

The background of the cover is a monochromatic, blue-tinted photograph. It depicts a student's hand holding a pen and writing in a spiral-bound notebook. In the background, a laptop is visible, slightly out of focus. The overall aesthetic is clean and academic.

# HOLY APOSTLES COLLEGE & SEMINARY

## STUDENT HANDBOOK 2025-2026

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CATHOLIC  
EDUCATION IS  
ABOVE ALL A  
QUESTION OF  
COMMUNICATING  
CHRIST.

POPE SAINT JOHN PAUL II



# WELCOME

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Welcome to Holy Apostles College & Seminary!

We are delighted to have you as part of our academic and faith community. Founded in the first seminary in the United States dedicated to forming late vocations, Holy Apostles later became one of the earliest adopters of online education. Holy Apostles is dedicated to the faithful education and formation of our students through accredited and Newman Society programs and imparted by faculty who are committed to helping steward each student in their journey. Whether you are pursuing undergraduate studies, graduate programs, or seminary formation, you are joining an institution that strives to prepare disciples, scholars, and leaders for the new evangelization.

In Christ,  
Fr. Peter Kucer, MSA  
President-Rector





# OUR MISSION

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## **Our Mission**

Holy Apostles College and Seminary forms and educates its students—laity, seminarians, clergy, and religious—as missionary disciples, servant leaders, and “co-workers in the vineyard.”

## **Our Promise**

Holy Apostles College & Seminary is committed to providing education and formation that is Faithful, Affordable and Flexible.

## **Our Vision**

The Apostles, their central focus on Jesus Christ, and their evangelical outlook inform and shape the vision of HACS: “Cultivating Catholic Leaders for the Purpose of Evangelization”.

## **Our Values**

The fundamental values underpinning educational formation at Holy Apostles are:

- Christocentric teaching
- Catholic Orthodoxy by fidelity to the Magisterium
- Educational rigor and challenge
- Respect for the inherent dignity of all persons
- Holistic formation of students corresponding to the head, heart, and hands in Truth, Love and Goodness

# ACCREDITATION, STATE AUTHORIZATION AND RECOGNITION

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## **New England Commission of Higher Education (NECHE)**

Holy Apostles College & Seminary is regionally accredited by the New England Commission of Higher Education (NECHE) and indicates that the institution meets or exceeds established criteria of quality and integrity in its academic programs, governance, administration, financial stability, and student support services.

## **Association of Theological Schools (ATS)**

The institution is also accredited by the Association of Theological Schools (ATS). This theological accreditation affirms the quality of our seminary and graduate theology programs, ensuring they meet the high standards required for ministerial and academic preparation.

## **State Authorization**

Holy Apostles is authorized to operate and confer degrees in the State of Connecticut by the Connecticut Office of Higher Education (CT OHE). State authorization confirms that our programs comply with Connecticut regulations governing postsecondary education.

## **National Council for State Authorization (NC-SARA)**

The institution is an approved participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA). This membership allows the College to offer distance education programs to students in participating states and territories, ensuring that our online courses meet established national standards for quality, consumer protection, and institutional accountability.

## **Ecclesiastical Approval**

Holy Apostles College & Seminary is canonically recognized by the Catholic Church as an approved seminary for the formation of priests and the preparation of candidates for ministry. Operating under the authority of the local bishop and in accordance with the Program of Priestly Formation approved by the United States Conference of Catholic Bishops and confirmed by the Holy See, the seminary provides theological and pastoral education and formation in full fidelity to the Magisterium of the Catholic Church.

## **The Cardinal Newman Society**

Holy Apostles College & Seminary is recognized as a *Newman Guide Recommended College* by The Cardinal Newman Society. This distinction is awarded to faithful Catholic institutions that uphold strong Catholic identity in all aspects of academic life, student formation, and institutional governance, ensuring fidelity to the teachings of the Catholic Church.

# INSTITUTIONAL STUDENT SERVICES

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Holy Apostles College & Seminary is committed to supporting you throughout your educational and formational journey. Our student services provide the **resources you need to succeed**—whether you are studying on campus or online. From academic advising and library resources to financial aid counseling to career development, each service is designed to help you support you.

This section outlines resources available to you, along with information on how to access them. For full policies and detailed procedures, please refer to the Academic Catalog or visit the website.

## HOLY MASS & CONFESSION

As a Catholic institution, Holy Apostles College & Seminary encourages all students, faculty, and staff to participate in the sacramental and communal life of the Church. Our Lady, Queen of the Apostles Chapel hosts Holy Mass daily.

