



Holy Apostles

College & Seminary



Handbook for M.Div. in the New Evangelization 2021-2022

Updated: 4 November 2021

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Vision, Mission, and Goals

Vision

Holy Apostles adheres to the Magisterium of the Catholic Church in the formation and education of our students. The Magisterium is the true teaching of Christ's one Church on Earth and our various programs reflect our faithful adherence to these teachings, handed down to the Church since apostolic times. As a reflection of our commitment to the Magisterium, we are in submission to the ecclesiastical authority of the Church through, the Bishop of Norwich, the Most Reverend Michael R. Cote.

The Eucharist is the center of seminary life for those on campus, which radiates into all the programs we offer, for both our commuter students and those studying through our distance learning programs.

As we are a college and seminary, Holy Apostles is one of the very few Catholic colleges in America where lay students and seminarians attend many of the same classes – both on-campus and online.

Mission

Inspired and guided by the mission of the founder of the Society of the Missionaries of the Holy Apostles, Fr. Eusebe Menard O.F.M., Holy Apostles College and Seminary strives to promote, form, and accompany youths and adults to the priesthood, and other ministries and apostolates within the Church as faithful witnesses of Christ.

Goals

In particular, the Holy Apostles' mission seeks to inspire and inform seminarians and students on how:

- To deepen their personal relationship with Jesus Christ, who is Truth incarnate, and to integrate Him into every aspect of their lives.

- To understand, embrace, and live according to the clear teachings of the Church's Magisterium regarding faith and morals.
- To form ordained, consecrated and lay missionary disciples by cultivating the spiritual, human, intellectual and pastoral development of its seminarians and students to serve Christ's Church.
- To deliver a Catholic educational experience by means of a recognizably distinctive and unambiguous Catholic intellectual tradition.
- To instill a sincere devotion to the Mass, the Liturgy of the Hours, personal prayer, and heartfelt service to others in order to form and prepare seminarians and students as effective witnesses of Christ to the culture.
- To educate and challenge seminarians and students to formulate and communicate a coherent Christian worldview based on faith and reason and thus become effective evangelists, catechists, and apologists for the Catholic faith.
- To strive to create and maintain excellence in teaching and learning, research and discovery, and service and engagement, through the Liberal Arts, Philosophy and Theology in accord with the clear Magisterial teachings of the Catholic Church.

Staff Offices

Administration

President-Rector – Very Rev. Peter S. Kucer, MSA, STD, Eighth President-Rector
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Vice-President of Internal Affairs and Vice-Rector – Very Rev. Martin Rooney, MSA
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Chief Academic Officer – Dr. Andrew Blaski
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Admissions

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Financial Aid

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Library Services

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M.Div. in the New Evangelization Program

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Online Writing Lab (visit at <http://www.holypostles.edu/owl>)

Director – Prof. Cynthia Gniadek

owl@holypostles.edu

Social Media and Webmaster

Director – Mrs. Jennie Murphy

jmurphy@holypostles.edu

Student Advisors

Graduate Advisor and Asst. to CAO – Prof. Steven Schultz, PhD (Cand.) –

sschultz@holypostles.edu (860) 632-3086

Undergraduate Advisor – Mrs. Cathy Surface

csurface@holypostles.edu (860) 632-3036

Master of Divinity in the New Evangelization Overview

You are ready to set the world “on fire” with the love of God (Luke 12:49) with a Master of Divinity in the New Evangelization **100% online from a Cardinal Newman Society Recommended College!**

Since our founding in 1956, Holy Apostles College and Seminary has been a leader in providing degree programs that are fully faithful to the Magisterium of the Catholic Church, academically rigorous, and exceptionally affordable. In addition, since 1998, Holy Apostles College and Seminary has been a visionary leader in providing 100% online programs that are completely compatible with professional and family responsibilities.

Holy Apostles is

- Faithful to the Magisterium
- Rooted in Tradition
- Flexible Learning
- Exceptionally Affordable Tuition
- Practical and timely

Our Master of Divinity program is a professional degree that offers students theology immersed in Sacred Scripture. One’s theological foundation is then applied practically in pastoral studies. As a result, our graduates effectively respond to Pope Saint John Paul II’s call for new “ardor, methods and expression” in evangelization (John Paul II, Address to CELAM, 1983).

The **72-credit Master of Divinity in the New Evangelization** prepares lay men and women and permanent deacons for ministry. Additionally, it prepares individuals for further studies, such as a Doctor of Ministry (D.Min.), other Doctoral programs, Licentiate, Graduate Certificate, or Post Master’s Certificate.

Through our online Master of Divinity program, you will be guided to pursue truth, goodness, and beauty for a lifetime. Be ready to “make disciples of all nations” by teaching them to follow all that Jesus has commanded us (Matthew 28:19-20)!

- Tap into the rich patrimony of Catholic theology, pastoral studies, and Sacred Scripture with our online Master of Divinity program.
- Experience courses taught by first-class professors.
- Receive guidance in spiritual, intellectual, pastoral, and human formation.
- Be part of this exciting and timely adventure today!

Who Is This Program For?

- Those Working in Ministry
- Those Desiring to Pursue Work in Ministry
- Catholic School Teachers and other Educators
- Catholic Professionals
- Nurses, Therapists, and other Health Care Professionals
- Counselors and Spiritual Directors
- Marriage and Family Coordinators
- Youth Ministers
- Coordinators of Religious Education Programs
- Everyone Wanting to Grow in Knowledge and Love of the Catholic Faith

Is this an Online Program?

Yes. Our 100% online courses provide students with the flexibility that make the Master of Divinity degree program practical and “doable” for those with family, work, parish, and other obligations. The Master of Divinity in the New Evangelization degree may be completed 100% online.

What career paths could I pursue?

Equipped with theology and pastoral competence, our graduates will advance the New Evangelization as Catholic school teachers, administrators, DREs, apologists, permanent deacons, and parochial and diocesan directors of countless ministries in the Church today.

The time is now to “rekindle in ourselves the impetus of the beginnings and allow ourselves to be filled with the ardor of the apostolic preaching which followed Pentecost” (John Paul II, *Novo Millennio Ineunte* #40).

How long does it take to complete the M.Div. in the New Evangelization?

The Master of Divinity in the New Evangelization degree program may be completed in as quickly as 3 years of study (three courses a semester / three semesters a year). There is a 10-year time limit from entry into the program for completion of the degree requirements.

Is Holy Apostles College & Seminary accredited?

Holy Apostles College and Seminary is accredited by the New England Commission of Higher Education (NECHE), the Connecticut Office of Higher Education (CTOHE), and the Association of Theological Schools (ATS). For more accreditation information visit [here](#).

Are the Faculty members faithful to the Magisterium?

Yes, faculty members are faithful to the Magisterium. On-campus professors take the Oath of Fidelity that is witnessed by our Chancellor, the MSA provincial. Online professors are invited to take the Oath of Fidelity and make the Profession of Faith by ZOOM with the on-campus faculty at the beginning of each academic year.

Who is the Program Director?

Program Director: Dr. J. Marianne Siegmund msiegmund@holypostles.edu

For a full listing of our faculty, please visit Faculty Listing at <https://holypostles.edu/faculty/>.

Why Pursue an M.Div. in the New Evangelization?

The Holy Apostles Master of Divinity in the New Evangelization program distinctively addresses the needs of forming Church leaders by offering a program richly responsive to the challenges and obstacles of our own day through a human, spiritual, pastoral and intellectual formation program saturated with a solid grounding in the Tradition and delivered in innovative ways.

In addition, future Church leaders will flourish with the tools, skills and knowledge they have learned by applying it in practical ways. With their education at Holy Apostles, Church leaders will be firmly grounded in human, spiritual, pastoral and intellectual formation that will enable them to be highly effective witnesses to Jesus Christ.

Specifically, the Holy Apostles Master of Divinity in the New Evangelization program anchors future leaders of the Church in such disciplines as Sacred Scripture, evangelization and early Church discipleship. These areas of study address the diverse needs of the Church today in multiple ways that serve the ecclesial community. For example, pastoral formation enables the future leader to apply skills and knowledge gained to obstacles that prevent a full flourishing in Christian discipleship.

In addition, areas such as apologetics and dogma enable our graduates to work as diocesan office directors, catechists, parish leaders of religious education and RCIA programs, youth and young adult ministers and as outreach program coordinators to Catholics who no longer attend Mass.

Courses in bioethics, moral theology and the sacramental life of the Church enable future leaders to thrive in areas such as hospital chaplaincy, grieving ministries, and marriage and family apostolates. Through human and pastoral formation initiatives, the skills of listening are enhanced in our graduates such that they mentor the bereaved with both their hearts and their ears.

Courses in the spiritual life of the Church enable our graduates to effectively coach people of all ages regarding union with Christ and various life decisions. Relying upon the spiritual formation our future Church leaders receive at Holy Apostles, graduates will be able to cultivate the life of grace in others through diverse resources, methods and means of spreading the New Evangelization. Adept in spirituality, future leaders will inspire others to answer the universal call to holiness and they will propose practical means for achieving holiness in one's state in life.

In sum, our Master of Divinity in the New Evangelization program presents lay faithful and other Church leaders with an original response to the call to holiness in one's everyday life of prayer, family, work and leisure. In addition, it also responds to an urgent, groundbreaking need in the Church.

Offering an initial reply to Pope Francis' Motu Proprio *Antiquum Ministerium* (10 May 2021) by which he established the lay ministry of catechist, our Master of Divinity in the New Evangelization strengthens future Church leaders in fulfilling their important mission. Since the laity who will respond to the Holy Father's call need to have "suitable biblical, theological, pastoral and pedagogical formation to be competent communicators of the truth of the faith," our Master of Divinity in the New Evangelization program focuses upon these very areas of study and practice: Sacred Scripture, Theology (dogma, moral, spiritual), Pastoral Theology and pedagogy (Francis, *Antiquum Ministerium*, #8). Several courses in apologetics, as well as electives in culture and organizational skills enhance our graduate's ability to effectively communicate "the truth of the faith" to the people of our own day (Francis, *Antiquum Ministerium*, #8).

