
2. Students will demonstrate the ability to interpret Sacred Scripture in keeping with the Tradition of the Church.

Co-requisites for Theology:

Philosophy for Theologians
Introduction to Theology

Theology Core:

1. One and Triune God
2. Christology
3. Fundamental Moral Theology I
4. Synoptic Gospels

Concentration Core:

1. Gospel of John
2. Letters of St. Paul
3. Methods of Theology and Scripture Analysis
4. Prophetic Literature

Concentration Electives:

1. Hebrews
2. Wisdom Literature

Course Requirements by Concentration for the M.A. in Theology Degree

Two co-requisite courses: PHS 607 Philosophy for Theologians and DTH 600 Introduction to Theology.

Apologetics Concentration

Co-Requisites	2
Apologetics	4
Dogmatic Theology	2
Moral Theology	1
Sacred Scripture	1
Electives	2

Bioethics Concentration

Co-Requisites	2
Bioethics	4
Dogmatic Theology	2
Moral Theology	1
Sacred Scripture	1
Electives	2

Church History Concentration

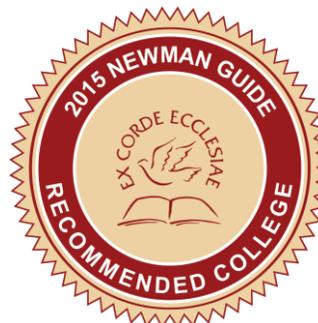
Co-Requisites	2
Church History	4
Dogmatic Theology	2
Moral Theology	1
Sacred Scripture	1
Electives	2

Dogmatic Theology Concentration

Co-Requisites	2
Dogmatic Theology	6
Moral Theology	1
Sacred Scripture	1
Electives	2

General Studies Concentration

Co-Requisites	2
Apologetics	1
Bioethics	1
Church History	1
Dogmatic Theology	2
Moral Theology	1
Sacred Scripture	1
Electives	3



Moral Theology Concentration

Co-Requisites	2
Moral Theology	5
Dogmatic Theology	2
Sacred Scripture	1
Electives	2

Sacred Scripture Concentration

Co-Requisites	2
Sacred Scripture	5
Dogmatic Theology	2
Moral Theology	1
Electives	2

While it is recommended that students take the electives within their chosen concentration, students are free to take electives outside of the concentration if a reason exists to do so. Students who meet the exemption requirements for one or both co-requisite courses may substitute those courses for electives of their choice.

Master of Arts in Pastoral Studies Program

Program Director: Fr. Dominic Anaeto



Summary of the Master of Arts in Pastoral Studies Program

The Master of Arts (M.A.) in Pastoral Studies program is a professional degree program designed to prepare students to serve competently and effectively in contemporary ecclesial ministries and lay leadership, especially within parish settings. This includes religious education at all levels, catechetical leadership, and youth ministry. A primary objective of the program is to develop in students an understanding of ministry within the life and mission of the Roman Catholic Church. Fifty-percent of the program may be taken online.

The student must take 36 semester hours of graduate course work and complete the degree requirements with a G.P.A. of 3.0 or better. All students must complete two co-requisite courses, four core courses, four courses within the chosen concentration and one elective. All students must complete by the close of their program a Special Project, which counts as a 3-credit course. There is a six-year time limit from entry into the program for completion of the degree requirements.

Admission Requirements for the M.A. in Pastoral Studies Program

- Applicants should follow the College Division Admissions Procedure as described in the Holy Apostles College and Seminary Catalog.
- Applicants must have a Bachelor's degree with a minimum cumulative G.P.A. of 3.0.
- Applicants must be able to show proficiency in English, either evidenced by previous college experience or by proficiency exam.
- Applicants must demonstrate an undergraduate-level of competency in philosophy, scripture, dogmatic theology, moral theology, and Church history. Applicants who do not meet this standard of competency may be conditionally accepted and required to take specific undergraduate level introductory course work and complete it with a grade of 3.0 or better, prior to being considered for acceptance into the Pastoral Studies Program.
- Applicants must submit three (3) letters of recommendation from individuals who can assess the applicant's academic and ministerial abilities.
- Applicants must submit an autobiographical essay that includes a history of the applicant's religious and spiritual development and a resume of previous experience in ministry or other professional work, as well as a personal assessment of strengths and weaknesses for ministry.
- Applicants will receive an entrance interview with an admissions committee.

MAPS Degree Program Goals:

1. To educate students in the discipline of pastoral theology, with attention to Catholic social and missiological teaching, sound morals and doctrine, and worthy contemporary scholarship
2. To equip students with current knowledge of relevant pastoral resources of all kinds, and with a practical familiarity with those resources most likely to be useful to each student's own role of service in the Church.
3. To foster in students a love for pastoral ministry and an appropriate confidence in their own vocations to participate in the Church's mission.

MAPS Degree Program Learning Outcomes:

Students completing the MAPS program will be able to

1. represent Catholic doctrine and morals appropriately and accurately in a pastoral setting, including catechesis, adult faith formation, and basic instruction in prayer and discernment
2. interpret magisterial, theological, and ritual texts accurately, insofar as these bear on common questions in religious education and on practical concerns in ministry
3. engage in and articulate mature pastoral-theological reflection, demonstrating prudence, knowledge of the faith, and a realistic appraisal of concrete pastoral/ministerial circumstances
4. collaborate maturely and respectfully with others in ministry, including pastors, religious, laity, and non-Catholics
5. demonstrate competence in one of the program specializations, namely (a) pastoral counseling or (b) pastoral theology, by performing adequately in an appropriate exercise developed for each specialization by the MAPS program director, administered by qualified faculty, and approved by the Academic Dean
6. communicate effectively in the work of evangelization and ministry in a practical and popular way, whether by ordinary speech and writing or via the new media of social communication

General Studies

Concentration Chair: Fr. Dominic Anaeto

Courses provide the student with a strong understanding of pastoral issues in the areas of family life as they affect the activity of the Church in the pursuit of its missionary mandate and prepare students to provide direct assistance in the salvation of souls.

Concentration Goals:

1. To educate students in the primary issues pertaining to family life for the purpose of their being able to engage others within them.
2. To prepare students for the kind of engagement that will be necessary to assist others in the fostering of strong family bonds.

Concentration Outcomes:

Students with a concentration in General Studies will be able to:

1. Identify and articulate areas of crisis in family life and propose solutions by which to address them
2. Dialogue with others concerning the authentic meaning of prayer and vocational discernment.

Co-requisites for MAPS:

Fund. of Pastoral Theology
Introduction to Scripture

MAPS Core:

1. Church in America
2. Mission and Evangelization
3. Pastoral Issues Concerning Human Sexuality
4. Catholic Social Teaching

Concentration Core:

1. A Marriage Law or Sacraments course
2. Any Spiritual Direction course
3. Any Pastoral Counseling course
4. Any Marriage and Family course

Concentration Electives

1. Any course from the program
2. Any course from the program

Marriage and Family

Concentration Chair: Fr. Dominic Anaeto

Concentration Goals:

- 1) To rediscover the meaning and values of marriage and family
- 2) To acquire technical skills for guiding the children of the family with both mental and physical disabilities
- 3) Equip the students with spiritual/pastoral help to be offered to those going through the trauma of abortion

Concentration Outcomes:

Students with a concentration in Marriage and Family will be able to:

- 1) Demonstrate marriage as a wedding with the Transcendental Other
- 2) Show mastery for preparing those to embrace the sacrament of matrimony from remote and proximate stance
- 3) Prudently offer support to marriages and families in crisis.

Co-requisites for MAPS:

Fund. of Pastoral Theology
Introduction to Scripture

MAPS Core:

5. Church in America
6. Mission and Evangelization
7. Pastoral Issues Concerning Human Sexuality
8. Catholic Social Teaching

Concentration Core:

5. Marriage and the Theology of the Body
6. D. Von Hildebrand and C.S. Lewis On Love
7. Morals and Psychology
8. Pastoral Care of Marriage and Family

Concentration Electives

3. Christian Life Together in the Presence of Human, Physical, and Intellectual Impairments
4. Missionary Discipleship: Mission and Catechesis

Spiritual Direction and Pastoral Counseling

Concentration Chair: Fr. Dominic Anaeto

Concentration Goals:

- 1) To equip students with technical skills and practice for spiritual direction and pastoral counseling
- 2) To educate students on the role of social sciences especially psychology in spiritual direction and pastoral counseling
- 3) To foster in students the need for the education and integration of human emotion
- 4) To educate the students on the necessity and implications of self-awareness.

Concentration Outcomes:

Students with a concentration in Spiritual Direction/Pastoral Counseling will be able to:

- 1) Respectfully guide pastors, religious, laity and non-Catholics in spiritual, personal and communitarian discernment or decision making
- 2) Guide the people of God on how to cope with crisis in life
- 3) Demonstrate competence in resolving psycho-spiritual problems
- 4) Engage maturely people of all cultures, ages and religions in making vocational choices

Co-requisites for MAPS:

1. Fund. of Pastoral Theology
2. Introduction to Scripture

MAPS Core:

1. Church in America
2. Mission and Evangelization
3. Pastoral Issues Concerning Human Sexuality
4. Catholic Social Teaching

Concentration Core:

1. Methods in Counseling
2. Clinical Pastoral Education
3. Theology of Social Media
4. Spiritual Direction: Skills and Practice

Concentration Electives:

1. Intercultural Competencies
2. Spiritual Care in the Hospital

Core Curriculum

As the above list describes, two co-requisite classes are required of all students when they first matriculate into the Master of Arts in Pastoral Studies program, and these are PAS 601 Fundamentals of Pastoral Theology and SAS 601 Introduction to Scripture.

The 12-credit hour core curriculum and 12 credit concentration curriculum required for the M.A. in Pastoral Studies Program includes the following:

Core

CHH 518 The Church in America
PAS 511 Mission and Evangelization
PAS 985 Pastoral Issues Concerning Human Sexuality
MTH 841 Catholic Social Teachings

Concentrations

General Studies – 4 courses within the concentration plus

Marriage and Family – 4 courses within the concentration

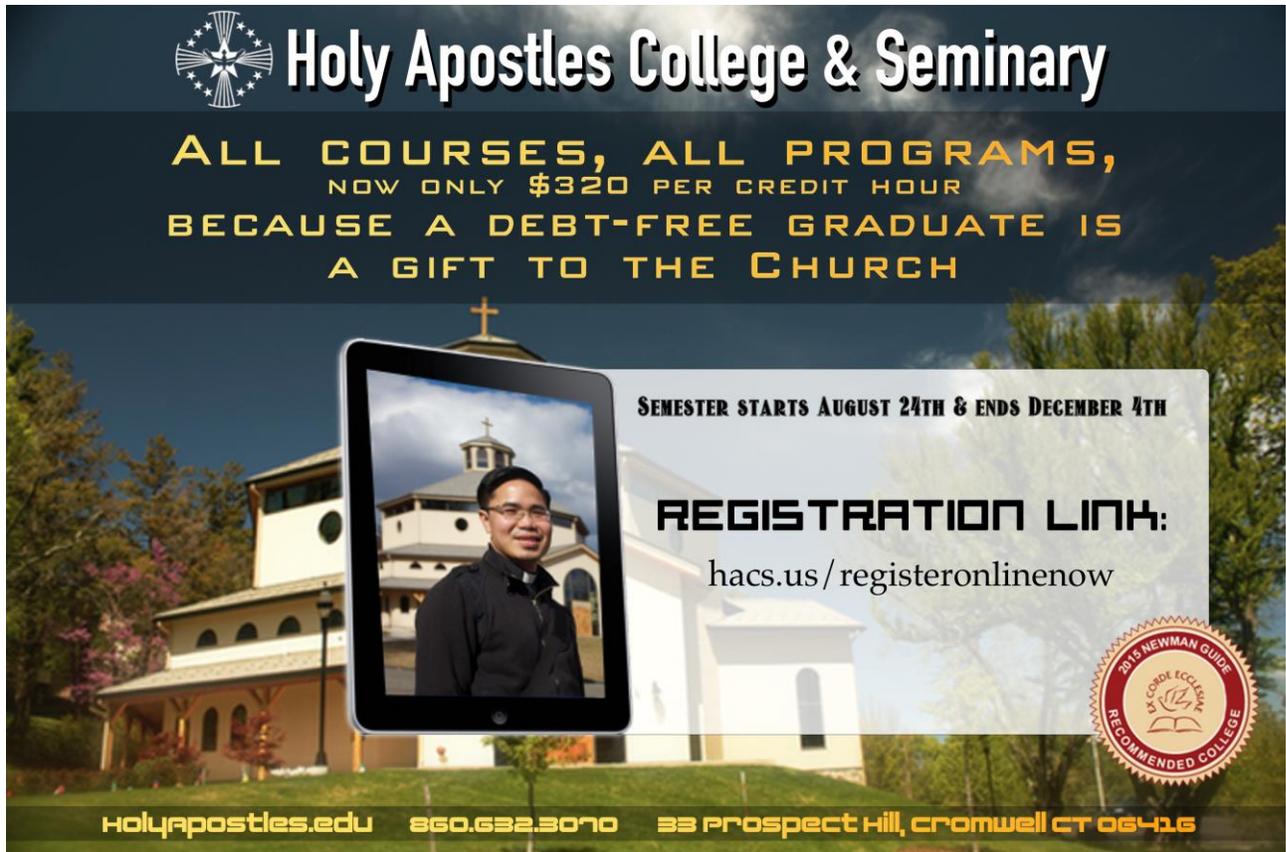
Spiritual Direction/Pastoral Counseling – 4 courses within the concentration

Electives – any course within the program may be taken as an elective.

As part of the 36-credit core course curriculum, students in the M.A. in Pastoral Studies Program must successfully complete either a comprehensive examination or a special capstone project within their own apostolate, which counts as six (6) credit hours, including 3 credits for ENG 891 and 3 credits for the project itself.

Capstone Requirement

A student may take a total of two (2) electives from within the degree program and sit for comprehensive exams OR complete a special project. If a special project option is chosen, students must take ENG 891: Academic Research, Design and Writing. Students will receive a final 3-credits for the successful completion of their special project. The Special Project guidelines, located at <http://www.holyapostles.edu/college/master-of-arts/summative-evaluation/> are followed for this project.



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Master of Arts in Philosophy Degree Program

Interim Program Director: Dr. Sebastian Mahfood, OP

At this time, the Master of Arts in Philosophy can be completed through Online Learning only.



Program Description: The Master of Arts in Philosophy program is a course of study designed to give a broad acquaintance with the major philosophical disciplines. It is a flexible program, with a six year time limit from entry into the program to completion of the degree requirements. The program is designed to prepare men and women for ministry, teaching philosophy, religion or theology, for a subsequent Post Master's Certificate in Theology, or for licentiate or doctoral work. Classes also serve as enrichment for persons in other professions wanting to deepen understanding of their faith or seeking to integrate their faith into their daily lives.

Students may pursue one of four concentrations within the philosophy program, and these include Christian Wisdom, Ethics, History of Philosophy and Systematic Philosophy.

Degree Program Goals:

1. To educate students in the history, major topics, and intellectual habits of Western philosophy, especially (a) in the rich diversity of the Catholic tradition, (b) in the distinctively Catholic ways of understanding the relationship between faith and reason, and (c) with consistent attention to the work of St. Thomas Aquinas
2. to develop in students a coherent and detailed knowledge of their philosophical concentration, its developing methodologies, its current literature, its history, its major theoretical constructs, and its classical and current problems and insights
3. to train students in the skills of academic research in philosophy, including the use of traditional and new media resources, as well as in the academic practices and styles common in the discipline

4. to foster in students a deep comprehension of contemporary cultures and their philosophical roots, for the purposes of constructive dialogue, sound critical discernment, and participation in the work of Catholic evangelization

Degree Program Learning Outcomes:

Students earning the MA in philosophy will be able to

1. demonstrate advanced familiarity with the history and major topics of Western philosophy, including logic, epistemology, cosmology, anthropology, ethics, metaphysics, and natural theology, particularly but not exclusively as these are (a) treated in the broadly Catholic and Thomistic philosophical tradition, and (b) fields of inquiry where faith and reason may be mutually enriching
2. demonstrate a coherent and detailed knowledge of their philosophical concentration, its developing methodologies, its current literature, its history, its major theoretical constructs, and its classical and current problems and insights
3. demonstrate the ability to conduct research in the academic field of philosophy
4. present, in a practical and popular way, philosophical doctrines that are particularly useful or even essential to giving an account of the doctrines of Catholic faith, whether by ordinary speech and writing or via new media of social communication, including such topics as the nature of truth, the nature of the human person, the immortality of the soul, and the existence of God
5. describe and explain the role of the Western philosophical tradition in the development and explication of Christian doctrine in Christian antiquity, the Middle Ages and in modern and postmodern contexts

Concentration in Christian Wisdom

Concentration Chair: Dr. Peter Redpath

Courses provide the student with a comprehensive understanding of metaphysics. Topics include the One and the Many and the transcendentals of Beauty, Truth and Goodness.