### **Daily Mass Schedule:**

Monday – Friday, Saturday and Sunday 7:30 am  
Tuesday – Thursday 11:30 am

### **Confession Schedule:**

Mondays from 4 pm to 5 pm or by appointment  
with a priest

Special convocations, liturgies and solemnities are celebrated throughout the year, many of which are livestreamed for our online and commuter students. We invite you to join us in person whenever possible, or online for streamed celebrations, to unite in prayer.

For more information: [\*\*Our Lady, Queen of the Apostles Chapel\*\*](#)





## STUDENT SUCCESS – ALL IN ONE SUPPORT

The Student Success Office serves as your **one-stop shop for navigating your academic experience** at Holy Apostles College & Seminary. Whether you need help planning your courses, have questions about registration, need clarification on your bill, or simply aren't sure where to go for assistance, your student success advisor there for you.

No question is too big or too small—if we don't have the answer, we'll connect you with the department that does.

**For more information:** [Student Resources](#)

**To contact your advisor:**

**Mrs. Jennifer Arel**, Director and Student Success Graduate Advisor – 860-632-3070

**Ms. Chantal LaFortune**, Student Success Undergraduate Advisor – 860-632-3066

## OWL - ONLINE WRITING LAB

The Online Writing Lab (OWL) offers **free writing assistance** to all Holy Apostles students. If you need help getting started, organizing your ideas, engaging sources, formatting your paper, or revising your work, the OWL provides guidance to strengthen your writing at any stage of the process.

**For more information:** [Online Writing Lab](#) | To request assistance:  
owl@holypostles.edu

## LIBRARY - ST. LUKE'S HALL

Holy Apostles College and Seminary Library maintains a print book collection of more than **60,000 volumes** with an emphasis on Theology, Philosophy, and the Humanities. To support our significant online student population, the library maintains access to hundreds of academic databases and journals and thousands of digital resources and ebooks.

Reference Desk is open Monday through Friday, 9:00 am to 4:30 pm (EST) by phone or email. The Ask a Librarian Chat Service is available 24/7 on the library website.

**For more information:** [Library Website](#)

To contact the library call 860-632-3011 or email library@holypostles.edu

## ACCESSIBILITY ACCOMMODATIONS

The purpose of Student Accessibility Services is to ensure that all qualified college and seminary students have equal opportunity to participate in our educational programs and services. We encourage students to reach and take advantage of this option if qualified.

For more information, see: [\*\*The Handbook for Student Accessibility Services\*\*](#)

To contact email Chantal LaFortune, the Accessibility Coordinator or 860-632-3066

## CAREER SERVICES

Holy Apostles is committed to supporting students with the resources needed to succeed professionally. Our students need complementary job skills to succeed, be that in ministry, non-profits, or secular roles. The institution provides three levels of support:

- A ministry/job board that provides contact information for open Catholic jobs
- Free cover letter and resume editing service
- A past catalog and regular new live webinars on related career topics

**For more information:** [\*\*Career Services\*\*](#)

## REFECTORY - ST. PETER'S HALL

During the week, residential students are expected to take their meals in the refectory, as shared meals are an important part of our community life. Residential students are provided 3 meals per day. Regular meal times are Breakfast 8 am, Lunch 11:30 am and Dinner 5 pm. Commuter students, visiting students, and guests are welcome to purchase meals and join the community in the refectory.

## STUDENT GROUPS

Holy Apostles offers a variety of student groups to foster community, leadership, and service. On-campus opportunities include the Seminary Student Government, Schola Choir, and the intramural soccer team. Online students are welcome to participate in the Apostles for Christ group and the Life League. Information about other active student groups can be found in the Groups section of Populi.