Goals and Outcomes

Holy Apostles has five specific goals for the M.Div. in the New Evangelization to advance its mission to promote, form, and accompany youths and adults to the priesthood, and other ministries and apostolates within the Church as faithful witnesses of Christ.

1. To rediscover the meaning and urgency of the New Evangelization for today's Catholic
2. To educate students in pastoral, dogmatic, moral, spiritual and missiological theology for the New Evangelization
3. To equip students with methods and tools of evangelization
4. To prepare students for evangelization and ministry by engaging relevant pastoral resources and practical evangelization projects
5. To foster in students a love for the New Evangelization and an appropriate confidence and desire to participate in the Church's mission of evangelization, which is her "most profound identity" (Paul VI, *Evangelii Nuntiandi* #14)

Students completing the M.Div. in the New Evangelization program will be able to:

1. Represent Catholic doctrine and morals appropriately and accurately in a pastoral setting, including evangelization, catechesis, adult faith formation, apologetics, and basic instruction in prayer and discernment
2. Interpret magisterial, theological, ministerial and ritual texts accurately, insofar as these bear on common questions in evangelization and on practical concerns in ministry
3. Articulate and engage in mature pastoral-theological evangelization and reflection, demonstrating prudence, knowledge of the Faith, and a realistic appraisal of concrete pastoral circumstances
4. Collaborate maturely and respectfully with others in ministry, including pastors, religious, laity, and non-Catholics
5. Demonstrate competence in the New Evangelization by performing adequately in a summative evaluation process
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

Admissions and Orientation

Description of Process

Students seeking admission into the Online Programs at Holy Apostles first complete an application available at <https://holyapostles.edu/admissions/graduate/>

Apply for Admissions in 5 Easy Steps.

1. Complete the Application Form.
2. Submit an Official Transcript for your Undergraduate Degree & any Graduate Degrees (A GPA of 3.0 is Strongly Recommended.)
3. Submit Two Letters of Recommendation
 - From a Priest, Deacon, Religious, or Minister
 - From a Professor, Supervisor, or Mentor
4. Submit a 500-word essay providing a brief autobiography and your reasons for choosing Holy Apostles College & Seminary.
5. Pay Your \$50 Application Fee (non-refundable)

Once students are admitted for study, they will be enrolled in a five-day online orientation course that runs one week prior to the start of the semester in which they will be taking their first classes.

Online Resource Orientation

Incoming students must take the Online Resource Orientation or ORO at the beginning of their first semester studying online at Holy Apostles. The ORO introduces students to the fundamental tools and knowledge they need to successfully complete online courses. The orientation ensures that students meet the basic technical requirements for online learning, know what to expect in their courses, are able to access resources for research and writing, understand what plagiarism is and how to avoid it, and are aware of the out-of-classroom opportunities available to them.

Registration

Graduate students may register through Populi's registration tab during each of the registration periods. They are advised to consult their degree plan prior to registration. If they do not have a degree plan in hand, they can contact Prof. Steve Schultz, the graduate advisor, at sschultz@holypostles.edu for one to be generated for them based on their area of concentration.

Frequently Asked Questions

Q: What is the online class format at Holy Apostles?

A: This is a great question, and one we often receive! Our online learning environment allows students to pursue their education 100% online. Courses are taught asynchronously which means that there are no "live" login times required. Our online degree programs have no residency requirements which makes it easy for you to learn whenever and wherever it is most convenient for you! Students are suggested to login to their courses several times a week in order to view materials and upload assignments. In general, we suggest students dedicate approximately 7-8 hours per week per course. The best part is that you are not alone! With graduate advisors, an online library with plenty of support, an online writing lab, and tech support, we are here to help you achieve your academic dreams and follow where God leads!

Q: How long does it take to finish the Master of Divinity degree program?

A: Since the Master of Divinity in the New Evangelization requires 24 graduate courses (72 credits), it is normally completed in 4 years by taking 2 courses per semester during the Fall, Spring and Summer Semesters (6 courses per year for 4 years). It is possible to finish the Master of Divinity Degree Program in just 2.6 years (8 semesters) by taking 3 courses per semester. There is a 10-year time limit from entry into the program through completion.

Q: I am not Catholic. Can I still apply to Holy Apostles?

A: Yes! Holy Apostles is faithful to the Magisterium and teachings of the Catholic Church. If you believe you would be a good fit to learn within this framework – Catholic or not – we welcome you to apply. The mission of Holy Apostles is to cultivate Catholic leaders in every profession and walk in life for the purpose of evangelization. We ask our students to sincerely seek the truth in all things

whether they are Catholic or not. All Faculty make a Profession of Faith and Oath of Fidelity to remain faithful to the Magisterium of the Catholic Church.

Q: I am interested in your Master of Divinity program, but my undergraduate degree is in a different field. How will this affect me in applying to Holy Apostles to earn my Master of Divinity degree?

A: Great question! Anyone who has earned a Bachelor's degree (or equivalent) is welcome to apply to the Master of Divinity program at Holy Apostles. Our Master of Divinity program is designed to be accessible to all students regardless of their academic background. The Master of Divinity degree in the New Evangelization includes two co-requisite courses as part of the program. These courses provide new graduate students with the rigorous academic foundation they need to succeed in Master of Divinity.

Q: I have a number of graduate credits in Theology or Pastoral Studies, but no graduate degree. Will they transfer into the Master of Divinity program?

A: The Master of Divinity applicant may transfer up to 12 courses (36 credits) of related graduate coursework that has not been previously applied to another graduate degree.

Q: Who can write my Letter of Recommendation?

A: We request one Letter of Recommendation from a Priest, a Deacon or a Religious. This reference should be able to speak to your character, integrity, and faith. We also request one Letter of Recommendation from a Professor, a Supervisor or a Mentor. This reference should be able to speak to your responsibility, work ethic, and academic ability to succeed in a graduate program of studies. Letters of Recommendation should not be requested from a relative or from someone you supervise. These two Letters of Recommendation will be requested via email through your online admissions application. Once a letter of recommendation is received from one of your references, it will be automatically attached to your personal online application.

Q: When should I apply for financial aid?

A: Holy Apostles participates in the Federal Student Aid system. As a potential student you may submit your FAFSA to School Code 00138900 as soon as you are able. Please also be aware of the school deadline for receipt of your FAFSA for each semester which is found on the Financial Aid page. It does not matter whether you have been officially accepted or are in the admissions

process as there is no obligation. Thus you can still submit the FAFSA found at <https://studentaid.gov/h/apply-for-aid/fafsa>. For further information see the Financial Aid section of our website: www.holyapostles.edu/tuition-and-financial-aid/

Q: I am an international applicant. What is needed for my admissions process?

A: Thank you for your interest in applying to Holy Apostles! Because of the flexibility and convenience of our online programs, we have many international students. If you are not living in the United States, your admissions process will be the same as outlined above. If you are living in the United States, you must provide Holy Apostles with copies of your Visa and Passport. International students may only apply to Holy Apostles for online courses. Holy Apostles is unable to process F-1 Student Visas for international students seeking to study on campus at Holy Apostles.

Q: English is not my native language. What documents are required?

A: To confirm your command of English, please submit one of the following. Recommended scores are included below. – A certificate or diploma confirming the completion of a secondary school where the classes were delivered in English – A diploma confirming the completion of English Studies – A document confirming graduation from a higher educational institution where English was the language of instruction – An International Baccalaureate Diploma delivered in English – SAT score of 510+ on the Evidence-Based Reading and Writing – ACT score of 24+ on the English, Reading, and Composite. – Internet-based Test of English as a Foreign Language (TOEFL iBT) with a score of 79+ – Pearson Test of English (PTE) Academic with a score of 58+ – International English Language Testing System (IELTS) with a score of 6.5.

Q: I have graduated from Holy Apostles with my Undergraduate (or Graduate) degree. I would like to pursue my Graduate (or second Graduate) degree at Holy Apostles. Do I have to re-apply?

A: Good news! You do not have to re-apply. Please complete the [Additional Degree, Major, or Concentration Form](#). Your request will be reviewed, and any additional necessary documentation will be requested.

Q: I am part of a religious community or diocese. What is needed for my admissions process?

A: Welcome! Thank you for your interest in applying to Holy Apostles! Your admissions process is the same as other applicants. A brief supplemental form will also be required to complete in order to ensure any additional necessary information is included with your application.

Q: What are your online learning and technology requirements?

A: Available at <https://holyapostles.edu/online-learning-and-technology-requirements/>

Master of Divinity in the New Evangelization Sample Degree Plan

Student Name: _____

Updated: _____

Semester of Entry (Note: 10-year time limit for completion): _____

Co-requisites

Semester Completed

PAS 602 Fundamentals of Practical Theology (offered every semester) _____

PHS 607 Philosophy for Theologians (offered every semester) _____

Note: PAS 602 is taken during student's first semester. Students may also take PHS 607 during their first semester. If not, students must complete PHS 607 during their second semester of study.

MDiv Subject Area Courses

Note: Other than prerequisites listed below, the following courses may be completed in any order.

Scripture Courses:

1. SAS 638 Torah & Old Testament Historical Books (Summer semesters) _____

2. SAS 651 Synoptic Gospels (offered every semester) _____

3. SAS 661 Gospel of John (Fall & Summer semesters) _____

Note: Must complete SAS 651 before taking CHH/SAS 720.

4. CHH/SAS 720 The Early Church and Evangelization (Fall semesters) _____

Moral Courses:

1. APO 535 Moral Apologetics (Fall and Spring semesters) _____

2. BIE 625 Catholic Bioethics (Spring and Summer semesters) _____

3. MTH 611 Fundamental Moral Theology (offered every semester) _____

Note: Must complete MTH 611 before taking MTH 612.