Concentration Goals

1. To teach students about St. Thomas Aquinas's metaphysical teaching as a philosophy, science, especially regarding what students of St. Thomas often call the "transcendentals" of being, unity, truth, good, and beauty.
2. To enable students to understand how these subjects of study relate to habits of an acting person to comprise distinct, but essentially connected, principles of philosophy, science.
3. To allow students to study texts that lay out the main metaphysical teachings of St. Thomas related to the transcendentals and their opposites and how these essentially relate to his teachings about the nature of philosophy, science. Metaphysical truths related to these transcendental principles that underlie Catholic Church teaching will be explained.

Concentration Outcomes

1. Students will be able to identify St. Thomas's teaching about each of the transcendentals and their respective opposites (for example, non-being, multiplicity, evil, ugliness).
2. Students will be able to explain St. Thomas Aquinas's teachings about faculties and habits of the person and the transcendentals and their opposites, opposition; possession, privation, principles; causes; quantity; quality; virtual quantity; relation; measures; abstraction; and how all the preceding relate to his teaching about science, philosophy, and its unity, divisions, methods, and foundation in sense wonder; how to identify the subject of a science, or division of philosophy; will understand his teaching about predication; analogy; the nature of genera and species; and understand how and why the genus that the philosopher, scientist, studies differs from that of a logician.
3. Students will show that they understand the pros and cons of major issues in St. Thomas related to all the preceding topics, how philosophical, metaphysical truths, including truths about the human person, underlie all philosophy, science, and Catholic teachings, and the damaging effects that can result to a culture from failure to realize this metaphysical foundation.
4. Students will demonstrate an understanding of similarities and differences between the teaching of St. Thomas and a phenomenological approach to reality, especially regarding crucial dimensions of human experience such as religion, language, art, education, and technology.

Co-requisites for Philosophy:

Ancient and Medieval Philosophy
Modern and Contemporary Philosophy

Philosophy Core:

1. Logic and Epistemology
2. Philosophical Anthropology
3. Ethics
4. Philosophy of Nature and Metaphysics

Concentration Core:

1. The One and the Many
2. Saint Thomas on Being and Nothingness
3. The True, the False, the Lie and the Fake
4. The Good, the Bad, the Beautiful and the Ugly

Concentration Electives

1. Dante's Divine Comedy: Thomistic Philosophy in Narrative
2. Authentic Virtue/Christian Personalism

Concentration in Ethics

Concentration Chair: Fr. Pawel Tarasiewicz

Courses provide the student with a comprehensive understanding of Aristotelian and Thomistic ethics. Topics include the fonts of morality, natural law, the nature of virtue, medical ethics, and sexual ethics.

Concentration Goals

1. To teach students about the main ethical theories concerning acts and virtues in Western philosophy with a special emphasis on Thomistic ethics.
2. To examine and refute ethical skepticism and relativism.
3. To allow for the study of texts that lay out the main pros and cons about ethical issues such as social justice, abortion, war and peace, and sexual ethics.
4. To explain philosophical truths underlying Catholic Church teachings.

Concentration Outcomes

1. Students will be able to identify the theories behind popular opinions about ethical norms.
2. Students will be able to explain the problems with theories of skepticism and relativism.
3. Students will show that they understand the pros and cons of major issues of our times and how philosophical ethical truths underlie Catholic teachings.

Co-requisites for Philosophy:

Ancient and Medieval Philosophy
Modern and Contemporary Philosophy

Philosophy Core:

1. Logic and Epistemology
2. Philosophical Anthropology
3. Ethics
4. Philosophy of Nature and Metaphysics

Concentration Core:

1. Natural Law
2. Marriage and the Theology of the Body
3. Political Philosophy
4. Catholic Social Teachings

Concentration Electives

1. Narrative and the Moral Life
2. Nicomachean Ethics

Concentration in General Studies

Courses are designed to provide a broader awareness of philosophy in general through an interdisciplinary concentration core. Students must select at least one course from each of the other four concentrations following completion of their co-requisite courses and program core.

Concentration Chair: Dr. Sebastian Mahfood, OP

Concentration Goals

1. To enable students to cultivate a general philosophical awareness
2. To provide students with an understanding of their own identity as individual substances of a rational nature
3. To enable students to understand their relationship to one another, to the world in which they live, and to God

Concentration Outcomes

1. Students will demonstrate an awareness of the relationship between their reason and their appetites.
2. Students will demonstrate an awareness of the relationship between themselves and God/Nature/Neighbor

Co-requisites for Philosophy:

Ancient and Medieval Philosophy
Modern and Contemporary Philosophy

Philosophy Core:

1. Logic and Epistemology
2. Philosophical Anthropology
3. Ethics
4. Philosophy of Nature and Metaphysics

Concentration Core:

1. Any course from Christian Wisdom
2. Any course from Ethics
3. Any course from History of Philosophy
4. Any course from Systematic Philosophy

Concentration Electives:

1. Any Elective
2. Any Elective

Concentration in History of Philosophy

Courses provide the student with a comprehensive understanding of the history of philosophical thought from the pre-Socratic period to the present day. Emphasis is placed on Ancient, Arabic, Medieval, Modern, and Contemporary philosophy.

Concentration Chair: Dr. Curtis Hancock

Concentration Goals

1. To enable students to understand philosophical themes and arguments in their proper historical context.
2. To enable students to understand the develop of ideas from one epoch to another.
3. To enable students to interpret historical philosophical texts with accuracy and charity.

Concentration Outcomes

1. Students will demonstrate the ability to think critically within the discipline.
2. Students will connect historical trends to contemporary issues.

Co-requisites for Philosophy:

Ancient and Medieval Philosophy
Modern and Contemporary Philosophy

Philosophy Core:

1. Logic and Epistemology
2. Philosophical Anthropology
3. Ethics
4. Philosophy of Nature and Metaphysics

Concentration Core:

1. Aristotle
2. Philosophy of St. Thomas Aquinas
3. Philosophy of Edith Stein
4. Recent Catholic Philosophy

Concentration Electives:

1. Arabic Philosophy
2. Plato's Republic

Concentration in Systematic Philosophy

Chair: Dr. Robert Delfino

Courses provide the student with a comprehensive understanding of nature, human nature, and human thought from a Roman Catholic perspective. Topics include epistemology, metaphysics, categorical logic, philosophy of nature, and the study of the soul.

Concentration Goals

1. To educate students in the major thematic branches of Western Philosophy.
2. To cultivate within students intellectual habits and methodologies appropriate to the various areas of systematic philosophy.

Concentration Outcomes

1. Students will demonstrate advanced familiarity with the major thematic branches of Western philosophy: metaphysics, natural theology, logic, epistemology, philosophy of nature, anthropology, and various related topics.
2. Students will demonstrate a facility with the methods of philosophical inquiry.

Co-requisites for Philosophy:

Ancient and Medieval Philosophy
Modern and Contemporary Philosophy

Philosophy Core:

1. Logic and Epistemology
2. Philosophical Anthropology
3. Ethics
4. Philosophy of Nature and Metaphysics

Concentration Core:

1. Natural Theology
2. Reason in the Theology of St. Thomas
3. Philosophy of Science
4. Thomistic Personalism: Knowledge and Love

Concentration Electives:

1. Phenomenology
2. Aesthetics

Core Curriculum

As noted in the lists above, two co-requisite classes are required of all students when they first matriculate into the Master of Arts in Philosophy program, and these are PHH 605 Ancient and Medieval Philosophy and PHH 620 Modern and Contemporary Philosophy. If students enter the MA in Philosophy program with a Bachelors of Arts in Philosophy from an orthodox Catholic institution, they may petition to have the co-requisites waived by the Academic Dean and be free to substitute them for any two electives. The 36-credit hour core curriculum required for the M.A. in Philosophy Program is as follows:

Core

PHE 501: Ethics
PHS 551: Philosophical Anthropology
PHS 611: Logic and Epistemology
PHS 621: Philosophy of Nature and Metaphysics

Concentrations

Ethics
Systematic Philosophy
History of Philosophy
Christian Wisdom

4 courses within each concentration

Electives

Any two courses within the program, preferably also within the concentration

Summative Evaluation Process

All candidates for the M.A. degree are required to complete a Summative Evaluation exercise (a thesis or comprehensive exams for those in the academic degree programs of theology and philosophy and a special project for those in the ministerial degree program of pastoral studies). Additional information and guidelines regarding the Summative Evaluation exercise are available online at <http://www.holyapostles.edu/summative-evaluation>.

Master's Thesis Process

1. Statement of Purpose

Students who aspire to continue for more advanced degrees (e.g., a licentiate, Ph.D., or S.T.D.) may choose to write an M.A. thesis, a major research paper of approximately 50-60 pages, in fulfillment of their summative evaluation project, and it will be noted on their transcripts.

The Master of Arts thesis indicates scholarly competence in a topic in the student's area of concentration. For that reason, students may elect to receive 3 credits for writing it so that it will count toward completion of the degree

requirement of 36 credit hours.

2. Requirements for M.A. Thesis Direction

- Student enrolled in M.A. program.
- Student has completed at least 24 semester hours of coursework.
- Student has maintained a 3.0 grade point average in his/her classes.
- Student has written a thesis or dissertation using qualitative research methodologies in a prior graduate program or has successfully completed the three-credit course entitled ENG 891 Academic Research, Design, and Writing.

3. Guidelines

Upon a student's completion of his or her thesis, he or she will engage in an oral defense of the work either on campus or via video conferencing software.

After obtaining the clearly expressed consent of both the Advisor and the Reader or Reviewer, the Student may invite one or more guests to attend the Oral Defense Session. If guests attend the Oral Defense Session, they must do so as silent auditors. Any guests along with the Student must be dismissed when the Advisor and the Reader or Reviewer confer regarding final evaluation of the Summative Evaluation. Guests are not to be readmitted when the Advisor informs the Student of the final evaluation.

4. Fee Structure

The cost of pursuing a thesis is the same as that for a three-credit course plus a \$200 reviewer fee. A \$200 continuation fee is added for each additional semester a student invests in producing his or her thesis.

Special Project Process

The Special Project, which is exclusively researched for the M.A.P.S. program, is the production within one's ministerial area or apostolate of an artifact of sufficient scope to demonstrate that the student has achieved the program learning outcomes. More practically-oriented than the Thesis, the Special Project is designed by the student for application in a particular pastoral setting. The Special Project is developed under the supervision of a faculty Special Project Advisor and must also be approved by a faculty Reviewer. After the Advisor and Reviewer approve the final draft, the student presents and defends the Special Project in a one-hour oral session.

Prerequisites: A student enrolled in the M.A.P.S. program may pursue a Special Project after completing at least 24 credits of coursework while maintaining at least a 3.0 grade point average.

Credits: Students enrolled in the Master of Arts in Pastoral Studies program will receive 3 credits toward completion of their degree requirements.

Cost: The cost of pursuing a special project is the same as that for a three-credit course plus a \$200 reviewer-fee. A \$200 continuation fee is added for each additional semester a student invests in producing his or her special project.

Comprehensive Exam Process

1. The Written Exam Process

- The praeses of an examining board, who is appointed by the academic dean, selects a non-authoritative text from within a student's area of concentration or emphasis and has it sent by the Director of Online Student Affairs to the student's testing monitor approved by the institution. A single question is asked of the student: "What is your critical assessment of this text?" The praeses has latitude to add questions he or she feels will assist the student in responding to the prompt.
- The student is expected to read the text and give a critical theological or philosophical response that includes an explanation of the theological or philosophical habitus along with a demonstration of an ability to address the text wisely and in depth using the essential knowledge and methods of the program core alongside those of the relevant theological concentration or philosophical emphasis.
- Theology students are allowed to have an unmarked Bible but are not allowed to use notes or other materials.
- Students have as many as three hours to complete the exam.
- Each exam is read by the praeses and one other examiner appointed by the academic dean with preferred selection from among the full-time faculty.
 - If the examiners are satisfied with the results, the Director of Online Student Affairs will schedule an oral exam led by the praeses and the second examiner. The oral exam will take place no sooner than two weeks following the successful completion of the written exam.

- If the praeses and second examiner are dissatisfied with the results, they will mark the areas where the student demonstrated an inadequate response, and this assessment will be conveyed to the student for purposes of scheduling a second chance examination. A third and final chance can be scheduled at the discretion of the academic dean.

2. The Oral Exam Process

The one-hour oral exam is done either on campus or via video conferencing with a webcam open on the student. The hour is parsed in this way:

- The praeses of the examining board begins with brief prayer and proceeds to questions based on a list of core program topics along with topics in the student's area of concentration or emphasis.
- The praeses and second examiner may each question the student for up to 30 minutes, after which the student will be invited to leave the conference.
- When the examiners have agreed on the results, the praeses will call the student back (into the room or into the conference call) and announce the results.
- In case of failure, the praeses will tell the student which areas require further study and schedule a make-up exam. In case of failure in the make-up exam, a third and final chance may be scheduled at the discretion of the academic dean.
- The praeses will communicate the results of the exam to the academic dean.

3. Guidelines for Faculty on Oral Exam Questions

- The examiners will draw their oral examination questions from the program core and from the concentration or emphasis areas. Students will be responsible in the oral exam for demonstrating a working knowledge of all topics in the core and of all topics in their concentration areas.
- Examiners may also ask questions concerning pastoral application consonant with our mission to cultivate Catholic leaders for evangelization.

4. Orientation Course for Students Preparing to take the Comprehensive Exam

- A zero-credit orientation course, facilitated by the Associate Dean of Online Learning or another member of the faculty assigned to oversee it, will provide students with a sample non-authoritative document drawn from each program.
- Students are to register in the orientation class at the beginning of the semester in which they plan to take the exams. Only those students enrolled in the orientation class each term are eligible to take their exams during that term.
- The orientation course will include a list of topics given to the students at the start of their studies. These topics are drawn from the core and from the concentration or emphasis areas. Students are responsible in the oral exam for demonstrating a working knowledge of all topics in the core and of all topics in their concentration areas.

Non-Degree Graduate Certificate Program in Theology

Program Requirements

The Certificate Program is a flexible program in which the student chooses five graduate courses (15 credit hours) in an area of specialization. There is a six-year time limit from entry into the program for completion of requirements. Candidates for the certificate receive a graduate level knowledge in a specific area.

Areas of Study

A student may specialize in Apologetics, Bioethics, Church History, Dogmatic Theology, Moral Theology, and Sacred Scripture by completing the requirements with a G.P.A. of 3.0 or better.

Admission Requirements

Applicants for the Certificate Program should follow the College Division Admissions Procedure. They must possess a B. A. Applicants must be able to show proficiency in English, either evidenced by previous college experience, or by a proficiency exam.



Advanced Graduate Certificate in Theology Program (in the process of renaming from the Post-Master's Certificate in Theology)



Objectives

The Advanced Graduate Certificate in Theology program is a thirty-credit course of study designed to give students, who already hold a Master's degree in theology, an opportunity to advance their academic standing and concentrate on an area of theology. There is a six-year time limit from entry into the program for completion of the requirements. This is a flexible program, designed to prepare students for subsequent licentiate or doctoral work, or for integrating a theological component into their lives

and professions.

The candidate for the Advanced Graduate Certificate in Theology may compose his or her program from any graduate level courses he or she wishes, as long as four core courses are included (See Academic Guidelines). In the case of a student who intends to pursue licentiate or doctoral work, careful attention must be paid to compose his or her program from course work which will fulfill admissions requirements for the intended future college or university program. In some cases, it may be advisable for a student to approve each semester's course selection(s) with the future institution of study, to ensure a smooth transition from Holy Apostles Advanced Graduate Certificate in Theology program into a licentiate or doctoral program.

Degree Requirements

The Advanced Graduate Certificate in Theology program requirements must be completed with a G.P.A. of 3.0 or better. For purposes of retaining a consistency and integrity in its Advanced Graduate Certificate in Theology program, Holy Apostles requires that a twelve-credit core curriculum be completed within the program by each candidate. All Advanced Graduate Certificate candidates must integrate the following core courses into their program: SAS 651-Synoptic Gospels, DTH 731-One and Triune God, DTH 751-Christology and MTH 611-Fundamental Moral Theology I.

Course requirements for areas of concentration are identical to those that are obtained through the M.A. in Theology program.

In cases where a student has already taken any of these core courses, or comparable courses on the graduate level, the requirement may be waived by the Academic Dean.

A maximum of six graduate credits toward the Advanced Graduate Certificate in Theology will be accepted by Holy Apostles for transfer. These credits must be from accredited colleges, must not have been applied to a degree, and must be applicable to the Advanced Graduate Certificate Program in Theology. Acceptance of transfer credits is at the discretion of the Academic Dean.

The student must write an integrating paper of 30 pages under the guidance of an academic advisor.

COURSE DESCRIPTIONS FOR ALL DEGREE PROGRAMS

Course Classification and Description

Classification and description follow a simple pattern, for example:

CLA 601 Fundamentals of Canon Law

The course introduces students to ecclesiastical law through a systematic presentation and study of the 1983 Code of Canon Law, reflecting on the purpose, nature, content, history, background, and consequences of what ecclesiastical law achieves in the life of the Church.

