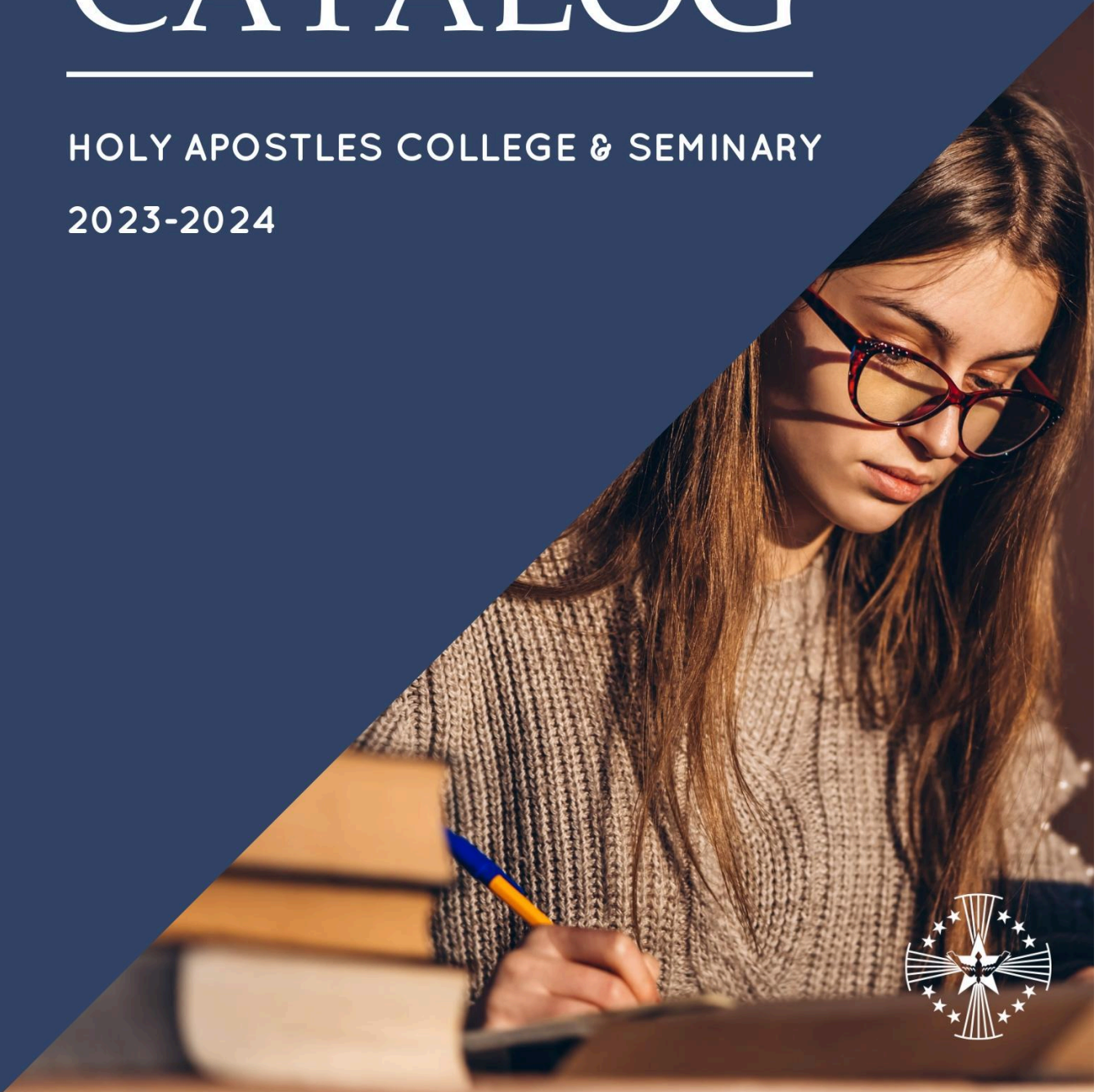


ACADEMIC CATALOG

HOLY APOSTLES COLLEGE & SEMINARY

2023-2024



Catalog 2023-2024

HOLY APOSTLES

College & Seminary

Cromwell, Connecticut

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.

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DISCLAIMER

Information in this publication may change, including, but not limited to policies, practices, and requirements of Holy Apostles College and Seminary. If changes are made, notice of changes will be sent to enrolled students via their Holy Apostles email accounts. It is the responsibility of each student to be fully aware of all policies, practices, and requirements of Holy Apostles College and Seminary.

COPYRIGHT NOTICE

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NOTICE OF NON-DISCRIMINATION

Purpose

Holy Apostles College and Seminary (HACS) believes in the inherent dignity and worth of every person. HACS strives to welcome all with hospitality and respect. Consistent with such philosophy and in accordance with all applicable laws, HACS has adopted the following non-discrimination statement for use by all departments and programs. As such, HACS is committed to providing a multicultural environment free from discrimination for its students, faculty, staff and alumni. Nothing in this statement shall require HACS to act in a manner contrary to the beliefs and teachings of the Catholic Church.

Statement

HACS prohibits discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. HACS will not tolerate any unlawful discrimination and any such conduct is prohibited. HACS also prohibits any form of discipline or retaliation for reporting incidents of discrimination.

Additional Information

This statement is intended to be consistent with federal and state laws, including, but not limited to, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972.

The following person has been designated to handle inquiries regarding the non-discrimination policy:

Title VI and IX Coordinator, Jason Gill, at 860-632-3020.

PHONE DIRECTORY

Main Number	860.632.3010
Office of Institutional Research	860.632.3022
Admissions, College Undergraduate	860.632.3026
Admissions, College Graduate	860.632.3066
Admissions, Seminary	860.632.3012
Advising – Undergraduate	860.632.3036
Bioethics Program	860.632.3070
Business Office	860.632.3050
Development and Alumni Affairs	860.632.3012
Executive Director, Enrollment Management & Student Affairs	860.632.3020
Online Learning Program	860.632.3070
Financial Aid Office	860.632.3020
Library	860.632.3009
President/Rector	860.632.3063
Registrar Office	860.632.3033
School Certifying Official for VA/Military	860.632.3020
Vice-President, Academic Affairs	860.632.3007
Associate Dean of Online Learning	860.632.3086
Vice-Rector	860.632.3044

Email Addresses

Vice President of Academic Affairs	ldenardis@holypostles.edu
Associate Dean of Online Learning	sschultz@holypostles.edu
Director of Institutional Research	statistician@holypostles.edu
Vice President of Enrollment, Student Affairs, & Tech	jgill@holypostles.edu
Admissions Office	admissions@holypostles.edu
Advising – Undergraduate	csurface@holypostles.edu
Theology Graduate Program Director	afimister@holypostles.edu
Pastoral Studies Graduate Program Director	etrendowski@holypostles.edu
Philosophy Graduate Program Director	mminer@holypostles.edu
Business Office	busoffice@holypostles.edu
Development Office	development@holypostles.edu
Online Learning Office	jarel@holypostles.edu
Online Registration	onlineregistration@holypostles.edu
Financial Aid Office	finaid@holypostles.edu
Library	library@holypostles.edu
President-Rector	rector@holypostles.edu
Registrar	registrar@holypostles.edu

Website Address www.holyapostles.edu

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

ACCREDITATION STATEMENT

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

Holy Apostles is accredited by the Commission on Institutions of Higher Education of the New England Commission of Higher Education, Inc.

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

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

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

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

E-Mail: cihe@neasc.org

Holy Apostles is accredited by The Commission on Accrediting of the Association of Theological Schools.

The following degree programs are approved by the Commission on Accrediting:

Master of Divinity
 Master of Divinity in the New Evangelization
 Master of Arts (Theology) (Academic MA)
 Master of Arts (Philosophy) (Academic MA)
 Master of Arts (Pastoral Studies) (Professional MA)
 Master of Sacred Scripture

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

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

www.ats.edu

GOVERNANCE

The external Governance of Holy Apostles resides in the Board of Directors. The Board also includes up to five members of the Missionaries of the Holy Apostles, lay representatives, and the President-Rector. The U.S.A. The Provincial of the Missionaries of the Holy Apostles is the Chancellor and the President-Rector is the Chief Executive Officer. Please see this link for details of the current Board of Directors membership:

<https://holyapostles.edu/about-us/board-of-directors/>

Administration

Very Rev. Peter Samuel Kucer, M.S.A., S.T.D., President-Rector
 Dr. Lesley DeNardis, Vice-President of Academic Affairs
 Rev. Danh Van Nguyen, MSA, Vice-Rector
 Mr. Joseph Frederick, Director of Institutional Research & Statistician
 Mr. Steven Schultz, Associate Dean of Online Learning
 Mrs. Yomarie Rivera, Controller
 Mr. Jason Gill, Vice President for Enrollment, Student Affairs, and Technology
 Mrs. Clare Adamo, M.S.L.S., Director of Library Services
 Dr. Angelyn Arden, Consulting Psychologist
 Mrs. Jennifer Arel, Director of Online Learning and Liaison for NCBC
 Mrs. Rhonda Burdick, Accounts Payable
 Dr. Rebecca Davis, Registrar
 Mr. Matthew Gonzalez, Assistant Director of Campus Operations
 Mrs. Jeannine Hamill, Business Office and SEVIS/DSO
 Mr. Alex Smith, Undergraduate Admissions Counselor
 Ms. Christina LaRosa, Director of Admissions
 Br. Jerry McCallum, MSA, Assistant Dean of Seminarians
 Ms. Ryleigh Myers, Graduate Admissions Counselor
 Mrs. Jennie Murphy, Webmaster and Director of Social Media
 Mr. Judah Parkyn, Media Content Creator and Admissions Counselor
 Sr. Gabriella Pettrossi, F.S.E., Executive Assistant to the President-Rector and Dean of Women
 Ms. Cristi Shaw, Administrative Assistant
 Mrs. Cathy Surface, Disability Resource Center ADA Coordinator, Undergraduate Advisor

Academic Faculty Meeting

The Academic Faculty Meeting consists of the President/Rector, Vice-Rector, Vice-President of Academic Affairs, Associate Dean of Online Learning, Program Directors, Registrar, and all members of the full-time faculty. The Faculty meets, at minimum, three times each semester of the academic year to discuss and consider academic, institutional, and related policy matters. The Vice-President of Academic Affairs chairs the Academic Faculty Meeting.

FACULTY

A. Full Time Faculty

Ms. Clare Adamo (Associate Professor, Director of Library Services), Library Science, C.W.

Post College, N.Y., M.A., Theology, Holy Apostles College & Seminary, CT

Dr. Andrew Blaski (Assistant Professor, Theology), Ph.D., University of Edinburgh, Edinburgh, Scotland

Dr. Alan Fimister (Theology), S.T.L., International Theological Institute, Austria.

Dr. Joan Gilbert (Theology), S.T.L., S.T.D., Pontifical Lateran University, Rome, Italy

B. Adjunct Faculty

Rev. Dominic Anaeto (Pastoral Theology), S.T.L., S.T.D., Pastoral Theology, Pontifical Lateran University, Rome, Italy

Dr. David Arias, (Philosophy), Ph.D., University of St. Thomas, Houston, TX

Ms. Judith Babarsky (Bioethics), M.A., Theology, Holy Apostles College and Seminary, Cromwell, CT, M.S., Psychology, Radford University, Radford, VA

Rev. Charles Bak, M.S.A. (Instructor), M.Div., M.A. Holy Apostles College and Seminary, Cromwell, CT

Dr. John Bequette (Historical Theology), Ph.D., Saint Louis University, St. Louis, MO

Mrs. Caitlin Celella (ESL), M.S. in TESOL, Southern Connecticut State University, New Haven, CT

Mr. Paul Chutikorn (Theology)

Dr. Randall Colton (Philosophy), Ph.D., Philosophy, Saint Louis University, St. Louis, MO

Fr. Thomas Crean, OP (Theology / Philosophy), S.T.D., International Theological Institute, Austria

Rev. Thomas J. Davis, Jr. (Bioethics), J.D., Quinnipiac University School of Law, L.L.M., New York University School of Law, New York, NY

Dr. Robert Delfino (Philosophy), Ph.D., State University of New York, Buffalo, NY

Dr. Michela Ferri (Philosophy), Ph.D., Philosophy, State University of Milan, Milan, Italy

Dr. John Finley (Philosophy), Ph.D., Philosophy, University of Dallas, Irving, TX

Rev. Gregoire J. Fluet (Social Science, Church History, Theology), Ph.D., History, Clark University, Worcester, MA

Dr. Hermann Frieboes (Bioethics), Ph.D., Biomedical Engineering, University of California, Irvine, CA

Dr. Laura Frieboes (Bioethics), Ph.D., Biomedical Engineering, University of California, Irvine, CA

Dr. James Gentile (English), Ph.D., English and Comparative Literature, Columbia University

Ms. Cynthia Gniadek (Philosophy), M.A., Holy Apostles College and Seminary, Cromwell, CT

Mr. Anthony Grumbine, Master of Architecture, University of Notre Dame, Notre Dame, IN

Mr. Trenton Horn (Apologetics), M.A., Franciscan University in Steubenville, Steubenville, OH

Luigi Iacono (Philosophy) M.A., Systematic Theology, Holy Apostles College and Seminary, Cromwell, CT

Mr. J. Joseph Jordan (Politics), Ph.D. (Cand.), Catholic University of America, Washington, DC

Dr. John P. Joy (Theology), S.T.D., University of Fribourg, Switzerland

Dr. Jon Kirwan (Philosophy), Ph.D., Oxford University, Oxford, UK

Dr. Lucy A Knouse, (Associate Professor, Bioethics and Carmelite Spirituality), Ph.D., BeL, Ateneo Pontificio Regina Apostolorum, Rome, Italy

Rev. Gregory Lockwood (Church History), S.T.D. (Cand.), Early Church History, University of Dayton, Marian Library Pontifical Program, Dayton, OH

Very Rev. Luis Antonio Luna-Barrera, M.S.A. (Professor, Canon Law), Ph.D., Canon Law, St. Paul University, Ottawa

Fr. Jerome Madumelu (Pastoral Studies), Ph.D., Stony Brook State University of New York, Stony Brook, NY

Dr. Peter Mango (Philosophy), Ph.D., Pontifical Athenaeum Regina Apostolorum, Rome, Italy

Rev. William Mills (Sacred Scripture), Ph.D., Pastoral Theology, Union Institute and University, Cincinnati, OH

Dr. Marguerite Mullee (Sacred Music), Ed.D., Columbia University, New York City, NY

Fr. Reto Nay (Theology), Pontifical Biblical Institute, Rome, Italy

Dr. Kristina Olsen (Theology) Ph.D., Theology, Catholic University of America, D.C.

Rev. Tad Pacholczyk (Bioethics), Ph.D., Neuroscience, Yale University, New Haven, CT

Rev. Edward Przygocki, M.S.A., (Homiletics)

Dr. Matthew Ramage (Sacred Scripture), Ph.D., Ave Maria University, Ave Maria, FL

Dr. John Rao (Church History), D.Phil., University of Oxford, UK

Mr. Adam Riso (Health Science), M.S., PA-C, Quinnipiac University, Hamden, CT

Dr. Derya Rix, Ph.D., Durham University, England

Dr. Francisco Romero Carrasquillo (Medieval Philosophy), Ph.D., Marquette University, Milwaukee, WI

Very Rev. Martin Rooney, M.S.A., (Homiletics)

Mr. Steven Schultz (Theology), M.A., Theology and Philosophy, Holy Apostles College and Seminary, Cromwell, CT

Dr. J. Marianne Siegmund (Pastoral Studies and Theology), STD, Theology, Pontifical University of Saint Thomas Aquinas (Angelicum), Rome, Italy

Dr. Timothy Smith (Philosophy), Ph.D., Medieval Studies, University of Notre Dame, South Bend, IN

Dr. John J. Stefanczyk (Philosophy), Ph.D., Philosophy, Fordham University

Mr. Jonathan Stute (Philosophy), M.A., Philosophy, Holy Apostles College and Seminary, Cromwell, CT

Rev. Pawel Tarasiewicz (Philosophy), Ph.D., John Paul II Catholic University of Lublin, Lublin, Poland

Dr. Cynthia Toolin-Wilson (Theology), Ph.D., University of Massachusetts (Amherst)

Dr. Stacy Trasancos, (Chemistry), Ph.D., Pennsylvania State University, University Park, PA, M.A., Dogmatic Theology, Holy Apostles College and Seminary, Cromwell, CT

Dr. Marc Tumeinski (Pastoral Theology), Ph.D., Maryvale Institute, Liverpool Hope University, Birmingham, England

Dr. Lucy Underwood (Theology), Ph.D., University of Cambridge

Dr. Alan Vincelette (Philosophy), Ph.D., Philosophy, Marquette University, Milwaukee, WI

Ms. Heather Voccola (Church History), M.A., Theology, Holy Apostles College and Seminary, Cromwell, CT

Dr. Philippe Yates (Theology, Philosophy), J.C.D., Pontifical University Antonianum, Rome, Italy

Rev. Tad Zadorozny, (Theology) Ph.D., Theology, Faculty of Theology, University of Warmia and Mazury in Olsztyn, Poland

C. Seminary Formation

Seminarian Priest Formators Team

- Very Rev. Peter Samuel Kucer, M.S.A., President-Rector
- Rev. Danh Nguyen, M.S.A. Vice-Rector
- Rev. Dominic Anaeto
- Rev. Edward Przygocki, M.S.A.
- Rev. Emmanuel Fenelus

Spiritual Directors

- Rev. Charles Bak, M.S.A. Coordinator of Spiritual Formation
- Rev. (Andy) Tuan Anh Dinh Mai
- Rev. Robert Sickler, M.S.A.