4. MTH 612 Fundamental Moral Theology II (Summer semesters) _____

Note: Must complete MTH 611 and MTH 612 before taking MTH 851

5. MTH 851 Contemporary Moral Issues (Spring & Summer semesters) _____

Dogmatic Theology and Church History Courses:

- 1. DTH 731 One and Triune God (offered every semester) _____
- Note: Must completed DTH 731 before taking DTH 751.
- 2. DTH 751 Christology (offered every semester) _____
- 3. DTH 760 Ecclesiology and Ecumenism (offered every semester) _____
- 4. DTH 800 The Seven Sacraments (Fall semesters) _____
- 5. CHH 700 Church History (Summer semesters) _____

Pastoral Studies Courses:

- 1. APO 512 Apologetics (offered every semester) _____
- 2. PAS 511 Mission and Evangelization (Spring & Summer semesters) _____
- 3. PAS 621 Pastoral Care of Marriage & Family (Fall & Summer semesters) _____
- 4. PAS 785 Pastoral Issues Concerning Human Sexuality (Fall & Spring) _____

Spiritual Theology Courses:

- 1. DTH 512 Spiritual Life in the Classics (Spring & Summer semesters) _____
- 2. DTH 766 Mary, Mother of God & Mother of the Church (Summer semesters) _____

Electives: Choose any **two** of the courses listed below.

- 1. APO 520 Adapting Evangelization to Hispanic Cultures (Fall semesters)
- 2. APO 565 Reading Science in the Light of Faith (Fall semesters)
- 3. PAS 605 Intercultural Competencies (Fall semesters)
- 4. PAS 660 Thanatology (offered every semester)
- 5. PAS 651 History and Foundations of Catechesis (Fall semesters)
- 6. PHE 610 Ethics (Fall & Summer semesters)
- 7. PHE 617 The Personalism of John Paul II (Fall semesters)
- 8. PHS 628 Thomistic Exemplar Organizational Leadership (Spring semesters)
- 1. _____
- 2. _____

Note: If student has either/or PHS 607 or PAS 602 waived by the Academic Dean’s office based on prior academic work, the student will complete one graduate-level theology or philosophy course not otherwise listed above in place of each waived course. ***IF*** this applies, record the additional courses here:

1. _____
2. _____

Supervised Ministry (Three 0-credit supervised field experiences)

1. Human Formation _____
2. Spiritual Formation _____
3. Pastoral Formation _____

Summative Evaluation (0 credit)

1. Practicum project, report, and comprehensive exam

Total Credits Required for MDiv: 72

Practicum Project, Report and Comprehensive Exam (0 credits)

The summative evaluation involves a practicum and an oral report over one’s practicum plus a written comprehensive examination over one’s coursework. All elements of the summative evaluation are to be completed in one semester.

The practicum, prepared in consultation with the Program Director, consists of several contact hours of ministry (e.g., implementing a program that one develops at the parish level). Upon conclusion of the practicum, the student offers a report to the Master of Divinity in the New Evangelization learning community via Zoom. Typically, the student utilizes a PowerPoint presentation, although other forms of delivery are acceptable.

Normally, the student begins the summative evaluation upon completion of one’s coursework, although one may undertake it during one’s final semester of classes.

Advanced Standing Pathway

An applicant with relevant graduate coursework or experience, including but not limited to a MA in Theology or a MA in Pastoral Studies, may apply for the Advanced Standing Pathway for the Master of Divinity in the New Evangelization. The Advanced Standing Pathway allows the student to complete the program in as little as 48 credits instead of 72 credits. Approval of entry into the Advanced Standing Pathway is at the discretion of the Program Director in consultation with the Academic Dean. An applicant must meet the following requirements.

1. The applicant must hold a relevant graduate degree that has been earned within the last ten years. The applicant's graduate degree must be from a Catholic college or university loyal to the Magisterium of the Catholic Church. The MA degree must be conferred before applying for the Advanced Standing Pathway.
2. The M.Div. Program Director, in consultation with the Academic Dean, approves or denies the application for the Advanced Standing Pathway. If the application is approved, the M.Div. Program Director will create an individualized Advanced Standing Pathway plan indicating the courses the student must complete.
3. Due to the reduced credits of the Advanced Standing Pathway for the M.Div. in the New Evangelization, the applicant is eligible for up to 24 transfer credits (i.e., graduate credits that have not been applied to a previously earned degree). Award of transfer credits is at the discretion of the M.Div. Program Director.
4. All other M.Div. and graduate program policies and requirements apply to the Advanced Standing Pathway for the M.Div. in the New Evangelization.

Policy Regarding Transfer Credits

A student who transfers into the Holy Apostles College and Seminary Master of Divinity in the New Evangelization program may be eligible to receive credit for up to twelve courses (36 credit hours). In order to receive transfer credit, the following conditions must be met.

- The proposed transfer course was obtained by an accredited institution
- The student has earned the grade of B or higher (3.0) in the proposed transfer course
- The proposed transfer course is at the same level (e.g., graduate Catholic theology) as the Master of Divinity in the New Evangelization course

- The proposed transfer course corresponds by content with a Holy Apostles College and Seminary Master of Divinity in the New Evangelization course (The student may be required to submit the proposed transfer course number, title, description, and syllabus to the Admissions Office/Program Director in order to verify approval.)
- All credits in transfer must be evaluated and approved by the Program Director. The Program Director's decisions are final. The Graduate Admissions Director will record the documentation of transfer credits in Populi.
- At most, twelve three-credit courses (36 credits total) are eligible for transfer regardless of the number of previously taken courses that fit any Holy Apostles College and Seminary Master of Divinity program course description.

Policy Regarding Waived Courses

A student who previously completed a required Master of Divinity (M.Div.) course as part of an award of a graduate degree at Holy Apostles College and Seminary will receive a waiver for that course in the M.Div. program. The student must have earned at least a 3.0 in the course to receive a waiver for it. The student may take any of the following graduate-level courses listed below in place of each waived course to maintain the total credits required for the M.Div. program.

- | | |
|---|--|
| • APO 631 Social Media and the New Evangelization | • MTH 620 Marriage and Family in Secular Society |
| • BIE 651 Medical Ethics | • MTH 659 Moral Magisterium of John Paul II |
| • CHH 631 Mystical Theology of the Church Fathers | • PAS 653 Child and Adolescent Catechesis |
| • CHH 881 Patristics | • PAS 720 Nurturing the Domestic Church: Facilitating Authentic Marriage, Family Life and Spirituality |
| • CLA 702 Canon Law I: General Norms | • PAS 791 Morals and Psychology |
| • CLA 715 Canon Law II: Marriage | • SAS 621 Prophetic Literature |
| • DTH 641 Protology and Eschatology | • SAS 631 Wisdom Literature |
| • DTH 645 Nature and Grace | • SAS 681 Hebrew |
| • DTH 757 Pneumatology | |
| • DTH 765 Mariology | |
| • DTH 890 Spiritual Theology | |

**Master of Divinity in the New Evangelization Sample Degree Plan
MAPS Advanced Standing Pathway**

Student Name: _____ Updated: _____

Semester of Entry (Note: 10-year time limit for completion): _____

Note: Student must hold a MA in Pastoral Studies meeting MDiv program requirements to enter the Advanced Standing MDiv program.

MA in Pastoral Studies awarded from:

School: _____ Date Conferred: _____

MDiv Subject Area Courses

Note: Other than prerequisites listed below, the following courses may be completed in any order.

Scripture Courses:

1. SAS 651 Synoptic Gospels (offered every semester) _____

2. SAS 661 Gospel of John (Fall & Summer semesters) _____

Note: Must complete SAS 651 before taking CHH/SAS 720.

3. CHH/SAS 720 The Early Church and Evangelization (Fall semesters) _____

Moral Courses:

1. APO 535 Moral Apologetics (Fall and Spring semesters) _____

2. MTH 611 Fundamental Moral Theology (offered every semester) _____

Dogmatic Theology and Church History Courses:

1. DTH 731 One and Triune God (offered every semester) _____

Note: Must completed DTH 731 before taking DTH 751.

2. DTH 751 Christology (offered every semester) _____

3. DTH 760 Ecclesiology and Ecumenism (offered every semester) _____

4. DTH 800 The Seven Sacraments (Fall semesters) _____

5. CHH 700 Church History (Summer semesters) _____

Pastoral Studies Courses:

1. APO 512 Apologetics (offered every semester) _____

2. PAS 511 Mission and Evangelization (Spring & Summer semesters) _____

- 3. PAS 621 Pastoral Care of Marriage & Family (Fall & Summer semesters) _____
- 4. PAS 785 Pastoral Issues Concerning Human Sexuality (Fall & Spring) _____

Spiritual Theology Courses:

- 1. DTH 512 Spiritual Life in the Classics (Spring & Summer semesters) _____
- 2. DTH 766 Mary, Mother of God & Mother of the Church (Summer semesters) _____

Supervised Ministry (Three 0-credit supervised field experiences)

- 1. Human Formation _____
- 2. Spiritual Formation _____
- 3. Pastoral Formation _____

Summative Evaluation (0 credit)

- 1. Practicum project, report, and comprehensive exam _____

Total Credits Required for MDiv: 48

**Master of Divinity in the New Evangelization Sample Degree Plan
MA in Theology Advanced Standing Pathway**

Student Name: _____ Updated: _____
 Semester of Entry (Note: 10-year time limit for completion): _____

Note: Student must hold a MA in Theology meeting MDiv program requirements to enter the Advanced Standing MDiv program.

MA in Theology awarded from:

School: _____ Date Conferred: _____

MDiv Subject Area Courses

Note: Other than prerequisites listed below, the following courses may be completed in any order.

Scripture Courses:

- 1. SAS 661 Gospel of John (Fall & Summer semesters) _____
- 2. SAS 638 Torah & Old Testament Historical Books (Summer semesters) _____

Moral Courses:

- 1. APO 535 Moral Apologetics (Fall and Spring semesters) _____
- 2. BIE 625 Catholic Bioethics (Spring and Summer semesters) _____
- 3. MTH 612 Fundamental Moral Theology II (Summer semesters) _____

Note: Must complete MTH 612 before taking MTH 851.