# ACADEMIC CALENDAR

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## FALL 2025

- **April 14-18** Fall 2025 Registration for Residential Students
- **July 7-August 15** Fall 2025 Registration for All Students
- **July 18** Admissions Deadline/FAFSA Recommended Deadline for Fall 2025
- **August 9** LATE Registration starts for Fall 2025 (late fee applies)
- **August 16** New Student Orientation Online Course Opens
- **August 18** Return of all Seminarians
- **August 19-23** Seminarian Retreat (except those to be ordained deacon/priest in the Spring 2026)
- **August 23** First day of Fall 2025 semester for online classes
- **August 23** Return of all on-campus non-Seminarians
- **August 25** First day of Fall 2025 On-Campus classes
- **August 25** Opening Mass and Oath of Fidelity-Profession of Faith 11:30 AM Chapel
- **August 25-29** Add/Drop Week for On-Campus and Online Students
- **September 1** Labor Day – No On-Campus Classes, HACS offices closed
- **September 12** Summer 2025 Semester Incompletes Due
- **September 26** Graduation application submission deadline for Fall 2025 semester
- **October 13** Columbus Day – No On-Campus Classes, HACS offices closed
- **November 7** Final Day to withdraw from a Fall course
- **November 7-9** Comprehensive Exam Weekend for Fall 2025 Online Students
- **November 8** Thesis/PMC Capstone Paper/ENG 890-1 Professional Paper defense/completion deadline for Fall 2025 semester
- **November 11** Veterans' Day – No On-Campus Classes, HACS offices closed
- **November 12-14** Spring 2026 Registration for Residential Students only (register through advisors)
- **November 12-December 19** Spring 2026 Registration for Students
- **November 26** HACS campus and offices close at Noon Eastern
- **November 27-28** Thanksgiving Holiday – No on-campus classes (Online Classes in Session)
- **December 5** Spring Application Deadline/FAFSA Recommended Deadline for Spring 2026
- **December 1-5** Final Examination Week
- **December 5** Last Day of Fall 2025 Semester
- **December 13** Fall 2025 Semester Degree Conferral Date
- **December 20** LATE Registration starts for Spring 2026 for Students (late fee applies)
- **December 24-January 2** HACS Offices closed for Christmas