Every course has (1) a prefix, (2) a 3-digit number, (3) a short descriptive title, and (4) a short description of course content (maximum 30 words).

Course Prefixes

The course prefixes are drawn from the following list, which has been chosen to match the divisions of seminary courses envisioned in *Optatam totius* and the Program of Priestly Formation. In other words, for ecclesiastical subjects, it sorts courses in the way common to ecclesiastical faculties.

- | | | | |
|--------------|---|--------------|---|
| • APO | Apologetics | • LAT | Latin |
| • BIE | Bioethics | • LLT | Liturgy and Liturgical Theology |
| • CHH | Church History | • MTH | Moral Theology |
| • CLA | Canon Law | • PAS | Pastoral Theology and Pastoral Studies |
| • DTH | Dogmatic Theology | • PHE | Philosophical Ethics |
| • EDT | Education and Educational Technology | • PHH | Historical Philosophy |
| • ENG | English | • PHS | Systematic Philosophy |
| • ESL | English as a Second Language | • PSY | Psychology |
| • FPA | Fine and Performing Arts | • SAS | Sacred Scripture |
| • GRK | Greek | • SCM | Science and Mathematics |
| • HEB | Hebrew | • SOC | Social Sciences |
| • HUM | Humanities | • SPN | Spanish |

Course Offerings

Apologetics (APO)

APO 512 Apologetics (formerly THL 512 Apologetics)

This course introduces the student to the art of fulfilling this biblical mandate to cogently and convincingly explain and defend Christian truth, and focuses on the “what” and “how” of apologetics to present a compelling defense of the Faith. *Online and Residential. Taught online by Prof. Patrick Madrid and residentially by Fr. Peter Kucer, MSA.*

APO 531 Toward a 21st Century Catholic World View

This course will challenge the student to understand more of the reasons for polarities in the past and viewpoints presenting truth in a fresh manner. *Residential only. Taught by Dr. Ronda Chervin.*

APO 555 Theology and Science: One Source in Theology and Philosophy

(formerly STP 617 Theology & Science)

This course examines the relation between the disciplines and worldviews of modern science and Christian theology with the aim of providing a scientifically informed, theological understanding and appreciation of nature as God’s work of creation. *Online and residential. Taught online by Sr. Carla Mae Streeter, OP, and Dr. Tom Sheahen and residentially by Fr. Peter Kucer, MSA.*

APO 620 Evolution and Catholic Thought (formerly STP 610 Evolution and Catholic Thought)

This course explores the theory of evolution and sources of Catholic teaching regarding whether evolution is an 'acceptable' concept within the Church. *Can also be used for credit in CHH 620. Online Only. Taught by Dr. Don Sparling.*

APO 652 New Atheism (formerly PHTH 619 Atheism and New Atheism)

This course focuses on the nature of the New Atheism and the attempt it is making to secure political power in its assault against the faith. *Online Only. Taught by Dr. Sebastian Mahfood, OP, and Rev. Dr. Don Sparling.*

Bioethics (BIE)

BIE 625 Catholic Bioethics (formerly STM 625 Bioethics)

This interdisciplinary course prepares students for pastoral service through an intensive review of the teachings of the Catholic Church regarding the sanctity and dignity of human life from the moment of conception until natural death. Topics include the most challenging and difficult moral and medical issues in the field of contemporary bioethics. *Can also be used for credit in MTH 625. Online and residential. Taught online by Prof. Judith Babarsky and Dr. Cynthia Toolin-Wilson, and residentially by Fr. Erik Lenhart.*

BIE 639 Bioethics and the Law (new course)

Course Description TBD. Online and residential taught by Dr. Tom Davis.

BIE 651 Medical Ethics (formerly STP 640 Medical Ethics)

This course begins with the background out of which the Catholic Medical Ethics grew, and then explores the modern situation and its failure will be described and the contemporaneous need for the religious traditions to exercise their appropriate influence will be affirmed. *Residential Only. Taught by Dcn. Tom Davis.*

BIE 653 Guiding Principles of Catholic Medical Ethics (formerly STM 660 Guiding Principles of Catholic Medical Ethics)

This course explores the extraordinary challenges, both medical and moral, currently facing Health care in the U.S. The *Ethical and Religious Directives for Catholic Health Care Services*, will be used to overview critical topics in Catholic medical ethics. *Requires separate enrollment with the National Catholic Bioethics Center. Online Only. Taught by Fr. Tad Pacholczyk.*

BIE 661 Biology and Biotechnologies for Ethicists (formerly STM 672 Biology and Biotechnologies for Ethicists)

This course studies the basic biological principles related to ethical issues such as in vitro fertilization and other reproductive technologies, embryonic and adult stem cells, artificial contraception, and genetic engineering from the standpoint of the Catholic faith. *Online Only. Taught by Drs. Hermann and Laura Frieboes.*

BIE 673 Catholic Bioethics and the Dignity of the Human Person (formerly STM 662 Catholic Bioethics and the Dignity of the Human Person)

This course examines key areas of modern bioethics, and be able to articulate the major ethical concerns raised by these issues and areas where ethical ambiguity may still exist from the vantage point of Catholic teaching. *Requires separate enrollment with the National Catholic Bioethics Center. Online Only. Taught by Fr. Tad Pacholczyk.*

BIE 675 Case Studies and Applied Topics (formerly STM 665 Case Studies and Applied Topics in Bioethics)

This course examines a number of bioethical topics and critically analyzes case studies from a Catholic perspective, including research ethics, ethics committee process topics, beginning and end-of-life ethical issues, selected clinical issues. *Requires separate enrollment with the National Catholic Bioethics Center. Online Only. Taught by Fr. Tad Pacholczyk.*

BIE 795 Gospel of Life and Culture of Death (formerly PHE 795 Gospel of Life and Culture of Death)

This course covers the culture of death, the unity of life, love, and human dignity, the notion of freedom in *Evangelium Vitae*, real vs. counterfeit virtues, the roots of *Evangelium Vitae* in natural law, Sacred Scripture and the Catholic tradition, and the new feminism. *Online and residential. Taught by Dr. Donald DeMarco in both modes of delivery.*

Church History and Historical Theology (CHH)

CHH 263 Catholic Response during World War II (formerly CH 325 Catholic Response During World War II)

This course examines the Catholic response during World War II. Topics include a review of the Papal response, including Pius XI and Pius XII; the martyrdom of St. Maximilian Kolbe and St. Teresa Benedicta of the Cross; and exposure to the holocaust in literature and film. *Online only. Taught by Prof. Heather Voccola.*

CHH 300 Church History (formerly CH 300 Church History)

This course examines the history of the Catholic Church as a point of evangelization. Topics to be examined will include development of the early Church, the Age of the Fathers, the Dark Ages, the Middle Ages, the Reformation period, and the Modern Era. *Online and Residential. Taught online by Prof. Heather Voccola and residentially by Fr. Peter Kucer, MSA.*

CHH 613 The Church in America (formerly CH 652 Church in America)

This course surveys the Church's growth in America, especially in the United States, from 1492 to the present. Topics such as patronage, missionary activities, religious orders, persecution, the immigrant Church, the maturing of the Church, and contemporary tensions are studied. *Online and residential. Taught by Fr. Gregoire Fluet in both modes of delivery.*

CHH 622 Scottish Monasticism (new course)

This course partners with Christology for the purpose of an intercultural study tour to Scotland and will not only explain the history and causes of Scottish monasticism but also do so during a four-week tour of the Scottish abbeys and monasteries in the vicinity of Castle Kilcoy near Muir of Ord and Tore on the Black Isle, in Ross and Cromarty, Scotland. *Online only. Taught onsite in Scotland by Staff in conjunction with Dr. Cynthia Toolin-Wilson's DTH 751 Christology.*

CHH 630 Spanish Mysticism (formerly STD 630 Spanish Mysticism)

This course explores Spanish Mysticism in the lives and writings of St. Teresa of Jesus and St. John of the Cross. Students will spend the first part of the course reading and preparing for a four-week study in Avila, Spain, where they will develop an appreciation for the cultural context of Spanish mysticism through excursions to key historic, cultural and religious sites. *Online only. Taught onsite in Avila, Spain, by Dr. Kristina Olsen in conjunction with Fr. Randy Soto's SAS 652 Synoptic Gospels.*

CHH 631 Mystical Theology in the Church Fathers (formerly STD 619 Mystical Theology in the Church Fathers)

This course focuses on selected writings of representative Eastern and Western Church Fathers to gain a better understanding of and appreciation for their teachings on contemplative prayer and the journey of the soul to Divine Union. *Residential only. Taught by Staff.*

CHH 651 Counter Reformation (formerly CH 620 The Counter-Reformation)

This course explores the causes of the Reformation; the Council of Trent; Counter-Reformation popes and religious orders; saints and foundresses; France, the field of battle; Thirty Years War and the Peace of Westphalia. *Residential only. Taught by Staff.*

CHH 661 Catholic Modernism (formerly CH 630 Catholic Modernism)

This course reviews Catholic modernism and addresses the intellectual causes of modernism and its major components. The study includes magisterial statements of Pius X concerning modernism and exposure to the works of several important Catholic modernists. *Online only. Taught by Dr. Cynthia Toolin-Wilson.*

CHH 671 Documents of Vatican II (formerly CH 659 Documents of Vatican II)

This course introduces the history of Vatican II and the content of the documents. Topics include the background of the Council, the nature of the Church, inner spiritual renewal, the Church and the world, and the effects of the Council. *Online and residential. Taught by Dr. Cynthia Toolin-Wilson in both modes of delivery.*

CHH 675 Spirituality of St. John Paul II (formerly THL 509 Spirituality of Bl. John Paul II)

In order to better understand what influenced St. John Paul II's spiritual life and made him a saint, this course will look, among other things, at the history of Poland, its intense Catholic culture, his own Marian spirituality and the influence which the great Carmelite mystics had on him. *Residential only. Taught by Fr. Dennis Koliński, SJC.*

CHH 707 History of the Church to 1400 (formerly CH 710 History of the Church to 1400)

This course surveys the first fourteen centuries of the Church, studying the major forces, events and persons shaping the growth and development of Christianity in the East and West. *Online and residential. Taught by Fr. Peter Kucer, MSA, in both modes of delivery.*

CHH 708 History of the Church From 1400 (formerly CH 711 Hist of the Church from 1400)

This course continues CH 707. It includes topics such as the Western Schism, Renaissance, the Reformation and the Council of Trent, the Enlightenment, French Revolution, the First and Second Vatican Councils, and the twentieth century "isms." *Online and residential. Taught by Fr. Peter Kucer, MSA, in both modes of delivery.*

CHH 881 Patristics (formerly CH 801 Patristics)

This course surveys selected writings from the principal Fathers of the Church. The focus is on the development of Catholic Doctrine from the Apostolic Fathers to St. Gregory the Great, with emphasis on the Trinitarian and Christological questions. *Online and residential. Taught online by Fr. Brian Mullady, OP, and residentially by Staff.*

Canon Law (CLA)

CLA 601 Fundamentals of Canon Law (formerly STM 628 Intro to Canon Law)

The course introduces students to ecclesiastical law through a systematic presentation and study of the 1983 Code of Canon Law, reflecting on the purpose, nature, content, history, background, and consequences of what ecclesiastical law achieves in the life of the Church. *Residential only. Taught by Fr. Luis Luna, MSA.*

CLA 715 Canon Law of Marriage (formerly STM 802 Marriage Law)

This course introduces student(s) to the canon law of marriage through a systematic presentation and study of the 1983 Code of Canon Law, reflecting on the sacred canons themselves (cc. 1055-1165 and 1671-1707), their purpose, nature, context, history, and theological meaning. *Online and Residential. Taught online by Dr. Philippe Yates and residentially by Fr. Luis Luna, MSA.*

CLA 719 Canon Law of Religious Life (formerly STM 630 Canon Law of Religious Life)

This course examines Canon Law for Institutes of Consecrated Life and Societies of Apostolic Life, which is a major section of Book II of the 1983 Code of Canon Law. All 173 canons will be considered. *Residential only. Taught by Fr. Luis Luna, MSA.*

CLA 720 Institutes of Consecrated Life and Apostolic Societies (formerly STM 630 Consecrated Life and Societies of Apostolic Life)

The course explores the state of the consecrated life: an historical approach and her spiritual commitment; their implications and full knowledge of this state of life proposed by the Church as means of Christian perfection in the charity. *Residential only. Taught by Fr. Luis Luna, MSA.*

CLA 781 Practical Problems in Jurisprudence (formerly STM 658 Practical Problems in Jurisprudence)

This course enables students to answer frequent questions they face in their apostolate. Students will be trained in using canon law and the official documents of the Church in their mission. *Residential only. Taught by Fr. Luis Luna, MSA.*

CLA 801 The Code of Canons of the Eastern Church (formerly STM 803 Introduction to the Code of Canons of the Eastern Church)

This course explains the importance of the Code of Canons of The Eastern Churches due to the Code of Canon Law and Pastor Bonus forming one juridical body of the Catholic Church. *Residential only. Taught by Fr. Luis Luna, MSA.*

Dogmatic, Systematic, and Fundamental Theology (DTH)

DTH 101 Fundamental Theology (formerly THL 110 Fundamental Theology)

This course introduces the sources, topics, and history of theology as a foundation for further study. Attention is given to the origins of doctrine and its form, important to almost all branches of theology. *Online only. Taught by Prof. Randy Watson.*

DTH 512 Spiritual Life in the Classics (formerly STD 510 Spiritual Life in the Classics)

This course provides a study of the great spiritual writers with an emphasis will be on how the beautiful images and concepts in such classics can help us grow in our own union with God, and in our love of those we encounter in friendship, family, work and mission.

Residential only. Taught by Dr. Ronda Chervin.

DTH 600 Introduction to Theology (formerly STD 600 Faith and Revelation)

This course explains why modern European ideas both within and outside the Catholic Church have led to the conclusion that faith is contrary to reason; examines the relationship of theology, the science of faith, to reason, emphasizing why theology is the queen of the sciences identifying its nature and method; and shows the nature of the act of faith itself and how it relates to other kinds of human knowledge. *Online only. Taught by Fr. Brian Mullady, OP.*

DTH 601 Faith, Revelation and Grace (formerly STD 600 Faith, Revelation and Grace)

This course focuses on God's call to man (supernatural revelation, the nature of theology as science; Scripture, Tradition and Magisterium), man's response in faith (the natural desire to see God; the states of human nature; the Old and New Law), and the role of grace (its necessity, character and effects as perfecting human nature). *Residential only. Taught by Dr. Cynthia Toolin-Wilson.*

DTH 641 Protology and Eschatology (formerly STD 701 Protology and Eschatology)

This course studies God as the Creator of all things and the relation of created things to Him. The four last things (death, judgment, heaven and hell) are related to Him as the fulfillment of man and nature, the end of His saving plan. *Residential only. Taught by Staff.*

DTH 645 Nature and Grace (formerly STD 610 Nature & Grace)

This course examines the natural desire to see God; the controversy over the desire to see God; the state of human nature; the nature of the law; the new law of Christ - sanctifying grace; and the nature, necessity and effects of sanctifying grace. *Online only. Taught by Fr. Brian Mullady, OP.*

DTH 646 Theological Anthropology (formerly STD 610 Theological Anthropology)

This course examines human nature in relation to God as creator and as supernatural end, with attention to twentieth-century controversies and developments in Catholic theological anthropology. *Residential only. Taught by Dr. Cynthia Toolin-Wilson.*

DTH 731 One and Triune God (formerly STD 707 God: One and Triune)

This course studies God, One and Three. It considers the divine nature and the trinity of persons in God, attending particularly to the theology of St. Augustine, of St. Thomas Aquinas, and of the contemporary Church. This course is a pre-requisite to DTH 751 Christology. *Online and residential. Taught online by Dr. Cynthia Toolin-Wilson and residentially by Prof. Josef Froula.*

DTH 751 Christology (formerly STD 901 Christology)

This course considers the person of Jesus Christ and the theology of the Incarnation, with particular attention to the development of Christological doctrine and to the theology of Thomas Aquinas. Students registering for Christology must have already completed DTH 731 One and Triune God. *Online and residential. Taught online by Dr. Cynthia Toolin-Wilson and residentially by Prof. Josef Froula.*

DTH 752 Christology (formerly STD 901 Christology)

This course considers the person of Jesus Christ and the theology of the Incarnation, with particular attention to the development of Christological doctrine and to the theology of Thomas Aquinas and the work of John Paul II and Benedict XVI. *Online and on the ground in Inverness, Scotland, only. Taught online by Dr. Cynthia Toolin-Wilson in conjunction with CHH 622 Scottish Monasticism taught onsite in Scotland.*

DTH 753 The Mystery of Jesus Christ (new course)

This course will engage students in a study of the mystery of Jesus Christ from a dogmatic, historical, theological, pastoral and spiritual approach. The main purpose is to bring the students to a personal encounter with the Person of Christ under the complementary relationship of faith and reason. *Online only. Taught online by Fr. Randy Soto.*

DTH 757 Pneumatology (formerly STD 803 Pneumatology)