- 4. MTH 851 Contemporary Moral Issues (Spring & Summer semesters) _____

Church History Courses:

- 1. CHH 700 Church History (Summer semesters) _____

Note: Must complete SAS 651 Synoptic Gospels or equivalent before taking CHH/SAS 720

- 2. CHH/SAS 720 The Early Church and Evangelization (Fall semesters) _____

Pastoral Studies Courses:

- 1. PAS 602 Fundamentals of Practical Theology (offered every semester) _____
- 2. APO 512 Apologetics (offered every semester) _____
- 3. PAS 511 Mission and Evangelization (Spring & Summer semesters) _____
- 4. PAS 621 Pastoral Care of Marriage & Family (Fall & Summer semesters) _____
- 5. PAS 785 Pastoral Issues Concerning Human Sexuality (Fall & Spring) _____

Spiritual Theology Courses:

- 1. DTH 512 Spiritual Life in the Classics (Spring & Summer semesters) _____
- 2. DTH 766 Mary, Mother of God & Mother of the Church (Summer semesters) _____

Electives: Choose any **one** of the courses listed below.

- 1. APO 520 Adapting Evangelization to Hispanic Cultures (Fall semesters)
- 2. APO 565 Reading Science in the Light of Faith (Fall semesters)
- 3. PAS 605 Intercultural Competencies (Fall semesters)
- 4. PAS 660 Thanatology (offered every semester)
- 5. PAS 651 History and Foundations of Catechesis (Fall semesters)

- 6. PHE 610 Ethics (Fall & Summer semesters)
- 7. PHE 617 The Personalism of John Paul II (Fall semesters)
- 8. PHS 628 Thomistic Exemplar Organizational Leadership (Spring semesters)
- 1. _____

Supervised Ministry (Three 0-credit supervised field experiences)

- 1. Human Formation _____
- 2. Spiritual Formation _____
- 3. Pastoral Formation _____

Summative Evaluation (0 credit)

- 1. Practicum project, report, and comprehensive exam _____

Total Credits Required for Advanced Standing MDiv: 48

Master of Divinity in the New Evangelization Formation Program

The Master of Divinity in the New Evangelization (M.Div./NE) and the Master of Arts in Pastoral Studies (MAPS) are professional ministerial degrees. Such degrees imply that various dimensions of formation are addressed throughout one's studies: human, spiritual, pastoral, and intellectual. In addition, each person who aspires to serve the Church should receive the tools necessary to lead others closer to God. While such an education necessarily includes intellectual formation, professional ministerial degrees require more than academic knowledge. In fact, a fuller education of not only the head, but also of the heart and hands, is indispensable to fully serve the diverse needs of God's people.

While intellectual formation is primarily provided through coursework, both the heart and the hands are formed through human, spiritual, and pastoral initiatives. Attentiveness to each dimension of formation throughout one's tenure at Holy Apostles will assist the student in obtaining the tools necessary for lay ecclesial ministry and evangelization.

Formation Hours

In order to assist one in human, spiritual and pastoral formation, every student in the Master of Divinity in the New Evangelization program is required to fulfill ten hours in each area. Every Master of Arts in Pastoral Studies student is required to complete five hours in each of the three areas of formation. Since the formation requirements are normally completed within the first two years of one's studies, every student is encouraged to begin working on them during one's first semester.

While ten and five hours of human, spiritual and pastoral formation are required for both programs, these hours do not make up part of the 72-credit hours of the Master of Divinity in the New Evangelization program or the 36-credit hours of the Master of Arts in Pastoral Studies program. The formation requirements are noted on the student degree plan and on one's official transcript. They must be completed in order to graduate.

Student Accountability for Human, Spiritual and Pastoral Formation

For each human, spiritual and pastoral formation event, one must complete the Formation Accountability Form and submit it to the Program Director for approval and tracking within three days (seventy-two hours) of attending the formation activity. The Program Director then signs and returns the form to the student for one's own records. The Formation Accountability Form is located in the "Files" tab in Populi. From the "Files" tab at the top left corner of your screen, click on the "Shared with M.Div./NE and MAPS Students" tab, locate the form, and download it. Once you have completed the form, please email it to the Program Director.

Once the student has fulfilled the required formation hours in each area, human, spiritual and pastoral, the Program Director will notify the Assistant Dean/Graduate Student Advisor who marks that area of formation as complete on one's Student Degree Plan.

For those with asynchronous attendance at any formation event, the standard report (1-2 pages) must be completed and submitted to the Program Director within three days (seventy-two hours) of the scheduled event. The directives for the short report are located on the Formation Accountability Form. Please type the report on that form below the assignment directives. For completion of this report, the student earns an additional hour of formation credit.

For synchronous attendance at any event (including one's own presentation), the Formation Accountability Form must be completed and submitted to the Program Director within three days (seventy-two hours) of the scheduled event, but one is not required to complete the standard report (1-2 pages). Should one wish to do so, the student earns an additional hour of formation credit.

Acknowledging the many and diverse ways in which human, spiritual and pastoral formation might be met, a student may complete the Permission for Alternate Formation Activity Form and email it to the Program Director in order to propose one's alternate suggestion. Ideally, please submit the Permission for Alternate Formation Activity Form at least two weeks prior to the event.

Please note that the Permission for Alternate Formation Activity Form only needs to be submitted for alternate activities or events that are not already listed below. Should there be any question regarding whether or not a certain activity earns credit toward one's formation hours, please complete the Permission for Alternate Formation Activity Form and email it to the Program

Director (ideally, at least two weeks) prior to undertaking it. Any student who has not sought pre-approval for an alternate formation activity risks forfeiting formation credit.

The Permission for Alternate Formation Activity Form is located in the “Files” tab in Populi. From the “Files” tab at the top left corner of your screen, click on the “Shared with M.Div./NE and MAPS Students” tab, locate the form, and download it. Once you have completed the form, please email it to the Program Director.

List of Forms and When to Use Them

- Formation Accountability Form

Approved human, spiritual and pastoral formation activities are listed in the pages below. Upon completion of each formation event or activity, the student needs to notify the Program Director of one’s work by filling out the Formation Accountability Form. The Formation Accountability Form must be submitted to the Program Director within three days (seventy-two hours) of completing that event. The student uses one Formation Accountability Form for each formation activity.

The student who attends an asynchronous or virtual event (e.g., in one’s home), needs to complete the standard, four-part written report on the Formation Accountability Form in order to receive credit. An additional hour of formation credit is given for completing that very short, required report.

- Permission for Alternate Formation Activity Form

A list of approved formation events, activities and initiatives are provided in the following sections of human, spiritual and pastoral formation. When the student selects any approved formation event, one simply needs to complete the Formation Accountability Form within three days (seventy-two hours) of finishing that activity, as described above. Should the student wish to propose a different formation activity than those listed on the pages below, then one fills out the Permission for Alternate Formation Activity Form ideally, at least two weeks prior to the event, and sends it to the Program Director.

Please note that, in order to obtain formation credit, the Program Director needs to verify that one's alternate suggestion for human, spiritual and pastoral formation complies with the Master of Divinity in the New Evangelization/Master of Arts in Pastoral Studies program. Should one wish to gain credit, the student is required to submit the Permission for Alternate Formation Activity Form ideally, at least two weeks before undertaking one's suggested formation activity. Otherwise, the student risks not obtaining credit. Please use a separate form for each student-suggested alternate activity.

- Student Presentation Form

As described in the pages below, the student may make a presentation in order to fulfill one's human or spiritual formation requirement. Use the Student Presentation Form to notify the Program Director of your proposed plan as early as possible.

Please note that the date and time must be set at least two weeks (ten class days) ahead of one's proposed presentation. In addition, please note that human formation student presentations are normally given during week nine of each semester. Student presentations of a text for spiritual formation are normally given during week eleven of each semester.

- Notification of Formation Completion

The Notification of Formation Completion is a memo that will be sent from the Program Director to the Assistant Dean/Graduate Student Advisor once the student has completed one's formation hours in a particular area. For example, when a student earns all ten (M.Div./NE students) or all five (MAPS students) human formation hours, the Notification of Formation Completion form will be sent to the Assistant Dean/Graduate Student Advisor for one's human formation hours. The student will receive a copy of this form for one's own records.

All forms are located in the "Files" tab in Populi. From the "Files" tab at the top left corner of your screen, click on the "Shared with M.Div./NE and MAPS Students" tab, locate the proper form, and download it. Once you have completed the form, please email it to the Program Director.

Resources

A summary of each dimension of formation and several practical examples in which Holy Apostles fosters its growth are provided below. Saint John Paul II's Post-Synodal Apostolic Exhortation, *Pastores Dabo Vobis [I Will Give You Shepherds]* and the United States Catholic Conference of Bishops document, *Co-Workers in the Vineyard of the Lord*, provide guidance for student formation of the head, hands, and heart.

Human Formation

As a follower of Jesus Christ, one strives to imitate Him in one's ecclesial ministry. Just as every priest is to "mold his human personality in such a way that it becomes a bridge and not an obstacle for others in their meeting with Jesus Christ," so also is the lay ecclesial minister to do the same. Therefore, the student must strive to be balanced, "strong and free, [and] capable of bearing the weight of pastoral responsibilities." In addition, the student needs "to be educated to love the truth, to be loyal, to respect every person, to have a sense of justice, to be true to [one's] word, to be genuinely compassionate, to be [a person] of integrity and, especially, to be balanced in judgment and behavior." All of these elements concern human formation.

The heart of human formation lies in the practice of charity. Consequently, each human formation event includes opportunities to relate to others through friendship. Moreover, a number of program courses highlight the virtue of chastity, which is a "virtue that develops a person's authentic maturity and makes one capable of respecting and fostering the 'nuptial meaning' of the body."

Specifically, the student will grow in one's ability to relate to others by careful analysis of case studies and scenarios that one addresses in papers, projects and discussion boards in pastoral studies courses (abbreviated "PAS" followed by the course number). Regular in-class interaction with colleagues provides ongoing opportunities to grow in charity and respect for others and to devise strategies to work effectively with those one might encounter in ministry, particularly with those who oppose one's efforts of drawing others to Christ.