ABOUT HOLY APOSTLES COLLEGE & SEMINARY

A. 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.”

B. Identity

Holy Apostles College and Seminary (HACS) is inspired and guided by the missionary charism of its sponsor, the Society of the Missionaries of the Holy Apostles (MSA), as well as by the founder and co-founder of the MSA, Fr. Eusebe Menard O.F.M. and Mr. Hector Durand.

C. 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”.

D. 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 as created by God for communion with him.
- Holistic formation of students corresponding to the head, heart, and hands in
- Truth
- Love
- Goodness
- Beauty

E. Online Learning Programs

The Associate of Arts, Bachelor of Arts, Master of Arts, Graduate Certificate, and Post-Master’s Certificate programs through Online Learning are designed to serve students who desire to pursue coursework online at a Catholic college. There is no general residency requirement for online students. All A.A., B.A., M.A., M.S.S., M.Div., and certificate programs can be completed entirely online.

Technical Requirements: Students should have access to a reliable computer and Internet connection throughout their coursework. Because the learning management system, Populi, and the synchronous conferencing systems (which professors may use from time to time to engage students in lecture content or to present guest speakers) are web-based, no special software is necessary. However, professors may require Microsoft Office Suite products, such as Word, Excel, and PowerPoint, or OpenOffice. It is the

student's responsibility to purchase or download these programs if and when necessary. Any synchronous sessions offered by faculty are optional for students to attend live. Populi can only run on the latest versions of Google Chrome, Firefox, or Safari Web Browsers.

Holy Apostles College and Seminary maintains a student help desk for questions concerning Populi or the email system. Please email helpdesk@holyapostles.edu for technical support issues. Please note that students need basic computer skills since Holy Apostles College and Seminary does not teach these skills.

F. History

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

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

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

In 1979, Holy Apostles College and Seminary received accreditation from the New England Commission of Higher Education.

In 1982, the Holy Apostles College and Seminary began offering the Master of Arts degree to further educate the laity in the faith and to prepare them to serve in the many apostolates of the Church.

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

In 1998, Holy Apostles College and Seminary added to its programs the Post-Master's Certificate in Theology, to enable students to earn a graduate certificate beyond the Master of Arts. That same year, the Online Learning Program was added to allow students to earn a Master of Arts degree in Theology or Philosophy online.

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

In 2003, Holy Apostles College and Seminary's Online Learning Program received full-accreditation from the New England Association of Schools and Colleges (NEASC).

In 2004, Holy Apostles College and Seminary's Online Learning Program received full-accreditation from the Connecticut Department of Higher Education (CDHE). Beginning in May of 2004, the Graduating Class of Holy Apostles College and Seminary included - for the first time - students who had received their entire education with us *online*, beginning as far back as 1998.

In 2011, the Master of Arts in Pastoral Studies program was added to enable students to receive training in practical theological fields.

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

In 2014, Holy Apostles College and Seminary received Associate Membership in the Association of Theological Schools. In June of 2017, Holy Apostles College and Seminary received full accreditation by the Association of Theological Schools.

G. Library

The mission of the Holy Apostles College and Seminary Library is to support the academic and formation programs of our college and seminary. The Library, which is located in St. Luke's Hall, is also committed to providing access to information resources that promote lifelong learning.

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

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

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

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

THE SEMINARY

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

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

A formation team, assisted by counseling professionals, serves growth toward human maturity in the important qualities needed for leaders in the Church today, especially chaste celibate living. The Spiritual Director, under the guidance of the Rector, shapes a rich spiritual program which nourishes the entire seminary program.

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

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

A. Seminary Life at Holy Apostles

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

B. Language Policy for All Resident Seminarians and On-Campus Students

Students who are not in the ESL Program are required to speak English in all public and private areas of the Holy Apostles campus. English immersion is essential to becoming fluent in reading, writing, understanding and speaking English. Moreover, fluency in English is essential for academic success while at Holy Apostles.

ESL students are to do their best to communicate in English and to speak their language only when necessary. Permission to speak one's own language is given from 5:30 P.M. on Friday through Saturday as well as for emergencies and other common-sense occasions such as confession, spiritual direction, counseling, greeting guests, etc.

Resident students who fail to adhere to the English Language Policy are subject to disciplinary action. Repeated violations will be filed, and will be reported to the President-Rector, who will then notify the sponsoring diocese or community, or possible sponsor.

C. Admission Procedure

Those applicants seeking admission to the seminary program must furnish:

Name:	
Cell Number:	
Email Address:	

Documents Needed

	1.	Holy Apostles Application
	2.	Passport size photo
	3.	Baptismal certificate with <i>Official Seal</i>
	4.	Confirmation certificate with <i>Official Seal</i>

5.	Official Transcripts with <i>Official Seal -Translated and Authenticated-Mailed directly to the Admissions Office.</i>
6.	International Students - I-20 Sevis Info/F-1 Nonimmigrant Student form and a copy of your passport & Visa
7.	Sponsorship Letter from Arch/Bishop/Superior
8.	Statement on Suitability from Arch/Bishop/Superior (mailed directly to the Rector)
9.	Background Check Authorization Form
10.	Called to Protect Training (will be done at Holy Apostles)
11.	3 Letters of Reference: they must include <u>your pastor</u> , and <u>your religious superior or vocation director</u> and at <u>least one other priest</u> .
12.	Pastoral Code of Conduct Form

Medical Documents

1.	Psychological Evaluation
2.	Statement from licensed physician attesting you are free from contagious disease and adequate health to undertake seminary studies. (Dated within the last six months)
3.	Drug screening (Dated within one year)
4.	HIV testing (Dated within one year)
5.	(2) MMR (measles, mumps and rubella) immunizations 1 st and 2 nd (required by State of Connecticut)
6.	(2) Varicella 1 st and 2 nd (required by State of Connecticut)
7.	Meningococcal (Vaccination must have been given within 5 years) (required by State of Connecticut)
8.	Signed Dental Examination Form with <i>Official Seal</i>
9.	TB Screening (International Students)

Autobiography/Essay

1.	Autobiography (3-4 pages single space, typewritten) (see application)
2.	Essays: (see application) (1)What does the priesthood mean to me? (2) Discuss your concept of celibacy and what makes you confident that you can live it.

Previously married applicants must be canonically free to study for the priesthood

	1.	If widowed, include a copy of your marriage certificate and wife's death certificate.
	2.	List of all children (see application)
	3.	Candidate must request official documentation of the annulment to be sent directly to the Rector from the Tribunal.

If you have previously studied at another seminary

	1.	Please provide a letter(s) of evaluation from the Rector(s) of any seminary previously attended.
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All information may be obtained from, or sent to:

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

a. Sponsorship

All seminarians are to be sponsored by a Diocese, Religious Community or Society of Apostolic Life at the time of application. The reason for this sponsorship is that seminary formation entails a partnership between a sponsoring bishop or religious ordinary and the seminary formation team.

b. English Proficiency Test

All applicants whose native language is not English need to take an English proficiency test before applying to Holy Apostles College and Seminary. Students may choose to take the TOEFL iBT (internet-based test), or the Academic IELTS. Applicants must receive at least 79 on the TOEFL iBT or at least 6.5 on the Academic IELTS for entry into credit courses.

D. Stages in Holy Apostles College and Seminary Formation Program**Formation According to Stages****Stages in Holy Apostles College and Seminary Formation Program**

A seminarian for priestly formation is a man who wants to grow in holiness and sincerely desires to serve God and His people. He must be baptized, confirmed, and practicing the Catholic faith. He should be a man in good health physically, mentally, and spiritually. He must be free to enter the state of celibacy, which means not being married or having any dependents.

At Holy Apostles College and Seminary, the Seminary Formation Program is a seven and a half years program divided into the following stages:

- **Propaedeutic Stage:** One Year, focusing on human and spiritual dimensions. (PPF6, no. 125)
- **Discipleship Stage:** Two Years, including the Study of Philosophy. (PPF6, no. 132)
 - If a seminarian lacks an undergraduate degree, the discipleship stage will be longer.
- **Configuration Stage:** Four Years, including the Study of Theology.
 - “[D]iaconate ordination upon successful completion of the configuration stage (including four full years of theological studies).” (PPF6, no. 147)
- **Vocational Synthesis Stage:** 6 months (minimum) in a parish ministry assignment “outside the Seminary building”. (PPF6, no. 139)

Benchmarks for Each Stage of Formation

HUMAN FORMATION BENCHMARKS (PPF6 191-201)

PROPAEDEUTIC STAGE HUMAN FORMATION BENCHMARKS

191. Self-knowledge and awareness are key themes in the area of human formation during the propaedeutic stage. Before he begins the discipleship stage, it is important that the seminarian, with the help of formators, be able to reflect upon his personal history (e.g., family of origin, use of technology, personal habits) and his needed areas of growth. Other aspects of the human dimension necessary for beginning the discipleship stage include relational skills (e.g., capacity for healthy and deep friendships, basic social skills and good manners, flexibility, adaptability, a basic capacity for empathy); self-discipline (e.g., capacity for hard work, awareness of the appropriate use of time, basic self-control); a trusting relationship with formators (e.g., openness to correction, awareness of the importance of transparency in formation, growing sense of accountability); and healthy habits of self-care (e.g., beginning an exercise regimen, good personal hygiene, beginning to address any health concerns or unhealthy habits).

DISCIPLESHIP STAGE HUMAN FORMATION BENCHMARKS

192. The discipleship stage places special emphasis on human formation^[1] and on the necessity of self-awareness and pastoral correction on behalf of the seminarian’s formators for continued growth in affective maturity. It is a period marked by the understanding of and growth in the human virtues, informed and perfected by charity. “This process of formation is intended to educate the person in the truth of his being, in freedom and in self-control. It is meant to overcome all kinds of individualism, and to foster the sincere gift of self, opening him to generous dedication to others.”^[2]

193. During the discipleship stage, the seminarian continues to learn how to integrate his own self-awareness into a desire to grow in affective maturity as he relates to others in the seminary

community. Self-awareness can lead to self-acceptance, self-possession, and eventually to self-gift, as seen in his relational skills.

194. In addition to demonstrating appropriate boundaries, by the end of this stage he will have the ability to self-reflect on and communicate appropriately emotions surrounding conflict and stress; he exhibits deepening friendships with other seminarians and manifests growth in the virtues of prudence, justice, fortitude, and temperance. He demonstrates growth in the admirable human qualities of humility, chastity, constancy, sincerity, patience, good manners, truthfulness, keeping his word, gratitude, affability, liberality, meekness, magnanimity, and perseverance. He exhibits racial sensitivity in his words and actions.

195. Regarding self-discipline, he develops the tools to manage stress and maintain balance in his life, as well as the ability to use freedom with prudence and discretion. He has greater awareness of the dynamics of his family of origin, and he shares that knowledge appropriately. He exhibits growing transparency with his formators, an openness to formation, and accountability regarding seminary expectations.

196. The Church needs and deserves healthy priests. By the completion of the discipleship stage, the seminarian demonstrates discipline with his personal and communal *horarium* (e.g., having a regular bedtime and being on time to events) and is developing an exercise regimen or participating in some form of communal exercise. He has demonstrated growth in addressing any health concerns, such as unhealthy weight or unhealthy habits.[3] By the end of the discipleship stage, the seminarian is able to regulate his personal use of social media, gaming, and the internet, and he understands and practices healthy alternatives to the overuse of media.

197. By the end of the discipleship stage, the seminarian will determine with firm resolve whether God is calling him to present himself for the priesthood. His transition to the configuration stage is marked by a level of self-knowledge that permits ongoing growth, especially in his relationships with others. God's grace will then build upon a human nature that is more mature.

CONFIGURATION STAGE HUMAN FORMATION BENCHMARKS

198. The seminarian shows evidence of affective maturity in his ability to take direction from another in a healthy manner, especially from those in authority; he also exercises authority and leadership well among his peers. He demonstrates that he deals appropriately with conflict and stress. The completion of the configuration stage is marked by continued growth in interiority and communion; in other words, he demonstrates interior freedom, self-possession, self-motivation, direction, and the capacity for self-donation. The seminarian has internalized seminary expectations and is an example for younger seminarians. He demonstrates this, for example, in his willingness to volunteer for additional responsibilities in the seminary and in his avoidance of gossip and cynicism. The seminarian's life in the community should reveal his ability for selfless leadership and the relational qualities of solidarity, compassion, empathy, and attentive listening. Continued growth in self-discipline means that he can plan and follow through on assignments, academic and pastoral; that he sets appropriate priorities in his schedule and resolves scheduling conflicts; and that he possesses a strong work ethic.

199. The seminarian further consolidates the healthy habits of self-care in the configuration stage that he began in the discipleship stage. By the end of the configuration stage, he can be described as a man who cares for, respects, and has vigilance over his body. He exhibits continued growth in addressing any health concerns, and he demonstrates balanced habits of exercise and rest. He has also developed a workable strategy for handling psychological issues in his life. As part of his overall health and well-being, he has well-established habits regarding the proper use of technology (meaning that he limits the entertainment uses of technology and demonstrates appropriate accountability with peers and formators regarding his use of technology). Also, through evaluations, apostolic work, and community living, the seminarian demonstrates an awareness of and capacity to manage appropriate boundaries.[4]

VOCATIONAL SYNTHESIS STAGE HUMAN FORMATION BENCHMARKS

200. The personality of the transitional deacon is to be a bridge, not an obstacle, to pastoral ministry, such that he can relate to and accompany the many diverse peoples living in various states of life and different cultures. During this stage he works to overcome any human fears, and he grows in the freedom of natural self-confidence to be able to bring the Gospel to all those who need it.[5] To that end, during this stage it is evident that he is capable of having and invested in maintaining wholesome friendships with priests and others and that he willingly participates in presbyteral gatherings. He is committed to mentoring relationships with men and women who assist in his pastoral placement. He demonstrates appropriate transparency in his relationships with his supervisor and staff and is accountable to them regarding his responsibilities and schedule. Being a healthy member of a presbyterate also includes the ability to initiate and spend time with priests and people from diverse generations, ethnicities, and viewpoints; it demonstrates the ability to live the communal nature of the priesthood.

201. As the transitional deacon transitions to full-time ministry, it is important that he shows the ability to maintain regular habits of prayer, rest, exercise, and study and that he exercises good stewardship in a rectory or other communal setting. Having already established healthy habits and strategies of addressing any ongoing health concerns, in this stage he identifies (if necessary) and completes visits to long-term health care professionals (e.g., physician, dentist, and so on). He recognizes the need for and demonstrates ongoing vigilance regarding the use of technology, and he exhibits appropriate accountability with peers and his supervisor regarding the use of technology.

SPIRITUAL DIMENSION BENCHMARKS (PPF6 235-245)

PROPAEDEUTIC STAGE SPIRITUAL FORMATION BENCHMARKS

235. One of the primary objectives of the propaedeutic stage is to provide an introduction to the spiritual life and to develop a solid foundation in the seminarian's life of prayer. Those elements in the spiritual dimension to be achieved prior to beginning the discipleship stage include growth in prayer and the spiritual life (e.g., elementary discipline in public and private prayer, interest in and attention to spiritual direction, understanding of the importance of silence, and a growing habit of silence), growth in an understanding of the celibate life (e.g., ability to articulate the Church's understanding of the promise of celibacy and the spiritual motivation for celibacy, growth in the virtue of chastity, and growth in the habit of healthy solitude), growth in the understanding of the

priestly vocation, the ability to articulate a relationship with Jesus Christ, and growth in reading and meditating on Sacred Scripture.

DISCIPLESHIP STAGE SPIRITUAL FORMATION BENCHMARKS

236. In the discipleship stage, the seminarian demonstrates a growing openness to the Holy Spirit as the primary agent of formation in his life; he recognizes God's grace enabling him to grow and discern with the grateful assistance of his formators. The seminarian continues to learn from Christ the Good Shepherd to do as he does. His deepening friendship with Jesus Christ and his understanding of the Good Shepherd's call to ordained ministry will allow him to enter the next stage confident in his vocation to the priesthood. He develops greater insight into why he feels God is calling him to the priesthood and why he desires priesthood.

237. Spiritual benchmarks related to prayer and the spiritual life that the seminarian should achieve by the end of the discipleship stage include consistent participation in communal spiritual exercises and liturgies, including prayerful participation in the Mass and Divine Office (or the Divine Praises, in the Eastern Catholic Churches); a demonstrated habit of regular spiritual reading; the ability to speak with facility about God's work in his life; and a habit of personal prayer, spiritual direction, and participation in the Sacrament of Penance.

238. By the end of the discipleship stage, the seminarian is able to articulate his understanding and awareness of God's call to him of a lifelong commitment to celibate chastity. 307 He continues to grow in the virtue of chastity. He has the ability to articulate and demonstrate appropriate boundaries with others, relating to all persons as beloved children of the Father, and possesses a solid understanding and desire of a habit of healthy solitude. He demonstrates a growing transparency in his relationship with Jesus Christ through his ability to describe this relationship to others in a meaningful way; he nurtures this relationship through a well-established habit of reading and meditating on Sacred Scripture.