This course studies the Person and work of the Holy Spirit, including the power and presence of the Holy Spirit in the Old Testament, the life of Jesus, the New Testament, and the Church, with emphasis on the Spirit's primary role in the New Evangelization. *Residential only. Taught by Fr. William McCarthy, MSA.*

DTH 760 Ecclesiology and Ecumenism (formerly STD 802 Ecclesiology and Ecumenism)

This course investigates the nature and characteristics of the Church, its attributes, its structures, its mission and its relation to the world, and the development of Catholic thought concerning ecumenical and inter-religious dialogue. *Online and residential. Taught by Dr. Cynthia Toolin-Wilson.*

DTH 765 Mariology (formerly STD 703 Mariology)

This course examines Marian doctrine in its scriptural, historical, and modern context using the infallible statements, *Lumen Gentium* and the post-conciliar documents. *Online and residential. Taught online by Fr. Gregory Lockwood and residentially by Fr. William McCarthy, MSA.*

DTH 800 The Seven Sacraments (English) (formerly STD 800 The Seven Sacraments)

This course explores the concept and nature of "sacrament" in general and then each of the seven sacraments of the Church in particular (the fundamentals of each sacrament's doctrine and theology, the rites for celebrating the sacraments, the historical development of each sacrament and current issues and debates surrounding the sacraments). *Online only. Taught by Dr. Daniel Van Slyke.*

DTH 800S The Seven Sacraments (Spanish) (formerly STD 800 SP The Seven Sacraments)
La vida de perfección del Cristiano es ayudado por medio de la Palabra de Dios y los Sacramentos. La presentación de los siete sacramentos es una manera de ayudar a los cristianos, especialmente a los líderes de nuestra fe, a prepararse mejor y ayudar a los demás fieles en esta tarea de alcanzar la santidad de vida. *Online only. Taught by Fr. Luis Luna, MSA.*

DTH 802 Baptism, Confirmation and Eucharist (formerly STD 525 Baptism, Confirmation and Eucharist)
This course begins with an introduction to classical Thomistic sacramentology and examines the theology of Baptism, Confirmation, and the Most Holy Eucharist, attending to the Scriptural foundations, patristic development, medieval synthesis, and modern presentation of the material. Special care is taken with the theology of the Real Presence and Eucharistic Sacrifice. *Residential only. Taught by Fr. Dennis Koliński, SJC.*

DTH 910 Spiritual Theology (formerly STD 608 Spiritual Theology)
This course is designed to give the student a working knowledge of what is traditionally called ascetical and mystical theology but which implements the call of the Second Vatican Council to the various experiences and stages of growth in prayer in the universal call to holiness. *Online and residential. Taught by Fr. Brian Mullady, OP, in both modes of delivery.*

DTH 965 Penance and Anointing (formerly STD 806 Penance and Sacrament of the Sick)
This course treats sacramental confession and pastoral ministry to the sick, the dying and the bereaved, particularly Penance, Viaticum, Anointing of the Sick and the Mass and Rite of Christian Burial. *Seminarians only. Residential only. Taught by Fr. Dennis Koliński, SJC.*

DTH 971 Priesthood and Celibacy (formerly STD 905 Priesthood and Celibacy)
This course studies the theology of the priesthood and the discipline of priestly celibacy. *Seminarians only. Residential only. Taught by Fr. Gregoire Fluet.*

Education and Educational Technology (EDT)

EDT 110 Special Education Theory and Assistive Technologies (formerly ED 110 Special Education Theory and Assistive Technologies)
This course teaches students how to work with persons with cognitive and physical disabilities that impair their ability to engage mainstream instructional design. *Online only. Taught by Dr. Marian Birdsall.*

EDT 210 Foundations in Educational Technology (formerly ED 210 Foundations in Educational Technology)
This course explores the history, trends, issues and practices of educational technology. *Online only. Taught by Prof. David Harrison.*

EDT 231 Principles of Instructional Design (formerly ED 231 Principles of Instructional Design)

This course explores modern/postmodern models of instructional design and processes used in the creation of instructional resources and environments. *Online only. Taught by Dr. Mary Beckmann.*

EDT 241 Project Management Skills (formerly ED 241 Project Management Skills)

This course explores various tools, procedures, and methods of project management used in education and professional development. *Online only. Taught by Staff.*

EDT 315 Designing Accessible Learning Resources (formerly ED 315 Designing Accessible Learning Resources)

This course examines the American Disabilities Act and create and process learning resources and environments for accessibility to diverse learner types and assistive technologies. *Online only. Taught by Prof. David Harrison.*

EDT 351 Interactive Multimedia Design (formerly ED 351 Interactive Multimedia Design)

This course explores the application of instructional design principles for the development of interactive multimedia resources and instructional programs. *Online only. Taught by Prof. David Harrison.*

EDT 355 Creating Online Teaching and Learning Environments (formerly ED 355 Creating Online Teaching and Learning Environments)

This course explores teaching and learning online and implement principles and processes used for the creation of effective online learning environments. *Online only. Taught by Dr. Sebastian Mahfood, OP.*

EDT 410 Instructional Design for Mobile Devices (formerly ED 410 Instructional Design for Mobile Devices)

This course explores mobile technologies for teaching and learning and how to implement principles and processes to plan, create, and use various instructional resources and environments for delivery on mobile devices. *Online only. Taught by Dr. Mary Beckmann.*

EDT 425 Differentiated Instruction (formerly ED 425 Differentiated Instruction)

This course examines trends and issues related to computers, multimedia tools, other educational technologies and the principles of universal design to differentiate the learning experience for diverse learner types. *Online only. Taught by Dr. Sebastian Mahfood, OP.*

EDT 435 Audio/video Design and Development (formerly ED 435 Audio/video Design and Development)

This course explores and implements various design and development strategies and technologies to plan, create audio and video resources for diverse learning environments. *Online only. Taught by Staff.*

English (ENG)

ENG 131 Poetry (formerly LA 110 Poetry)

This course introduces students to classics in poetry, and focuses on close-reading and interpretative skills of representative authors. Particular attention is given to the lyric tradition with Wordsworth, Keats, Tennyson, C. Rossetti, Dickinson and Hopkins. *Online and residential. Taught by Dr. Angelyn Arden in both modes of delivery.*

ENG 151 Drama (formerly Lit 200 Introduction to Drama)

This course surveys Western dramatists from Ancient Greece to the modern day. Dramas will be studied such as, but not exclusive to, the following: Aeschylus, Sophocles, Shakespeare, Moliere, Ibsen, Lorca and St. John Paul II. *Online and residential. Taught online by Dr. Sebastian Mahfood, OP, and residentially by Dr. Angelyn Arden.*

ENG 171 Composition and Rhetoric (formerly LA 104 Composition and Rhetoric)

This course utilizes the reading and writing of essays to learn syllogistic/logical strategy, critical thinking and writing, fallacious argumentation, persuasive writing and speaking skills, and examines the use of metaphor and symbolism in descriptions of the experience of God. *Online and residential. Taught online by Prof. Jason Braun and residentially by Prof. Robert Sizemore.*

ENG 221 Novels, Short Stories, and Literary Research (formerly LA 115 Novel, Short Story and Non-Fiction Writing)

This course examines classic and contemporary novels and short stories. The students write a paper on the literature with guidance through the research and drafting processes. *Online and residential. Taught online by Dr. Hilary Finley and residentially by Dr. Angelyn Arden. Online and residential. Taught online by Dr. Hilary Finley, and residentially by Dr. Angelyn Arden.*

ENG 300 Great Christian Literature (new course)

This course introduces the student to select writings of Christian literature post-New Testament to the present day. The material selected for discussion is neither exhaustive, nor definitive, but gives sign posts to allow the student to gain a greater appreciation of Christian thought, wisdom and eloquence. *Residential only. Taught by Dr. Angelyn Arden.*

ENG 383 Dante's Divine Comedy: Narrative Thomism

This course examines *Dante's Divine Comedy*, one canto a day for one hundred days with breaks following the Inferno and the Purgatorio. The work is read as a narrativization of the works of St. Thomas Aquinas, a way to experience a successful merger of theology and philosophy. *Online only. Taught by Dr. Sebastian Mahfood, OP.*

ENG 400 Catholic English Literature (new course)

This course examines the thoughtful and beautiful works of English playwrights, poets, and novelists, namely William Shakespeare, G.M.Hopkins, T.S.Eliot, Graham Greene, and Evelyn Waugh. The students write a paper on the literature with guidance through the research and drafting. *Online only. Taught by Dr. Hilary Finley.*

ENG 891 Academic Research, Design, and Writing (formerly STP 850 Research and Design for Thesis Students)

This course walks through the process for producing quality academic research papers, beginning with topic selection, research, and writing. The course culminates in the production of an academic research paper. *Online only. Taught by Dr. Daniel Van Slyke.*

Fine and Performing Arts (FPA)

FPA 151 Major Masters and Movements in Music (new course)

In this course students will be introduced to the major masters, styles and movements in music from the ancient world to the early 20th-Century. The social, political, historical and religious contexts that helped to shape the composers' creative impulse will also be studied and critically analyzed. Online and residential. Taught by Fr. Peter Kucer, MSA, in both modes of delivery.

FPA 221 Fine Arts: Renaissance to the Present (formerly LIT 205: Fine Arts Renaissance to the Present)

This course studies the artistic periods of the Renaissance, Baroque, Classical, Impressionist, Fauvist, and various contemporary styles of Art such as Cubist, Dadaist, Minimalist, and seeks to answer the questions "What is Art?" and, "What is Good Art?" *Residential only. Taught by Staff.*

FPA 311 Western Art History: Painting, Sculpture, Architecture, Music, and Dance

Students will study Western Civilization through the medium of art. The class speed will depend on the students. Only what is most important will be covered and will be supported with visual graphics. A great emphasis will be placed on oral questioning, working in groups, student presentations and linking what is taught to the student's background and life experiences. Online and residential. Taught by Fr. Peter Kucer, MSA, in both modes of delivery.

Greek (GRK)

GRK 201 Greek I (formerly LA 220 Greek I)

This course emphasizes basic grammar and vocabulary drawn from philosophic and biblical Greek texts, and provides a working vocabulary of terms used in both Attic and Koine dialects. *Online and residential. Taught online by Prof. John Hornyak and residentially by Staff.*

GRK 202 Greek II (formerly LA 221 Greek II)

This course builds Greek I, emphasizes basic grammar and vocabulary drawn from philosophic and biblical Greek texts, and provides a working vocabulary of terms used in both Attic and Koine dialects. This course is a prerequisite for Greek Readings. *Online and residential. Taught online by Prof. John Hornyak and residentially by Staff.*

GRK 301 Greek III (formerly LA 522 Greek III)

This course is third in a series of courses on Koine Greek, and continues the exploration of the language with selections from the New Testament, Septuagint, and Early Christian Writers. Short, project-based assessments help each student build a personalized Linguistic Toolkit. *Online and residential. Taught online by Prof. John Hornyak and residentially by Staff.*

History (HIS)

HIS 101 Western Civilization I (formerly HIST 101 Western Civilization I)

This course studies the peoples of the Old Testament: the rise and fall of Greek and Roman civilizations, the birth of Christianity, the rise of Islam, the medieval period, the crusades, the Black Death, the Protestant reformation, and the Catholic counter-reformation. *Online and residential. Taught online by Prof. Steve Schultz and residentially by Fr. Peter Kucer, MSA.*

HIS 102 Western Civilization II (formerly HIST 102 Western Civilization II)

This course continues the study of Western Civilization: the Thirty Years' War as nations fought to restore a united Christendom, the Enlightenment, the revolutions in France and America, the Napoleonic Age, the two world wars, Vatican II, and into the present day. *Online and residential. Taught online by Dr. John Bequette and residentially by Fr. Peter Kucer, MSA.*

HIS 201 American History I (formerly HIST 201 American History I)

The course surveys Pre-Columbus America and ends with the Civil War. Students examine the process of colonization, the Revolutionary War, the growth of the American Republic, and the issues that led to Southern secession. *Online and residential. Taught by Fr. Gregoire Fluet in both modes of delivery.*

HIS 202 American History II (new course)

This course will offer a survey of the history of the United States of America from the Reconstruction to the election of 2000. The student will focus on the persons who moved that history seeing them as human being with both flaws, but also great talents. *Residential and Online. Taught by Fr. Gregoire Fluet in both modes of delivery.*

HIS 351 Eastern Civilization I (new course)

This course covers the foundational thought and beliefs of Eastern Civilization stemming from its ancient history. These essential concepts and beliefs will be studied from a Catholic perspective with special reference to magisterial documents and papal writings. *Online and residential. Taught by Fr. Peter Kucer, MSA, in both modes of delivery.*

HIS 352 Eastern Civilization II (new course)

This course surveys Eastern Civilization from the 16th century to modern times. Students will focus on East Asian history with a special emphasis on regions now associated with China, Japan, Vietnam, and Korea. Students will also be introduced to cultures, philosophies and religions of these regions, while paying special attention to the role of Christianity in Asia. *Residential only. Taught by Fr. Peter Kucer, MSA.*

HIS 520 French Revolution and the Modern Period (formerly HIST 520 French Revolution and the Modern Period)

This course will examine the pivotal event of the French Revolution as a building block for modernity. The course will pay attention to the situation of the Church in this upheaval, as well as the dramatic changes that were ushered in. *Residential. Taught by Fr. Gregoire Fluet.*

Humanities (HUM)

HUM 103 Humanities in the Ancient World (no change)

This course introduces the origin and development of the humanities, with an emphasis in the classical world. These branches of learning concerned with human thought and relations are distinguished from the sciences. *Online and residential. Taught online by Fr. Peter Kucer, MSA, and residentially by Sr. Mary Anne Linder, FSE.*

HUM 104 Humanities in the Early Christian and Medieval World (no change)

This course covers the emergence and spread of Christianity as primary cultural phenomena from the time of Christ until the late middle ages, and introduces the major branches of the humanities--for example, the literature, philosophy, arts and architecture. *Online and residential. Taught online by Dr. John Bequette, and residentially by Dr. Angelyn Arden.*

Latin (LAT)

LAT 201 Latin I (formerly LA 301 Latin I)

This course is designed to introduce the student to the basics of Latin, with the aim of enabling the student to approach medieval and modern ecclesiastical Latin texts. It is the first of three courses designed to give the student the skills to read modern ecclesiastical Latin. *Online and residential. Taught online by Dr. Philippe Yates and residentially by Prof. Josef Froula.*

LAT 202 Latin II (formerly LA 302 Latin II)

This course builds on Latin I and familiarizes the student with the majority of Latin grammar and a significant amount of theological and philosophical Latin vocabulary. It is the second of three courses designed to give the student the skills to read modern ecclesiastical Latin. *Online and residential. Taught online by Dr. Philippe Yates and residentially by Prof. Josef Froula.*

LAT 301 Latin III: Ecclesiastical (formerly LA 313 Latin III)

This course transitions from learning the grammar and basic vocabulary to translating significant texts of ecclesiastical Latin. This course builds on LAT 101 and LAT 102. Online and residential. Taught online by Dr. Philippe Yates and residentially by Prof. Josef Froula.

Liturgy and Liturgical Theology (LLT)

LLT 300 Liturgy (formerly LIT 300 Liturgy)

This course explains that all theology is derived from the sacred Liturgy, the heart of Catholic faith and life. It will look at Liturgy as the starting point and the greatest teacher, opening to the mysteries of the Catholic faith. Online and residential. Taught online by Dr. Daniel Van Slyke and residentially by Staff.