Certain virtues and dispositions manifest charity and indicate that one is a person "of communion." For example, the lay ecclesial minister should be "affable, hospitable, sincere in his words and heart, prudent and discreet, generous and ready to serve, capable of opening himself to

clear and [fraternal] relationships and of encouraging the same in others, and quick to understand, forgive and console.”

Online Human Formation Conferences

A fundamental way to grow in charity and in communion with one another, while also fulfilling one’s human formation requirement, is to attend online synchronous formation conferences. Once a semester, each Master of Divinity in the New Evangelization and Master of Arts in Pastoral Studies student will have a chance to read a text and to discuss it with the Program Director and with one’s fellow students during a one-hour online formation conference.

The online formation conference is not a class and the Program Director will not be teaching the selected text. Instead, the Program Director serves as a facilitator to the discussion, which highlights points of the texts with a view to human formation. Each conference participant should, therefore, be prepared to discuss several substantial points one has gleaned from the text in light of human formation.

Every meeting will be recorded and placed in the Master of Divinity in the New Evangelization / Master of Arts in Pastoral Studies Group in Populi for the student who is unable to attend the synchronous formation conference. Each student who is actively taking classes will receive information regarding how to access the Group in Populi.

To obtain human formation credit for asynchronous viewing of the conference, the standard written report (1-2 pages) needs to be completed by the student and submitted to the Program Director within three days (seventy-two hours) of watching the event. One may find the guidelines for the short report on the Formation Accountability Form located under the “Files” tab in the top left corner of the homepage in Populi. For completion of this report, the student earns an additional hour of formation credit.

While the length of the works studied will vary, the student who attends and contributes substantially to the online conference discussion (with the expectation that the text has been read and studied) will normally receive between three to five hours of human formation credit. Please note that one does not receive more hours of credit for contributing more often during the conference.

Human formation conference meetings will typically be held during week nine of every semester, year-round. At the beginning of each semester, every student in the Master of Divinity in the New Evangelization and Master of Arts in Pastoral Studies programs will receive a schedule of the readings for the academic year (Fall through Summer). Many of the readings are available online and links will be sent with the schedule. Examples of works to be read, studied, and discussed during the synchronous conferences include (but are not limited to) the list provided below.

- Thomas Aquinas, *Commentary on the Apostles' Creed; Summa Theologiae* (selections)
- Augustine, *Confessions; On Christian Doctrine; On Patience*
- *The Holy Bible*: Tobit; Proverbs; Wisdom; Jonah and various New Testament Books
- G.K. Chesterton, *The Everlasting Man*
- Bernard of Clairvaux, *The Twelve Degrees of Humility and of Pride*
- Francis of Assisi, *Admonitions; Letter to All the Faithful; Praises of the Virtues*
- Francis de Sales, *Introduction to the Devout Life; The Art of Loving God*
- Romano Guardini, *Letters from Lake Como*
- Ignatius of Antioch, *Letters*
- Thomas à Kempis, *Imitation of Christ*
- Leo XIII, *Rerum Novarum, Sapientiae Christianae; Annum Sacrum*
- C.S. Lewis, *The Four Loves; Screwtape Letters; Miracles*
- Fr. Basil Nortz, *The Four Temperaments*
- John Paul II, *Familiaris Consortio; Dominum et Vivificantem, Christifideles Laici; Ecclesia de Eucharistia; Memory and Identity*
- Jacques Philippe, *Time for God*
- Josef Pieper, *Living the Truth; Abuse of Language – Abuse of Power; A Brief Reader on the Virtues of the Human Heart; The Four Cardinal Virtues*
- Pius XII, *Haurietis Aquas*
- Plato's *Apology; Crito*
- Joseph Cardinal Ratzinger, *On Conscience*
- Fulton J. Sheen, *Life of Christ; Characters of the Passion*
- Vatican II, *Apostolicam Actuositatem; Gaudium et Spes*
- Dietrich Von Hildebrand, *Transformation in Christ; The Heart*

Other Human Formation Events and Opportunities

On occasion, additional human formation activities, available online, will be scheduled throughout the year. When such formation opportunities arise, the student will be notified and invited to attend either synchronously or asynchronously.

Alternate Human Formation Opportunity: Student Presentation in One's Area of Expertise

Human formation hours may be fulfilled through a student presentation in one's area of expertise such as family dynamics and mission, addictions, management of anger, time or stress, personality types or traits, racial, ethnic, or cultural diversity, hospitality, chastity, vows (marriage or consecration), the conscience and other human formation topics. Any student-led human formation initiative, which includes recording a Zoom presentation of approximately 45-60 minutes in length, are usually credited as five human formation hours.

Please note that the student presenter is normally expected to have at least two years of experience in the area in which he is presenting. Should the student wish to present, complete the Student Presentation Form, which is located in the "Files" tab on the Populi homepage. From the "Files" tab at the top left corner of the screen, click on the "Shared with M.Div./NE and MAPS Students" tab, download the Student Presentation Form and email it to the Program Director after having completed it.

Alternate Human Formation Opportunity: Attendance at a Conference or Another Similar Event

Human formation hours may also be fulfilled through attending a Napa Institute conference, Acton Institute event, Called and Gifted workshop, Ananias Training, TOBET (*Theology of the Body* Evangelization Team) seminar, Ruth Institute initiative, or a Ruah Woods event. One's participation may be in-person or virtual. For virtual attendance, please be sure to complete the standard report, which is located on the Formation Accountability Form, within three days (seventy-two hours) of attending the event.

For attendance at another similar workshop or conference, please complete the Permission for Alternate Formation Activity Form in order to verify with the Program Director, ideally, at least two weeks before the event takes place, that it fulfills human formation hours. Otherwise, the student risks not obtaining formation credit for that activity.

Student Accountability for Human Formation Events

For each human formation activity, one must complete the Formation Accountability Form, as described above. For those with asynchronous attendance at any human formation event, the standard report (1-2 pages), available on the Formation Accountability Form, must also be completed and submitted to the Program Director within three days (seventy-two hours) of participating in the scheduled event, as described above. The student earns an additional hour of formation credit for completing the brief report.

For additional details, see the *Student Accountability for Human, Spiritual and Pastoral Formation* section above.

Spiritual Formation

Saint John Paul II teaches that, “Human formation, when it is carried out in the context of an anthropology which is open to the full truth regarding the human person, leads to and finds its completion in spiritual formation.” In fact, spiritual formation “promotes and strengthens that fundamental conversion that places God, and not oneself, at the center of one’s life;” thus, one’s openness to “ongoing conversion is a prerequisite for fruitful spiritual formation.”

While the spiritual life necessarily includes one’s openness to “ongoing conversion,” it likewise entails “an interior life, a life of intimacy with God [and] a life of prayer and contemplation.” Moreover, the spiritual life involves meeting one’s neighbor in and through the love of Christ Jesus.

As Sacred Scripture teaches, God wills our sanctification (1 Thess. 4:3). Each member of Christ’s Mystical Body is, therefore, to grow in holiness in order to become a “faithful witness of Christ.” In fact, the vocation to holiness “is not a simple moral exhortation, but an *undeniable requirement arising from the mystery of the Church.*” It is expected, therefore, that each student of the Master of Divinity in the New Evangelization program and each Catholic student of the Master of Arts in Pastoral Studies program be committed to personal prayer, to living a sacramental life and to fidelity to the Magisterium of the Catholic Church. It is expected that each non-Catholic student enrolled in the Master of Arts in Pastoral Studies program be open to learning, to formation and to seeking the truth.

Spiritual formation highlights union with Christ through regular participation at Mass and fidelity to the sacraments. Since the Mass is “the summit toward which the activity of the Church is directed [and] ... the font from which all her power flows,” faithful participation in daily Mass is highly recommended provided one’s obligations of state of life are not impaired by it. In addition, frequent reception of the sacrament of penance is encouraged, since it increases one’s “sense of asceticism and interior discipline, a spirit of sacrifice and self-denial [and] the acceptance of hard work and of the cross,” which are vital elements in the life of the lay ecclesial minister.

The purpose of spiritual formation is to grow in “deep communion with Jesus Christ, the Good Shepherd” in order to lead the student “to the total submission of one’s life to the Spirit, in a filial attitude toward the Father and a trustful attachment to the Church.” Thus, spiritual formation unifies one’s “being and living” as a new creature “in Christ who walk[s] in the Spirit” to the glory of God the Father.

Spiritual formation should, therefore, take place in such a way that the student “may learn to live in intimate and unceasing union with God the Father through His Son Jesus Christ, in the Holy Spirit.” Consequently, a retreat, a mission, or any type of spiritual formation should strive to draw the student into deeper communion with Jesus Christ through friendship, love of the cross, prayerful meditation upon Sacred Scripture, active participation in the life of the Church, and growth in devotion to the Blessed Virgin Mary. Like the sacred priest of Jesus Christ, the lay ecclesial minister’s life and service will flourish inasmuch as one is able to give oneself “to Christ and through Christ to the Father.”

Opportunities for Spiritual Formation

The ten hours of spiritual formation required for each Master of Divinity in the New Evangelization student and the five hours of spiritual formation required for each Master of Arts in Pastoral Studies student will primarily be fulfilled through taking part in an in-person or virtual retreat or mission. Normally, one retreat or mission fulfills the formation requirement. At the same time, since “without spiritual formation pastoral formation would be left without foundation,” each student is encouraged to continue one’s spiritual formation throughout one’s tenure in the program and beyond, so that spiritual formation might become an ongoing reality in one’s life.

The retreat or mission may be fulfilled in a wide variety of ways, including several approved examples, which are offered below. For events with an asterisk [*] or for alternate retreats and

missions, please complete the Permission for Alternate Formation Activity Form ideally, at least two weeks prior to the proposed event and send it to the Program Director for approval. For details regarding the form, please see the section above entitled *List of Forms and When to Use Them*.

For examples of ways in which one's spiritual formation hours may be completed, please see the following list. Again, Holy Apostles asks that the student prioritize making a retreat or attending a mission if possible.