CONFIGURATION STAGE SPIRITUAL FORMATION BENCHMARKS

239. The well-established friendship between the seminarian and Jesus Christ, which is necessarily characteristic of the man by the end of the configuration stage, is reflected in an internalized habit of reading and meditating on Sacred Scripture, as well as the ability to identify and communicate connections between meditation on Sacred Scripture, his relationship with Christ, and his personal spiritual growth. This friendship can be seen in his ability to live a simple life and articulate the reasons for it. He is able to recognize and articulate concretely God's grace active in his life and the lives of others, identifying in common life that *communio* which enriches and deepens his life with Christ for the sake of others.

240. He demonstrates an ability to maintain fidelity to the Liturgy of the Hours (or the Divine Praises, in the Eastern Catholic Churches), daily Mass, and personal prayer, both in the seminary or religious house and away from those structures. Thus he demonstrates that his spiritual life has been internalized and that he is not only fulfilling external requirements. He can assist others in their spiritual growth through a prayerful familiarity with God's Word and the spiritual Tradition of the Church.

241. By the end of the configuration stage, the seminarian can live the virtue of chastity and can communicate a free and joyful lifelong commitment to celibate chastity. With the ever-deepening awareness of his own humanity, with its gifts and limitations, he can recognize common and personal causes of loneliness and can develop a habit of healthy approaches to these challenges.

242. From the standpoint of his vocation, the seminarian can communicate a presumption of permanence to priesthood and share his joyful desire for lifelong priestly life and ministry, as well as a desire to live the sacramental life of a priest. He understands the importance of the evangelical counsels for priestly life. He manifests the identity of the priesthood—Head and Shepherd, Servant and Spouse.

VOCATIONAL SYNTHESIS STAGE SPIRITUAL FORMATION BENCHMARKS

243. In this stage, the transitional deacon continues to grow in the solid foundations of prayer, discernment, and solitude as he moves to full-time ministry in the parish. It is important that during the vocational synthesis stage he continues to maintain his regular habits of spiritual direction, daily Mass, and personal prayer, demonstrating the ability to integrate into his own internal spiritual and prayer life his pastoral experiences and the people to whom he ministers. A formal process of theological reflection will aid this effort.

244. His continued growth in the pursuit of holiness, essential to his priesthood, is aided through his faithful pursuit of ministry. 309 Demonstrating an obedient heart in his pastoral assignment and in his relationship with his bishop and pastor, or with the competent authority of an institute of consecrated life or society of apostolic life, is necessary for his future happiness as a priest. So too, his recognizing the need for appropriate and regular communication with his bishop, vicar general, and other diocesan officials or competent superiors is a way of demonstrating that he understands the spirit of an obedient priestly heart.

245. To continue his growth in the virtue of chastity and strengthen his celibate commitment, it is vital that the transitional deacon demonstrate the ability to recognize and discuss potentially unhealthy relationships in ministry, not simply in generic terms but personally. This will assist him in having the necessary ability to maintain appropriate boundaries and safeguards in pastoral settings. Demonstrating the ability to spend time alone in his pastoral setting and continuing to master a healthy habit of fruitful solitude with himself and God are necessary benchmarks to achieve prior to ordination to the priesthood.

INTELLECTUAL DIMENSION BENCHMARKS (PPF6 271-294)

THE PROPAEDEUTIC STAGE INTELLECTUAL FORMATION BENCHMARKS

271. Gaining an initial understanding of Christian doctrine and anthropology as well as an initial familiarity of the Bible in its various parts are benchmarks that should be reached prior to embarking on philosophical studies in the discipleship stage. 340 Benchmarks related to intellectual formation in preparation for the study of philosophy and theology include basic

habits of study, signs of intellectual curiosity, and love of learning. Finally, if necessary, the propaedeutic stage can help to make up for anything that is missing in a seminarian's general education.³⁴¹

THE DISCIPLESHIP STAGE INTELLECTUAL FORMATION BENCHMARKS

289. His study of philosophy helps the seminarian to learn the first truths of the natural order, deepens his understanding of the human person, and gives him the framework upon which to build once he concentrates on the study of theology during the configuration stage. Philosophical insights, language, and concepts will enable him to engage with the pastoral reality of the people he is called to serve. During the discipleship stage, it is important that the seminarian begins to learn how to articulate the Christian understanding of the Creator and his creation, especially the human person, and understands how this differs from the ideologies that have shaped popular conceptions of the human person, the world, and its Creator. As a result of his studies during this stage of formation, the seminarian has the ability to understand the issues surrounding the intersection of faith and modern science, as well as the ability to articulate how faith and science can support one another. ³⁶⁰ In addition to manifesting sufficient philosophical competence for the later study of theology in the configuration stage, the seminarian at the completion of the discipleship stage is also able to demonstrate a working knowledge of Sacred Scripture and the Catechism of the Catholic Church. Given the multicultural reality of the Catholic Church in the United States of the twenty-first century, the seminarian also should possess an adequate knowledge of languages necessary for ministry; the possession of this knowledge, which was introduced in the propaedeutic stage, deepens in this and subsequent stages.

290. By the completion of the discipleship stage, the seminarian demonstrates the ability to communicate clearly in both the written and spoken word. He is also able to analyze modern and postmodern philosophy relative to basic Church teaching and the perennially valid philosophical heritage that is in harmony with it.

THE CONFIGURATION STAGE INTELLECTUAL FORMATION BENCHMARKS

292. It is expected that by the end of the configuration stage the seminarian demonstrates a well-established habit and desire to explore the Word of God and theological Tradition. He also can demonstrate the ability to uphold the truths of faith by the light of reason. He demonstrates the ability to integrate academic development with the spiritual and pastoral dimensions (e.g., the growth in knowledge about Jesus Christ deepens his friendship with Christ, his understanding of Christian anthropology influences his approaches to pastoral ministry). He also demonstrates fidelity to the Magisterium in his speech and actions. He can exercise the Ministry of the Word by proclaiming, explaining, and defending the Catholic faith.

THE VOCATIONAL SYNTHESIS STAGE INTELLECTUAL FORMATION BENCHMARKS

294. As the deacon nears completion of initial formation for the priesthood, the intellectual dimension of formation in this stage focuses on demonstrating competency in pastoral theology and its application in preaching, sacramental and pastoral ministry, and liturgical praxis. Regardless of whether continued meetings or seminars are required during limited visits to the

seminary, it is important that the deacon demonstrate a commitment to continued growth in intellectual formation through personal study, workshops, and conferences. It is also important that he recognize and articulate areas for his personal ongoing intellectual growth.³⁷⁴

PASTORAL DIMENSION BENCHMARKS (PPF6 373-398)

PROPAEDEUTIC STAGE PASTORAL DIMENSION BENCHMARKS

373. Seminarians in the propaedeutic stage should develop “the dynamic of self-giving through experiences in the parish setting and charitable works.”⁴⁵² Hands-on experiences that include contact with the poor are appropriate at this stage. Benchmarks in the pastoral dimension include an awareness of the pastoral situation of the local community or ecclesiastical entity, as well as an awareness of the multicultural reality of the Church in the United States and the nature of the Universal Church. Priests serving in the United States, regardless of their cultural background, often serve in a multicultural setting. Working toward cultural competency, including language competency, to meet pastoral needs in his diocese should be part of the formation a seminarian receives during the propaedeutic stage, so as to lay a solid foundation for continued formation in cultural competency in later stages.⁴⁵³ Pastoral charity is at the heart of the Church and the priesthood; so demonstrating a genuine concern for others, a spirit of generosity, and a developing habit of self-donation are also necessary benchmarks to be achieved prior to the seminarian’s acceptance into the discipleship stage.

DISCIPLESHIP STAGE PASTORAL DIMENSION BENCHMARKS

374. “As the Second Vatican Council reminds us, the nature and mission of priests must be understood within the Church, the People of God, the Body of Christ, the Temple of the Holy Spirit, for the service of which they consecrate their lives.”⁴⁵⁴ The foundation in pastoral knowledge, pastoral skills, and pastoral charity, which is laid during the discipleship stage, will enable the seminarian in the following stages to continue to develop the skills necessary for a life of service in the Church. Pastoral knowledge acquired in the discipleship stage includes competency in the performance of liturgical roles in the seminary community as well as knowledge gained by actively participating in formation seminars. Pastoral skills adequately demonstrated by the end of the discipleship stage include relating well with others, both in the seminary and in pastoral settings; freedom from prejudices against any class or group of individuals; a willingness to work with people of diverse cultural backgrounds; demonstrated generosity to the poor given his limited means; demonstrated accompaniment of the poor; the ability to tithe; and a willingness and ability to work collaboratively as a member of a team. It is necessary that seminarians demonstrate that they relate well to women in authority and in peer situations. Seminarians demonstrate good stewardship of personal and communal property. They demonstrate the capacity to take initiative in leadership situations and express a missionary spirit with a zeal for evangelization.

375. Pastoral knowledge and pastoral skills are meaningless if they are not accompanied by pastoral charity. To aid in the development of pastoral charity, it is necessary for the seminarian to demonstrate by the end of the discipleship stage a commitment to apostolic works of Christian charity and an awareness of issues surrounding global poverty.

CONFIGURATION STAGE PASTORAL DIMENSION BENCHMARKS

376. Pastoral opportunities in the seminary and in pastoral ministry allow the seminarian, with the trusting guidance of his formators, to recognize and hone his pastoral leadership skills. As a servant leader he is called constantly to look to Jesus as his model. “Jesus, the Son of God, has assumed the condition of a slave even unto death (cf. Phil 2:6-8). Before dying on the cross, he washed the feet of his disciples, commanding them to do the same (cf. Jn 13:1-17).” 455 As a human instrument of Jesus, he can demonstrate that he is articulate, good at listening, and capable of public speaking. He can take on the role of a public person in the Church. His intensive study of theology during the configuration stage is integrated with his pastoral skills and provides the intellectual tools to become an effective homilist and teacher.

377. In his pastoral assignments, the seminarian demonstrates availability to commit his life to priestly ministry, growing to demonstrate the same compassion, generosity, understanding, love for all (especially the poor), and zeal for the Kingdom that characterized the ministry of the Son of God. “This can be summed up as pastoral charity.” 456 The seminarian demonstrates pastoral charity in his sensitivity and prudence with behavior and language in pastoral settings. He demonstrates multicultural sensitivity and openness to people of all ages, religious backgrounds, and social status in speech and action. He demonstrates the ability to collaborate with both men and women. He demonstrates the capacity to abide prudently by safe environment guidelines and to maintain proper boundaries in all relationships, especially with minors and other vulnerable individuals. If a seminarian violates appropriate boundaries with adults or minors, including the sexual abuse of a minor, immediate action must be taken in accordance with diocesan or eparchial policies, the Charter for the Protection of Children and Young People, and Canon and civil law.

378. By the end of the configuration stage the seminarian can organize a homily around a central point. He can reflect theologically on pastoral issues. He learns that offering his life in service to the Church involves understanding and following the will of Christ in the person of his diocesan bishop or the competent authority of an institute of consecrated life or society of apostolic life. The seminarian’s continued growth in confidence allows him to discern and continue to discover how God will use his unique talents in ordained ministry. Given that he will be entrusted with the temporal goods of the Church, he also demonstrates the ability to manage his own personal finances. He also remains free from unnecessary debt.

VOCATIONAL SYNTHESIS STAGE PASTORAL DIMENSION BENCHMARKS

379. As in the other stages, during this stage the pastoral dimension of formation can be presented in terms of pastoral knowledge, pastoral skills, pastoral discernment, and pastoral charity. Regarding pastoral knowledge, the deacon demonstrates “a capacity for critical observation” so that he “can discern true and false values, since this is an essential requirement of establishing a constructive dialogue with the world of today.” 457 It is essential that he demonstrates the ability to celebrate the sacraments and liturgies of the Church validly, licitly, and confidently, and that he also develops a knowledge about and understanding of the role of various movements and apostolates that are so essential to the pastoral life of the Church. He

understands and knows how to encourage and support consecrated life. He sees the importance of various ecclesial movements in the evangelistic life of the Church. He understands the centrality of the apostolate of Catholic education. He is open to the various unique and beautiful ways the Holy Spirit is working to bring about a new evangelization in our time.

380. The pastoral skills he demonstrates prior to ordination to priesthood include the ability to craft and successfully deliver homilies, 458 the ability to plan and execute pastoral projects, the ability to accompany engaged couples (e.g., marriage preparation) and newly married couples,⁴⁵⁹ the ability to assist those seeking a declaration of matrimonial nullity, and the ability to work in an ecumenical and interreligious context in the United States.

381. Central to the vocational synthesis stage is learning the prudence of discernment. This discernment is twofold, both personal and pastoral. 460 Having first experienced how God leads him interiorly as he has sought his own conversion and grown in a life of prayer, the transitional deacon must now learn how God will lead him in his pastoral ministry, learning “to listen to the conscience that judges his movements and the interior urges that motivate his actions. In this way, the priest learns to govern himself using the spiritual and mental powers of mind and body. He grasps the sense of what can be done and what it would be better not to do, or what should not be done.”⁴⁶¹ Ultimately, he learns to coordinate the many obligations of his office by growing in union with Christ’s pastoral charity.⁴⁶²

382. This personal discernment moves to pastoral discernment, through which the future priest learns to “listen deeply to real situations and [is] capable of good judgment in making choices and decisions.” An “evangelical style of listening. . . . frees the pastor from the temptation to abstraction, to self-promotion, to excessive self-assurance, and to that aloofness, that would make him a ‘spiritual accountant’ instead of a ‘good Samaritan.’” ⁴⁶³ This discernment is especially important today because of the complexity of situations in which people come needing the help of the Church. “The gaze of the Good Shepherd, who seeks out, walks alongside and leads his sheep, will form a serene, prudent and compassionate outlook in him. He will exercise his ministry with a disposition of serene openness and attentive accompaniment in all situations, even those that are most complex, showing the beauty and the demands of Gospel truth, without falling into legalistic or rigorist obsessions.”⁴⁶⁴

383. Finally, pastoral formation must lead the transitional deacon to the desire to make a gift of his life for his people in pastoral charity, in imitation of Christ, the Good Shepherd. This will lead to an ability to convey the teachings of the Church in pastoral settings (e.g., teaching, preaching, and pastoral counseling) with charity and zeal at all times and to embrace a preferential option for the poor in pastoral settings. This desire will strengthen him, over the years of priestly ministry, to make a generous gift of himself without counting the cost.

384. This stage, which leads to the transitional deacon’s public expression of his free, conscious, and definitive intention for the priesthood, must also encourage him to find a suitable time for his spiritual preparation to priestly ordination ⁴⁶⁵ and to show his positive disposition for ongoing formation with his future brother priests after ordination.

385. Every seminary is required to offer a coordinated program of pastoral formation that forms seminarians who are able, as shepherds of Christ's flock, to serve men and women in answering their call to holiness.⁴⁶⁶

386. The pastoral formation program should be an integral part of the seminary curriculum.

387. The goals and objectives of the pastoral formation program must be clearly stated and must serve as the basis for the evaluation of seminarians in this area. This statement should also include a description of professional ministerial ethics.

388. The coordinator of pastoral formation must be a priest, possess the requisite parochial experience and professional expertise, and participate in professional organizations in the area of seminary pastoral formation. The coordinator must model a love for priestly ministry in the Church.

389. The pastoral formation program should provide seminarians with a broad exposure to supervised pastoral service, with primary emphasis on parish ministry.

390. Determinations about the concurrent or intensive residency (onsite) program should be made by the seminary in collaboration with the ecclesiastical entity it serves. Seminaries and ecclesiastical entities that make provision for onsite experiences are also responsible for ensuring that these experiences help seminarians develop skills and attitudes that will enhance their future priestly ministry and that when ecumenical in nature—for example, clinical pastoral education (CPE)—these experiences are respectful of Catholic teaching, especially on moral or ethical issues. It is the responsibility of the competent authority to ensure that the Catholic, sacramental dimension of pastoral care is integral to all such programs in which seminarians participate.

391. Supervision, theological reflection, and evaluation are necessary components of an effective pastoral program. Although theological reflection can help the development of pastoral skills, its primary purpose is to interpret pastoral experience or activity in light of Sacred Scripture, Church teaching, personal faith, and pastoral practices. Reflection of this kind should become a lifelong habit in priestly ministry.

392. Onsite supervisors should be carefully selected with an eye to their dedication to the Church and respect for the priesthood. They should be taught the skills of pastoral supervision and evaluation. In choosing pastoral internships, summer placements and their supervisors, bishops and vocation personnel should consider carefully the particular needs of individual seminarians and the available time and supervisory skills of the supervisors.

393. In addition to onsite supervisors, others collaborating in the various ministries, as well as those served, should be asked to participate in the evaluation of seminarians in ministry.

394. The pastoral formation program should provide the seminarians with experience in working with and for the poor. Participation in ecumenical and interreligious programs of social action and outreach is also helpful.⁴⁶⁷

395. The program should include placements in which seminarians will experience the richness and diversity of the various cultural, racial, and ethnic groups that compose the Catholic Church in the United States. Such placements can also provide opportunities to sharpen language skills.

396. However the pastoral formation program is organized, it must pay attention to the seminarians' need to root a life of service in personal prayer. Seminarians need supervision in developing the habit of prayer in the context of pastoral activity and in learning to establish a rhythm of life that provides an appropriate balance of prayer, service, study, exercise, and leisure. Priest supervisors and mentors should be chosen who model this balance in their own life and ministry. Evaluation of seminarians in ministerial placements should include observations leading to a growing accountability in these areas.