LLT 453 Liturgical Theology (formerly THL 506 Liturgical Theology)

This course demonstrates how the Liturgy is the source and summit of the Christian Life as found in *Sacrosanctum Concilium*, 10. It will examine liturgical theology especially in terms of its theological and spiritual aspects, while integrating pastoral and canonical applications. *Online and Residential. Taught by Fr. Dennis Koliński, SJC, in both modes of delivery.*

LLT 505 Liturgical Time (formerly LIT 503 The Liturgical Year)

This course examines the Church's theology of time, exploring the origins and development of the liturgical year of the Roman Rite, as well as how they were embodied in the life of the Church through the liturgy and various traditions. *Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 611 Liturgy of the Hours (formerly LIT 618 Liturgy of the Hours)

This course examines the origins, development and structure of the Liturgy of the Hours (aka Divine Office), looking at the role it plays within the Church for priests and religious but also how it can be a means of personal sanctification for the laity. *Residential only. Taught by Staff.*

LLT 621 Liturgical History (formerly STD 629 Liturgical History)

This course introduces the sources and developments of sacred liturgy in the Old Testament, early Christianity, medieval Latin Christianity, the post-Council of Trent period, the 19th and 20th century liturgical movements, and the Second Vatican Council revisions. *Residential only. Taught by Staff.*

LLT 641 The Eucharistic Liturgy of the Western Church (formerly LIT 614A The Eucharistic Liturgy of the Western Church)

This course examines the historical development of the Mass of the Roman Rite, both as a whole and in its individual elements, looking also at the theology and spirituality of the Mass, as well as the role of the arts in liturgy, current liturgical issues and the hermeneutic of continuity. *Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 650 Sacred Art and Music (formerly LIT 607 Sacred Art and Music)

This course introduces the richness of sacred art and music as an integral part of the liturgy in the Latin Rite tradition, sharing in the overall purpose of the liturgy: the glory of God and the sanctification and edification of the faithful. *Residential only. Taught by Staff.*

LLT 651 Eucharistic Theology (formerly LIT 616A Eucharistic Theology)

This course studies the Most Holy Sacrament of the Eucharist from the perspectives of sacramental theology, the development of doctrine, liturgical history, spirituality, liturgical law, and recent pastoral initiatives of the Magisterium. *Residential only. Taught by Staff.*

LLT 653 Liturgical Theology (formerly LIT 615 and CH 603 Liturgical Theology)

This course demonstrates how the Liturgy is the source and summit of the Christian Life as found in *Sacrosanctum Concilium*, 10. It will examine liturgical theology especially in terms of its theological and spiritual aspects, while integrating pastoral and canonical applications. *Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 812 Pre-Deacon Practicum, Part 1 (formerly PRAC 3 Pre-Deacon Practicum)

A liturgical tutorial for third year theology seminarians preparing for ordination to the diaconate, which gives them the liturgical training necessary to function as a deacon at Mass, preside over the celebration of the Liturgy of the Hours and conduct Exposition and Benediction. *No Credit. Seminarians only. Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 813 Pre-Deacon Practicum, Part 2 (formerly PRAC 4 Pre-Deacon Practicum)

A liturgical tutorial for third year theology seminarians preparing for ordination to the diaconate, which gives them the liturgical training necessary to function as a deacon at Mass, preside over the celebration of the Liturgy of the Hours and conduct Exposition and Benediction. *No Credit. Seminarians only. Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 820 Ordinary Form of the Mass Practicum, Part 1 (formerly PRAC 5 Mass Practicum)

A liturgical tutorial for deacons on how to properly celebrate the Ordinary Form of the Mass, which will familiarize the student with the *editio typica tertia* of the Roman Missal, the GIRM, as well as special liturgical aspects of the Ordinary Form of the Mass. *No Credit. Seminarians only. Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 821 Ordinary Form of the Mass Practicum, Part 2 (formerly PRAC 6 Ordinary Form of the Mass Practicum)

A liturgical tutorial for deacons on how to properly celebrate the Ordinary Form of the Mass, which will familiarize the student with the 1962 Roman Missal, as well as special liturgical aspects of the Extraordinary Form of the Mass. *No Credit. Seminarians only. Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 830 Extraordinary Form of the Mass Practicum, Part 1 (formerly PRAC 7
Extraordinary Form of the Mass Practicum)

A liturgical tutorial for deacons on how to properly celebrate the Extraordinary Form of the Mass, which will familiarize the student with the 1962 Roman Missal, as well as special liturgical aspects of the Extraordinary Form of the Mass. *No Credit. Seminarians only. Residential only. Taught by Fr. Dennis Koliński, SJC.*

LLT 831 Extraordinary Form of the Mass Practicum, Part 2 (formerly PRAC 8
Extraordinary Form of the Mass Practicum)

A liturgical tutorial for deacons on how to properly celebrate the Extraordinary Form of the Mass, which will familiarize the student with the 1962 Roman Missal, as well as special liturgical aspects of the Extraordinary Form of the Mass. *No Credit. Seminarians only. Residential only. Taught by Fr. Dennis Koliński, SJC.*

Moral Theology (MTH)

MTH 101 Building Catholic Character (formerly THL 201 and RS 545 Building Catholic Character)

This course analyzes character, how it is constituted, developed, preserved and perpetuated, and examines customary social challenges to Christian family life and character development, and explores possible remedies advanced by "character education." *Online only. Taught by Prof. Matthew Menking.*

MTH 300 Moral Theology (formerly THL 300 Moral Theology)

This course introduces the foundational concepts of Catholic moral theology, and seeks to provide a mastery of the questions: What is moral theology? What are its underlying precepts? How can we use these to help ourselves and others lead a moral life? *Online and residential. Taught online by Prof. Jacob Torbeck, OP., and residentially by Dr. Joan Gilbert.*

MTH 380 Theology of the Body (formerly DL 002 and STP 626 Sexual Ethics and THL 514 Theology of the Body/Marriage and MTH 585 Marriage and Theology of the Body)

This course covers the biblical foundations for the Theology of the Body as expressed in the works of St. John Paul II, and seeks to relate the Theology of the Body in the practical encounters of life, love and Marriage. *Online and residential. Taught by Dr. Cynthia Toolin-Wilson online and Dr. Joan Gilbert residentially.*

MTH 611 Fundamental Moral Theology I (formerly STM 620 Fundamental Moral Theology I)

This course presents fundamental moral principles from the perspective of the classical Catholic moral tradition especially as represented by Thomas Aquinas and John Paul II. Primary questions include the end of man, human acts, moral determinants, freedom, sin, moral responsibility, and conscience. *Online and residential. Taught online by Fr. Brian Mullady, OP, and residentially by Fr. Luis Luna, MSA.*

MTH 612 Fundamental Moral Theology II (formerly MTH 612 Fundamental Moral Theology II)

This course provides a balanced foundation for the personal and pastoral practice of virtue within the context of the moral law. Students examine in detail the practice of each of the virtues in their proper application to the commandments. *Online and residential. Taught by Fr. Brian Mullady, OP, in both modes of delivery.*

MTH 626 Ethical Issues Pertaining to Marriage and Family (formerly PHTH 622 Ethics Issues Pertaining to Marriage and Family)

This course presents a series of theological/philosophical discussions on some of the controversial issues that center on marriage and the family such as rights, duties, contraception, sterilization, abortion, divorce, fidelity, same-sex unions, reproductive technologies, and the education of children. *Residential only. Taught by Dr. Donald DeMarco.*

MTH 680 Marriage and Theology of the Body (formerly DL 002 and STP 626 Sexual Ethics and THL 514 Theology of the Body/Marriage and MTH 585 Marriage and Theology of the Body)

This course covers the biblical foundations for the Theology of the Body as expressed in the works of St. John Paul II, and seeks to relate the Theology of the Body in the practical encounters of life, love and Marriage. *Online and residential. Taught by Dr. Cynthia Toolin-Wilson in both modes of delivery.*

MTH 841 Catholic Social Teachings (formerly STM 805 Catholic Social Ethics and STP 805 Catholic Social Teaching)

This course traces major themes in Catholic social teachings by using the U.S. Bishop's document, *Sharing Catholic Social Teaching: Challenges and Directions* and includes topics therein. *Online and residential. Taught by Dr. Cynthia Toolin-Wilson in both modes of delivery.*

MTH 851 Contemporary Moral Issues (formerly STM 622 Contemporary Moral Issues and STM 807 Contemporary Moral Problems)

This course researches and evaluates selected significant moral questions confronting the Church and the world today, including such issues as abortion and euthanasia in their contemporary aspects, pressing issues in social justice, issues in business, environment, and media ethics, and critical issues in sexual ethics. *Taught online and residentially by Staff.*

MTH 991 Moral Virtues in Confession (formerly STM 905 Moral Virtues in Confession)

The purpose of this course is to locate the moral virtues within the context of confessional practice. Special attention is given to the virtue of justice and the material sins needed to fully help penitents and encourage a thorough examination of conscience. *Online and residential. Taught by Fr. Brian Mullady, OP, in both modes of delivery.*

Pastoral Theology and Pastoral Studies (PAS)

PAS 161 Catechism Pillars I & II (formerly RS 504 and THL 510 Catechism I)

This course presents an overview of the *Catechism of the Catholic Church*. Students study the first two parts, “The Profession of Faith” and “The Celebration of the Christian Mystery” to grasp its presentation of truth in the light of Vatican Council II. *Online and residential. Taught online by Prof. Steven Schultz and residentially by Sr. Mary Anne Linder, FSE.*

PAS 162 Catechism Pillars III & IV (formerly RS 505 Catechism of the Catholic Church II and THL 505 Catechism II)

This course presents an overview of the *Catechism of the Catholic Church*. Students study parts three and four of the *Catechism*, “Life in Christ” and “Christian Prayer,” to grasp its presentation of truth in the light of Vatican Council II. *Online and residential. Taught online by Prof. Steven Schultz and residentially by Sr. Mary Anne Linder, FSE.*

PAS 511 Mission and Evangelization (formerly PS 514 Mission and Evangelization)

This course explores biblical-theological foundations of mission, the forms of evangelization, education for evangelization, specific missionary vocation, challenges in evangelization and an exploration of St. John Paul II’s call for new ardor, expression, and method in evangelization. *Online only. Taught by Fr. Dominic Anaeto.*

PAS 531 Theology of Social Media (formerly STM 653 Theology of Social Media)

This course explores the history, trends, and issues related to the Catholic Church and its use of media for social communications. Students discuss how media is “social” and how this can be used to “introduce people to the life of the Church and help our contemporaries to discover the face of Christ” (Pope Benedict XVI, Message for 44th World Communications Day, 2010). *Online Only. Taught by Dr. Kristina Olsen.*

PAS 601 Fundamentals of Pastoral Theology (formerly PS 805 Fundamentals of Pastoral Theology)

This course reflects on the identity of the church and its praxis, the ultimate point of reference is the praxis of Jesus Christ himself, examining the pastoral shift from Vatican Council I to Vatican II. *Online and residential. Taught by Fr. Dominic Anaeto in both modes of delivery.*

PAS 605 Intercultural Competencies (new course)

This course will explore the nature of intercultural competencies and engage the learner in methods concerning their development and cultivation within a community of faith. *Online only. Taught by Fr. Dominic Anaeto and Dr. Sebastian Mahfood, OP.*

PAS 607 Contemporary Youth Culture (formerly PS 620 Characteristics of Contemporary Youth)

This course explores the culture of contemporary youth and its ramifications for catechetics. Students prepare to encounter the learner who is immersed in the secular, post-modern milieu. Families in contemporary culture, peer expectations, and the influence of media are addressed. *Residential only. Taught by Fr. Dominic Anaeto.*

PAS 612 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 613 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 621 Pastoral Care of Marriage and Family (formerly PS 621 Pastoral Care of Marriage and the Family)

This course will explore marriage as a spousal covenant from the biblical and traditional perspectives and consider how to minister to families, using as a basic text, John Paul II's Magisterial Document, *Familiaris consortio*. Modern challenges to marriage will also be addressed. *Online and residential. Taught online by Fr. Gregory Lockwood and residentially by Fr. Dominic Anaeto.*

PAS 641 Methods in Counseling (formerly PS 673 Methods in Counseling)

This course will present appropriate methods in pastoral counseling. *Online and residential. Taught in both modes of delivery by Fr. Dominic Anaeto.*

PAS 661 Catechism Pillars I & II (formerly THL 510 Catechism I)

This course presents an overview of the *Catechism of the Catholic Church*. Students study the first two parts, "The Profession of Faith" and "The Celebration of the Christian Mystery" to grasp its presentation of truth in the light of Vatican Council II. *Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 662 Catechism Pillars III & IV (formerly THL 511 Catechism II)

This course presents an overview of the *Catechism of the Catholic Church*. Students study parts three and four of the *Catechism*, "Life in Christ" and "Christian Prayer," to grasp its presentation of truth in the light of Vatican Council II. *Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 668 Missionary Discipleship: Evangelization and Catechesis (new course)

This course will consider evangelization, new evangelization and catechesis as "a remarkable moment in the whole process of evangelization" (John Paul II, *Catechesi Tradendae*) based on the mission of her Founder, "Go, teach . . ." (Matthew 28: 19). *Taught both online and residentially. Taught by online by Staff and residentially by Sr. Mary Anne Linder, FSE.*

PAS 671 Spiritual Direction: Skills and Practice (formerly PS 663 Spiritual Direction)

This course equips the participants with the technical skills for spiritual direction, skills which enable the participants go through personal discernment and help others in both personal and communitarian discernment for discovery of personal vocation and decision making. *Online and residential. Taught by Fr. Dominic Anaeto in both modes of delivery.*

PAS 681 Pastoral Counseling (formerly PS 500, PS 662 and PS 703 Pastoral Counseling)

This course will instill in the students the basic skill of a counselor, which is active listening. This involves not only listening to what the client says but more importantly to what he does not say. To attend to this basic skill of listening, the students should be equipped with the basic personal qualities of a counselor: Empathetic understanding, acceptance and genuineness. *Online and residential.* Taught by Fr. Dominic Anaeto in both modes of delivery.

PAS 700 Christian Life Together in the Presence of Human, Physical, and Intellectual Impairments (formerly PST 700 Christian Life Together in the Presence of Human Physical & Intellectual Impairments)

This course will draw us into a deeper understanding of Christian faith, vocation, catechesis, ministry & ecclesiology – in light of the presence and reality of physical & intellectual impairment among disciples. As part of the core of Christian life or ministry, our focus is pastoral & ecclesial; rather than clinical, medical, legal or psychological. *Taught online by Dr. Marc Tumeinski and residentially by staff.*

PAS 701 Pastoral Theology I (formerly PS 902 Pastoral Theology I)

This course covers practical and theological topics for future pastors, including current resources, major pastoral challenges, boundaries and special settings such as prisons and hospitals. The course will examine the pastoral shift from Vatican Council I to Vatican II designing a new pastoral methodology. *4th year seminarian only. Taught by Fr. Dominic Anaeto.*

PAS 702 Pastoral Theology II (formerly PS 903 Pastoral Theology II: Pastoral Competencies)

This course addresses issues of need in the pastoral realm with directives as to the shepherding tasks of the parish priest together with a description of the necessary skills. This part II of Pastoral Theology will focus more on the concrete pastoral situations. *4th year seminarian only. Taught by Fr. Dominic Anaeto.*

PAS 703 Clinical Pastoral Education

This course addresses the fundamentals of pastoral formation, pastoral competence and pastoral reflection and provides an interfaith professional education for ministry that brings theological students and ministers of all faiths (pastors, priests, rabbis, imams and others) into supervised encounter with persons in crisis. *Online only. Taught by Staff.*

PAS 705 Spiritual Care in the Hospital

This course locates the place of spiritual care in health-care management/services. Spirituality forms a significant piece of the puzzle in the holistic care of a person who happens to be sick. Discussed are the ethical issues, professional expectations, philosophical and theoretical bases. *Online only. Taught by Fr. Jerome Madumelu.*

PAS 706 Auto-Formation in Light of Pastores Dabo Vobis (formerly PS 706 Auto-Formation in Light of Pastores Dabo Vobis)

This course emphasizes personal involvement in appropriating formation and promotes freedom with responsibility for human maturity cannot materialize without a strong training in freedom (*Pastores Dabo Vobis* 44). *Residential only. Taught by Fr. Dominic Anaeto.*

PAS 712 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 713 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 741 D. Von Hildebrand and C.S. Lewis on Love (formerly PHTH 500 D. Von Hildebrand and C.S. Lewis on Love)

In this course the nature of love as explored by Dietrich Von Hildebrand and C.S. Lewis, will be studied from the philosophical, spiritual and psychological perspectives. Topics will include what love is, types of love, loving and unloving masculine/feminine traits, marriage and family, friendship and ethical choices. *Taught online and residentially by Dr. Ronda Chervin.*

PAS 751 Homiletics I (formerly PS 502, RS 625 and PS 711 Homiletics I)

This course develops preaching skills for ordination to the diaconate and priesthood with attention on the spiritual formation of the preacher. Student develop public speaking skills through constructive critique. Reserved for the ordained or those preparing for ordination. *Seminarian only. Residential only. Taught by Fr. Dominic Anaeto.*

PAS 791 Morals and Psychology (formerly STM 633 Morals and Psychology)

This course concerns the mutual influence of the life of reason and the emotions on moral practice with emphasis on the nature of emotions, repressive and affirmation neuroses, freedom of the will in neurotics, and the influence of moral practice on the prevention of neuroses. *Online and residential. Taught by Fr. Brian Mullady, OP, in both modes of delivery.*

PAS 795 Fundamental Human Formation (formerly PS 511 & PS 730 Fund. Human Form.)