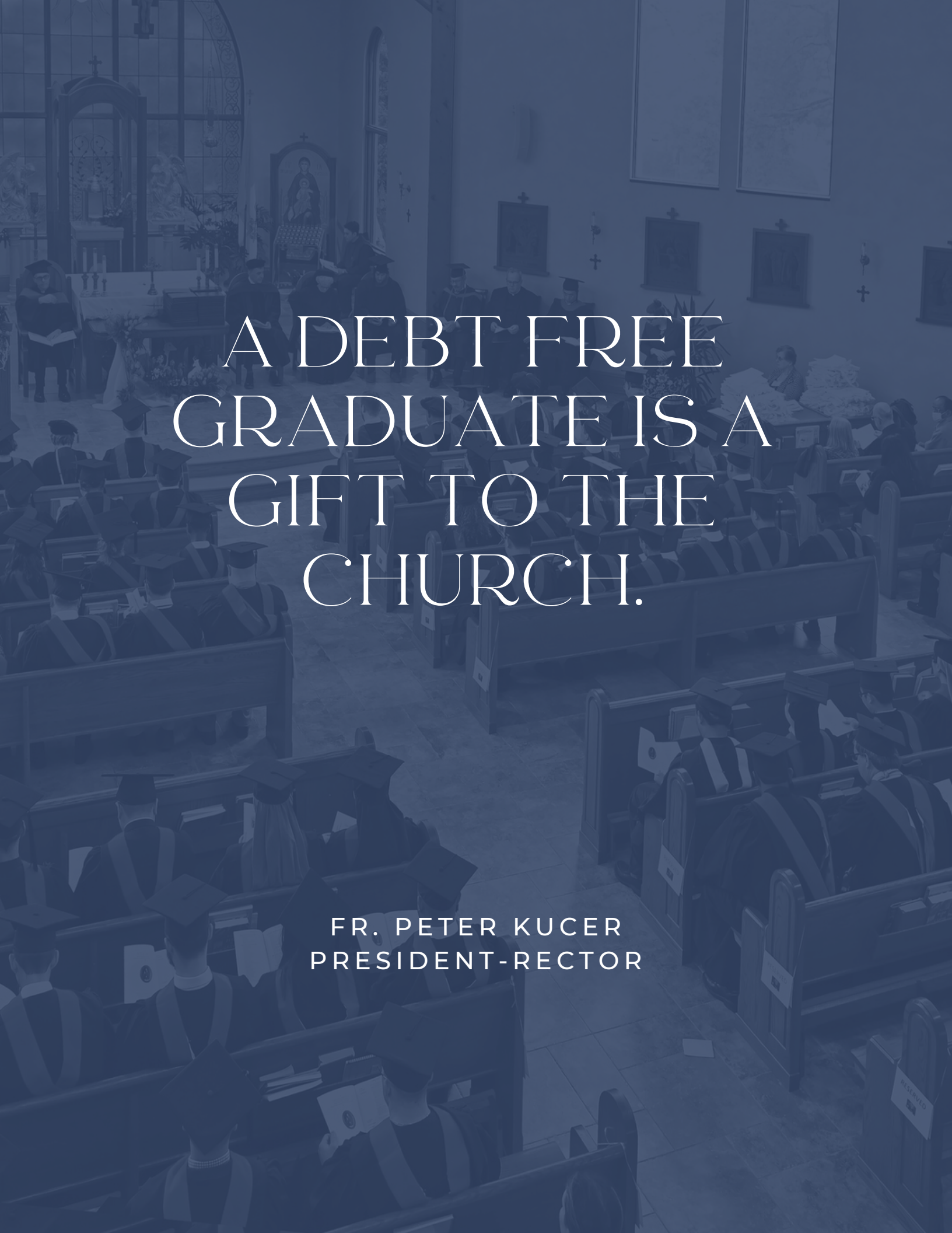


## SPRING 2026

- **December 27** New Student Orientation Online Course Opens
- **January 2** Fall Semester Incompletes Due
- **January 3** Return of all Seminarians (including those to be ordained deacon/priest)
- **January 3** Spring 2026 Classes Begin for Online Courses
- **January 5** Spring 2026 Classes Begin for On-Campus Courses
- **January 5** Opening Mass
- **January 5-9** Add/Drop week for On-Campus and Online Students
- **January 19** Martin Luther King Day – No on-campus classes, HACS offices closed
- **January 16** March for Life in Washington, D.C.
- **February 6** Graduation application submission deadline for Spring 2026
- **February 16** President's Day – No on-campus classes, HACS offices closed
- **March 16-April 17** Summer 2026 Registration for Online Students
- **March 20** Final Day to Withdraw from a Spring 2026
- **March 20- 22** Comprehensive Exam Weekend for Spring 2026 Online Students
- **March 21** Thesis/PMC Capstone Paper/ENG 890-1 Professional Paper defense/completion deadline for Spring 2026 semester
- **March 29** Fr. Menard Founding Day
- **April 2** Holy Thursday – No on-campus classes, HACS offices open
- **April 3** Good Friday – No on-campus classes, HACS offices closed
- **April 6** Easter Monday – HACS offices closed
- **April 7-10** Registration for Fall 2026 Residential Students
- **April 13-17** Final Examination Week for On-Campus and Online Students
- **April 17** Last Day of Spring Semester
- **April 18** Late Registration for Summer 2026 Students (late fee applies)
- **April 25 April 25** Commencement at 1:00 pm

## SUMMER 2026

- **April 27** New Student Orientation Online Course Opens
- **May 2** Summer Classes Begin for Online Students
- **May 15** Spring 2026 Semester Incompletes Due
- **May 25** Memorial Day – No on-campus classes, HACS offices closed
- **June 5** Graduation application submission deadline for Summer 2026
- **June 19** Juneteenth – No on-campus classes, HACS offices closed
- **June 30** Fall 2026 Application Deadline, FAFSA Recommended Deadline
- **July 6-August 14** Fall 2026 Registration
- **July 17** Final Day to Withdraw from a Summer 2026 course
- **July 17-19** Comprehensive Exam Weekend for Summer 2026 Online Students
- **July 18** Thesis/PMC Capstone Paper/ENG 890-1 Professional Paper defense/completion deadline for Summer 2026 semester
- **August 8** LATE Registration for Fall 2026
- **August 10-14** Course Final Examination Week
- **August 14** Last Day of Summer Semester
- **August 22** Summer 2025 Semester Degree Conferral Date
- **September 11** Summer 2025 Semester Incompletes Due

A photograph of a church interior during a graduation ceremony. Graduates in black caps and gowns are seated in wooden pews, facing the altar. The church has a high ceiling, large windows, and religious artwork on the walls. The text is overlaid in white serif font.