- *Attend a daylong or a weekend retreat near you.
- *Attend a spiritual talk or a morning of recollection at a parish near you.
- *Travel to a weekend retreat (e.g., Miles Christi, Opus Angelorum).
- Attend a parish, diocesan or national Eucharistic Retreat and/or make a Holy Hour of Adoration at a parish near you.
- Attend a Mercy and Mary retreat either in-person or online.
- Become a Marian Missionary of Divine Mercy.
- Attend the annual Divine Mercy Summit (through Original Image of Divine Mercy website, in-person or virtual)
- Make an at-home retreat using one of Fr. Michael Gaitley's books (e.g., *33 Days to Morning Glory*; *33 Days to Merciful Love*; *33 Days to Greater Glory*; *Consoling the Heart of Jesus*; *Consoling the Heart of Mary*).
- Listen to audio recordings of Opus Angelorum retreat conferences in one's home.
- Attend a Commissioned by Christ Mission, either in-person or virtually.
- Become an EWTN Media Missionary.
- Make a pilgrimage to your local Cathedral or to *another approved place of pilgrimage.
- Pray the Liturgy of the Hours regularly.
- Meet with a spiritual director, formator or mentor.
- Watch a series of conferences on the spiritual life on EWTN.
- Join the Holy Souls Sodality of the Marians of the Immaculate Conception.
- Attend an event offered through the Institute of Catholic culture.
- Spend one hour reading and reflecting upon any part of Sacred Scripture that is not required for class or for a human formation conference.
- Offer a virtual presentation of a spiritual classic to your colleagues (details below).
- Offer an online talk regarding one's "ethnic or cultural prayer practices and popular devotions" or the life of a saint.

*The above spiritual formation activities that are marked with an asterisk require that the student complete the Permission for Alternate Formation Activity Form and submit it to the Program Director ideally, at least two weeks prior to the proposed event.

Student Presentation of a Spiritual Classic

For approximately ten hours of spiritual formation credit (five hours for a shorter book), a student may select a classic spiritual work that has not been read for class or for a human formation conference. After reading and studying it, the student then delivers an oral presentation of that book at an online gathering, which will normally last between 30-45 minutes. For ten hours of spiritual formation credit, the book (or section of the book) should be between 150 and 200 pages. For five hours of spiritual formation credit, the book (or section of the book) should be between 75-100 pages.

Any Catholic, classical, spiritual book written by a Father or Doctor of the Church or a canonized saint, may be selected by the student. (As indicated above, please note that the student's selected book may not be required reading for a class or for a human formation conference.) For alternate options, please complete the Permission for Alternate Formation Activity Form and turn it in to the Program Director with one's request ideally, two weeks prior to beginning one's work. The Permission for Alternate Formation Activity Form is located in the "Files" tab in Populi. From the "Files" tab at the top left corner of your screen, click on the "Shared with M.Div./NE and MAPS Students" tab, locate the form, and download it.

When one has completed the book (or a section of a longer book), the student will deliver an oral presentation via Zoom to the student learning community and the Program Director. The presentation focuses upon highlighting the main themes of the book and how those themes relate to spiritual formation. Please note that the presentation is to highlight the practical application of the book to the spiritual life.

The student presenter may compose a PowerPoint presentation, read a prepared script, talk from notecards or bullet points, or the student may present his work in another manner. The only written component of the student's presentation that needs to be submitted to the Program Director is the Formation Accountability Form minus the brief written report at the end of it.

The Master of Divinity in the New Evangelization and Master of Arts in Pastoral Studies learning community will be invited and encouraged to attend any spiritual formation presentation, which will normally occur during week eleven of each semester. Sessions will be recorded and uploaded in the M.Div./NE and MAPS group in Populi so that anyone who is unable to attend the live presentation may view the session at one's convenience. As usual, both the presenter and the attendee need to complete the Formation Accountability Form and submit it to the Program Director within three days (seventy-two hours) of the event for which one is seeking credit. An asynchronous viewer needs to complete the standard report (1-2 pages) located on the Formation Accountability Form as usual.

Student Accountability for Spiritual Formation Events

For each spiritual formation event, including in-person or virtual retreats or missions, the student needs to complete the Formation Accountability Form as described in the *Student Accountability for Human, Spiritual and Pastoral Formation* section above. For a student who fulfills the spiritual formation requirement through a virtual retreat, mission or other off-location event (e.g., at home), one needs to complete the standard report (1-2 pages) located on the Formation Accountability Form. The synchronous viewer may elect to complete the report. Any student submitting the standard report in accord with the guidelines offered on the Formation Accountability Form receives an additional hour of formation credit.

For more information, please see the *Student Accountability for Human, Spiritual and Pastoral Formation* section above.

Acknowledging the many and diverse ways in which spiritual formation can be met, any student may complete the Permission for Alternate Formation Activity Form located under the "Files" tab in Populi and submit it to the Program Director for approval ideally, two weeks prior to the proposed activity.

Intellectual Formation

Intellectual formation is "a necessary expression of both human and spiritual formation: It is a fundamental demand of the human intelligence by which one 'participates in the light of God's mind and seeks to acquire a wisdom which in turn opens to and is directed toward knowing and adhering to God.'" Saint Thomas Aquinas highlights the connection between human nature and

God's grace. While "grace does not destroy nature but perfects it, natural reason should minister to faith as the natural bent of the will ministers to charity."

Although the lay ecclesial minister needs a firm grounding in catechesis, theological studies play a particular role in formation, for "faith, which is the point of departure and the point of arrival of theology, brings about a personal relationship between the believer and Jesus Christ in the Church." Indeed, "the whole of theology is ordered to nourishing the faith."

To be sure, intellectual formation does not take place in a vacuum. In order for it to be pastorally effective, intellectual formation must be "integrated with a spirituality marked by a personal experience of God." When such integration properly occurs, "a purely abstract approach to knowledge is overcome in favor of that intelligence of heart which knows how 'to look beyond,' and then is in a position to communicate the mystery of God to the people." The lay ecclesial minister needs, therefore, to cultivate that "intelligence of heart," which renders one's ministry fruitful.

Intellectual formation and spiritual formation nourish and sustain one another. "Intellectual formation in theology and formation in the spiritual life, in particular the life of prayer, meet and strengthen each other." Further, intellectual formation develops "the lay ecclesial minister's understanding and appreciation of the Catholic faith, which is rooted in God's revelation and embodied in the living tradition of the Church." Consequently, the lay ecclesial minister is to "engage in theological study for the sake of a broadened and deepened faith and a better-grounded and informed ministry." Indeed, the student strives to become a lifelong learner, particularly in knowledge of the Catholic faith, and to encourage others to likewise cultivate the habit of lifelong learning.

The Master of Divinity in the New Evangelization and the Master of Arts in Pastoral Studies program weave together the four elements of formation: human, spiritual, intellectual and pastoral. At the same time, intellectual formation is the *raison d'être* for any program of studies, for one obtains a degree that indicates, among other requirements, that a set program of courses has been completed. Consequently, Holy Apostles does not require additional hours of intellectual formation.

In order to foster one's "intelligence of heart" whereby intellectual and spiritual formation complement one another, some voluntary activities are described below. Since these suggested

activities are not required, one may make a presentation, as described below, over material one has covered in class. In addition, since intellectual formation hours are not tracked, one need not complete the Formation Accountability Form with its subsequent report, nor does one need to complete any other form. Should a student wish to make a voluntary intellectual formation presentation, please contact the Program Director.

- Join a Defenders of the Faith discussion in Populi.
- Attend occasional virtual lectures, discussions or presentations offered through Holy Apostles College and Seminary.
- Offer a student presentation on part or all of Pope Paul VI, *General Catechetical Directory* or John Paul II, *Catechesi Tradendae* to the Master of Divinity in the New Evangelization / Master of Arts in Pastoral Studies learning community.
- Offer a scholarly presentation on a teaching of the Church in light of Sacred Scripture and Sacred Tradition and integrate it “with a spirituality marked by a personal experience of God.”
- Present a study of part or all of John Paul II, Encyclical *Fides et Ratio*, Joseph Ratzinger, *The Nature and Mission of Theology*, Congregation for the Doctrine of the Faith, *Donum Veritatis* [*On the Ecclesial Vocation of the Theologian*] or James V. Schall, *The Mind that is Catholic*.
- Present a central point regarding ecumenical or interreligious dialogue or focus upon a Magisterial document on ecumenism or interreligious dialogue (e.g., Vatican II, *Unitatis Redintegratio*. John Paul II, *Ut Unum Sint*, Pontifical Council for Promoting Christian Unity, *Directory for the Application of Principles and Norms on Ecumenism*).

Pastoral Formation

Grounded in human formation, imbued with God’s life of grace by spiritual formation, and enlightened through intellectual formation, the student is prepared to serve others effectively through pastoral ministry. Pastoral formation, therefore, connects and puts into practice human, spiritual and intellectual formation. In addition, spiritual formation nurtures pastoral formation. Consequently, one’s pastoral ministry will be as effective as one remains faithful to daily spiritual nourishment. In sum, pastoral formation not only integrates human, spiritual and intellectual formation, but it also strives to put into effect the fruits of one’s fidelity to prayer and to the sacraments.

By the very words of Jesus, one is to “love one another as I have loved you” (John 15:12). In addition, Christ teaches that salvation depends upon one’s practice of mercy toward others (Matthew 25:31-46). The central aim of pastoral formation, therefore, lies in the practice of the corporal and spiritual works of mercy. “When formation program participants perform corporal or spiritual works of mercy and take action on behalf of justice, they fulfill the Lord’s command and deepen their spiritual growth. Prayer and reflection before and after such activities further enhances growth.”

Practicing the corporal and spiritual works of mercy is easier than one might anticipate. Since the parish is a “living cell of local and specialized pastoral work,” begin by focusing upon one’s parish and its outreach initiatives. Consider starting a program that addresses one or more of the works of mercy. Since pastoral formation “cultivates the knowledge, attitudes, and skills that directly pertain to effective functioning in the ministry setting and that also pertain to pastoral administration that supports direct ministry,” aim to acquire the skills of leadership, cultural sensitivities, and collaboration with others.