This course focuses on self-knowledge, formation in Christ and cooperation with the grace of God. To that end, it draws on work on attachment, human development, boundaries, homosexuality, trauma, addiction and the essence of masculinity and femininity. *Seminarians only. Residential only. Taught by Dr. Angelyn Arden.*

PAS 812 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 813 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 912 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 913 Field Education (formerly FE 601 Field Education)

This course will involve engagement in a given field. *No credit. Seminarian only. Residential only. Taught by Sr. Mary Anne Linder, FSE.*

PAS 951 Homiletics II (formerly PS 660B and PS 901 Homiletics II)

This course builds on, and develops the skills learned, in Homiletics I so the student can prepare and deliver homilies with passion and conviction. *Pre-requisite PAS 751 Homiletics I. Seminarian only. Residential only. Taught by Fr. Dominic Anaeto.*

PAS 985 Pastoral Issues concerning Human Sexuality (formerly PS 908 Pastoral Issues concerning Human Sexuality)

This course addresses the meaning of human sexuality, education and integration of emotion, sexual aberrations, relationship skills such as intra- and inter-personal skills, personal freedom skills, sexuality and spirituality, human sexuality and eschatology. *Online and Residential. Taught by Fr. Dominic Anaeto.*

Philosophy of Ethics (PHE)

PHE 215 Ethics of Educational Technology (formerly ED 215 Ethics in Educational Technology)

This course explores various ethical issues in educational technology: copyright, fair use, Creative Commons, accessibility, professional behavior, intellectual property, etc. *Online only. Taught by Prof. David Harrison.*

PHE 341 The Nature of Love

In this course the nature of love, will be studied from philosophical, spiritual and psychological perspectives. Topics will include what love is, types of love, loving and unloving masculine/feminine traits, marriage and family, friendship, obstacles to love. The concepts of love of C.S. Lewis and Dietrich Von Hildebrand will be foundational to the course. *Residential and online. Taught by Dr. Ronda Chervin.*

PHE 422 Christian Social Ethics

This course is an application of basic Christian principles to the political, economic and social spheres. It includes analysis of questions of wealth and poverty, cultural development, war and peace, and Christian involvement in government. *Residential only. Taught by Fr. Michel Legault, MSA.*

PHE 425 Fundamental Bioethics (formerly PHL 405 Bioethics)

This course studies the philosophical foundations for several ethical viewpoints concerning human life and the use of medical technologies, focusing primarily on the Catholic position rooted in personalistic principles. *Online and residential. Taught online by Prof. Judith Babarsky, and residentially by Dr. Elizabeth Rex.*

PHE 501 Ethics (formerly PHL 570 Ethics and PHL 570 Moral Philosophy)

This course studies the principles of ethics from a Thomistic and phenomenological perspective including criteria for making moral choices and a refutation of situation ethics, and addresses social justice, abortion, war and peace and sexual ethics. *Online and residential. Taught by Dr. Ronda Chervin in both modes of delivery and also taught online by Dr. Franciso Romero Carasquillo.*

PHE 505 Narrative and the Moral Life (new course)

This course examines the ethical influence of stories by focusing on philosophical analyses of narrative and the moral life. Topics may include: the sources and limits of narratives' moral power; their nature and structure; principles for the ethical evaluation of stories and their readers; and stories in Catholic spirituality. *Online only. Taught by Dr. Randall Colton.*

PHE 615 Nicomachean Ethics (formerly PHL 615 Nicomachean Ethics)

The course will consist of large selected portions of The Nicomachean Ethics of Aristotle. The intent is to show the pagan material which aided St. Thomas Aquinas in his formulation of his Christian Moral Theology and Moral Philosophy. *Online only. Taught by Dr. Richard Geraghty.*

PHE 616 Authentic Virtue/Christian Personalism (formerly PHTH 616 Authentic Virtue in the Context of Christian Personalism)

This course will explore the difference between an authentic or true virtue and the counterfeit variety that is all too common in our contemporary secular world through the personalist contributions of Socrates, Kierkegaard, Buber, Tillich, Marcel, Maritain, Berdyaev, John Paul II, and others. *Online and residential. Taught by Dr. Donald DeMarco in both modes of delivery.*

PHE 663 Natural Law (formerly PHL 652 Introduction to Natural Law and DL 010 Natural Law)

This course includes topics such as enlightenment jurisprudence and the "Culture of Death," the foundations of the natural law, how the natural law works, natural law as a basis for good laws, and natural law in Catholic moral teaching. *Online only. Taught by Dr. Maciej Bazela.*

PHE 680 Marriage and Theology of the Body (formerly STP 626 Introduction to Sexual Ethics)

This course introduces Catholic sexual ethics using the work of John Paul II, and examines the significant philosophical thought of Karol Wojtyla on this topic in his *Love and Responsibility* and *Theology of the Body*. *Online and residential. Taught by Dr. Cynthia Toolin-Wilson in both modes of delivery.*

PHE 775 Political Philosophy (formerly ICU 027, DL 027, POL 400 and PHL 712 Political Philosophy)

This course studies the basic concepts of political philosophy from a Thomistic point of view. Topics include the nature and purpose of political association, the origin of obligation, the nature of power and authority, the relationship of law and liberty, the role of property, etc. *Online only. Taught by Dr. Donald DeMarco.*

PHE 796 Virtue, Personalism, and the Secular World (formerly PHTH 609 Virtue, Personalism and the Secular World)

This course develops the thesis that the heart of true virtue (Christian virtue) is love and is enacted through the person. The personalist philosophies of Wojtyla, Marcel, Maritain, Kierkegaard, Buber, Tillich and others are closely examined. *Residential only. Taught by Dr. Donald DeMarco.*

PHE 841 Catholic Social Teachings (formerly STP 805 Catholic Social Teaching)

This course traces major themes in Catholic social teachings by using the U.S. Bishop's document, *Sharing Catholic Social Teaching: Challenges and Directions* and includes topics therein. *Online only. Taught by Dr. Cynthia Toolin-Wilson.*

Historical Philosophy (PHH)

PHH 301 History of Ancient Philosophy (formerly PHL 301 History of Ancient Philosophy)

This course studies the most representative thinkers of ancient philosophy, beginning with Plato, Socrates and Aristotle and ending with St. Augustine and Boethius. *Online and residential. Taught online by Dr. Peter Mango and residentially by Staff.*

PHH 304 History of Medieval Philosophy (formerly PHL 304 History of Medieval Phil.)

This course will introduce students to medieval philosophy and, in addition to focusing on major thinkers such as Augustine, Boethius, Anselm, Thomas Aquinas, Bonaventure, Duns Scotus, and William of Ockham, examine its importance today in such topics as the nature and existence of God, the relationship between faith and reason, and the human soul and its faculties. *Online and residential. Taught online by Dr. Jon Kirwan and residentially by Dr. Ronda Chervin.*

PHH 401 History of Modern Philosophy (formerly PHL 305, PHL 306 and PHL 411 History of Modern Philosophy)

This course examines the classical modern philosophers beginning with Descartes, Spinoza, Hobbes, and ending with the 19th century idealist Hegel. *Online and residential. Taught online by Dr. Randall Colton and residentially by Staff.*

PHH 404 History of Contemporary Philosophy (formerly PHL 306 and PHL 416 History of Contemporary Philosophy)

This course examines the views of various 20th and 21st century philosophers on issues in ethics, epistemology, metaphysics, and other areas of thought. *Online and residential. Taught online by Dr. Randall Colton and residentially by Dr. Ronda Chervin.*

PHH 605 Ancient and Medieval Philosophy (formerly ICU 024, DL 024 and PHL 730 Ancient and Medieval Philosophy)

This course covers some of the most important figures and themes of Ancient and Medieval philosophy, including Plato, Aristotle, Aquinas, the nature of man, education, the ultimate end of human activity, the meaning of life, God, Providence, and faith and reason. *Online only. Taught by Dr. Timothy Smith.*

PHH 620 Modern and Contemporary Philosophy (new course)

This course is an historical introduction to the thought and texts of principal modern philosophers from Descartes to Hegel and of principal contemporary philosophers from Kierkegaard to the present. *Online only. Taught by Dr. Randall Colton.*

PHH 650 Recent Catholic Philosophy (formerly PHTH 725 Recent Catholic Philosophies)

This course introduces important Catholic philosophers of the nineteenth and twentieth-centuries who responded to the cultural, scientific, philosophical, and theological ideas of the times, and defended the philosophical underpinnings of the Catholic faith. *Online only. Taught by Dr. Alan Vincelette.*

PHH 651 Aristotle (new course)

This course will cover selections from Aristotle's works of the Categories, the Physics, the De Anima, the Metaphysics, and the Nicomachean Ethics in order to show that reading Aristotle is still the best introduction to philosophy there is. The reason is that Aristotle, inspired by his teacher Plato who in turn was inspired by Socrates, showed that the ability to philosophize is natural to man. In pursuing an understanding of this, we will employ the Pagan Aristotle and the Christian Aquinas as our guides. *Online Only. Taught by Dr. Richard Geraghty.*

PHH 681 Arabic Philosophy (formerly PHTH 610 Arabic Philosophy)

This course examines the historical and systematic development of philosophy as an aid to theology produced in the Arabic-speaking world during the classical period of Arabic scholasticism from al-Kindi (in the early 9th century) to Ibn Rushd (in the late 12th century). *Online only. Taught by Dr. Sebastian Mahfood, OP, and Dr. Curtis Hancock.*

PHH 781 Philosophy of St. Thomas Aquinas (formerly DL 001, PHL 700 and PHTH 711 Introduction to Thomas Aquinas)

This course covers Aquinas on medieval education, the rise of universities, faith and reason, Aristotelian thought, Aquinas on the world and man, man as a moral agent, the meaning of life, the ultimate end of human action, difference between knowledge and faith; God. *Online only. Taught by Dr. Donald DeMarco.*

PHH 792 Philosophy of Edith Stein (formerly STP 715 and PHL 716 Edith Stein)

This course examines the intellectual life and writings of Edith Stein, or as she was later called, Sister Teresa Benedicta of the Cross, including her attempt to relate the phenomenological and Thomistic traditions of philosophy and her analysis of human personhood, her account of the nature and vocation of woman, and her discussion of the ways in which we can know God. *Online only. Taught by Dr. John Finley.*

PHH 793 Plato's Republic (formerly PHL 723 Plato's Republic)

This course provides a Catholic investigation of one of the great seminal works of philosophy. The Church has a tradition of faith and reason by which man flies to the fullness of truth, we will be trying to give the wing of reason a good work out. *Online only. Taught by Dr. Richard Geraghty.*

Systematic Philosophy (PHS)

PHS 100 St. Thomas Aquinas's Philosophical and Theological Principles of Leadership and Organization (formerly PHL 100 St. Thomas Aquinas's Philosophical and Theological Principles of Leadership and Organization)

This course will consider the nature of St. Thomas Aquinas's teaching about the nature of leadership and organizations. It will also explore how to manage organizations in light of his teaching about the psychological faculties, habits and virtues of human nature and explain how these relate to human leadership. *Online only. Taught by Dr. Peter Redpath.*

PHS 311 Logic (formerly PHL 417 Logic)

This course introduces the basic structures of sound thinking, analytic reading, and the evaluation of arguments, the latter through practice in Aristotelian logic and examination of the three acts of the mind in Aristotelian-Thomistic philosophy. *Online and residential. Taught online by Dr. Philippe Yates and residentially by Fr. Michel Legault, MSA.*

PHS 414 Epistemology (formerly PHL 414 Epistemology)

This course gives an insight into classical answers to Aristotelian, Socratic, and Platonic questions and give students the tools to devise their own responses. *Online and residential. Taught online by Dr. Philippe Yates and residentially by Dr. Roger Duncan.*

PHS 415 Philosophy of God (formerly PHL 415 Philosophy of God)

This course is an examination of the existence of God, His nature and relation to the world and man. *Online and residential. Taught by Prof. Christopher Apodaca online and Fr. Michel Legault residentially.*

PHS 421 Philosophy of Nature (formerly PHL 209 Cosmology and DL 015 Philosophy of Nature)

This course explores the fundamental aspects of the natural world knowable to philosophy and science, including a discussion of the methodology and limits of the scientific and philosophical methods. *Online and residential. Taught online by Dr. Timothy Smith and residentially by Staff.*

PHS 471 Aesthetics in Sacred Art (new course)

The discipline of Aesthetics emerged in the modern period consequent upon the separation of the transcendental qualities True, Good, and Beautiful from each other, and the emergence of a notion of "fine art" dedicated to beauty. We will argue that this differentiation is a good thing, provided we can begin to see these three in their complex interrelationship and relate fine art to the broader human capacity of making. *Online only. Taught by Dr. Michela Ferri.*

PHS 490 Metaphysics (formerly PHL 590 Metaphysics)

Metaphysics is that most general investigation of philosophy that attempts to arrive at reasoned judgments about how things really are. This course presents a comprehensive introduction to Aristotelian and Thomistic metaphysics. Topics included are the nature of metaphysics as a science and its subject matter; the distinction between being and essence; and the analogy of being. *Online and residential. Taught online by Dr. Timothy Smith and residentially by Dr. Roger Duncan.*

PHS 507 Compendium of Scholastic Philosophy I (formerly PHL 506 Compendium of Scholastic Philosophy I)

This course provides a philosophical survey of Scholastic Philosophy, especially the Aristotelian-Thomistic approach to main philosophical questions. Topics include the elements of metaphysics (being, transcendentals, substance and subsistence, causality), epistemology (knowledge, truth and falsity, evidence and certitude), natural theology (proofs of God's existence, God's essence, entitative and operative attributes, divine causality, the problem of evil), and ethics (moral philosophy, the human act, the ends of human act, voluntariness and involuntariness, morality and responsibility, law and right reason, the life of virtue, justice and rights). *Pre-Requisite to PHS 508. Residential only. Taught by Fr. Michel Legault, MSA.*

PHS 508 Compendium of Scholastic Philosophy II (formerly PHL 507 Compendium of Scholastic Philosophy II)

A continuation of PHS 507. This course provides a philosophical survey of the Scholastic Philosophy, especially the Aristotelian-Thomistic approach to main philosophical questions. Topics include the elements of metaphysics (being, transcendentals, substance and subsistence, causality), epistemology (knowledge, truth and falsity, evidence and certitude), natural theology (proofs of God's existence, God's essence, entitative and operative attributes, divine causality, the problem of evil), and ethics (moral philosophy, the human act, the ends of human act, voluntariness and involuntariness, morality and responsibility, law and right reason, the life of virtue, justice and rights). *Pre-requisite: PHS 507 Residential only. Taught by Fr. Michel Legault, MSA.*

PHS 541 Natural Theology (formerly PHTH 530 Natural Theology)

This course examines arguments for the existence of God, His nature and relation to the world and man. *Online only. Taught by Dr. Randall Colton.*

PHS 551 Philosophical Anthropology (formerly PHL 510 Philosophical Anthropology and PHL 722 Philosophy of Human Nature)

This course studies human nature from the perspective of the perennial tradition of Catholic philosophy, as well as that of Catholic phenomenological and existential insights. *Online and residential. Taught by Dr. Ronda Chervin in both modes of delivery and co-taught with Chris Apodaca online.*

PHS 607 Philosophy for Theologians (formerly PHTH 600 Philosophy for Theologians)

This course teaches basic philosophy, which is at the basis of the theology of the Catholic Church, for graduate students. This material is necessary to understand the terminology used in Catholic theology. *Online and residential. Taught by Fr. Brian Mullady, OP., in both modes of delivery.*

PHS 611 Logic and Epistemology (formerly PHL 627 Logic & Epistemology)

This course surveys twin foundations upon which all philosophy depends relying on Aristotelian insights as developed by the great Christian philosophers of the Middle Ages, and develops these in the light of contributions from modern and contemporary philosophy. *Online only. Taught by Dr. Philippe Yates.*

PHS 620 Plato and his Philosophical and Theological Legacy

This course pursues a grasp of the pervasive influence of Plato on the rest of Western phil/theology in terms of method and content. *Residential only. Taught by Dr. Roger Duncan.*

PHS 621 Philosophy of Nature and Metaphysics (new course)

This course explores the fundamental aspects of the natural world knowable to philosophy and science, including a discussion of the methodology and limits of the scientific and philosophical methods, along with the metaphysics of Aristotle; presuppositions of metaphysics, the subject matter of metaphysics, the scandal of generality, substance and essence, from finite to Infinite Being, the nature of existence, the names of God. *Online only. Taught by Dr. Timothy Smith.*

PHS 641 Reason in the Theology of St. Thomas (new course)

This course explores and applies as a solution to some of the most acute problems discussed in modern theology Aquinas's third way, expressed in the *Summa Theologica* (I, q. 32 a. 1), of using reason in sacred theology, the first two ways being explained in the *Summa Contra Gentiles* involving Natural Theology and a movement from principles of Faith revealed through Jesus Christ. *Online only. Taught by Dr. Don Boland.*

PHS 647 The Exiled God: Atheism and Its Causes (formerly PHTH 602 Exiled God: Modern Atheism and its Causes)

This course studies the roots and expressions of modern and "new" atheisms, tracing their intellectual and cultural roots. Heidegger, Sartre, Camus, and Marx are examined. *Residential only. Taught by Dr. Roger Duncan.*

PHS 657 Phenomenology (formerly PHL 635 Phenomenology)

This course introduces phenomenology as a way of doing philosophy, and in particular, as a study of human experience. *Online and residential. Taught online by Dr. John Finley and residentially by staff.*

PHS 671 Aesthetics (new course)

The discipline of Aesthetics emerged in the modern period consequent upon the separation of the transcendental qualities True, Good, and Beautiful from each other, and the emergence of a notion of "fine art" dedicated to beauty. We will argue that this differentiation is a good thing, provided we can begin to see these three in their complex interrelationship and relate fine art to the broader human capacity of making. *Online and Residential. Taught online by Dr. Michela Ferri and residentially by Dr. Roger Duncan.*

PHS 721 Philosophy of Science (formerly PHL 999 Philosophy of Science)