397. The seminary should keep before its diocesan seminarians the prospect of their future incardination into a particular diocese and its presbyterate. Seminarians should have opportunities and receive encouragement to learn about their diocesan structures and offices as well as to become acquainted with the priests who compose the presbyterate.

398. During the discipleship stage, seminaries should provide a required program of apostolic activity, under the direction of a qualified coordinator who is a priest. Evaluation of seminarians should include consideration of their apostolic zeal in pastoral formation programs. They should be encouraged to understand the relationship of their apostolic activity to their personal, spiritual, and academic formation as well as their ongoing discernment of a priestly vocation.

[1] See *Ratio Fundamentalis*, nos. 62-63.

[2] *Ratio Fundamentalis*, no. 63.

[3] Some examples of unhealthy habits are the poor use of time; excessive engagement with social media, gaming, television, or other forms of entertainment; and lack of discipline regarding monetary spending habits.

[4] In formulating criteria for evaluating candidates, seminaries will find the 1997 *Scrutinies* from the Congregation for Divine Worship and the Discipline of the Sacraments an invaluable and authoritative resource.

[5] See *Ratio Fundamentalis*, no. 119.

E. Evaluation of Seminarians

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

F. Discipleship Pre-Theology Program

Candidates for the Seminary program who have not completed all of the academic prerequisites will be enrolled in the Discipleship Pre-Theology Program. A seminarian may complete his Pre-Theology as part of the program if he has not completed his undergraduate degree. This program prepares the student for admission to First Theology. According to the Program for Priestly Formation A minimum of 30 credits of Philosophy (*PPF5*, 161) and a minimum of 12 credits of Undergraduate Theology are required (*PPF5*, 179). Among these credits the following are mandated, “The philosophy program must include the study of logic, epistemology, philosophy of nature, metaphysics, natural theology, anthropology, and ethics”. (*PPF5*, 156)

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

Discipleship Pre-Theology Program of Studies^[1]

Four Year Degree Plan that Culminates in a B.A. in Philosophy

The First Two Years Fulfills the Discipleship Pre-Theology Requirements of the PPF6

Year I Fall Semester

- | | |
|--|-----------|
| 1. ENG 115 Writing and Composition | Online |
| 2. PAS 161 Catechism I | On campus |
| 3. PHH 301 History of Ancient Philosophy | On campus |
| 4. PHS 421 Philosophy of Nature | On campus |
| 5. PHS 121 Logic | On campus |

Year 1 Spring Semester

- | | |
|---|-----------|
| 1. LLT 300 Introduction to Liturgy | On campus |
| 2. PAS 162 Catechism II | On campus |
| 3. PHS 304 History of Medieval Philosophy | On campus |
| 4. PHS 450 Philosophical Anthropology | On campus |
| 5. PHS 541 Natural Theology | On campus |

Year 2 Fall Semester

- | | |
|---|-----------|
| 1. PHE 450 Ethics | On campus |
| 2. PHH 401 History of Modern Philosophy | On campus |
| 3. PHS 490 Metaphysics | On campus |
| 4. PHS 414 Epistemology | On campus |
| 5. SAS 101 Sacred Scripture | On campus |

Year 2 Spring Semester

- | | |
|---------------------------------------|-----------|
| 1. ENG 300 Great Christian Literature | Online |
| 2. Philosophy elective | On campus |
| 3. PHE 425 Fundamental Bioethics | On campus |
| 4. PHH 404 Contemporary Philosophy | On campus |
| 5. PHS 492 Philosophy of God | On campus |

Year 3 Fall Semester

- | | |
|---------------------------------|-----------|
| 1. SAS 101 Sacred Scripture | On campus |
| 2. MTH 300 Moral Theology | On campus |
| 3. HIS 101 Western Civilization | On campus |
| 4. LLT 506 Liturgical Theology | On campus |
| 5. Philosophy elective | On campus |

Year 3 Spring Semester

- | | |
|---|-----------|
| 1. MTH 425 Theology of the Body | On campus |
| 2. SCM 101 Mathematics among the Liberal Arts | Online |
| 3. SAS 451 Synoptic Gospels | On campus |
| 4. Philosophy elective | On campus |
| 5. Elective | On campus |

Year 4 Fall Semester

- | | |
|------------------------------------|-----------|
| 1. HIS 102 Western Civilization II | On campus |
| 2. CHH 300 Church History | On campus |
| 3. SAS 471 Letters of Saint Paul | On campus |
| 4. SCM 201, 220 or 301 | Online |
| 5. Elective | On campus |

Year 4 Spring Semester

- | | |
|---|-----------|
| 1. HIS 102 Western Civilization II | On campus |
| 2. CHH 300 Church History | On campus |
| 3. ENG 221 | Online |
| 4. DTH 512 Spiritual Life in the Classics | On campus |
| 5. Elective | On campus |

[1] **A Minimum of 30 credits of Philosophy** (*PPF6*, 306) **and a Minimum of 12 credits of Undergraduate Theology** are Required (*PPF6*, 308) “The philosophy program must include the study of logic, epistemology, philosophy of nature, metaphysics, natural theology, anthropology,

and ethics”. (PPF6, 306) The undergraduate theology **should include studying “the themes of the Catechism (doctrine, liturgy and sacraments, morality, prayer) as well as Sacred Scripture”** (PPF6, 308)

G. Master of Divinity Degree Program (On-Campus only)

Certificate of Preparation for Ordination (On-Campus only)

a. Objectives

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

Some students who apply at a later age and do not have a Bachelor’s degree may, with the permission of their diocese or religious society, earn a Certificate of Preparation for Ordination for the Priesthood upon the satisfactory completion of four years of theology.

b. Admission Requirements

Applicants for the M.Div. program should follow the Seminary Division Admissions Procedures, as defined in this catalog. Applicants for the M.Div. program must have a Bachelor’s degree or its equivalent from an accredited college or university and 24 credits in 8 pre-requisite philosophy courses as given in the Theology program requirements described elsewhere in this catalog.

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

c. Degree Requirements

Ninety (96) credits of graduate theology are required and must include:

DTH 731 One and Triune God

DTH 751 Christology

MTH 611 Fundamental Moral Theology I

SAS 651 Synoptic Gospels

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

d. Academic Requirements¹

Year 1 - First Semester SAS 615 Introduction to Exegesis MTH 611 Fundamental Moral Theology I PAS 795 Human Formation (Psychology) SAS 639 Pentateuch/Historical Books Elective ² PAS 622 Field Education	3 3 3 3 3 0	Year 1 - Second Semester DTH 601 Faith, Revelation, and Grace DTH 655 Sacraments of Initiation MTH 612 Fundamental Moral Theology II SAS 621 Prophetic/Wisdom Literature Elective PAS 623 Field Education	3 3 3 3 3 0
Year II - First Semester CLA 601 Canon Law I LTH 506 Liturgical Theology SAS 651 Synoptic Gospels MTH 841 Catholic Social Teaching Elective PAS 624 Field Education	3 3 3 3 3 0	Year II - Second Semester CHH 706 Highlights of Church History CLA 715 Canon Law II SAS 802 Johannine Writings DTH 731 One and Triune God Elective PAS 625 Field Education	3 3 3 3 3 0
Year III - First Semester MTH 890 Moral Virtues and Confession PAS 751 Homiletics I SAS 671 Letters of St. Paul and Catholic Epistles DTH 751 Christology Elective PAS 626 Field Education	3 3 3 3 3 0 0	Year III - Second Semester DTH 641 Protology and Eschatology PAS 752 Homiletics II DTH 760 Ecclesiology and Ecumenism CHH 881 Patristics Elective PAS 627 Field Education	3 3 3 3 3 0 0
Year IV - First Semester DTH 871 Priesthood and Celibacy DTH 890 Spiritual Theology SAS 657 Luke and Acts of the Apostles PAS 599 Parish Management and Operations Elective PAS 628 Field Education	3 3 3 3 3 3 0	Year IV - Second Semester DTH/CHH 676 Recent Magisterium DTH 865 Penance and Anointing PAS 725 Missiology: Pastoral Theology - New Evangelization DTH 765 Mariology Elective PAS 629 Field Education	3 3 3 3 3 3 0

[1] The theological program consists of 120 recommended credits, of which a minimum of 96 credits are applied to the M.Div. Degree. The program is consistent with the norms of the Program for Priestly Formation of the National Conference of Catholic Bishops.

[2] Electives include but are not limited to: **Pastoral Courses Related to Field Education**, Theology of the Body and the Recent Magisterium, Catechetics, Philosophy for Theologians, Documents of Vatican II, Catholic Bioethics.

H. Master of Arts Degree in Theology for Seminarians

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

The Master of Arts degree in Theology requires 36 semester hours of graduate coursework beyond the M.Div. requirements. A student who plans to pursue more advanced graduate work in the future may elect to write a Master's Thesis. The Master's

Thesis may be done for program credit. All students must complete four core courses and complete a summative evaluation.

The degree concentration may be in one of the following areas: Dogmatic Theology, General Studies, Moral Theology, or Sacred Scripture.

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

THE COLLEGE

The Second Vatican Council reaffirmed the essential role of the laity in the mission of the Church. Holy Apostles College and Seminary is dedicated to cultivating lay catholic leaders through providing strong integrated liberal arts undergraduate degrees and three graduate academic programs in Philosophy, Theology, and Pastoral Studies.

For the convenience of students, a variety of courses on the undergraduate and graduate levels are offered Monday through Thursday evenings, in addition to the day classes. Some courses are also offered during the Summer Session and through Online Learning.

A. Degree Programs

- **Associates of Arts** with majors available online in Theology, and Liberal Arts – 60 credits
- **Bachelor of Arts** with majors available on campus or online in Philosophy, Theology, English in the Humanities, History in the Social Sciences, Liberal Arts and online only in Sacred Art – 120 credits
- **Fast-Track Bachelor of Arts and Master of Arts degrees in Philosophy or Theology** available online to earn separate BA and MA degrees in as little as five years by allowing two of the MA courses (6 credits) to count as dual-credit courses for both the BA and MA degrees - 150 credits
- **Master of Arts in Theology** on campus or online with concentrations in Bioethics, Church History, Dogmatic Theology, General Studies, Moral Theology, Sacred Scripture, and Thomistic Studies – 36 credits
- **Master of Arts in Philosophy** online with concentrations in Christian Wisdom, Ethics, General Studies, History of Philosophy, and Systematic Philosophy – 36 credits
- **Master of Arts in Pastoral Studies** online or hybrid with concentrations in Apologetics, General Studies, Spiritual Direction, Pastoral Counseling, Youth and Young Adult Ministry, Marriage and Family Studies, Catechetical Ministry – 36 credits
- **Master of Sacred Scripture** online – 39 credits
- **Masters of Divinity in the New Evangelization** through online – 72 credits

B. Certificates

- **Certificate of Preparation for Ordination**
- **Post-Baccalaureate Graduate Certificates** in Christian Wisdom, Youth and Young Adult Ministry – 15 credits
- **Graduate Professional Certificate in Catholic Pastoral Counseling for Mental Health Professionals** - 18 credits
- **Post Master's Certificate in Pastoral Studies** with concentrations in Apologetics, Marriage and Family Studies, Pastoral Counseling, Spiritual Direction, Youth and Young Adult Ministry, and Catechetical Ministry - 30 credits

- **Post Master's Certificate in Philosophy** with concentrations in Christian Wisdom, Ethics, History of Philosophy, and Systematic Philosophy – 30 credits
- **Post Master's Certificate in Theology** with concentrations in Bioethics, Church History, Dogmatic Theology, Moral Theology, Sacred Scripture, and Thomistic Studies – 30 credits

C. Student Life

Holy Apostles College and Seminary attracts a diverse body of students. Among the College Division programs, laity and religious attend courses on full and part-time schedules. Being a smaller institution enables Holy Apostles to maintain an excellent student teacher ratio. Holy Apostles College and Seminary encourages interaction between laity, religious, seminarians and priests. Through opportunities for community worship and social activities and events (e.g., Christmas parties, study groups, cultural experiences, and trips), the student body is provided with a variety of events to promote a community atmosphere. Online students also engage in extra curricular activities through various student-led groups. Student moderators in these online groups will need to have completed at least 3 credits and have a minimum cumulative GPA of 3.0.

a. Support Staff

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

b. Other Areas of Interest

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

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

A commuter student lounge is located in the St. John's for study groups, reading or relaxation before or between classes. Students may also utilize the library study space for homework or reading.

b. Parking

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

TUITION & FINANCIAL AID INFORMATION

A. Tuition and Fee Schedule

The following tuition and fees apply during the 2023-2024 academic year.

Seminarian Fees

Application Fee	\$ 50
Tuition (includes Formation) per semester	\$8,980
Room and Board (per semester)	\$7,405
Graduation/Certification Fee	\$ 175
Retreat Fee	\$ 395

Tuition fee of \$ 8,980 per semester allows up to 18 credits per semester and includes formation. Any additional credits are charged at the standard program billing rate. Directed studies are also billed separately at \$395 per credit. Billing for credits may not be transferred from one semester to another.

Commuters/On-Campus/Online Student Fees

Undergraduate

Tuition per credit	\$ 395
Tuition per 3-credit course	\$ 1,185
Audit per regular course	\$ 595

Graduate

Tuition per credit	\$ 410
Tuition per 3-credit course	\$1,230
Audit per regular course	\$ 615

Additional Fees

Graduate Application Fee (non-refundable)	\$ 50
Registration Fee (per semester - non-refundable)	\$ 50
Late Registration Fee	\$ 50

MA Comp. (Philosophy/Pastoral Studies) Exam Fee	\$ 195
MA Comp. (Theology) Professional Paper Fee	\$ 400
Post Master's Paper	\$250
Transcript Fee	\$ 5
Thesis Reader Fee	\$250
MA Thesis Continuation/Special Project Fee	\$250
MDiv/NE & MAPS Formation Recording Fee (x3)	\$50/ea
Graduation/Certification Fee	\$175

Take Credit! Program

Tuition per credit	\$ 198.33
Tuition per 3-credit course	\$ 595

B. Payment and Time and Method

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

C. Refund Policy

15-Week Courses: Holy Apostles College and Seminary grants tuition refunds to students who have officially withdrawn from class(es) on the following schedule:

- By the first Friday of classes, 100% refund
- By the second Friday of classes, 75% refund
- By the third Friday of classes, 50% refund
- After the third Friday of classes, no refund
- Students who reside in the state of Maryland may refer to their refund policy, [click here](#).

To officially withdraw from a course, please follow the Course Withdrawal Policy under the Academic Policies and Regulations section of this catalog. Students must notify HACS of the intent to withdraw from a course. Not logging into a course does not automatically withdraw a student from the course. Students who fail to notify HACS of an intent to withdraw from a course remain financially responsible for tuition and fees.

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

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

D. Veterans (VA) Military (TA) Benefits

This college has 15 programs approved by the State Approving Agency for purposes of educational assistance from the US Department of Veterans Affairs (VA). These include undergraduate degrees, graduate degrees and graduate certificate programs.

Full time enrollment in a graduate program at HAC is two courses or 6 credits. **50% or half time enrollment is one course or 3 credits.**

New students need to contact VA at 1-888-422-4551 (press 1 for touchtone and then 0 to reach a benefits counselor) or at www.gibill.va.gov to obtain information on benefits, to submit a question, to apply initially for benefits or to file a Request for a Change of Place of Training.

Students who are registered for courses in an approved program for an upcoming term need to contact the School Certifying Official (SCO) at 860-632-3020 to identify the part of the law under which they are claiming VA benefits, to provide their VA file number (and payee number if claiming benefits under Dependents Educational Assistance), and to request that the SCO certify their enrollment to VA for the upcoming term.

VA Chapters that remit payment to the student must pay up front prior to the beginning of each semester.

Active military personnel should be advised that we have an up-to-date Memo of Understanding (MOU) on file with the Department of Defense and process benefits for all branches of the military. Military TA Tuition & Refund Policy [here](#). Contact is the SCO as noted above.

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

To ensure that a student receiving VA/Military Benefits is making the prescribed progress, the Office of the Registrar together with the SCO shall assess such progress at least once during each semester of enrollment. Grades, as required, will be uploaded within the required 30 day

timeframe at the end of each period of enrollment. Students should speak with the SCO before withdrawing from any courses.

E. Financial Aid

Financial aid is available to qualified students. For more information, please contact the Financial Aid Office directly at 860-632-3020 or 860-632-3056 or by email at finaid@holypostles.edu.

a. Types of Financial Aid Available

Eligible undergraduate students may be awarded Federal PELL Grants and/or Federal Direct Loans. Graduate students may receive Federal Direct Loans.

b. Applying for Financial Aid

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 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.

Contact the Financial Aid Office prior to registration to make sure that all forms and related documents are in order. The student will receive an Award Letter after registration which must be accepted prior to disbursement of funds. Mandatory Entrance Counseling, Master Promissory Note, and Annual Student Loan Acknowledgment can be completed at www.studentaid.gov.

c. Enrollment History Used in Financial Aid Decisions

Holy Apostles College and Seminary reserves the right to use a potential student's enrollment history as part of the Admissions process. If the Financial Aid Department sees that a student's FAFSA reveals some cause for concern, the Financial Aid Office may look-up a student's previous loan history on the National Student Loan Data System (NSLDS). Based on the information that it finds, the Financial Aid Office may reduce the amount of Federal Student Aid offered and even decline Federal Student Aid.

Holy Apostles College and Seminary will not release any Federal Student Aid until all transcripts have been provided that are requested from a review of NSLDS.

Graduating students who have borrowed Federal Student Loans are required to complete Exit Counseling before diplomas are awarded.