# A DEBT FREE GRADUATE IS A GIFT TO THE CHURCH.

FR. PETER KUCER  
PRESIDENT-RECTOR

# TUTION & FEES

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## Academic Year 2025 - 2026 Tuition and Fees *Effective July 01, 2025*

### Seminarians & House of Disceernment

Tuition - include Formation - per semester	\$9,094
Room & Board - per semester	\$7,499
Seminarian Review Fee	\$500

### Religious Residential

Undergraduate Tuition - per semester	\$7,200
Graduate Tuition - per semester	\$7,883
Room & Board - per semester	\$7,499

### Undergraduate

Undergraduate Tuition (per credit)	\$395
Total (per 3 - credit course)	\$1,185
Undergraduate Audit (per regular course)	\$595
Take Credit Course	\$594



## Graduate

Graduate Tuition (per credit)	\$438
Total (per 3 - credit course)	\$1,314
Graduate Audit (per regular course)	\$657
Graduate Application Fee	\$50

## Fees

Registration Fee (per semester/non-refundable)	\$50
Late Registration Fee (non-refundable)	\$50
Payment Plan Fee (per semester/non-refundable)	\$50
Late Payment Plan Fee (per month/non-refundable)	\$25
Late Payment Fee	\$50
Returned Check Fee	\$30
Graduation and Certification Fee	\$175
ENG 890-1 (Theology) Professional Paper Fee	\$500
Current Format MA Comp. Exam Fee	\$200
MDiv/NE & MA-PS Formation Completion, per formation area	\$50
Post Master's Paper	\$1,314
Thesis/MDiv-NE Project/PMC Paper Continuation Fee	\$1,314

## Payment Policies

- All costs are payable upon registration and must be paid in US dollars.
- Payment plans are available each semester for small, non-refundable fee to help students unable to pay in full upon registration.

# TRANSFER POLICY

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## Transfer Policy Philosophy

Transfer credit is an opportunity to recognize academic work already successfully completed. Accepting transfer credit is a way to fulfill the institutions mission of being both affordable and flexible. Whenever appropriate and possible, Holy Apostles will aim to recognize prior academic work into a student's program.

## Transfer Limits and Grade Policy

Currently there are different maximum transfer credit limits and minimum graduate requirements for different programs.

Undergraduate Programs	Maximum Credits	Minimum Grade
Associate of Arts	45	C
Bachelor of Arts	90	C

Graduate Programs	Maximum Credits	Minimum Grade
Master of Arts	6	B
Master of Sacred Scripture	6	B
Post Master's Certificates	6	B
Master of Divinity	60	B
Certificate of Theological Studies	60	B
Master of Divinity NE	36	B

CLEP and AP are also acceptable forms of transfer credit. Alternative forms of prior learning may be accepted; see the petition process details in the Academic Catalog.

For more information, see: [Academic Catalog](#)



# REGISTRATION & STATUS

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## Academic Calendar and Cycle

Holy Apostles offers three full, 15-week, semesters: fall, spring, and summer. The school encourages all students to take advantage of this additional semester to help accelerate their pace of progress.

## Registration

The registration period opens eight weeks before the start of each semester. To ensure course selection and time for preparation we strongly encourage student to register early. The last two weeks of the registration period are consider 'late registration'. During the late registration period you may limited in your course selections and there is a late registration fee.

New students work directly with an advisor to select their first semester courses.

- Undergraduate students consult with the Student Success advisor for course registration.
- On-campus students are to work with their advisor for course registration.
- Graduate students in good standing are able to self-enroll.

## Registration Status

	Undergraduate Programs	Graduate Programs
Full Time	12 credit hours	6 credit hours
Part Time	6-9credit hours	3 credit hours

# COURSE WITHDRAWALS AND REFUNDS

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This Course Withdrawal Policy applies to both undergraduate and graduate students. The student should contact his/her Advisor to discuss withdrawing from a course. If the student decides to withdraw from a course, the Advisor will assign the student the Add/Drop Form to complete inside Populi.

Students wishing to withdraw from a course must notify the institution. Failing to attend class or participate in an online course does not automatically withdraw the student from the course. Students who fail to follow the course withdrawal policy to notify HACS of an intent to withdraw from a course remain financially responsible for tuition and fees and will receive a grade of "F" for the course.

## **Transcript Notation:**

Prior to and during the first week of the semester (add/drop week):  
No notation on the transcript - the course is removed from the student's record.

Between the 2nd week to the end of the 11th week of the semester:  
A notation of "W" (Withdrawal) will appear on the student's transcript.

No withdrawals are permitted after the 11th week of the semester.

Withdrawals are considered official as of the date the completed and signed Add/Drop form is submitted.

## **Refund Policy:**

Refunds are calculated from the day a student drops the course, on the basis of total charges per semester.