The course will examine the purpose of science and the reliability of scientific theories as these overlap with metaphysics and epistemology and consider the historical origins, methods and implications of "science" in both its ancient and its modern sense as well as the sociocultural implications of scientific claims within the history of ideas and of appeals to "science" for philosophical anthropology and ethics. *Online only. Taught by Dr. Peter Mango.*

PHS 731 The One and the Many (new course)

This course is a study of the teaching of St. Thomas Aquinas concerning the nature of the metaphysical principles of unity and multiplicity and the essential role that these principles play in the existence of things and all other principles of being, becoming, and knowing, including those of experience, art, philosophy, science. *Online only with an optional synchronous component. Taught by Dr. Peter Redpath.*

PHS 741 St. Thomas Aquinas on Being and Nothingness (new course)

This course will help students to learn the most important metaphysical doctrines of St. Thomas. It presents an understanding of reality from Being itself (God) to nothingness (complete absence of being). We shall mostly focus on primary texts from Aquinas, but, when appropriate, we shall read selections from other thinkers who have influenced Aquinas, such as Aristotle and St. Augustine. *Online only with an optional synchronous component. Taught by Dr. Robert Delfino.*

PHS 751 The True, the False, the Lie and the Fake (new course)

This course is a study of the teaching of St. Thomas Aquinas about truth and its opposites, the false, the lie, and the fake in relationship to unity and multiplicity, being and non-being, and good and evil; and different kinds of falsehood, considered in themselves and in relation to their existence within human knowing faculties, appetites, and in relationship to God. *Online only with an optional synchronous component. Taught by Dr. Curtis Hancock.*

PHS 761 The Good, the Bad, the Beautiful and the Ugly (new course)

This course is a study of the teaching of St. Thomas Aquinas about good and its opposite, evil, and the beautiful and its opposite, the ugly, in relationship to unity and multiplicity, being and non-being, and truth and error, and different kinds of good and evil, beauty and ugliness, considered in themselves and in relation to their existence within human knowing faculties, appetites, and in relationship to God. *Online only with an optional synchronous component. Taught by Dr. Peter Redpath.*

PHS 781 Thomistic Personalism: Knowledge and Love (new course)

This course focuses on the creative growth of Thomism known as Thomistic personalism. It provides the general landscape of Thomistic personalism by exploring a selected set of topics, namely cognition, freedom, love, society, dignity, culture and religion. In discussing them, the student is assisted by a broad range of outstanding Thomistic personalists including St. Pope John Paul II (Karol Wojtyla). The course is recommended for those who want to gain a better understanding of human life, of their own and of others, from the perspective of Christian philosophy. *Online only. Taught by Fr. Pawel Tarasiewicz.*

PHS 783 Dante's Divine Comedy: Thomistic Philosophy in Narrative (formerly PHTH 615 and STP 615 Dante's *Divine Comedy*: Thomist Philosophy in Narrative)

This course examines *Dante's Divine Comedy*, one canto a day for one hundred days with breaks following the Inferno and the Purgatorio. The work is read as a narrativization of the works of St. Thomas Aquinas, a way to experience a successful merger of theology and philosophy. *Online only. Taught by Dr. Sebastian Mahfood, OP.*

Psychology (PSY)

PSY 200 Psychology (formerly PSY 100 and PSY 101 Introduction to Psychology)

This course studies the mind, will, soul, behavior, character of the human person and the relation of the person to others. In doing so, it examines areas of cognitive and behavioral approaches, emotion, development, psychoanalytic and humanistic theories, personality and motivation. Assessment and cultural diversity are studied in each area. *Online and residential. Taught oncampus by Dr. Angelyn Arden and online by Dr. Jeff McLeod.*

PSY 271 The Collapse and Restoration of the Family (formerly PSY 103 The Collapse and Restoration of the Family)

This course explores the dissolution of the nuclear family and its current renovation. The world wars, existentialist movements and the sexual revolution will inform us about the weakening of the father, the assumption of the woman of masculine roles, and the autonomy of children. *Residential only. Taught by Dr. Angelyn Arden.*

PSY 281 Psychology of the 1950s (formerly PSY 110 Psychology of the 1950's)

This course will analyze the experience and effects of living in the 1950s through the media, religion, novels, poetry, art and historical documents of that time. *Residential only. Taught by Dr. Angelyn Arden.*

Sacred Art Institute (SAI)

SAI 213 Theology of the Icon (3 credits)

This course explores the canonical Scriptures and Apocrypha and their influence on Christian iconography. It analyzes various Christian artworks from both the pseudo-canonical and scriptural standpoints, enabling students to understand the Bible as main source of inspiration fundamental to Christian iconography, as well as the Apocrypha and their enduring significance in Christian art both in rhetorical and pictorial forms. We will investigate selected Christian icons and artwork to develop an understanding the theological foundation, interpretation and finality of Christian iconography. *Online only. Taught by Prof. Chady Elias.*

SAI 214 History of Christian Iconography

This course explores Christian iconography since its origins. It surveys major historical developments of Christian iconography, and highlights the styles, themes, materials and process that an iconographer uses to write an icon. It also focuses on learning to read iconographical symbolism in relation to Scripture and liturgy in particular within a Byzantine iconographical church program, and emphasizes the notion of aesthetics as they relate to the theology of the icon and its meanings. *Online only. Taught by Prof. Chady Elias.*

SAI 218 Sacred Art Technique (Iconography, Mosaics & Stained Glass)

This theoretical course explores several Christian art techniques, namely iconography, mosaics & stained glass. It surveys the different styles, themes and materials the sacred art artist applies in order to create various types of sacred Christian art forms, starting from early Christianity until the present times. *Online only. Taught by Prof. Chady Elias.*

SAI 222 Christian Arts through the Ages (3 credits)

This course explores the historical geography of various Christian art forms from Early Christianity to the present times and highlights its diversity in time and space within different cultural and social contexts. Students will learn to appreciate, identify and interpret the specificities of various monuments and artworks that attest to the rich diversity of Christian sacred artworks from across the world. *Online only. Taught by Prof. Chady Elias.*

SAI 322 Christian Art and Archaeology (3 credits)

This course examines the role of archaeology and its investigation of sacred art and religious sites in relation to the Christian world. Its main focus is to highlight the nature and function of archaeology as a multidisciplinary discipline and concrete tool that specialists use to attempt to reveal various aspects of the historical and cultural context of the Scriptures and of Christianity, with a focus on sacred arts. *Online only. Taught by Prof. Rita Sawaya.*

SAI 427 Hagiography from Sacred Art to Liturgy (3 credits)

This course explores the life of saints through their representation in figurative sacred artwork. It explains the relation between iconographic hagiography in its liturgical and scriptural contexts. Its main purpose is to enable the students to understand, appreciate, study and interpret hagiographic iconography and its meaning and uses in sacred space and time within liturgy. *Online only. Taught by Prof. Chady Elias.*

Sacred Scripture and Biblical Theology (SAS)

SAS 101 Sacred Scripture (formerly THL 100: Sacred Scripture)

This course treats in detail the Biblical inspiration, canonicity, texts, versions, hermeneutics, literary genre, and the ongoing sanctifying activity of the Holy Spirit through the use of the Holy Scripture both by individuals and by the Church officially. *Online and residential. Taught online by Dr. Daniel Van Slyke and residentially by Dr. Joan Gilbert.*

SAS 211 The Old Testament (formerly RS 231 Introduction to Old Testament and THEOL 229 Old Testament)

This course surveys the principal books of the Old Testament, following the history of Israel as an outline including literary and cultural forms essential to an understanding of ancient Hebrew writings. *Residential only. Taught by Staff.*

SAS 251 The New Testament (formerly RS 232A Introduction to New Testament)

This course surveys all the principal works of the New Testament, emphasizing the historical, literary, and theological background necessary for a fruitful reading of the texts. Special emphasis is placed on the problem of historicity and on the Pauline and Johannine corpi. *Residential only. Taught by Staff.*

SAS 451 Synoptic Gospels (formerly RS 300 Synoptic Gospels)

This course explores the stylistic and literary characteristics of Matthew, Mark, and Luke. Students study the Synoptic Gospels' theological, spiritual, and historical background. *Online and Residential. Taught online by Fr. Randy Soto and residentially by Staff.*

SAS 461 Gospel of John (formerly RS 238 Gospel of St. John)

This course examines the Fourth Gospel. Topics include the unique character of the Gospel of John in relation to the Synoptics, theories of authorship, specifics of Johannine spirituality as highlighted by patristic commentators and in liturgy. *Online only. Taught by Fr. William Mills.*

SAS 471 Letters of St. Paul (new course)

This course studies the major themes of the Pauline corpus with consideration of the form of writing known as the epistles. Concentration is on I Thessalonians, I Corinthians, Galatians, and Romans. *Online and residential. Taught online by Fr. William Mills and residentially by Staff.*

SAS 600 The Integration of Scripture in Salvation History (new course)

Description TBA. Residential only. Taught by Fr. Tom Hickey

SAS 601 Introduction to Scripture (formerly 635A Introduction to Scripture)

This course is an introduction to Sacred Scripture and therefore to theology and the history of salvation. Special attention is given to select biblical texts that have been foundational in western theological tradition with a special emphasis on the various methods of scriptural interpretation will also be covered. *Online only. Taught by staff.*

SAS 602 Methods of Theology and Scripture Analysis (formerly SS 670 Intro to Scripture, Theology, and Revelation)

The course examines concepts and criteria used in Biblical Sciences: word, Revelation, transmission, Truth in Scripture, Canonicity, Authenticity, Integrity, Magisterium, Tradition, etc., and acquaints the students with the Books of the Bible per se: languages; traditions. *Online only. Taught by Fr. Randy Soto.*

SAS 611 Biblical Inspiration, Inerrancy, and Interpretation (new course)
Description TBA. Residential only. Taught by Fr. Tom Hickey

SAS 621 Prophetic Literature (formerly SS 660ENG Prophetic Literature)

This course examines the phenomenon of prophecy in Israel, and surveys early “non-writing” prophets, and classical prophets in their historical contexts to uncover their theological message and understand the development of prophecy into eschatology and apocalyptic. *Online and Residential. Taught residentially by Fr. Tom Hickey and online by staff.*

SAS 630 Psalms

This course treats the contemporaneous character of the Psalms which have been the prayers of the centuries. *Residential only. Taught residentially by Staff.*

SAS 631 Wisdom Literature (formerly SS 654 Wisdom Literature)

This course views sapiential literature (Job, Proverbs, Sirach, Qohelet, Psalms and Song of Songs) as an expression of Israel's spirituality both at the time of its writing and today. *Online and residential. Taught online by Fr. Randy Soto and residentially by Fr. Tom Hickey.*

SAS 639 The Pentateuch (new course)

This course will critically examine the five books of Moses as the foundation of Holy Scripture. Issues of authorship, date, and historical context will be examined in the light of magisterial pronouncements and current scholarship. *Residential Only. Taught by Fr. Tom Hickey.*

SAS 641 Apocalyptic Literature

This course focuses on the eschatological dimension of biblical revelation, exemplified in the book of Revelation. Apocalyptic literature is found in both the Old and New Testaments. Biblical and extra-biblical apocalyptic literature are compared.

SAS 642 The Historical Books (new course)

This course will trace the history of Israel through the historical books of the Old Testament (Joshua, Judges, Ruth, 1&2 Samuel, 1&2 Kings, 1&2 Chronicles, Ezra, Nehemiah, Tobit, Judith, Esther, and 1&2 Maccabees) viewed as the outworking the divine covenants through human fallibility. *Residential Only. Taught by Fr. Tom Hickey.*

SAS 651 Synoptic Gospels (formerly SS 704 Intro to Synoptic Gospels)

This course explores the stylistic and literary characteristics of Matthew, Mark, and Luke. Students study the Synoptic Gospels' theological, spiritual, and historical background. *Online only. Taught by Fr. Randy Soto.*

SAS 652 Synoptic Gospels (new course)

This course explores the stylistic and literary characteristics of Matthew, Mark, and Luke. Students study the Synoptic Gospels' theological, spiritual, and historical background. *Online only. Taught onsite in Avila, Spain, by Fr. Randy Soto in conjunction with Dr. Kristina Olsen's CHH 630 Spanish Mysticism.*

SAS 657 Luke and the Acts of the Apostles (formerly SS 679 Luke and Acts of the Apostles)

This course studies the Gospel of Luke taking into consideration the historical, religious, and cultural background of this rich and inspirational gospel along with the structure, purpose, authorship, historical background and theological themes of the Acts of the Apostles; its relation to the Gospel of Luke; and an exegesis of selected passages. *Residential only. Taught residually by Fr. Jude Surowiec.*

SAS 661 Gospel of John (formerly SS 648A Gospel of John)

This course studies the Gospel of John considering the historical, religious, and cultural background of this gospel and major themes such as covenant, Kingdom of God, grace, redemption, wisdom, prophecy, creation, Trinity, faith, angels, resurrection and priesthood. *Online only. Taught by Fr. William Mills.*

SAS 671 Letters of St. Paul (formerly SS 667 Letters of St. Paul)

This course studies the composition, structure, purpose, historical background and theological themes of the Pauline letters with an exegesis of selected passages. *Online and residential. Taught online by Fr. William Mills and residually by Fr. William McCarthy, MSA.*

SAS 681 Hebrews (formerly SS 631ENG Book of Hebrews)

This course teaches the Theology of the Priesthood in the Letter to the Hebrews. The first two modules illuminate the Sitz im Leben, the third is a meditation via Lectio Divina, and the fourth relates the Priesthood of Jesus Christ to the Priesthood in the Catholic Church. *Online only. Taught by Fr. Randy Soto.*

SAS 701 Biblical Exegesis, Kerygma, and Didache

This course will cover the basic principles of drawing the meaning out of the biblical text for the purpose of proclamation (preaching) and instruction (teaching) in the context of a typical Catholic parish. *Residential only. Taught by Fr. Tom Hickey.*

SAS 711 Scripture as the Agent of Metanoia

This course is a practicum on integrating the Scriptures into the devotional life of the priest as a means of ongoing conversion and evangelization. *Residential only. Taught by Fr. Tom Hickey.*

SAS 802 Johannine Writings (formerly RS 638, SS 644, and SS 802 Johannine Writings)

This course covers the Fourth Gospel, the three Letters of John, and the Book of Revelation. Topics include the unique character of John's Gospel in relation to the Synoptics and theories of authorship. Specifics of Johannine spirituality highlighted by patristic authors is also discussed. *Residential only. Taught by Fr. Jude Surowiec.*

Science and Mathematics (SCM)

SCM 101 Mathematics among the Liberal Arts (formerly MA 112 and MATH 112 Mathematics for the Liberal Arts)

By using game theory and its relation with other mathematical topics including probability, statistics, algebra, and geometry, this course will allow the student to develop a creative mind that possesses critical, qualitative and quantitative thinking skills. Students will explore mathematics through games, which will allow them to learn key concepts organically without trepidation. *Residential only. Taught by Dr. Heric Flores-Rueda.*

SCM 151 College Algebra (formerly MATH 111 College Algebra)

This course covers equations and inequalities in one variable; linear, quadratic, exponential, and logarithmic functions; systems of linear equations in two variables. It includes polynomial functions and their zeroes, trigonometric functions and Analytic trigonometry. *Residential only. Taught by Dr. Heric Flores-Rueda.*

SCM 161 Earth Science (formerly SCI 109 Earth Science)

This course covers the natural sciences including geology, oceanography, meteorology, and astronomy. Using a systems approach, the connection between the Earth sciences will be emphasized. Current topics including climate change, carbon taxing will be discussed. *Residential only. Taught by Staff.*

SCM 171 Biology (new course)

This course is an introduction to the biological sciences directed toward non-science majors. Topics include elements of biochemistry, cell structure and function, reproduction, genetics, evolutionary theory, plant and animal diversity, elements of physiology, and a brief examination of ecology. *Online only. Taught by Rev. Dr. Donald Sparling.*

SCM 201 Physics (formerly PHY 121 Physics/Lab)

This course will introduce students to the concepts, principles and fundamentals of the physical science, including the study of motion, Newton's law of motion, the conservation of energy and momentum, waves, basic concepts of fluids, thermodynamics, electricity and magnetism, and modern physics. It includes a 1-hour lab for a total of 4 credits. *Online and residential. Taught by Dr. Heric Flores-Rueda in both modes of delivery.*

SCM 220 Chemistry (formerly SCI 220 Chemistry w/ lab)

This course introduces students the fundamentals of chemistry. Students will describe the concept of chemical change, compute equations that represent that change, and use knowledge of quantities to understand the behavior of matter. It includes a 1-hour lab for a total of 4 credits. *Online only. Taught by Dr. Stacy Trasancos.*

Social Science (SOC)

SOC 103 Sociology (formerly SOC 101 Introduction to Sociology)

This course surveys the methods of sociology and their application to contemporary society. *Online and residential. Taught by Professor Bob Sizemore in both modes of delivery.*

SOC 209 Emergence and Development of the Social Sciences (no change)