The directions for this action are contained in a letter that comes to the graduating student during the student's last semester at Holy Apostles College and Seminary. Exit Counseling must be completed one month prior to a student's graduation date.

d. How Funds are Disbursed

All funds awarded are disbursed electronically in batches of students generally one-week apart, starting after the add/drop week.. Funds are credited to each student's account. Any credit balances are refunded to the student within the time prescribed by the Federal Regulations and sent via the regular postal service. Any questions regarding overage checks should be directed to the Business Office.

e. Financial Aid Refund Policy

All students are subject to the Holy Apostles College and Seminary Refund Policy depending upon their situation. In addition, all students receiving Federal Financial Aid are subject to the Federal Return of Title IV Refund Formula to determine earned aid as of the withdrawal date.

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

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

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

This does not apply to students who never begin attendance.

Triggers for the timeframes:

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

f. VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not**:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

MATRICULATION AND PREVIOUS CREDITS

A. Personal Interest Students

Holy Apostles College & Seminary welcomes students who enroll in courses for personal interest. Students may enroll for-credit or audit in the Personal Interest Program at the Undergraduate or Graduate level. Every personal interest student who does not intend to seek a degree or certificate may take as many credits as he or she wishes, provided that he or she meets the basic requirements of academic performance.

B. Matriculation Policy

To matriculate into a degree program, current Personal Interest students must submit the “Additional Degree, Major, or Concentration Application Form,” complete all admissions requirements for the program, and be accepted into the new academic program. Undergraduate Personal Interest students who intend to seek a degree should complete the application form to matriculate into their degree program no later than upon completion of 15 credits or two semesters, whichever comes later. Graduate Personal Interest students who intend to seek a degree should complete the application form to matriculate into their degree or certificate program no later than upon completion of 6 credits or one semester, whichever comes later. No one may matriculate immediately prior to graduation. Students must be in a program for at least one year before graduation.

A student’s status toward program requirements typically is based upon the program requirements stated in the catalog current at the time a student matriculates. The student may also opt to complete program requirements under a more recent catalog.

C. Transfer Students

a. Transfer Credit Policy

Holy Apostles College & Seminary accepts transfer credits from accredited colleges and universities for all degree and certificate programs, provided the credits are in courses applicable to the particular degree program being pursued. Transfer credits are accepted at Holy Apostles College & Seminary at the discretion of the Vice-President of Academic Affairs’s approval. Applicants intending to transfer credits to Holy Apostles into a degree or certificate program must submit all official transcripts during the application process.

On the undergraduate level, a transfer applicant would already have matriculated into a degree program at another accredited college or university. If the applicant has other college credits but has not matriculated into a degree program, the accepted applicant would be awarded transfer credits.

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

Undergraduate Programs:

Associate of Arts	30
Bachelor of Arts	60

Graduate Programs:

Master of Arts	6
Post Master's Certificates	6
Master of Divinity (On-campus for Seminarians Only)	60
Certificate of Preparation for Ordination (Seminarians)	60
Master of Divinity in the New Evangelization (online)	36
Non-Degree Graduate Certificate	0

Transfer credits must not have already been applied to a degree or certificate program, except in the case of credits assigned to an Associate's degree being transferred towards the Bachelor of Arts degree program at Holy Apostles College & Seminary.

To transfer credits from courses from another academic institution simultaneously with a program at Holy Apostles College & Seminary, the student must have the prior permission of the Vice-President of Academic Affairs as concerns the selection of courses. Official transcripts must be sent to Holy Apostles College & Seminary as soon as the courses are completed.

Grades earned for transfer credits at other institutions will not be calculated into a student's grade point average at Holy Apostles College & Seminary. For transfer students enrolling for the first time in the academic year 2021-2022 and onward, transfer credits will appear on the student's transcript.

b. Evaluation of Transcripts for Transfer Credits

For applicants or students wishing to transfer credits into any of the programs offered at Holy Apostles, all transfer credits are at the discretion and approval of the Vice-President of Academic Affairs.

Undergraduate course grades must be a letter grade of "C" or higher for transfer. Graduate course grades must be a letter grade of "B" or higher for transfer. Course grades cannot be pass/fail/audit. Undergraduate courses less than the 100-level are considered remedial and are

non-transferrable. Courses must fit with the particular degree program being pursued. Courses must have been completed within the last ten years. Courses complete more than ten years before the date of the request cannot be accepted for transfer credit.

After transfer credits have been evaluated and approved, a personalized degree plan will be created.

STANDARDIZED TEST AND ACCEPTANCE POLICY

To be eligible to receive Financial Aid at Holy Apostles College & Seminary, a student must be:

a. Standardized Test Codes for Holy Apostles College & Seminary.

Please use the following standardized testing codes and college level credit exam codes below during the admissions process..

Standardized Test Codes	College Level Credit Courses and Exams
ACT College Code: 7951	AP Exam College Code: 0921
SAT College Code: 0921	CLEP Exam College Code: 3439
CLT - Select Holy Apostles College	

b. College Level Examination Program (CLEP) Test Policy

Students who take and pass CLEP testing for subjects in which Holy Apostles College & Seminary offers undergraduate courses may transfer 3-credits per exam (6 credits for Spanish) for a maximum of 15 credits towards either the Associate of Arts degree or the Bachelor of Arts degree programs of study. CLEP credits count towards the maximum number of transferable credits allowed.

If the number of CLEP credits combined with the credits transferred from other programs exceeds the maximum number of transferable credits allowed, Holy Apostles College & Seminary may instead waive the requirement for the student to take a course in the CLEP subject area and allow the student to replace it with a different course within the program. All CLEP transfer credits are at the discretion and approval of the Vice-President of Academic Affairs.

The following CLEP exams and scores will be accepted for transferable credit at Holy Apostles College & Seminary.

Business:

Name of Test	Min. Score
Financial Accounting	55
Information Systems	55
Introductory Business Law	55
Principles of Management	55
Principles of Marketing	55

Composition and Literature:

Name of Test	Min. Score	Additional Notes
American Literature	55	Essay Required
Analyzing and Interpreting Literature	55	
College Composition	55	
English Literature	55	Essay Required
Humanities	55	

Math and Science:

Name of Test	Min. Score
Biology	55
Calculus	55
Chemistry	55
College Algebra	55
College Mathematics	55
Natural Science	55
Pre-Calculus	55

History and Social Sciences:

Name of Test	Min. Score
American Government	55
History of the United States I and II	55

Human Growth and Development	55
Introduction to Educational Psychology	55
Introduction to Psychology	55
Introduction to Sociology	55
Principles of Macroeconomics	55
Principles of Microeconomics	55
Social Sciences and History	55
Western Civilization I and II	55

c. Advanced Placement (AP) Exam Policy

Undergraduate applicants and students completing AP exams must submit official scores for all exams taken and send them to Holy Apostles College & Seminary for review. Students earning a score of 4 or 5 on an AP Exam will receive 3-credits per exam for a maximum of 15 credits applied towards their Associate of Arts degree or their Bachelor of Arts degree. The AP credit placement on the student's degree plan will be individualized based on the major the student pursues. AP credits count towards the total number of transferable credits allowed. If the number of AP credits combined with the credits transferred from other programs exceeds the maximum number of transferable credits allowed, Holy Apostles College & Seminary may instead waive the requirement for the student to take a course in the AP subject area and allow the student to replace it with a different course within the program. All AP Exam transfer credits are at the discretion and approval of the Vice-President of Academic Affairs.

The following AP exams will be accepted for transferable credit at Holy Apostles College and Seminary.

Subject Area: Art	Exams: AP Art History
Subject Area: English	Exam: AP English Language and Composition
Subject Area: History and Social Science	Exams: AP Comparative Government and Politics AP European History AP Macroeconomics AP Microeconomics AP US Government and Politics AP United States History AP World History

Subject Area: Math	Exams: AP Calculus AB AP Calculus BC AP Statistics
Subject Area: Sciences	Exams: AP Biology AP Chemistry AP Physics C: Electricity and Magnetism AP Physics C: Mechanics AP Physics 1: Algebra-Based AP Physics 2: Algebra-Based
Subject Area: World Languages and Cultures	Exams: AP Latin AP Spanish Language and Culture AP Spanish Literature and Culture

PRIOR LEARNING ASSESSMENT FOR ACADEMIC CREDIT

Holy Apostles recognizes that students sometimes gain learning from outside the traditional classroom setting. The Prior Learning Assessment (PLA) program allows students the opportunity to earn credit from other than traditional classroom work.

The PLA portfolio program is for students who have developed college- or graduate-level knowledge, skills, and abilities, and are able to demonstrate that these skills meet the learning objectives of an academic course. This prior learning may result from:

- Work experience
- Formal corporate or military training
- Business ownership
- Volunteer work
- Civic leadership
- Hobbies
- Independent study

Students must meet the requirements explained below to participate in the PLA program:

Undergraduate Students

- Be a fully matriculated, active student not on any sort of probationary acceptance, academic discipline, or financial hold.
- Have received a completed Transfer Credit Evaluation from HACS if the student has credit to transfer or potential credit via training evaluation.
- Earned a minimum grade point average (GPA) of 2.0 for courses taken to date and are not on academic probation or warning.

- Student financial account balance up to date.
- Not yet applied for graduation.

Graduate Students

- Be a fully matriculated, active student not on any sort of probationary acceptance, academic discipline, or financial hold.
- Have received a completed Transfer Credit Evaluation from HACS if the student has credit to transfer or potential credit via training evaluation.
- Have a minimum grade point average (GPA) of 3.0 for courses taken to date and are not on academic probation or warning.
- Student financial account balance is up to date.
- Not yet applied for graduation or registered for a summative evaluation option.

To be awarded credit for prior learning, the student must be able to demonstrate that the student has met the learning objectives required in a HACS academic course applicable to the student's program (the courses listed on the student's degree plan). This is done by creating a portfolio.

The prior learning portfolio is a collection of materials or artifacts compiled to demonstrate previous college-level learning relevant to the student's academic degree plan. A portfolio consists of multiple required components. Each component plays a role in demonstrating mastery of course objectives. The components that make up a portfolio include:

- **The Educational Goal Statement** – This gives the student the opportunity to examine personal motivation in the context of learning and application of knowledge. This document provides prior learning evaluators with insight and helps them provide appropriate feedback to facilitate life-long learning.
- **The Autobiography** – The autobiography focuses on the student's professional and personal learning endeavors since high school. In writing the autobiography, the student will analyze past experiences in terms of critical incidents that led to learning. This part of the portfolio helps the evaluator understand when, how, and why the learning has occurred.
- **The Resume** – A resume allows the student to highlight more detail about responsibilities and accomplishments that have supported learning. The resume provides the evaluator with a timeline and demonstrates the progression of learning.
- **The Narrative** – This component is unique for every portfolio because the focus is on the learning objectives for a specific course. The student must address each course objective found on the course syllabus and demonstrate that the student has mastered

the objectives to the same extent as students who have completed the course. The narrative may be lengthy, depending on the course.

- **Documentation** – The student will need to supply documentation to support the narrative. Documentation is as individual as the learner. It may include items such as sample work products, training certificates, workplace evaluations, letters of recommendation, and/or photographs.

Students must submit a separate portfolio for each course where the student seeks to petition for PLA credit. Some components of the original portfolio may be used in multiple submissions. We strongly encourage students to work on one portfolio at a time, as this allows students to use feedback from the initial portfolio to inform the development of additional portfolios.

The portfolio review fee is \$395 for each undergraduate portfolio review and \$410 for each graduate portfolio review. The portfolio review fee is non-refundable even if the review does not result in the award of academic credit.

Credit petitioned via PLA must be for a specific course within the student's academic program course plan. HACS awards credit for college-level/graduate-level learning that can be assessed and documented. Credit is awarded for learning, not experience. Evidence is critical for a successful portfolio. The student's prior learning must be:

- Related to the student's current educational goals and objectives.
- College-level/graduate-level and be relevant to a specific course for which HACS grants academic credit.
- Transferable to situations other than that in which it was gained.
- Accompanied by the application of appropriate theories.
- Include evidence to support having achieved course learning objectives, samples include:
 - Certifications/training certificates
 - Professional evaluations
 - Awards/commendations

PLA credits are considered "non-traditional" transfer credits. HACS limits the amount of non-traditional credit applied toward degree completion as follows:

- Graduate programs: No more than 6 credits
- Associate's degree: No more than 9 credits

- Bachelor's degree: No more than 15 credits (Note: Any PLA credits applied to the AA program are deducted from those available for the BA program)

Credit received for prior learning will be posted to the academic transcript in fulfillment of the course petitioned as PLA credit and counted toward transfer credit limits. There is no letter grade assigned, and it is not factored into the GPA. Note: PLA credit awarded cannot duplicate previously awarded credit.

Prior Learning Assessment Program Process

The following is the process for the PLA program:

- Students wishing to submit a portfolio for the PLA program will contact their Academic Advisor.
- The Academic Advisor will review the PLA program with the student to determine if the student's experience is applicable to the PLA program.
- If the Academic Advisor believes that the student's experience meets the PLA program requirements, the Advisor will direct the student to submit the PLA portfolio to the applicable Program Director.
- Upon receipt of the student's PLA portfolio, the Program Director will notify the Registrar to invoice the student for the PLA portfolio review fee. The fee must be paid upon submission of the PLA portfolio before the review takes place.
- The Registrar will notify the Program Director once the student pays the PLA portfolio review fee.
- The Program Director will review the PLA portfolio to determine if it adequately demonstrates prior learning equivalent to the requested course.
- The Program Director will notify the Registrar and Academic Advisor of the results of the review.
- If the Program Director determines that PLA portfolio does not meet the requirements of the requested course, the student may appeal for a review to the Vice-President of Academic Affairs, whose decision is final.
- If the Program Director determines that the PLA portfolio meets the requirements of the requested course, the Academic Advisor will update the student's degree plan noting the PLA course replacement (one copy will be posted in Populi and one copy will be sent to the student) and the Registrar will add the PLA transfer credit in Populi as equivalent to the requested course (the PLA transfer credit will be listed a P for Pass and will not count towards the student's GPA).

ACADEMIC REQUIREMENTS FOR FINANCIAL AID (SATISFACTORY ACADEMIC PROGRESS POLICY)

To be eligible to receive Financial Aid at Holy Apostles College & Seminary, a student must be:

- Matriculated into degree/certificate program
- Enrolled as a half-time student at the minimum
- Making Satisfactory Academic Progress (SAP)

Listed below are the credit completion requirements for each enrollment status for undergraduate and graduate students:

Undergraduate Students

Credits Attempted/Enrollment Status	Credit Completion Requirement
12+ credits = full-time	12 credits
6-8.5 credits = half-time	6 credits

Graduate Students

Credits Attempted/Enrollment Status	Credit Completion Requirement
6 credits = full-time	6 credits
3 credits = half-time	3 credits

A. Satisfactory Academic Progress (SAP) Policy

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

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

- SAP evaluation is based on cumulative Holy Apostles course work as it appears on the student's official academic transcripts as well as all accepted transfer credits.
- The review of academic progress will take place at the conclusion of each academic year for all students, however for those receiving financial aid this review will be conducted at the conclusion of each semester.

- Students taking classes during the summer session following the academic year will be reviewed at the conclusion of the summer semester.

B. Three Standards of Progress

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

- **Grade Point Average (GPA)** - Students must meet a minimum cumulative grade point average based on their total attempted credits as follows:
 - Undergraduate students must maintain a minimum cumulative GPA of 2.0 (C)
 - Graduate students must maintain a minimum cumulative GPA of 3.0 (B)
- **Pace of Completion Rate Percentage** - All students must successfully complete at least 67% of their attempted credits, including transfer credits, as appears on their official academic transcripts. This measurement ensures that students will graduate within the maximum time frame explained below. To be counted as successfully completed or earned credits, students must receive a grade of A, B, C, D or P (Pass). Pace is calculated by dividing:

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

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

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

ESL courses do not count in the SAP analysis.

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

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

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

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

Consortium Studies entered into, once a student at Holy Apostles College & Seminary, will be counted in all three components of the SAP standards.

Audited Courses are not considered attempted credits or earned credits.

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

C. SAP Reviews - Warning and Probation Status

A SAP review is not complete until both the qualitative and quantitative measures have been completed. An institution must review the SAP measurements at least annually at the end of the academic year. At Holy Apostles College & Seminary, the SAP review is conducted at the END OF EVERY TERM in order to utilize the Financial Aid Warning status which current regulations leave optional for each institution.

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

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

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

D. Appeal and Probation Status

A student who has not met SAP requirements at the end of this Warning Period may petition Holy Apostles for reconsideration of his status as a student and/or his eligibility for financial aid. This

appeal is used if the student experienced conditions that affected his academic progress such as illness, injury, death of a relative, or other special circumstances.

Specifications of an Appeal Letter:

- The Appeal Letter should be addressed to the Associate Dean of Academic Affairs.
- The Letter should provide details as to why the student failed to meet SAP after his Warning term.
- The Letter should specify what has changed in the student's circumstances that would allow him to meet SAP at the next evaluation.
- The school has the right to ask for documentation and any obvious documentation should be provided without asking.
- Holy Apostles College & Seminary may develop an Academic Plan specific to the student if it is clear that it may take more than one term to regain SAP standards.
- Holy Apostles College & Seminary will respond to an Appeal Letter within 10 business days. A successful appeal places the student in Probation for the following term if it is determined that the student should be able to meet academic requirements in that term or, with an Academic Plan in place, within a specified time frame.