- Through the first week of the semester - 100% Refund
- Second week of the semester - 75% Refund
- Third week of the semester - 50% Refund
- No refunds are offered beyond the third week of the semester

# FINANCIAL AID

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In order to receive Federal Financial Aid, a student must be half-time, enrolled in a degree or approved certificate program, and be making satisfactory academic progress as defined in the Academic Catalog.

All students wishing to be considered for Federal Title IV Financial Aid must fill out the Free Application for Federal Student Aid (FAFSA), which is located online at StudentAid.gov. The FAFSA must be completed each academic year.

Students are notified of eligible aid after registration through an emailed award letter.

## **Prior to disbursement of funds students must:**

- Accept the awards in Populi
- Complete the Master Promissory Note (MPN) and Entrance Counseling at StudentAid.gov.

Federal grants and loans are disbursed on the third week of each semester.

For more information see the [Academic Catalog](#).

## **Undergraduate Aid**

Eligible undergraduate students may receive the Pell Grant, the Subsidized Stafford Loan and the Unsubsidized Stafford Loan. All awards are determined by the FAFSA.

## **Graduate Aid**

Eligible undergraduate students may receive the Unsubsidized Stafford Loan. All awards are determined by the FAFSA.

# ANNUAL LIMITS

Pell Grant (2025–26)	Amount
Maximum Federal Pell Grant	\$7,395

# ANNUAL LIMITS

	Credits Earned	Annual Limit
Dependent Undergrad	<30	<b>\$5,500</b> (up to <b>\$3,500</b> subsidized)
	31-59	<b>\$6,500</b> (up to <b>\$4,500</b> subsidized)
	60+	<b>\$7,500</b> (up to <b>\$5,500</b> subsidized)
Independent Undergrad	<30	<b>\$9,500</b> (up to <b>\$3,500</b> subsidized)
	31-59	<b>\$10,500</b> (up to <b>\$4,500</b> subsidized)
	60	<b>\$12,500</b> (up to <b>\$5,500</b> subsidized)
Graduate/Professional	N/A	<b>\$20,500 Unsubsidized only</b>



# BILLING & PAYMENT PLANS

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## **Billing and Payment**

Upon registration student invoices are available on Populi. Students are expected to pay in full prior to the start of each semester. Students using financial aid or a third party payer should pay the expected remaining balance.

Students are encourage to make payments through the secure Populi portal. Debit and credit cards are accepted and a 2.9% fee is assessed to cover service charges.

An ACH/e-check option is available with no additional charge.

Please note that \$50 late payment fees may be assessed if accounts are not settled by the start of the semester.

## **Payment Plans**

In an effort to improve affordability, students may request to use a payment plan. The plan allows students to pay their semester charges in four equal installments. The first installment must be paid prior to the start of the semester. The three remaining installments are assessed once a month over the semester. A \$50 fee is charged to use this service.



EACH OF US HAS  
A MISSION. EACH  
OF US IS CALLED  
TO CHANGE THE  
WORLD.

POPE BENEDICT XVI

# STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

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## STUDENT CODE OF CONDUCT

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

All Holy Apostles College and Seminary's students, both residential and online, as members of the academic community, are expected to accept and adhere to these high standards of personal conduct.

Students shall:

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

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

- Knowingly furnishing false or misleading information.
- Falsification, alteration or misuse of college forms or records.
- Any joint effort in examinations, assignments or other academic activities unless authorized by the instructor.
- Plagiarism in any form: using another's phrase, sentence or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own. For more detailed information, please consult Holy Apostles College and Seminary's Policy on Plagiarism and Cheating, which is incorporated by reference herein.
- Violating any provision contained in Holy Apostles College and Seminary's Information Technology Appropriate Use Policy.
- Willfully aiding another in any act of academic dishonesty. Holy Apostles College and Seminary is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is, therefore, required.
- All work in every class must be new work for that class; no assignments may be submitted to multiple classes for credit.

### **In-Class Conduct (On-Campus and Online)**

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

- Disorderly conduct, including the use of inappropriate or disrespectful language
- Harassment
- Verbal or written abuse
- Assault
- Interference with the educational opportunity of other students
- Attending class under the influence of alcohol or other drugs

# ACADEMIC INTEGRITY

## **Use of Artificial Intelligence**

Artificial intelligence (AI) tools may not substitute for the student's work. It is solely the student's responsibility to make all submitted work his/her own, maintain academic integrity, and avoid plagiarism. The unethical use of AI is a violation of Holy Apostles' academic integrity policy.