This course examines the development of the social sciences, looking first to the enlightenment and then to the 19th and 20th centuries, and develops a better understanding of both the benefits and limits of sociology, psychology and anthropology. *Residential only. Taught by staff.*

SOC 253 Political Science (formerly PS 103 Introduction to Political Science and SCI 253DS Political Science)

The course surveys ideas in the study of government and politics, examines the perennial questions in political life (*Who should rule? and Is it good to have power? and Do truth and right change in the course of history?*), and explores the various fields of political science. *Online and residential. Taught by Fr. Peter Kucer, MSA, in both modes of delivery.*

SOC 275 Economics (formerly ECON 100 Economics)

This course will introduce students to the basic principles of macroeconomics and microeconomics from a Catholic perspective while paying close attention to the following Catholic principles: human dignity, solidarity, subsidiarity, and the common good. The economic theories and Catholic principles that will be presented will be complemented by demonstrating their practical applications. *Online and residential. Taught online by Prof. Joseph Jordan and oncampus by Prof. Robert Sizemore.*

SOC 318 Advent of Religious Broadcasting (new course)

This course explores the triumphs and pitfalls of broadcast media when they are used to carry the message of the Gospel, along with the development of technology and the interplay between culture and evangelization. *Online and residential. Taught by Fr. Thomas F.X. Hoar, S.S.E., in both modes of delivery.*

SOC 375 American Government (formerly POL 401 American Government)

This course examines the philosophical, institutional, and behavioral elements of the political system of the United States with emphasis on Constitutional , and studies the tension between obligation to "Caesar" (political citizenship) and obligation to God (religious conscience). *Residential only. Taught by staff.*

Spanish (SPA)

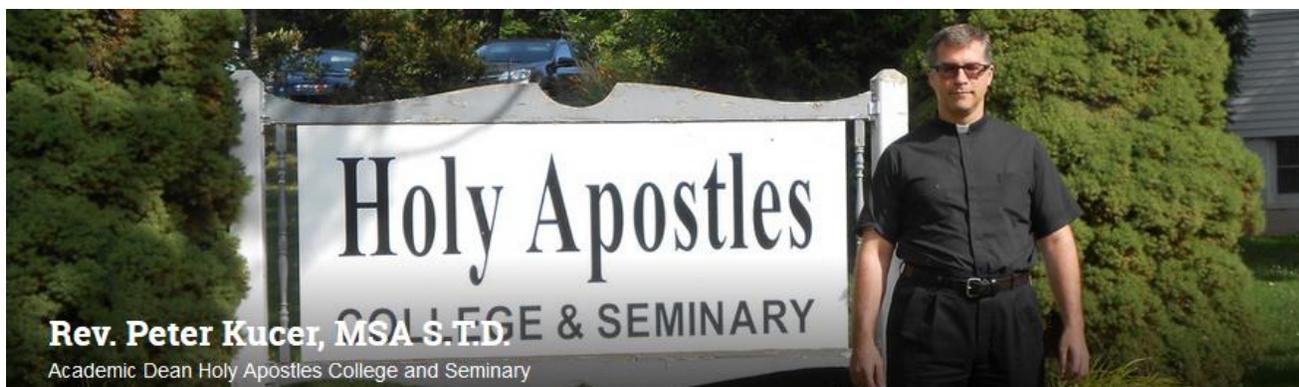
SPA 101 Spanish I (formerly LA 201 Spanish I and PS 677 Pastoral Spanish I)

This course is a basic introduction to Spanish pronunciation, grammar, conversation and reading. *Residential only. Taught by Prof. Mary Welch.*

SPA 102 Spanish II (formerly LA 202 Spanish II and PS 678 Pastoral Spanish II)
Continues SPA 101. *Residential only. Taught by Prof. Mary Welch.*

SPA 201 Spanish III (formerly PS 679A Pastoral Spanish III)

Spanish speech and writing. *Residential only. Taught by Prof. Mary Welch.*



DISCLAIMER

Any and all information in this publication may change at any time without notice, including, but not limited to policies, practices, and requirements of Holy Apostles College and Seminary. It is the responsibility of each student to be fully aware of all policies, practices, and requirements of Holy Apostles College and Seminary.

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APPENDIX A

SHEEO State Authorization Survey:

Student Complaint Information by State and Agency

State	Agency Name	Link to and/or Information about Complaint Process
Alabama	Alabama commission on Higher Education - Office of Institutional Effectiveness and Planning	Complaints for out of state institutions are referred to the Alabama Department of Postsecondary Education (ADPE) for response. Please see the ADPE link below. For in-state institutions, contacts are posted to the ACHE website at http://www.ache.state.al.us/
Alabama	Alabama Dept. of Postsecondary Education - Office of Private School Licensing Division	http://www.accs.cc/complaintform.aspx
Alaska	Alaska Commission on Postsecondary Education	The Alaska Commission on Postsecondary Education (ACPE) processes complaints alleging violations of state institutional authorization law relative to postsecondary institutions or programs in Alaska. The complaint investigation process is described in AS 14.48.130 and 20 AAC 17.130-145. A student is encouraged to pursue the complaint process at their institution prior to contacting ACPE. To request a compliant form please send an email to: EED.ACPEIA@alaska.gov . For questions or assistance relative to complaints please contact: Jo Anne Hayden, Program Coordinator for Institutional Authorization (907-465-6741) or at EED.ACPEIA@alaska.gov . Alaska Commission on Postsecondary Education; P.O. Box 110505; Juneau, AK 99811-0505.
Arizona	Arizona State Board for Private Postsecondary Education	http://azppse.state.az.us/student_info/compliance.asp

State	Agency Name	Link to and/or Information about Complaint Process
Arkansas	Arkansas Higher Education Coordinating Board	ADHE requires the certified institution to make a decision on the student grievance following the institution's public policy. Inquiries into student grievances must be limited to AHECB certified (under Arkansas Code §6-61-301) courses/degree programs and institutions and to matters related to the criteria for certification. Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201. The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within 15 days of the filing. Within 10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.
Arkansas	Arkansas State Board of Private Career Education	If a student believes that their rights have been violated, we always suggest they first, seek to resolve the problem by following the schools complaint process. Next, meet with the School Administrator and discuss their concerns with him/her. If the problem is not solved at the school level, the student may then contact us at (501) 683-8000.
California	Bureau for Private Postsecondary Education	http://www.bppe.ca.gov/enforcement/complaint.shtml
Colorado	Colorado Dept. of Higher Education	http://highered.colorado.gov/Academics/Complaints/default.html
Colorado	Division of Private Occupational Schools	http://highered.colorado.gov/DPOS/Students/complaint.html
Connecticut	Office of Higher Education	http://www.ctohe.org/StudentComplaints.shtml
Delaware	Delaware Dept. of Education	none listed
District of Columbia	Education Licensure Commission	none listed
Florida	Commission for Independent Education, Florida Dept. of Education	http://www.fldoe.org/cie/complaint.asp

State	Agency Name	Link to and/or Information about Complaint Process
Georgia	Nonpublic Postsecondary Education Commission	http://www.gnpec.org/MainMenu.asp
Hawaii	none listed	none listed
Idaho	Idaho Board of Education	Complaint process described in Admin Rule (July 1, 2011) section 500. Forms and instructions available upon request from the State Coordinator for Private Colleges and Proprietary Schools. For more information, please contact the Office of the Idaho State Board of Education (Main Office: 208-334-2270).
Illinois	Illinois Board of Higher Education	Institutional Complaint Hotline: (217) 557-7359 The Board receives general information email at info@ibhe.org . Students seeking to register a complaint about an institution are required to submit the complaint in writing. Complaint processing as relates to maintenance of institutional approvals is described in 23 Illinois Administrative Rules Sections 1030.70 and 1030.80.
Indiana	Indiana Commission on Proprietary Education	http://www.in.gov/bpe/2329.htm
Iowa	Iowa College Student Aid Commission	http://www.iowacollegeaid.gov/forms.html
Kansas	Kansas Board of Regents	http://www.kansasregents.org/private_postsecondary_complaint_process
Kentucky	Kentucky Council on Postsecondary Education	http://cpe.ky.gov/policies/academicpolicies/licensure.htm
Kentucky	Kentucky State Board for Proprietary Education	http://www.bpe.ky.gov/Pages/default.aspx
Louisiana	Louisiana Board of Regents	For proprietary schools, the complaint procedure appears on the Board of Regents website: http://www.regents.doa.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=21&pnid=0&nid=7 Curser down to Procedures and click on “student complaint procedures”. For the academic degree-granting institutions, Louisiana relies on the Consumer Affairs Division of the Attorney General’s Office at 225-326-6200.

State	Agency Name	Link to and/or Information about Complaint Process
Maine	Maine Dept. of Education, Office of Higher Education Services	Complaints shall be addressed in writing to the Maine Department of Education, Office of Higher Education, Augusta, Maine 04333 with specific facts and allegations and signed by the complainant. The school shall be notified of any complaints which are to be investigated.
Maryland	Maryland Higher Education Commission	Individuals that wish to submit a complaint may use the following contact information: Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202. Please see PDF at: http://www.mhec.state.md.us/higherEd/acadAff/MHECStudentComplaintProcess.pdf
Massachusetts	Massachusetts Dept. of Higher Education	http://www.mass.edu/forstudents/complaints/complaintprocess.asp
Michigan	Michigan Dept. of Energy, Labor & Economic Growth	http://www.michiganps.net/complaint.aspx
Minnesota	Minnesota Office of Higher Education	http://www.ohe.state.mn.us/mPg.cfm?pageID=1078
Mississippi	Mississippi Commission on College Accreditation	http://www.mississippi.edu/mcca/
Mississippi	Commission on Proprietary School & College Registration	http://www.sbcjc.cc.ms.us/program/psDefault.aspx
Missouri	Missouri Dept. of Higher Education	http://dhe.mo.gov/contactus.php
Montana	Montana University System, Montana Board of Regents	none listed
Nebraska	Nebraska Dept. of Education, Private Postsecondary Career Schools	http://www.education.ne.gov/PPCS/PPCS%20Forms.html

State	Agency Name	Link to and/or Information about Complaint Process
Nebraska	Nebraska Coordinating Commission for Postsecondary Education	The policies regarding student complaints are listed on our website with a notation that they are not final. The Coordinating Commission for Postsecondary Education (CCPE) intends to have a section on the web site that walks students through the process; in the meanwhile, please call our office at 402-471-0030. Please note that institutions offering courses or programs that are exclusively online are not required to seek authorization from CCPE. If students have complaints about such institutions, we refer them to the home state of the institution or the Nebraska Attorney General's Consumer Protection Division at: http://www.ago.ne.gov/consumer_protection
Nevada	Nevada Commission on Postsecondary Education	http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm
New Hampshire	New Hampshire Postsecondary Education Commission	http://www.education.nh.gov/highered/compliance-allegation.htm
New Jersey	New Jersey Dept. of Labor & Workforce Development, Center for Occupational Employment Information	none listed
New Jersey	Secretary of Higher Education	none listed
New Mexico	New Mexico Higher Education Dept.	http://www.hed.state.nm.us/Complaint_3.aspx
New York	Office of College & University Evaluation	none listed
New York	Bureau of Proprietary School Supervision, New York State Education Dept.	http://www.acces.nysed.gov/bpss/students/disclos.htm

State	Agency Name	Link to and/or Information about Complaint Process
North Carolina	The University of North Carolina Board of Governors	http://www.northcarolina.edu/aa_planning/licensure/resources.htm
	North Carolina Community College System, Office of Proprietary School Services	http://www.nccommunitycolleges.edu/PROPRIETARY_SCHOOLS/complaints.htm
North Dakota	North Dakota State Board for Career & Technical Education	Currently complaints are filed with the North Dakota Department of Career and Technical Education (CTE) and are then handed to the Attorney General. That policy is currently under review and revision. Please call CTE at 701-328-2678 for more information.
Ohio	The Ohio Board of Regents	The agency does receive student complaints. Students are encouraged to try to resolve their issue through their institution's formal grievance procedures. If the student's issue is not resolved through this process, the Ohio Board of Regents may then contact the institution on the student's behalf and request that institution work with the student to resolve the issue. If the grievance involves an issue that violates the agency's standards for authorization, the agency would contact the institution to determine the severity of the issue and what agency action would be taken. Please call the Ohio Board of Regents at 614-387-1215 for more information.
Ohio	Ohio State Board of Career Colleges & Schools	http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx
Oklahoma	Oklahoma State Regents for Higher Education	Current and prospective student complaints are handled through the Oklahoma State Regents for Higher Education (OSRHE) Academic Affairs Office by reviewing the circumstances of the complaint and providing the individual with contact information for the most appropriate campus office with the authority to resolve the complaint. If the individual has exhausted the process for review and appeal at the institution and believe the complaint is unresolved, OSRHE staff requests permission to contact the institution on their behalf to identify any possible resolution. OSRHE staff remains in contact with the student to determine if their issue has been resolved or adequately addressed. Please call OSRHE at 405-225-9100 for more information.
Oklahoma	Oklahoma Dept. of Career & Technology Education	none listed

State	Agency Name	Link to and/or Information about Complaint Process
Oklahoma	The Oklahoma Board of Private Schools	A form is available by request to the Oklahoma Board of Private Schools (OBPVS) staff, but is not required. Unless a safety or other issue requiring an in-person investigation is alleged, a "Student," complaint will be accepted and sent to the institution for a response that may then be forwarded to the complainant for further input. Please call OBPVS for more information at 405-528-3370. Web page is under development.
Oregon	Office of Degree Authorization	All complaints about schools under our regulatory jurisdiction or an exempt status approved by this office are handled by Office of Degree Authorization (ODA) staff. Complaints about exempt schools are referred to the Attorney General's office. Please call ODA for more information at 541-687-7478.
Oregon	Dept. of Education - Private & Career Schools Office	http://www.ode.state.or.us/search/page/?id=325
Pennsylvania	Dept. of Education	http://www.portal.state.pa.us/portal/server.pt/community/higher_education/8711/complaint_procedure/1004474
Puerto Rico	Puerto Rico Council on Education	none listed
Rhode Island	Rhode Island Board of Governors for Higher Education	http://www.ribghe.org/students.htm
South Carolina	South Carolina Commission on Higher Education	http://www.che.sc.gov/New_Web/GoingToCollege/Proprietary.htm
South Dakota	Secretary of State	http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx
Tennessee	Tennessee Higher Education Commission	http://tn.gov/thec/
Texas	Texas Workforce Commission	http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges.html

State	Agency Name	Link to and/or Information about Complaint Process
Texas	Texas Higher Education Coordinating Board	To file a complaint, follow the complaint procedures in the school's catalog. If the issue is not resolved, contact either the Texas Workforce Commission's Career School or the school's accrediting agency. If the school is not accredited by a recognized accreditor but has degree granting authority, send a written complaint to the Coordinating Board at Texas Higher Education Coordinating Board, Academic Affairs and Research, P.O. Box 12788, Austin, Texas 78711.
Utah	Utah Division of Consumer Protection	http://consumerprotection.utah.gov/complaints/index.html
Vermont	Vermont State Board of Education	We encourage you to work directly with your institution to satisfy complaints. In most cases, that is the only appropriate avenue for you to pursue. If you believe you have exhausted avenues listed above and those listed in the attached PDF and have a valid complaint about a violation, you may send it to the Vermont Department of Education in writing at 120 State Street, Montpelier, VT 05620-2501. All complaints should be specific in describing the nature of the complaint and relevant information: the name of the parties involved, including witnesses, dates, the policy or procedure violated (if known), the course/program, the name of the institution, and complete contact information. In addition, please include any supporting material that substantiates your complaint, including correspondence with the school about the issue. For more information please see the PDF at: http://education.vermont.gov/new/pdfdoc/pgm_postsecondary/EDUComplaint_Resolution_Statement_for_Postsecondary_Education_Matters.pdf
Virginia	Private & Out-of-State Postsecondary Education, State Council of Higher Education for Virginia	http://www.schev.edu/students/studentcomplaint.asp
Washington	Washington Student Achievement Council	Students may submit a formal complaint to the Washington Student Achievement Council, provided it is against an institution authorized by the Washington Student Achievement Council and is within one year of the last date of attendance. For more information, please contact the Washington Student Achievement Council at 360-753-7866.

State	Agency Name	Link to and/or Information about Complaint Process
Washington	Washington Workforce Training & Education Coordinating Board	http://www.wtb.wa.gov/PCS_Complaints.asp
West Virginia	West Virginia Higher Education Policy Commission	http://wvhepcnew.wvnet.edu/
West Virginia	West Virginia Council for Community & Technical College Education	none listed
Wisconsin	Wisconsin Educational Approval Board	http://eab.state.wi.us/resources/complaint.asp
Wyoming	Wyoming Dept. of Education	Please contact the Wyoming Department of Education at 307-777-6210. Please note that some student complaints will be forwarded to the Wyoming Attorney General.

Student Complaint Information by State and Agency
August 2012

This list was compiled in a collaborative effort across three organizations: SHEEO, the State Higher Education Executive Officers; NCHEMS, the National Center for Higher Education Management Systems, and WCET, the WICHE Cooperative for Educational Technology.