Financial aid eligibility continues during Probation.

Students who fail to meet SAP after their probationary term will lose their financial aid eligibility until they regain the minimum SAP requirements.

There is only one appeal per student. Appeals are not automatically approved and will only be considered for extenuating circumstances. A student may also appeal to his or her Academic Plan. However, all students must graduate within the 150% maximum time frame.

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

CAMPUS HEALTH AND SAFETY

A. Campus Safety Disclosure

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

B. Safe Environment Policy

Due to the power differential between students and faculty/staff, Holy Apostles College and Seminary adapts a standard from the Norwich Diocese Office of Safe Environments. This HACCS standard applies to how faculty and staff are to relate to students, regardless of their age. According to the Norwich Diocese standard, “Excessive familiarity or a purely social relationship between adults and minors are not appropriate. Adults must recognize that there is a difference between being ‘friendly’ and being ‘friends’ with children. Minors are not peers of an adult who works with him in a parish/school/institution.” Similarly, faculty and staff are to avoid excessive familiarity with students especially in respect to social gatherings. For this reason, private on-campus residences of faculty and staff are not suitable for celebrations or social gatherings with students, whether alcohol is present or not.

C. Measles, Mumps, Rubella, Meningitis and Varicella Immunization Policy

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

- Inoculated against Rubella (German Measles) after they were one year old;
- Inoculated against Measles also after they were one year old, but after January 1, 1969; and
- Inoculated against Mumps and Varicella.

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

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

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

- Documentation of two measles (or MMR) immunizations (one after the student’s first birthday and after January 1, 1969, and one at least 28 days later).
- Documentation of positive measles titer (blood test).
- Documentation of date of measles disease by the student’s healthcare provider.

- Completion of the form that states that the student will not receive vaccines because of religious, strong moral or ethical convictions.
- Completion of the form signed by a healthcare provider that indicates that vaccination is medically inadvisable and the reasons for the same.
- Date of birth is prior to January 1, 1957.

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

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

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

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

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

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

Holy Apostles College and Seminary does not require proof of measles and rubella immunization before enrolling any full-time or matriculating students who (1) have graduated from Connecticut

public or private high schools in 1999 or after, (2) were exempt from providing proof of immunization when enrolled in those schools for religious reasons or because immunizations would be medically contraindicated, (3) are enrolled in the Online Learning program and are pursuing a degree entirely online.

For additional information and/or to obtain immunization forms, contact the Admissions Office at (860) 632-3068.

COLLEGE DIVISION ADMISSIONS PROCEDURES

The Admissions Office serves prospective students who are applying to the following programs:

1. Undergraduate Degree Programs
2. Graduate Degree Programs
3. Graduate and Post-Master's Certificate Programs
4. Personal Interest (Undergraduate) Programs
5. Personal Interest (Graduate) Programs
6. High School/Homeschool Programs
 - a. Take Credit! Program
 - b. Angelicum Academy – Holy Apostles Partnership Program

Applicants who belong to a diocese or a religious order and are applying for an online degree program or personal interest program at Holy Apostles should also apply through the Admissions Office.

A. Application Process

Applicants must complete the admissions process online (www.holyapostles.edu/admissions) and provide all required admissions materials. In general, these include:

1. Complete Online Application Form
2. Official Transcripts
 - a. Undergraduate applicants must submit all official transcripts (high school and college, if applicable) and standardized testing scores
 - b. Graduate applicants must submit their official undergraduate transcript and official transcripts for any graduate or post-graduate work.
3. Personal Statement
 - a. Undergraduate applicants must write a 300-500 word personal statement on the application itself
 - b. Graduate applicants must upload a 500-word personal essay to the application
4. Letters of Recommendation
 - a. Undergraduate applicants must request a minimum of one letter of recommendation through the application portal
 - i. Suggested to be from a priest, religious, academic reference, mentor, or supervisor
 - b. Graduate applicants must request two letters of recommendation through the application portal
 - i. The first reference should be a priest, deacon, religious, or minister

ii. The second reference should be a professor, supervisor, or mentor

5. Application Fee

- a. **Undergraduate:** There is no application fee for undergraduate admissions.
- b. **Graduate:** The application fee is \$50

Commuter Applicants must also:

- Schedule a visit to campus and a personal interview with the Director of Admissions
- Submit an updated Immunization Form

If English is not an applicant's first language, one of the following must be submitted to confirm an applicant's command of English. 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.

- Undergraduate Admissions Recommended GPA: GPA: 2.5+ (on a 4.0 grading scale)

Undergraduate Admissions Testing Scores are not required. Applicants may choose to submit scores. Recommended scores are:

- SAT: 1100+ Combined Total (out of 1600)
- ACT: 22+ Combined Average (out of 36)
- CLT: 73+ (out of 120)

Graduate Admissions Recommended GPA:

- GPA: 3.0+ (on a 4.0 grading scale)

B. Recommended Admissions Deadlines

Holy Apostles College & Seminary offers rolling Admissions. Approximate deadlines for each term are below. Visit the website for current deadline dates.

- For the Fall Semester, before the middle of July;
- For the Spring Semester, before the end of November;
- For the Summer Semester, before the end of March.

C. Other Admissions Policies

Deliberately omitting information or providing false information to Holy Apostles College & Seminary can result in the refusal of admission to, or the dismissal from, Holy Apostles College & Seminary.

Students seeking to transfer credits into one of Holy Apostles College and Seminary's degree programs should follow the same admissions procedures as explained above.

D. High School/Homeschool Programs

Admissions policy for Take Credit! program: Applicants to the *Take Credit!* program must demonstrate the ability to take college courses. A minimum high school GPA of 3.0 is required. A FERPA Release form is also required as part of the admissions process. Once accepted, the student's high school transcript must be sent to Holy Apostles each academic year to stay in the program.

The Take Credit! program is open to high school juniors and seniors who have completed 10th grade by the start of their first semester in the program. Take Credit! students may enroll in a maximum of two courses per semester (100 or 200 level only, or with the special permission of the Vice-President of Academic Affairs).

Academic concerns about Take Credit! and Angelicum Take Credit! students should be communicated to the Take Credit! and Angelicum Liaison, who will notify the student's Primary High School Advisor for appropriate action. The Take Credit! student and his/her Primary High School Advisor is notified by the Take Credit! and Angelicum Liaison. The responsibility to academically assist the Take Credit! students is the responsibility of the Primary High School Advisor.

Take Credit! students must maintain a minimum GPA of 3.0 at Holy Apostles. Take Credit! students who do not maintain the minimum GPA of 3.0 after one semester will be academically dismissed. The Take Credit! student will not be allowed to enroll in future semesters at Holy Apostles. A dismissal letter will be sent from the Take Credit! and Angelicum Liaison to the student and his/her Primary High School Advisor.

E. Admissions Contact Information

Please contact the Admissions Office below:

Holy Apostles Admissions Office

Undergraduate Phone: 860-632-3026

Graduate Phone: 860-632-3066

Email: admissions@holyapostles.edu

Holy Apostles College & Seminary
ATTN: Undergraduate Admissions
33 Prospect Hill Road
Cromwell, CT 06416

ACADEMIC POLICIES AND REGULATIONS

A. Academic Calendar

The latest version of the Academic Calendar is available online at <http://www.holyapostles.edu/academic-calendar/>.

B. Registration

As part of the admission process, students may be required to take placement tests in reading, writing and comprehension before registering for courses. A semester's full-time tuition and fees are paid at the time of registration. Tuition is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice. Registration dates for each semester can be found in the online Academic Calendar at <http://www.holyapostles.edu/academic-calendar>. During each semester's registration period, course offerings along with registration instructions can be viewed online by scrolling down to the REGISTRATION area of <http://www.holyapostles.edu/current-students>

C. Course Audit Policy

With the permission of the student's advisor and the course instructor, students who wish to take a course at Holy Apostles College and Seminary for personal interest, and are not interested in receiving credit, may audit courses. Students auditing a course are expected to regularly attend class and do all relevant readings. Any auditing student who does not meet such requirements may be withdrawn from the course at the instructor's request. Since audited courses do not record grades, they can never be used towards fulfillment of program requirements since they cannot count for-credit. Students must register to audit courses during the course registration period for the semester they plan to audit the course.

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

D. Consortium Policy

Holy Apostles College & Seminary may at the discretion of the academic advisor enter into a Consortial Agreement with another accredited institution of higher education for the purpose of a student's taking courses at that institution for transfer credit per the allowances made in Holy Apostles' Transfer Policy.

E. Directed Study Policy

A Directed Study is a course taught by one instructor to one student when that course is not scheduled to be offered in the semester during which the Directed Study takes place. Holy Apostles College and Seminary may offer a Directed Study when a student needs a particular course for graduation, but that course is not being offered in the semester when the student must take it..

The possibility of taking a Directed Study is contingent upon three factors: (1) the availability of a qualified instructor to teach the Directed Study; (2) whether the Directed Study fits with the mission of Holy Apostles College and Seminary and the degree plan of the student requesting the Directed Study; and (3) approval by the Associate Dean of Academic Affairs.

A student who desires to take a Directed Study must contact his/her advisor. The advisor will have the student complete the Directed Study Request Form. The advisor will endorse the form and forward the request to the Associate Dean of Academic Affairs. The Associated Dean may approve a course substitution in place of a Directed Study. The student's advisor will inform the student of acceptance or denial of the Directed Study request.

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

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

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

Before the semester begins, the instructor, in consultation with the student, must prepare a complete syllabus for the course based upon a 15-week long semester. The student may propose course requirements. The instructor, however, retains final discretion regarding course requirements. The instructor will send the completed syllabus to the Associate Dean of Academic Affairs for filing in the academic office.

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

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

F. Class Attendance

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

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

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

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

G. Absence Policy

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

Students taking courses online must check in with their instructor by the first Wednesday of the semester. Assignments must be submitted per the deadlines provided by the instructor.

Students with excessive tardiness or absence are subject to the penalties outlined in the course syllabus up to and including the professor requesting the student be dismissed from the course with the grade of "F". In an effort to assist students who lag behind, professors will also be asked during week 3 and week 6 to identify any students who have not been attending regularly to their assignments.

H. Accommodating Students with Disabilities

Holy Apostles College and Seminary is committed to the goal of achieving equal educational opportunities and full participation in higher education for persons with disabilities who qualify for admission to the College. Most of the facilities are accessible and special accommodations may be made in modes of answering and time allotted for testing.

It is the responsibility of the student to notify the institution of any special accommodations they require. Students with documented disabilities requiring special accommodations should request information and/or receive a copy of our Disability Services Handbook from the Disability Resource Center.

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

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

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

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

Students must complete a disclosure form and submit it to the ADA Coordinator along with a copy of his/her most recent evaluation. The age of the most recent evaluation can be no older than 3 years (an ADA minimum requirement). Once reviewed, the ADA Coordinator will schedule a meeting with the student to discuss the accommodations that will be granted and an accommodation agreement is completed and signed. The student should bring to this meeting, documentation of the disability as well as any other supporting documentation. The documentation must specifically identify the disability and describe the academic limitations associated with it.

It must be on letterhead and signed by a certified professional with expertise in the field of the disability. Documentation look back period cannot exceed three years. All medical records and learning assessments will be kept confidential. Once signed, both the student and the ADA Coordinator get a copy of that agreement along with any instructors the student has for the semester.

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

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

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

The Handbook for Persons with Disabilities is available for download on our website in the Student Resource Area.

I. Testing Online ESL Students

This policy applies only where an instructor requires a timed test as part of a course and the course includes one or more students for whom English is a Second Language (that is, students whose mother tongue is not English).

ESL students will be given time and a half, also known as 50% additional time, to complete all in-class timed exercises. For example, if a test is timed for 30 minutes, then ESL students should be allowed 45 minutes to complete the test.

Instructors will apply this policy only upon notice or confirmation from Holy Apostles College and Seminary's administration that one or more students are ESL students.

J. Definition of a Credit Hour and Time-Value of a 3-Credit Course

Holy Apostles follows the federal definition of a credit hour. The federal definition of "credit hour" is based on the Carnegie unit of academic credit and is defined in 34 CFR 600.2 (and further modified in 34 CFR 668.8 (k) and (l)) as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. "one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. "at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

Based on the federal definition of a clock hour of fifty minutes, each 3-credit course requires 2.5 hours of direct faculty instruction and 5 hours of outside readings and assignments for a total of 7.5 hours per week over a period of fifteen weeks, the equivalent of 112.5 hours of engagement with each 3- credit course. This means a student should plan to commit around 7.5 hours per week for each 3-credit course.

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

K. Course Withdrawal Policy

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. Seminararians must receive approval from their Advisor and the Rector to withdraw from a course. The appropriate refund as seen on the [Tuition Refund webpage](#) will be followed.

Students wishing to withdraw from a course must notify HACS. 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.**

The following will show as the course “grade” in the Populi “Student” tab and on the student’s transcript depending on the date of the withdrawal request:

a. During the First Week of the Semester (Add/Drop Week)

If a student drops a course during the first week of classes, no notation on the transcript will be made. The course is removed from the student’s record.

b. After the First Week of the Semester

For 15-week courses, if a student drops a course:

After the end of 1st week to the end of the 11th week of the semester:

- A notation of “W” (Withdrawal) will appear on the student’s transcript.

For 8-week courses, if a student drops a course:

After the end of 1st week to the end of the 4th week of the semester:

- A notation of “W” (Withdrawal) will appear on the student’s transcript.

No withdrawals are permitted after the end of the 11th week of the semester for 15-week courses or after the end of the 4th week for 8-week courses.

A student who does not attend classes and does not submit a properly completed Course Add/Drop Form to the Registrar or Director of Online Learning before the end of the 11th week of the semester for 15-week courses or the end of the 4th week for 8-week courses will receive a grade of “F” for the course. **The student remains financially responsible for tuition and fees.**

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

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

c. Notifications

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

L. Grading Policy

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

Grading System

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

A. Grade Finalization

a. Final Grades

The academic transcript reflects all attempts and grades. All grades become final when they have been assigned and reported to the Registrar for on campus students or the Director of Online Learning for online students. A grade becomes officially recorded when the Registrar so stipulates.

b. Appeal of Grade

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

c. Grade Change Due to a Clerical Error or Satisfaction of an Incomplete

Except where a grade change is warranted following an appeal of grade, final course grades may be changed only by the instructor of the course and then only if there has been an error in computation, to remove an incomplete or, in highly exceptional circumstances, in response to a request for a Retroactive Grade change (see below).

The instructor must submit an official grade change form to the Registrar. Upon recording a grade change, the Registrar shall send the student a student copy of the revised academic transcript.

A. Incomplete Policy

a. Eligibility

An “incomplete” allows students who completed most course assignments but encountered serious extenuating circumstances before completing the course to request a four-week extension to finish the remaining coursework. The following requirements must be met for a student to request an “incomplete”:

- The student encountered serious extenuating serious circumstances (illness, family emergencies, military deployment, etc.) that prevent the student from finishing coursework before the final day of the semester
- Satisfactory completion of **at least 50%** of all course assignments
- Ability to satisfactorily complete the remaining work during the four-week extension
- The course instructor must approve the “incomplete” request

Students who complete little or no work during a semester are **not** eligible for an “incomplete.” Students who are unable to complete most of the work for a course should instead follow the procedures for withdrawing from the course by the Week 11 course withdrawal deadline.

b. Process

Students desiring to request an “incomplete” must first discuss the situation with their course instructor. If the instructor concurs with the “incomplete” request, the student must download and complete the “Course Incomplete Form” from the “Students” section of the college’s website (<https://holypostles.edu/current-students/>). The student emails the form to the course instructor **before** the end of the semester. Students **cannot** retroactively request an “incomplete” after the semester ends.

The course instructor completes the section of the form documenting the remaining work the student must submit and signs the form indicating instructor approval of the request. The course instructor then sends the form via email to the Registrar. The Registrar cannot accept forms that do not include a list of the missing work the student must submit.

The Registrar verifies that the student has completed at least 50% of the coursework. If not, the Registrar notifies the course professor that the student is not eligible for an “Incomplete.” If the student is eligible for an “Incomplete,” the Registrar posts the Course Incomplete Form in the student’s “Activity Feed” in Populi, sets the student’s status in the course to “Incomplete,” and sets the course to remain open for the student for an additional four weeks.

The student on an incomplete is responsible for submitting any missing work per the agreement on the Incomplete Form. The student must complete all remaining work no later than the last day of the four-week extension. At the end of the four-week extension, all missing work will be scored as zero credit, and the student’s grade finalized.

The course instructor is responsible for keeping track of students on incomplete status. The course instructor must finalize the student’s grade within one week of the final day of the four-week extension and ensure the course is finalized. The course instructor will notify the Registrar after finalizing the student’s grade. The Registrar will remove the “Incomplete” complete tag and course status and verify that the course instructor correctly finalized the student and course.

B. At-Risk Student Policy

a. Identification of At-Risk Students

The college’s goal is to identify students at risk of failing a course as soon as possible to help provide resources for student success. Any time a professor is concerned about a student’s ability to pass a course, the instructor must contact the student and notify the student’s academic advisor. The instructor should explain to the student the steps necessary for improvement in the course. The advisor will contact the student to check on the student’s status and help the student develop a plan of action.