Upon completion of the pastoral formation hours, one’s servant-leadership abilities ought to become both effective and service-oriented by leading others to God. In addition, practicing the corporal and spiritual works of mercy should become instinctive for the self-reflective, lay ecclesial minister. For practical suggestions, please review the various examples of corporal and spiritual works of mercy, which are listed below.

Should one wish to obtain further insights and ideas about how to put the corporal and spiritual works of mercy into practice, consider obtaining a copy of Fr. Michael Gaitley’s book, “*You Did It To Me: A Practical Guide to Mercy in Action*.” In this work, Fr. Gaitley reflects upon our Lord’s words regarding judgment (Matthew 25:31-46). As Jesus clearly states, when one is merciful toward another, one is merciful to Christ, Himself (Matthew 25:40, 45).

Ideally, half of one’s pastoral formation hours should nurture one or more of the corporal works of mercy, while the other half of one’s formation hours should address one or more of the spiritual works of mercy.

Corporal Works of Mercy

The corporal works of mercy are the “seven practices of charity, based on Christ’s prediction of the Last Judgment...that will determine each person’s final destiny” (Matthew 25:31-46; see also Matthew 5:3-10). The corporal works of mercy tend to the bodily needs of one’s neighbor. They listed below.

- Feed the hungry (Proverbs 22:9; Isaiah 58:10; 2 Kings 4:42-44; Matthew 14:15-21; 25:35; Luke 3:11; 9:12-17; John 6:35).
- Give drink to the thirsty (Isaiah 55:1; Matthew 25:35; John 6:35; 7:37-39; Apocalypse 21:6; 22:17).
- Clothe the naked (Matthew 25:36).
- Shelter the homeless (Matthew 25:35).
- Comfort the sick (Matthew 25:36).
- Visit those in prison (Matthew 25:36).
- Bury the dead. (Tobit 1:17-19).

Examples of Corporal Works of Mercy

- Welcome a new neighbor, parishioner, or family either individually or through your local parish initiatives.
- Share a smile and a few friendly words with someone who is homeless or in need.
- Accompany someone who is in RCIA.
- Visit, call, or send a card to someone who is sick, hospitalized, handicapped, elderly, shut-in, imprisoned, or debilitated in some way.
- Accompany a hospital chaplain in visiting the sick or accompany a deacon in visiting the imprisoned.
- Visit a local nursing or retirement home with a friend.
- Take the time to listen to an elderly, poor or sick person and encourage him/her to offer up his/her sufferings for the conversion of sinners.
- Share a Divine Mercy holy card with someone who is sorrowful, struggling, poor, sick, hospitalized, an addict, imprisoned, or in special need of God’s merciful love in any way.
- Offer to do yard work or to shovel snow from the sidewalks of a neighbor in need.
- Donate clothes, shoes, jackets and blankets to those in need.
- Shop or offer to do chores for one who is sick, elderly or debilitated in some way.
- Accompany someone who is dying (either in-person or virtual) by praying the Chaplet of Mercy.

- Arrange for a Mass to be offered for the repose of the soul of a friend, a loved one, or one who has recently died.
- Send a card or call someone who is grieving a loss.
- Make a meal or bring dessert to someone who is grieving a loss.
- Give alms of time, talent or treasure to one who is physically, spiritually, emotionally, or psychologically hungry, abandoned or poor.
- Volunteer at a local food pantry, soup kitchen or Meals-on –Wheels initiative.
- Participate in Jerusalem Farm, Habitat for Humanity or a similar initiative.
- Participate in a Walk-for-Water event.

Spiritual Works of Mercy

The seven spiritual works of mercy are external works of charity that concern the soul “of one's neighbor, in contrast with the corporal works of mercy that minister to people’s bodily needs. ... Their bases are the teaching of Christ and the practice of the Church since apostolic times.” They listed below.

- Convert the sinner (Proverbs 27:17; Luke 15:7; 17:3; 2 Timothy 4:2).
- Instruct the ignorant (Matthew 28:19-20; Mark 16:14-18; Luke 24:47-49; John 20:21; 2 Timothy 3:16-17; 4:1-5).
- Counsel the doubtful (Matthew 13:18-23; Mark 4:13-20; 9:14-29; Luke 8:11-15; John 14:27).
- Comfort the sorrowful (Psalms 9:8-11; 22:23-27; 27:4-5; 30:2-4; Jeremiah 29:11-14; Matthew 11:28-30; John 14:15-18, 27; 16:22-23; 2 Corinthians 5:17; 1 Peter 5:5-11; Apocalypse 21:4).
- Bear wrongs patiently (Matthew 5:38-48; Luke 6:27-36; 1 Peter 2:18-19).
- Forgive injuries (Matthew 6:14-15; 18:15-35; Mark 11:25; Luke 11:1-4; 17:1-4).
- Pray for the living and the dead (2 Maccabees 12:38-46; Luke 2:37; Acts 14:23).

Examples of Spiritual Works of Mercy

- Teach CCD at your local parish.
- Lead a Bible-study.
- Offer a presentation “regarding the evangelical, spiritual and pastoral reasons proper to priestly celibacy” and / or consecrated chastity.

- Give a talk on the Holy Sacrifice of the Mass, the sacrament of Penance, prayer, marriage and family, the Ten Commandments, modesty in dress or another related subject.
- Enthroned the Sacred Heart in one's own home and in the home of another relative or friend.
- Go to a lecture or attend an adult Faith formation class at your parish.
- Learn about the message of Divine Mercy and share it with others.
- Join the Holy Apostles Life League (meets twice a month; 1-hour credit for each meeting).
- Attend a pro-life initiative or offer your prayerful presence at an abortion clinic. (Explore your options with pro-life initiatives such as Human Life International, the Sisters of Life, Rachel's Vineyard, Prolove Ministries and your local diocese and parish etc.)
- Bring The Culture Project to a school near you.
- Participate in a Saint Paul Street Evangelization team.
- Share a good Catholic book, CD, or pamphlet with someone who is weak in Faith.
- Start a group of family and friends to pray daily for priests and religious.
- Make a list of those who have hurt you. Forgive them and pray for them each day.
- Offer a Holy Hour for someone who has hurt you. Pray a Chaplet of Mercy and fast for that person's conversion.
- Obtain a plenary indulgence and offer it for a soul in purgatory.

Student Accountability for Pastoral Formation Events

For each pastoral formation event, the student needs to complete the Formation Accountability Form as described in the *Student Accountability for Human, Spiritual and Pastoral Formation* section above. In order to fulfill the pastoral formation requirement, each student also needs to complete the standard report (1-2 pages) located on the Formation Accountability Form. Since pastoral formation is particularly evangelical in nature, virtual presentations to the Holy Apostles learning community are not the normal way in which pastoral formation hours are fulfilled. For more information, please see the *Student Accountability for Human, Spiritual and Pastoral Formation* section above.

Acknowledging the many and diverse ways in which pastoral formation can be met, any student may complete the Permission for Alternate Formation Activity Form located under the "Files" tab in Populi and submit it to the Program Director for approval.

Communications, Online Courses, Library, and OWL

Holy Apostles Email Address

The faculty and administration of Holy Apostles use your Holy Apostles email address (name@holypostles.edu) to communicate important information to you. Students must regularly check their Holy Apostles email addresses throughout their studies. Professors and administrators may assume a student is aware of any communication sent via the student's Holy Apostles email address. Likewise, you must use your HACS-assigned email address for all communications with your professors and school staff.

HACS email accounts are created and assigned by way of the following convention: [first initial] [last name (without spaces or capitals)] @holypostles.edu. When you enroll with Holy Apostles, you will receive an email with your username and password, along with the link to access the HACS Gmail login page. You must sign into your email within the first seven days of setup for the purpose of retrieving the temporary link into Populi, which expires after seven days.

For ease of access, please bookmark or favorite the following direct link to the Holy Apostles Gmail login page: <https://www.google.com/a/holypostles.edu>. For instructions on how to set up a forwarding address to a personal email account, please visit the following page provided by Google with instructions on how to set that up: <http://mail.google.com/support/bin/answer.py?hl=en&answer=10957>.

If you have trouble accessing your HACS email account, contact the Online Learning Office.

Emergency Contact

Be sure that the Online Learning Office has an emergency contact on file. Ask your emergency contact to inform the office in the event of serious illness, accidents, or death, so we can accommodate your needs and the needs of your family.

Holy Apostles recommends that you sign a FERPA form allowing your emergency contact to access your academic records.

Contact our Online Learning Office to add an emergency contact to your file or to sign a FERPA notice.

Update Contact Information

The student is responsible for updating contact information on Populi, with the Online Learning Office, and with the Financial Aid Office. If your contact information changes after enrollment, be sure to update your Populi page and send an email with your new contact information to the Financial Aid Office and your student advisor.

Student Privacy

Holy Apostles is committed to safeguarding the privacy of its students. Holy Apostles does not distribute student information to third parties other than those contracted to provide services to Holy Apostles' students.

The Populi Learning Management System

For all of its online courses, Holy Apostles College and Seminary uses the Populi online learning management system. Populi serves two purposes:

1. to provide a repository for course materials including lectures, notes, links to resources, readings, presentations, videos, etc.; and
2. to provide forums in which students and instructors interact with course materials and with one another.

Upon enrolling at Holy Apostles, you will receive a user account in Populi. Once your account has been created, it will be activated and an automatic email notification will be sent out to your holyapostles.edu email address from Populi (look for an email from notifications@populiweb.co). Follow the instructions contained in the email from Populi within seven days of receiving it to set up your password. If you are late getting in, you'll

need to request a new password from Jennifer Arel (jarel@holypostles.edu) in the Online Learning Office. Once you set up your password, you will be automatically logged into Populi for the first time.

The Syllabus

The course syllabus is the student's primary source for information about a course's requirements. Professors at Holy Apostles provide online syllabuses in accordance with a template that clearly sets forth basic course information, course goals, required readings, assignments, and a schedule for each week of the course.