Use of any artificial intelligence tools must be properly cited following the citation formatting guidelines promulgated by the College. Questions about proper formatting are found on the College's library website.

## **Personal Conduct**

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

Additional documentation and reporting processes can be found in the Academic Catalog



# IT ETHICAL USE

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## Purpose

The policy is to uphold ethical and responsible use of the internet, hardware, and other IT services. The goal is to protect the Holy Apostles' reputation and secure the institution's digital and physical assets.

## Acceptable Use Guidelines

### 1. Respectful Conduct

- Use the internet on campus for Holy Apostles related tasks, research, communication, and collaboration.
- Represent Holy Apostles appropriately on public forums, social media, or any online platform when identifiable as a student.

### 2. Respect Intellectual Property

- Do not download, share, or use copyrighted materials (software, media, documents) unless properly licensed or authorized.

### 3. Secure Browsing

- Only access trusted websites; avoid suspicious links or downloads.
- Do not connect to open or unprotected Wi-Fi networks.

## Prohibited Use

Students may not use company hardware or internet access to:

- Access pornographic, violent, hateful, or otherwise offensive content.
- Engage in illegal activity (e.g., software piracy, fraud, data theft).
- Use torrenting or unauthorized file-sharing tools.
- Install unapproved software or browser extensions.
- Harass, threaten, or discriminate against individuals or groups online.

## Data Protection & Privacy

- Do not share confidential Holy Apostles data over unsecured channels.
- Never share passwords or login credentials.
- Report suspected phishing, malware, or data breaches immediately.

## Social Media and Public Forums

- Think before posting. If you identify yourself as a Holy Apostles student.
- Avoid engaging in online arguments or controversial topics.

## Monitoring & Compliance

- Holy Apostles reserves the right to monitor internet use on company hardware.
- Use logs may be reviewed for security, performance, or policy enforcement reasons.
- Disciplinary actions may be taken for violations.

# CAMPUS SAFETY AND HEALTH RESOURCES

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## **Campus Safety Disclosure**

In accordance with the Connecticut Safety Act and federal Cleary, Holy Apostles College & Seminary provides an Annual Security Report. The document includes campus security policies and campus crime statistics.

## **Emergency Situations**

If you or someone you know is in immediate danger or experiencing a life-threatening emergency: call 911 immediately.

If on campus, notify the nearest faculty or staff member after calling 911.

## **Suicide & Crisis Support**

988 Suicide and Crisis Lifeline – Call or text 988 (24/7, confidential, free)

### **If you need urgent medical attention, here are nearby options:**

Middlesex Hospital – Emergency Department  
28 Crescent Street, Middletown, CT 06457  
Phone: 860-358-8000  
Approx. 10 minutes from campus.

Hartford Hospital  
80 Seymour Street, Hartford, CT 06102  
Phone: 860-972-1000  
Approx. 20 minutes from campus.

Middletown Urgent Care (Middlesex Health):  
896 Washington Street, Middletown, CT 06457  
Phone: 860-358-3700

Open daily; walk-in service for non-life-threatening issues.

## **Student Health Insurance Policy**

While there is no federal or Connecticut state mandate requiring students to carry health insurance, Holy Apostles College & Seminary strongly encourages all students to maintain active health insurance coverage.

Holy Apostles College & Seminary understands that health insurance can be financially burdensome, particularly for students, families, or religious communities facing limited resources. The decision to obtain and maintain health insurance remains the sole responsibility of the student.

## **Additional Health Insurance Resources**

### **International (F-1) Students**

International Student Insurance (isoa.org) – An affordable option for international students, with plans starting as low as \$372 per year. Website: <https://www.isoa.org>  
Middletown Community Health Clinic

Offers primary care, preventive health services, dental care, and behavioral health counseling to the local community, regardless of insurance status.

Location: 675 Main Street, Middletown, CT 06457

Website: <https://www.chc1.com/locations/middletown/>

### **Domestic Students**

Students Under 26 – Most dependents under the age of 26 remain eligible for coverage under a parent or legal guardian's health insurance plan under the Affordable Care Act.  
HUSKY Health (Connecticut Medicaid) – Provides free or low-cost health coverage for eligible Connecticut residents, including many low-income adults under the age of 65 without dependent children. Website: <https://portal.ct.gov/HUSKY>

Healthcare Marketplace – <https://www.healthcare.gov> offers a centralized platform to compare insurance plans, review costs, and determine eligibility for federal subsidies.