At the end of the first week of the semester, instructors will notify the Associate Dean of Academic Affairs of any students who did not participate during the first week of the course (submitting an assignment, posting in the “introductions” discussion forum, etc.). The Associate

Dean of Academic Affairs will notify the students' academic advisors. The academic advisors will contact each student to verify the student's intention to participate in the course.

b. Follow-Up on At-Risk Student

Course instructors are the primary persons responsible for early identification and follow-up of at-risk students. Instructors must proactively contact students any time a student fails to submit an assignment without making prior arrangements and if the student's course grade begins to fall below minimum requirements (C average for undergraduate courses and B average for graduate courses). The instructor should help the student develop a plan of action for improvement in the course. The instructor will also notify the student's advisor so the advisor can also follow up and work with the student. The advisor will use the student's "activity feed" in Populi to document contact and assistance offered. The student's advisor will also notify the Financial Aid Office for any at-risk students using financial aid.

C. Honors

Students in the A.A. (with at least 30 credits from Holy Apostles College and Seminary) or B.A. programs (with at least 60 credits from Holy Apostles College and Seminary), or in the M.A., Post Master's Certificate in Theology, M.Div., or Certificate of Theological Studies programs will be considered by the Vice-President of Academic Affairs for Graduation with Honors when they complete all degree qualifications with the following cumulative G.P.A.'s:

3.50 - with honors, or *cum laude*;

3.67 - with high honors, or *magna cum laude*;

3.80 - with highest honors, or *summa cum laude*.

Honors will be noted on transcripts and on diplomas.

M. Diplomas

Graduating students receive their diplomas in the mail. There is a mailing charge which is included in the Graduation Fee. Diplomas may be withheld for students who have not paid all outstanding charges or submitted the required copies of their theses or professional papers.

The degree of students will be noted as "Associate of Arts" or "Bachelor of Arts," with major and honors (if earned); "Master of Arts Philosophy," "Master of Arts Theology," or "Master of Arts Pastoral Studies," with concentration and honors (if earned).

N. Academic Warning, Academic Probation, and Dismissal Policy

Minimum Grades for Satisfactory Academic Progress: Undergraduate students must maintain a minimum cumulative GPA of at least 2.0. All students in graduate programs must maintain a minimum cumulative G.P.A. of 3.0. Students in the on-campus M.Div. or Certificate of Theological Studies must maintain a cumulative GPA of at least 2.0.

Process: Any student whose cumulative GPA falls below the minimum required will be placed on Academic Warning for the following semester. The appropriate advisor will conduct monthly performance checks for students on Academic Warning status. The advisor will ensure that the student's current academic progress is satisfactory and offer assistance if not. The advisor will document these checks in the student's Populi "activity feed."

A student will remain in Academic Warning status for as long as the student's cumulative GPA remains below the minimum required. If the student's cumulative GPA does not show improvement after the first semester of Academic Warning, the student will be continued in Academic Warning for another semester. If the student's cumulative GPA does not show improvement after the second semester in Academic Warning, the student will be placed in Academic Probation status for the following semester. If the student's cumulative GPA does not reflect satisfactory improvement after one semester in Academic Probation, the student will be subject to academic dismissal at the end of that semester.

The Associate Dean of Online Learning prepares a list of all students on Academic Warning or Academic Probation status at the end of each semester. The Dean shares this list with the Vice-President of Academic Affairs and the student advising team. The Dean also sets (and removes as appropriate) the Academic Warning or Academic Probation flags in the student's Populi record.

O. Academic Grievance Policy and Procedures

A. Coverage

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

B. Grievance and Appeal Procedures

1. *Informal Attempts at Resolution:* the student first should discuss the matter, orally or in writing, with the individual most directly responsible. If no resolution results, the student should then consult with the Assistant Dean of Academic Affairs. Efforts should be made to resolve the issues at an informal level without the complaint escalating to the status of a formal grievance.

2. *The Filing of the Grievance:*

i. If informal means of resolution prove unsatisfactory, the student should set forth in writing a statement of the decision that constitutes the subject matter of the dispute, the grounds on which it is being challenged, and the reasons why the grievant believes that the decision was improperly taken. The statement should also include a description of the remedy sought and the informal efforts taken to date to resolve the matter.

It is at this point that the complaint becomes a formal grievance. The grievance should include an allegation of any adverse effects on the grievant, known to the grievant at the time of filing.

ii. The grievance document should be submitted to the Assistance Dean of Academic Affairs. A grievance must be filed in a timely fashion, that is, normally within 30 days of the end of the academic semester in which the adverse decision occurred or should reasonably have been discovered. A delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance.

a. *The Response to the Grievance:*

- i. The Assistant Dean of Academic Affairs shall consider the grievance and may attempt to resolve the matter informally or make whatever disposition of the grievance that he or she deems appropriate. The Assistant Dean of Academic Affairs may, in appropriate cases, remand the grievance to a lower administrative level (including to the level at which the grievance arose) for further consideration.
- ii. The Assistant Dean of Academic Affairs has the discretion to appoint another individual (the “grievance officer”) who is not involved in the complaint to investigate the grievance. The grievance officer shall investigate the matter and provide a report and recommendation for resolution to the Assistant Dean of Academic Affairs. The Assistant Dean of Academic Affairs shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter to a grievance officer and shall specify the matters referred, the directions to the grievance officer (including the time frame within which the person is to report back to the Assistant Dean of Academic Affairs), and the name of the grievance officer..
- iii. In undertaking the review, the Assistant Dean of Academic Affairs or the grievance officer may request a response to the issues raised in the grievance from any individuals believed to have information considered relevant, including faculty, staff and students.

iv. Should attempts to resolve the matter informally not be successful, the Assistant Dean of Academic Affairs shall decide the grievance, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the grievance.

v. Normally, no more than 60 days should elapse between the filing of a grievance and the disposition by the Vice-President of Academic Affairs. If, because of absence of key persons from the campus or other circumstances or exigencies (including those due to breaks in the academic calendar), the Assistant Dean of Academic Affairs decides that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of that in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

b. *The Filing of an Appeal:*

i. If the grievant is dissatisfied with the disposition of the grievance at the Assistant Dean of Academic Affairs level, either on substantive or on procedural grounds, he or she may appeal in writing to the Vice-President of Academic Affairs.

The appeal must specify the particular substantive or procedural bases of the appeal (that is, the appeal must be made on grounds other than general dissatisfaction with the disposition) and must be directed only to issues raised in the grievance as filed or to procedural errors in the grievance process itself, and not to new issues. The appeal shall contain the following:

1. A copy of the original grievance and any other documents submitted by the grievant in connection therewith.
2. A copy of the determination made by the Assistant Dean of Academic Affairs on that grievance.
3. A statement of why the reasons for the determination of the Assistant Dean of Academic Affairs are not satisfactory to the grievant. This statement should specifically address the matters set forth in the Standards for review in Section D below.

ii. The grievant shall file his or her appeal at the earliest practicable date after the grievant's receipt of the determination by the Assistant Dean of Academic Affairs. Normally no more than 30 days should elapse between the transmittal of the Assistant Dean of Academic Affairs's decision on the grievance and the filing of the appeal. A delay in filing an appeal may, taking all circumstances into account, constitute grounds for rejection of the appeal.

c. *The Response to the Appeal*

i. The Vice-President of Academic Affairs may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person (the "grievance appeal officer") who shall consider the matter and report to the Vice-President of Academic Affairs as the latter directs. The Vice-President of Academic Affairs may also, in

appropriate cases, remand the matter to a lower administrative level (Including to the level at which the grievance arose) for further consideration.

ii. The Vice-President of Academic Affairs shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person to whom the referral is made (including time frame within which the person is to report back to the Vice-President of Academic Affairs), and the name of that person.

iii. Should attempts be made to resolve the matter informally not be successful, the Vice-President of Academic Affairs shall decide the appeal, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the appeal. The decision of the Vice-President of Academic Affairs shall be final.

iv. Normally no more than 45 days should elapse between the filing of the appeal and the disposition by the Vice-President of Academic Affairs. If, because of absence of key persons from the campus or other circumstances or exigencies (including those due to breaks in the academic calendar), the Vice-President of Academic Affairs judges that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of the fact in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

iii. Grievances Concerning Decisions of the Assistant Dean of Academic Affairs

a. For a grievance concerning a decision of the Assistant Dean of Academic Affairs, the grievant shall file his or her grievance with the Vice-President of Academic Affairs. The Vice-President of Academic Affairs shall handle that grievance in accordance with the procedures set forth in Section B(3) above.

b. If the grievance involves the Vice-President of Academic Affairs, the grievant shall file the grievance with the President/Rector in accordance with Section B(3) above.

c. There shall be no appeal of the President/Rector's disposition of that grievance.

iv. Standards for Review and Procedural Matters

a. The review of grievances or appeals shall usually be limited to the following considerations:

i. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to

bear that substantially affected the decision to the detriment of the grievant?

ii. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?

iii. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?

b. The time frames set forth herein are guidelines. They may be extended by the relevant administrative officer in his or her discretion for good cause.

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

If all institutional avenues in this grievance process have been exhausted, and the student's concern has remained unaddressed, students are encouraged to contact the complaint office in their state. The most comprehensive list of student complaint information contact information was compiled by the National Council for State Authorization Reciprocity Agreements (NC-SARA) and is available here:

<https://www.nc-sara.org/content/sara-and-students#student-complaint>

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

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

Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the office of the Vice-President of Academic Affairs or of the registrar.

P. Leave of Absence Policy

Holy Apostles College and Seminary allows students in good standing, as defined by Holy Apostles College and Seminary's uniform suspension policy and not subject to disciplinary action, to request an academic leave of absence. The academic leave of absence is for students who must be away from academic studies at Holy Apostles College and Seminary for two or more semesters but intend to return to their studies. Reasons students may request a leave of absence include health issues, financial difficulties, study abroad opportunities, familial obligations, and personal issues. The program completion deadline for students on an approved leave of absence is extended for the amount of time equal to the length of the leave of absence.

Students who take only one semester off do not need to request a leave of absence as long as they have time remaining to complete their program by the completion deadline. Students who need to take more than one semester off should contact their respective Program Director to

discuss a leave of absence. If the Program Director and student agree a leave of absence is appropriate, the student will complete the Leave of Absence request form and submit it to the Program Director. The Program Director will endorse the request and forward it to the Registrar. The Registrar will post the form and note the leave of absence in the student's Populi record. The Registrar will notify a student's advisor of the leave of absence. The advisor will contact the student shortly before the leave expires to help the student transition back into academic studies. A leave of absence may be granted for up to one year. The Associate Dean of Academic Affairs must approve any leave of absence request for up to two years. The college cannot approve a Leave of Absence request greater than two years. In this case, a student must withdraw and follow the re-admittance policy below when able to return.

Q. Military Leave of Absence Policy

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

Military Leave of Absence from Holy Apostles College and Seminary:

- A student in good standing should immediately file a request for a leave of absence with the appropriate Program Director along with a copy of the military orders for approval by the Associate Dean of Academic Affairs.
- If granted, the leave of absence generally will be granted for one year. The Associate Dean of Academic Affairs may grant requests to extend the leave of absence should military service require more than one year. To facilitate the return process, the Associate Dean of Academic Affairs will notify the Registrar or Director of Online Learning, so the student's record will be flagged as a leave of absence for military service.
- The student will receive a full refund of tuition and fees paid to Holy Apostles if the request for a leave of absence/withdrawal for military service is filed prior to the last day to drop classes.
- The student will have a choice of three options if the request for a leave of absence/withdrawal is received after the last day to drop classes:
 - a. A full refund of tuition and fees, no credit awarded for work completed during the semester
 - b. An Incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service.
 - c. A grade in each course, if the professor of each class believes sufficient work has been completed.

Options b and c may be combined should circumstances warrant.

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

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

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

Re-enrollment for Military students:

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

A policy cannot address every circumstance that may arise when students are called to active duty. A student should consult with the appropriate Program Director and Associate Dean of Academic Affairs. Appeals of a decision by the Associate Dean of Academic Affairs may be made to the Vice-President of Academic Affairs..

R. Readmittance and Reinstatement Policy

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

Readmission and Reinstatement Criteria

A student who left Holy Apostles College and Seminary in good standing and is seeking to return must contact the Admissions Office for instructions to do so. Students may be asked to complete a new application form, submit official transcripts or personal essay, or request letters of recommendation, among other possible documents. Students who are readmitted follow the degree plan under the degree requirements for the year of readmittance. Previous HACS courses may apply towards the readmission/reinstatement if they apply to the program for which the student is granted readmission/reinstatement and if the student completed the HACS courses within the last ten years from the date of readmission/reinstatement. Courses completed greater than tens years from the date of readmission/reinstatement cannot count for credit unless approved by the Vice President of Academic Affairs.

Reinstatement is the act of restoring active-student status to former students who left Holy Apostles College and Seminary in academic difficulty (academic probation, special probation,

subject to disqualification, or academically dismissed). The student must contact the Admissions Office to petition for reinstatement. The reinstatement application must include a letter from the student explaining how the student's situation has changed to allow the student to succeed in academic studies. The student must also submit official transcripts from other institution(s) with course work for any courses completed after leaving Holy Apostles with the reinstatement application. To be eligible for reinstatement, all coursework completed since leaving Holy Apostles must have a minimum cumulative GPA of at least 2.0 for undergraduate courses or at least 3.0 for graduate courses. A student whose coursework does not meet these minimums is ineligible for reinstatement at Holy Apostles. Students are reinstated to their former program (or its current equivalent as decided by the Vice-President of Academic Affairs). Reinstated students must follow the program requirements in place at the time of reinstatement, not former program requirements. Former students wishing to enter a different program from their former program must follow the current admissions requirements for the new program.

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

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

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' Catalog and Student/Seminarian Handbooks.
- Refrain from any contact with firearms on campus and from tampering with fire safety equipment in campus buildings.
- Have no firearms, weapons or any other item designed to inflict harm or damage on campus.

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

A. Reinstatement Policy

See *R. Readmittance and Reinstatement Policy* under *Academic Policies and Regulations* above.

B. Academic Integrity

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

- Knowingly furnishing false or misleading information.
- Falsification, alteration or misuse of college forms or records.
- Any joint effort in examinations, assignments or other academic activity unless authorized by the instructor.
- Plagiarism in any form; using another's phrase, sentence or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own. For more detailed information, please consult Holy Apostles 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.

C. Multiple Submissions Policy

Any work done for academic credit, in addition to its accurately representing Church teaching, should serve as a substantive demonstration of a student's having been intellectually formed by the class for which he or she is writing. To that end, students may not make multiple submissions of their academic work without first seeking permission from the course professor to whom they desire to submit their work and sharing with that course professor the original work and any comments made on it by the professor to whom it was originally submitted. In the case where the work intended for submission will be sent to two or more course professors for credit in the same semester, permission must be granted in advance by all course professors who will be receiving it. Work that is substantially the same content presented in different formats (e.g., once as an essay for one class and then as a PowerPoint for a different class) is also considered a multiple submission. Violations of this policy may lead to a faculty member not accepting for credit the work a student has submitted.

D. In-Class Conduct (On-Campus and Online)

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student 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:

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

E. Personal Conduct

Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college and seminary. These sanctions apply whether or not such conduct occurs on campus, 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.

F. Reporting Violations and Judicial Procedures

All alleged violations should be reported by students, faculty members, or staff to the Assistant Dean of Academic Affairs for on-campus incidents or to the Associate Dean of Online Learning for online incidents. The appropriate Dean will notify the Vice President of Academic Affairs (VPAA) of the incident. The VPAA oversees the investigation and adjudication of reports of Student Code of Conduct violations.

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

If the student admits a violation, the instructor may assign a grade of “0” or “F” to the examination or assignment on which cheating, plagiarism or other academic dishonesty occurred. If the student admits a violation of this Code not involving dishonesty (e.g. talking during an exam, but not sharing answers), the faculty member may assign an appropriate grade penalty. In either case, the name of the student and a brief description of the incident should be reported to the appropriate Dean for determination of the appropriate disciplinary penalty. Reporting is essential to assure that repeat offenders are penalized accordingly.

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

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

If, after adjudication, the student is found in violation, the assignment or exam will be assigned a “0” or “F” by the faculty member. If the committee determines the violation is severe or is a repeated instance of academic dishonesty, the committee may recommend an overall failing course grade.

If there is no violation, the instructor shall assign a grade based on the quality of the work completed. A student who is dissatisfied with the decision in his or her hearing may appeal the decision.

Grades are an evaluation of academic performance, and their assignment is a responsibility resting solely with the faculty consistent with the authority granted to the Academic Faculty by the Regents. The assignment of “0” or “F” to work or tests in which academic dishonesty or other academic misconduct has occurred is based on the premise that the examination or assignment cannot be regarded as the student’s own work and thus is invalidated and/or the student’s violation is unfair and/or disruptive and thus harmful to the instructor and others in the class. The instructor shall not apply a more severe grade adjustment than recording a “0” or “F” on the specific assignment or test on which misconduct occurred. Where an instructor has referred a case for adjudication but has not received a report confirming a violation at the time that the course grades are due, submit a grade of “I” for the student on the grade report form.

Specific procedures to be followed in the adjudication of cases of academic misconduct have been established by Holy Apostles College and Seminary. Procedural fairness is basic to the

proper enforcement of Holy Apostles College and Seminary's policies and campus regulations. Procedures must ensure fairness not only for students accused of academic dishonesty but also for victims of dishonest acts, e.g., other students. The confidence of students and instructors in the procedures must be maintained.