Holy Apostles posts course syllabuses online when registration opens before each semester begins. Students may also access a course syllabus on the course's Populi site. Students should refer to the syllabus throughout the semester to be sure they understand and meet the course requirements.

Required Course Materials

The course syllabus lists all materials that students are required to purchase. The student is responsible for obtaining these materials before the semester begins. Although instructors attempt to keep the costs of materials required for each course below \$100, that is not always possible.

Attendance

At a minimum, attendance requires logging onto the Populi course site each week of the semester. Holy Apostles also measures attendance in terms of a student's participation in class, including posting on discussion boards and submitting assignments. A student who does not participate weekly in a class may face grade penalties and lose eligibility for financial aid.

Even though you are not required to be logged in at any precise time or day, you are expected to login several times during each week. Because Holy Apostles' online courses are taught entirely in a technology-mediated forum, it is important to actively participate each week in the course. In a traditional classroom setting for a 3- credit course, students would be required, per the federal

standards, to be in class 2.5 hours a week and prepare for class discussions 5 hours a week. Expect to devote at least 7.5 quality hours a week to each course.

Quality Learning During the Course

As an online learning student, you will be learning through a method different from the one used in a face-to-face environment. Your learning depends heavily on your participation in the weekly discussions; the discussion board is where your individual efforts become transformed by the reflections and insights offered by other members of the learning community. The discussions help you process, internalize, and communicate the information you read, the videos you watch, and the audio clips you hear.

Your instructor may or may not post audio or written lectures in the course. Either way, the quality of your learning depends heavily on your commitment to complete the weekly assignments, interact with classmates in the weekly discussions, and ask the professor questions when you do not understand or when your curiosity leads you deeper into the material.

Instructor-Student Interaction

An online instructor primarily interacts with students as individuals and as a group through Populi. Online instructors often interact with students on an individual basis by email.

Post-Semester Access to Populi Course Sites

Students at Holy Apostles may access their course sites on Populi for four weeks after the end of the semester in which they took the courses. After four weeks, students will no longer be able to access the course sites.

Library Resources

The St. Luke Library's mission is to support the academic and formation programs of our college and seminary. To assist you in your teaching and research pursuits, our Reference staff will assist you with:

- navigating your way through our online databases and eBook collections
- effectively conducting your research activities
- locating specialized materials for your discipline
- securing materials for your course eReserves on Populi
- answering copyright questions
- supporting your student research assignments
- individualized tutorials of all library services

Please explore the following links on the **Library Home Page**:

- **Ask a Librarian!** 24/7 Reference Chat Service - This service will connect you in real-time with a Librarian from a participating academic library. A **chat form** is located on the Library website for reference assistance 24 hours a day, 7 days a week, and 365 days a year.
- You will discover a multitude of subject specific databases, full text reference sources, and an eBook collection that can support your research projects and class assignments. Your access patron ID/library barcode is available through your Populi account. Just visit the "Shared with Everyone Folder" in the "Files" tab.
 - **Books, eBooks, and Encyclopedias**
 - **Online Databases and Newspapers**

Guidelines for Posting on Populi

DO ...

1. Participate. You, your fellow students, and your professors benefit from your participation in the discussions.
2. Use proper spelling, grammar, and punctuation. Use the spell-check function, and read and edit your posts before submitting them.
3. Be concise. Use the word count feature and obey word limits where specified.
4. Stay on topic. All posts should relate to the course and the topic at hand.
5. Read everything else in a string before making a contribution to avoid repetition or unnecessary questioning.
6. Give your original post a meaningful and precise subject.

7. Where applicable and in general, each post should include a reference to materials assigned for the course. If you use photos or videos, cite their sources. URLs are helpful but should be accompanied by publication information.
8. Respect your fellow students and your professors. Criticism must be constructive. If you disagree, disagree respectfully and politely, and be specific about where and why you disagree.

DO NOT ...

1. Do not use emoticons or texting abbreviations. Discussion posts should be formal academic writing.
2. Do not use bold and all-capital letters for emphasis; use them only on occasion for organizational purposes.
3. Do not use profanity.
4. Do not be rude, condescending, or aggressive toward fellow students or instructors.
5. Do not simply quote from a source without comment. Use your own words to communicate your own ideas and to explain any quotes you post.
6. Avoid short posts that do not contribute meaningfully and substantively to the discussion (e.g., “I agree”).

Failure to Follow Guidelines

The consequences of not following the Guidelines depend upon the gravity and the level of disruption. The consequences may include grade reduction, referral to the Academic Dean of Online Learning for discipline, or expulsion from the program.

Citations

When you insert footnotes in Populi, or when you submit a paper, project, or thesis at Holy Apostles, you will need to follow the formatting specified in the Holy Apostles Guidelines for Papers and Theses, which is available on the [“Summative Evaluation”](#) page of Holy Apostles’ website.

General article formatting includes things like title pages, pagination, margins, text formatting, spacing, abbreviations, numbers, spelling and punctuation, capitalization,

quotations, links, and subheadings. These general article formatting guidelines can be found in section I of the Guidelines.

General footnote and bibliography formatting requirements are specified in section II References in Footnotes and Bibliographies.

Sample footnote and bibliography citations are found in the Guidelines. Notice that each sample citation includes three citations: (1) FN, (2) Abbreviated subsequent reference, and (3) Bib. For each source you cite, the first footnote should follow the formatting found under FN. Subsequent footnotes for that particular source should follow the formatting found under Abbreviated subsequent reference. Bibliography citations should follow the formatting found under Bib.

As you review the sample citations, notice that these citations vary by category and source type. Having been written for a seminary curriculum, the Guidelines include three main categories: (1) Primary Sources of Theology (beginning in Part I), (2) Key Philosophical Sources (beginning in Part II), and (3) Secondary Sources (beginning in Part III). Each of these three main categories includes several types of sources, which you see listed in bold above each sample citation.

Finally, you will find a sample title page at the end of the Guidelines. Follow this formatting for your own title page when submitting papers at Holy Apostles.

Plagiarism

When you post to the discussion board and submit other assignments at Holy Apostles, you must include quotation marks (unless using a block quotation) around words, sentences, and paragraphs that you copy from a book, website, or other source. You must also provide a footnote indicating where you found the quotation. If you do not copy the words exactly but simply take the ideas, you do not need quotation marks, but you do still need to provide a footnote. When you do not include the quotation marks and footnotes you need, you are plagiarizing.

Plagiarizing by not including footnotes or by not using quotations marks and citations is not acceptable in any course, in your discussion board posts, in your papers, or in any

other form of communication at Holy Apostles.

Consequences for plagiarism may include failure of the individual assignment, failure of the course, or expulsion from the program.

Sample Posts

Initial Post

Sokolowski writes, "We are free to initiate the neutralization that occurs when we turn to the phenomenological perspective...the bracketing of things and the world."¹ I don't understand why Sokolowski thinks bracketing is necessary. He thinks bracketing allows phenomenology to have a science without presuppositions, but why does he find it necessary to have a science without presuppositions? And has he even established this kind of science?

I think Sokolowski brackets metaphysics because he wants to overcome Cartesian radical skepticism. I just can't figure out how that bracketing is necessary since it seems that the natural and phenomenological attitudes, which acknowledge world belief, can be successful in overcoming the skepticism while still engaging metaphysics. After all, isn't that engagement what Karol Wojtyla described in *Person and Community*² and implemented in *Love and Responsibility*?³

¹ Robert Sokolowski, *Introduction to Phenomenology* (Cambridge: Cambridge University Press, 1999), 55.

² Karol Wojtyla, *Person and Community: Selected Essays*, trans. Theresa Sandok (New York: Lang, 1993).

³ Karol Wojtyla, *Love and Responsibility* (Boston, MA: Pauline Books & Media, 2013).

Reply Post (a different conversation than the above initial post)

Charles, you said you would like to make use of the concept of unity as a philosopher. What exactly do you mean by "concept of unity"? I'm assuming you are referring to no. 5 in the *Donum veritatis*, which talks about a segmentation of knowledge that keeps people from coming to an interior unity.(1) I understand some of what that paragraph in the Decree is saying, but I also wish it would explain more. Can you help me understand a bit more about the segmentation and interior unity it mentioned?

(1) Congregation for the Doctrine of the Faith Instruction On the Ecclesial Vocation of the Theologian *Donum veritatis* (24 May 1990), 5.

Online Writing Lab (OWL)

The Online Writing Lab (OWL) offers tutorial sessions free of charge to all students at Holy Apostles College & Seminary. We work with writers at all stages of the essay process: we can brainstorm a topic to get students started, read a work in progress, or take a look at their prized final draft.

We focus on what we deem the higher-order concerns of logic and style. We ask, for example: Is the thesis viable, or is it too general/deductively flawed/inarguable opinion or fact? Is it dexterously argued throughout the paper's entirety, or are there digressions? Is evidence accurately and adequately marshaled to support that thesis? Are there redundancies, or vague passages? Is tone consistent throughout, and is the audience effectively considered? What of the introduction and conclusion: do they offer, respectively, a provoking and specific basis for the argument in question and conclude that argument with a satisfying statement of impact? These are only a few of our considerations, and they are meant to give you some sense of our *modus operandi*. It should be noted that some of the most successful sessions are the ones in which the student asks specific questions about his or her own paper.

While we may note lower-order grammar and syntax concerns on a global level, we do not edit these in your paper line-by-line. To dispel any mistaken perceptions, we emphasize this writing center is not a place of remediation that judges writers by their writing and punitively corrects what is "bad;" such affective terminology is not in our lexicon. Nor are we a drop-off proofreading service that fixes all typos and grammar errors, as a mechanic would tinker under the hood while the student waits. We work together with the student to improve the paper but also to create better habits of thinking and writing.

Please allow time for scheduling up to two weeks in advance of your due date. You'll always be scheduled within seven days of requesting the appointment, and that will provide you with another seven days to ready the paper for submission following the appointment. Emergency scheduling is available if noted in the subject heading of your email. Email text to be critiqued, along with the prompt/ assignment, to submitpaper@holypostles.edu at least twenty-four hours in advance of your scheduled session.