# SEXUAL HARASSMENT AND GRIEVANCE PROCEDURES

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## Harassment

Holy Apostles College and Seminary (hereafter named as Holy Apostles) acknowledges its commitment to a work environment free from immoral and unlawful discrimination and any type of harassment, including sexual harassment. Clergy, employees, and volunteers must not engage in physical, psychological, written, or verbal harassment of employees, volunteers or parishioners and must not tolerate such harassment by other Church employees or volunteers. Clergy, employees and volunteers must maintain a professional work environment.

Harassment encompasses a broad range of physical, written or verbal behaviors, including, without limitation the following:

- Physical or mental abuse;
- Racial insults;
- Derogatory ethnic slurs;
- Display of offensive materials.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment.

## Sexual Harassment

Sexual harassment is defined as: Any unwelcome sexual advances or requests for special favors or any conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Administrators, faculty, staff and volunteers must avoid developing inappropriate sexual relationships with seminarians and other members of the community.

## **Sexual Harassment, continued**

Administrators, faculty, staff and volunteers must avoid developing inappropriate sexual relationships with seminarians and other members of the community.

Inappropriate behaviors include but are not limited to the following:

- unwelcome sexual advances,
- suggestive or lewd remarks,
- unwanted hugs, touches, or kisses
- requests for sexual favors,
- retaliation for complaining about sexual harassment
- derogatory or pornographic posters, cartoon, or drawings.
- Sexual advances or touching;
- Sexual comments, pictures or sexual jokes;
- Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation.;
- Explicitly sexual interactions or even sexually suggestive interaction with persons who are served or with whom one works are never appropriate to the Seminary. All members of the seminary community are expected to conduct themselves chastely at all times according to their state of life.

Administrators, faculty, staff and volunteers must not for the purpose of sexual gratification or intimacy, exploit the trust placed in them by members of the Seminary community. No member of the clergy, employee, student or volunteer may exploit another person for sexual purposes. All must conduct themselves in a professional manner at all times.

Allegations of sexual misconduct are taken seriously and are to be reported to the Title IX Coordinator, at 860-632-3020 and to the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455. If a minor is involved, the norms of the Sexual Misconduct Policy and the Code of Pastoral Conduct policies of the Diocese of Norwich are to be followed without exception in every situation of this kind in order to protect the rights of all involved.

Clergy, employees, students and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Connecticut and should follow those mandates.

If the allegation of sexual misconduct or harassment does not involve minors, the allegation is also to be taken seriously, and it is morally imperative that such allegations should be reported to the competent authority of Holy Apostles College and Seminary and the Diocese of Norwich immediately.

Clergy, employees, students and volunteers of the Seminary are to follow the Diocese of Norwich and Seminary procedures to protect the rights of all involved.



## **Procedures for Seminary Personnel**

### **Reporting Sexual Misconduct or Harassment:**

All Seminary personnel (i.e., administrators, employees, students, or volunteers) are mandated reporters of sexual misconduct or harassment if he or she witness the incident or are told of the incident by the victim.

## **Procedures for Victims or Third Parties Reporting an Allegation**

To report an allegation of criminal or illegal sexual misconduct toward an adult at Holy Apostles College and Seminary, call the Cromwell Police Department at 1-860-635-2256, call the Title IX Coordinator at 860-632-3020, and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

To report an allegation of sexual misconduct toward a minor under the age of 18 at Holy Apostles College and Seminary, call the DCF Hotline at 1-800-842-2288, call the Title IX Coordinator at 860-632-3020, and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

To report an allegation of sexual misconduct that is not illegal, contact the Title IX Coordinator at 860-632-3020 and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

The reporter should also put the complaint in writing, outlining the alleged offense, including as much detail as possible, and naming those who might corroborate the incident.

The person making the complaint does not have to confront the alleged offender, but will understand that his/her name and the nature of the complaint will be revealed to the alleged offender in the course of due process.

At any time in the process, the complainant or the alleged offender has the right to appeal to the civil authorities.

### **Title IX Coordinator, Jason Gill: Contact Information**

By Mail:

Attn: Jason Gill

Holy Apostles College & Seminary

33 Prospect Hill

Cromwell, CT 06416

Phone: 860-632-3020

Email: [jgill@holyapostles.edu](mailto:jgill@holyapostles.edu)

# ACADEMICS GRIEVANCES AND APPEALS

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Academic grievance procedures and requests for appeals are covered in the [Academic Catalog](#).