STUDENT RECORDS

A. Transcript Request Policy

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

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

B. Privacy of Academic Records

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

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

Students should submit to the Registrar or Vice-President of Academic Affairs written requests that identify the record(s) they wish to inspect. The Registrar or Vice-President of Academic Affairs will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the Registrar or Vice-President of Academic Affairs, that official shall advise the student of the correct official to whom the request should be addressed.

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

Students may ask Holy Apostles College and Seminary to amend a record that they believe is inaccurate or misleading. They should write to the Registrar, Vice-President of Academic Affairs or other official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Holy Apostles College and Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Holy Apostles College and Seminary has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the office of the Vice-President of Academic Affairs or of the registrar. For more information, see also <http://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html>

C. Record Retention Policy

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

a. Current Students – Record Retention

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

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

b. Graduated Students – Permanent Record Retention

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

- Application for Admission
- Letters of Reference / Essays
- Letter of Acceptance
- Foreign institutional transcripts and High School Records
- Final HA Transcript

c. Digitalization

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

d. Incomplete Application Form

Due to the large volume of admissions applications, applicant records may be destroyed after a year of being received.

e. Accepted Student – Never Enrolled

By default, students are accepted for the term that they apply for. If, however, a student would like to defer their enrollment, they must contact the Admissions Office to do so. A student may defer enrollment by two additional semesters from the one they had applied for, and must alert the Admissions Office for the semester they will be enrolling in.

Accepted applicants who do not formally defer their enrollment and simply never enroll will be contacted by the Admissions Office. All records will be destroyed by a determined date if the applicant does not respond.

UNDERGRADUATE PROGRAMS

A. Associate of Arts Program

a. Summary of the Program

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

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

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

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

b. Admission Requirements for the Program

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

c. Requirements for the A.A. in Theology Degree

Theology - 18 credits

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

Philosophy - 12 credits

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

English in the Humanities - 6 credits

These courses lead to an understanding of the development of the human person through the different ages of civilization. They include branches of learning such as literature, English, rhetoric and fine arts.

History in the Social Sciences - 9 credits

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

Mathematics and the Hard Sciences - 6 credits

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

Electives - 9 credits

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

d. Requirements for the A.A. in Liberal Arts Degree

Theology - 12 credits

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

Philosophy - 12 credits

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

English in the Humanities - 12 credits

These courses lead to an understanding of the development of the human person through the different ages of civilization. They include branches of learning such as literature, English, rhetoric and fine arts.

History in the Social Sciences - 12 credits

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

Mathematics and the Hard Sciences - 6 credits

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

Electives – 6 credits

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

B. Bachelor of Arts Program

a. Summary of the Program

The 120-credit hour Bachelor of Arts Degree program provides a philosophically-based Catholic honors liberal arts curriculum with a major in English in the Humanities, History in

the Social Sciences, Liberal Arts, Philosophy, Theology, or Sacred Art. The program is designed to give the student the proper preparation for graduate work in a related area, for teaching or for ministry.

The B.A. program provides a curriculum that includes an understanding of Philosophy, Theology, Humanities, Social Sciences, Mathematics and the Physical Sciences.

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

Acceptance of transfer credits is at the discretion of the Vice-President of Academic Affairs.

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

b. Admission Requirements to the B.A. Program

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

c. Bachelor of Arts Degree Curriculum

First Year - Focus: Liberal Arts and Sciences	Second Year - Focus: Liberal Arts and Sciences
Fall Semester <ol style="list-style-type: none"> 1. ENG 131 Poetry* 2. ENG 115 Writing and Composition 3. HUM 103 Humanities in Ancient World 4. PHS 121 Logic* 5. PAS 161 Catechism I* Spring Semester <ol style="list-style-type: none"> 1. ENG 181 Research and Writing 2. HIS 200 American History 3. HUM 104 Humanities in Early Christian World 4. Science Core 5. PAS 162 Catechism II* 	Fall Semester <ol style="list-style-type: none"> 1. ENG 221 Novel* 2. SCM 101 Math in the Liberal Arts* 3. HIS 101 Western Civ I* 4. LAT 201 Latin I 5. SOC 253 Political Science Spring Semester <ol style="list-style-type: none"> 1. PSY 200 Psychology* 2. ENG 151 Drama 3. HIS 102 Western Civ II* 4. LAT 202 Latin II 5. SOC 275 Economics
Third Year - Focus: Philosophy	Fourth Year - Focus: Theology

Fall Semester <ol style="list-style-type: none"> 1. CHH 300 Church History 2. PHH 301 History of Ancient Philosophy* 3. PHE 450 Ethics 4. SAS 101 Sacred Scripture* 5. FPA 311 Fine Art Spring Semester <ol style="list-style-type: none"> 1. Science Course 2. PHH 304 History of Medieval Philosophy 3. PHS 490 Metaphysics 4. MTH 300 Moral Theology 5. SOC 103 Sociology 	Fall Semester <ol style="list-style-type: none"> 1. PHS 414 Epistemology 2. SAS 451 Synoptic Gospels* 3. MTH 425 Theology of the Body* 4. LLT 506 Liturgical Theology 5. Major Area Elective Spring Semester <ol style="list-style-type: none"> 1. PHS 492 Philosophy of God* 2. SAS 471 Letters of St. Paul 3. PHE 425 Fundamental Bioethics 4. APO 512 Apologetics 5. Major Area Elective
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Number of Core or Recommended Courses: (a major constitutes 10 courses in the areas of English in the Humanities, History in the Social Sciences, Liberal Arts, Philosophy, Theology, and Sacred Art). Students may double major by taking ten courses in each of two areas.

Theology	8
Humanities	8
Philosophy	8
Social	8
Math	3
Electives	5
Total	40

*= Core Courses

20 Core Courses x 3 Credits each = 60 Credit Core

C. Bachelor of Arts Degree and Master of Arts Degree in Philosophy -Track Program

a. Summary of the Program

The BA/MA Fastrack Program allows students to complete their BA and MA degrees in as little as 5 years. This is accomplished by allowing two of the MA courses (6 credits) to serve as dual-credit for both the BA and MA program. To earn a Bachelor of Arts and Master of Arts degree in Philosophy, students must complete at least 30 credit hours in Philosophy for their major on the undergraduate level and at least 36 credit hours in Philosophy for their Master of Arts degree. The BA/MA is a 150 total credit program.

To enroll in the Fastrack program, students must first complete a minimum of 60 credit hours on the undergraduate level with a minimum cumulative GPA of 3.0 or higher. If the student enters Holy Apostles with 60 undergraduate transfer credits, the student must complete at least 15 credits at Holy Apostles with a minimum cumulative GPA of 3.0 or higher to enroll in

the BA/MA Fasttrack program. Students accepted into the BA/MA Fastrack must maintain a cumulative GPA of at least 3.0 throughout both the undergraduate and graduate portions to remain in the program. Students apply to the program by submitting an application to Undergraduate Admissions.

Upon acceptance into the BA/MA Fastrack program, Undergraduate Admissions will apply the tag “BA/MA Fasttrack” to the student’s record in Populi and notify the UG and GR advisors. The Undergraduate Advisor will track the student’s progress through the BA portion of the program. The student must complete the two dual-credit courses (see below) either concurrently with their final semester of undergraduate courses or complete them the following semester before starting the MA portion of the program. The Undergraduate Advisor will notify the Graduate Advisor when the student registers for the two dual-credit courses. The Graduate Advisor will contact the student to provide a degree plan for the student’s concentration area in the graduate portion of the program and answer any student questions about the graduate portion of the program.

Upon successful completion of the two dual-credit courses, the student will graduate from the BA portion of the program and be awarded their undergraduate degree. The Online Learning Office will close-out the BA degree and set up the MA degree program in Populi. After setting up the student’s MA degree program, the Online Learning Office will “map” the two dual-credit courses as counting towards both the BA portion of the program and the MA portion of the program. Upon successful completion of the MA portion of the program, the student will earn their MA degree.

b. BA/MA in Philosophy Fast-Track Degree Curriculum

Undergraduate Courses	Dual-Credit Courses	Graduate Courses
Theology: <ol style="list-style-type: none"> SAS 101 Sacred Scripture PAS 161 Catechism I PAS 162 Catechism II MTH 300 Moral Theology MTH 425 Theology of the Body SAS 451 Synoptic Gospels 6 courses X 3 Credits = 18 Credits	<ol style="list-style-type: none"> PHS 621 Philosophy of Nature and Metaphysics PHE 610 Ethics (If enrolling for dual-credit courses in the Fall or Summer semesters) <p style="text-align: center;">OR</p> PHS 610 Philosophical Anthropology (If enrolling for the dual-credit courses in the Spring semester)	Philosophy - Core Courses: <ol style="list-style-type: none"> PHS 610 Philosophical Anthropology PHS 621 Philosophy of Nature and Metaphysics 2 courses X 3 credits = 6 credits
Philosophy:	2 courses X 3 Credits = 6 Credits	Philosophy - Concentration Courses: <ol style="list-style-type: none"> GR Phil Concentration

<ol style="list-style-type: none"> PHH 301 History of Ancient Philosophy PHH 304 History of Medieval Philosophy PHS 121 Logic PHS 490 Metaphysics PHS 492 Philosophy of God PHE 425 Fundamental Bioethics PHE 505 Narrative in the Moral Life PHS 414 Epistemology PHH 401 History of Modern Philosophy PHH 404 History of Contemporary Philosophy <p>10 courses X 3 Credits = 30 Credits</p> <p>English / Humanities:</p> <ol style="list-style-type: none"> ENG 115 Writing/Comp ENG 181 Research and Writing ENG 131 Poetry ENG 151 Drama ENG 221 Novels, Short Stories English/Humanities Elective <p>6 courses X 3 Credits = 18 Credits</p> <p>History/Social Sciences:</p> <ol style="list-style-type: none"> HIS 101 Western Civilization I HIS 102 Western Civilization II PSY 200 Psy chology History Elective History Elective History Elective <p>6 courses X 3 Credits = 18 Credits</p> <p>Math/Science:</p>	<p>*Please note that the Master of Arts in Philosophy program co-requisites are fulfilled as follows:</p> <ul style="list-style-type: none"> <i>PHH 605 Ancient and Medieval Philosophy</i> <ul style="list-style-type: none"> PHH 301 History of Ancient Philosophy PHH 304 History of Medieval Philosophy <i>PHH 620 Modern and Contemporary Philosophy</i> <ul style="list-style-type: none"> PHH 401 History of Modern Philosophy PHH 404 History of Contemporary Philosophy <p>In their place, the student must complete 6 credits of GR Philosophy electives.</p>	<ol style="list-style-type: none"> Course GR Phil Concentration Course GR Phil Concentration Course GR Phil Concentration Course <p>4 courses X 3 credits = 12 credits</p> <p>Philosophy - Electives:</p> <ol style="list-style-type: none"> GR Phil Elective GR Phil Elective GR Phil Elective <p>3 courses X 3 credits = 9 credits</p> <p>Summative Evaluation:</p> <ol style="list-style-type: none"> ENG 890 Comprehensive Exam and Professional Paper (Philosophy) (3 credits) <p>Totals: 6+12+9+3 = 30 Credits + 6 Dual Credits = 36 Credits</p> <p><i>Note: Please contact the Graduate Advisor for a degree plan for the MA portion of the program.</i></p>
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<ol style="list-style-type: none"> 1. SCM 101 Mathematics among the Liberal Arts 2. Science Core Course 3. Science Elective Course <p>3 courses X 3 Credits = 9 Credits</p> <p>General Electives: Any 7 Holy Apostles Courses 7 courses X 3 Credits = 21 Credits</p> <p>Totals: 18+30+18+18+9+21 = 114 Credits + 6 Dual Credits = 120 Credits</p>		
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Totals: 114 Undergraduate Credits + 6 Dual Credit Credits + 30 Graduate Credits = 150 Credits Total

D. Bachelor of Arts Degree and Master of Arts Degree in Theology Fast-Track Program

a. Summary of the Program

The BA/MA Fastrack Program allows students to complete their BA and MA degrees in as little as 5 years. This is accomplished by allowing two of the MA courses (6 credits) to serve as dual-credit for both the BA and MA program. To earn a Bachelor of Arts and Master of Arts degree in Theology, students must complete at least 30 credit hours in Theology for their major on the undergraduate level and at least 36 credit hours in Theology for their Master of Arts degree. The BA/MA is a 150 total credit program.

To enroll in the Fastrack program, students must first complete a minimum of 60 credit hours on the undergraduate level with a minimum cumulative GPA of 3.0 or higher. If the student enters Holy Apostles with 60 undergraduate transfer credits, the student must complete at least 15 credits at Holy Apostles with a minimum cumulative GPA of 3.0 or higher to enroll in the BA/MA Fastrack program. Students accepted into the BA/MA Fastrack must maintain a cumulative GPA of at least 3.0 throughout both the undergraduate and graduate portions to remain in the program. Students apply to the program by submitting an application to Undergraduate Admissions.

Upon acceptance into the BA/MA Fastrack program, Undergraduate Admissions will apply the tag "BA/MA Fastrack" to the student's record in Populi and notify the UG and GR advisors. The Undergraduate Advisor will track the student's progress through the BA portion

of the program. The student must complete the two dual-credit courses (see below) either concurrently with their final semester of undergraduate courses or complete them the following semester before starting the MA portion of the program. The Undergraduate Advisor will notify the Graduate Advisor when the student registers for the two dual-credit courses. The Graduate Advisor will contact the student to provide a degree plan for the student's concentration area in the graduate portion of the program and answer any student questions about the graduate portion of the program.

Upon successful completion of the two dual-credit courses, the student will graduate from the BA portion of the program and be awarded their undergraduate degree. The Online Learning Office will close-out the BA degree and set up the MA degree program in Populi. After setting up the student's MA degree program, the Online Learning Office will "map" the two dual-credit courses as counting towards both the BA portion of the program and the MA portion of the program. Upon successful completion of the MA portion of the program, the student will earn their MA degree.

b. BA/MA in Theology Fast-Track Degree Curriculum

Undergraduate Courses	Dual-Credit Courses	Graduate Courses
Theology: <ol style="list-style-type: none"> SAS 101 Sacred Scripture PAS 161 Catechism I PAS 162 Catechism II MTH 425 Theology of the Body LLT 300 Intro to Liturgy LLT 506 Liturgical Theology SAS 471 Letters of St. Paul APO 512 Apologetics SAS 300 Wisdom Literature SAS 461 Gospel of John <p>10 courses X 3 Credits = 30 Credits</p> Philosophy: <ol style="list-style-type: none"> PHH 301 History of Ancient Philosophy PHH 304 History of Medieval Philosophy PHS 121 Logic PHS 450 Phil of Man 	<ol style="list-style-type: none"> SAS 651 Synoptic Gospels DTH 731 One and Triune God <p>2 Courses X 3 Credits = 6 Credits</p> <p>*Please note that the Theology portion of the BA program replaces the two Theology MA co-requisites.</p> <p>In their place, the student must complete 6 credits of GR Theology electives.</p>	Theology - Core Courses: <ol style="list-style-type: none"> MTH 611 Fundamental Moral Theology I DTH 751 Christology <p>2 courses X 3 credits = 6 credits</p> Theology - Concentration Courses: <ol style="list-style-type: none"> GR Theo Concentration Course 1 GR Theo Concentration Course 2 GR Theo Concentration Course 3 GR Theo Concentration Course 4 <p>4 courses X 3 credits = 12 credits</p> Theology - Electives: <ol style="list-style-type: none"> GR Theology Elective GR Theology Elective

<p>5. PHS 490 Metaphysics 6. PHS 492 Philosophy of God</p> <p>6 courses X 3 Credits = 18 Credits</p> <p>English/Humanities:</p> <p>1. ENG 115 Writing/Comp 2. ENG 181 Research and Writing 3. ENG 131 Poetry 4. ENG 151 Drama 5. ENG 221 Novels, Short Stories 6. English/Humanities Elective</p> <p>6 courses X 3 Credits = 18 Credits</p> <p>History/Social Sciences:</p> <p>1. HIS 101 Western Civilization I 2. HIS 102 Western Civilization II 3. PSY 200 Psychology 4. History Elective 5. History Elective 6. History Elective</p> <p>6 courses X 3 Credits = 18 Credits</p> <p>Math/Science:</p> <p>1. SCM 101 Mathematics among the Liberal Arts 2. Science Core Course 3. Science Elective Course</p> <p>3 courses X 3 Credits = 9 Credits</p> <p>General Electives: Any 7 Holy Apostles Courses 7 courses X 3 Credits = 21 Credits</p> <p>Totals: 30+18+18+18+9+21 = 114 Credits + 6 Dual Credits = 120 Credits</p>		<p>3. GR Theology Elective</p> <p>3 courses X 3 credits = 9 credits</p> <p>Summative Evaluation:</p> <p>1. ENG 890 Comp Exam & Professional Paper (Theology)</p> <p>Totals: 6+12+9+3 = 30 Credits + 6 Dual Credits = 36 Credits</p> <p><i>Note: Please contact the Graduate Advisor for a degree plan for the MA portion of the program.</i></p>
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Totals: 114 Undergraduate Credits + 6 Dual Credit Credits + 30 Graduate Credits = 150 Credits
Total

GRADUATE PROGRAMS

A. Master of Arts in Theology Program

Program Director: Dr. Alan Fimister

a. Summary of the Master of Arts in Theology Program

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

The student must take 36 credits of graduate coursework and complete the degree requirements with a cumulative G.P.A. of 3.0 or better. All students must take four core courses and complete a summative evaluation. The comprehensive examination is the normal summative evaluation. Students may request permission to write a thesis. If approved to write a thesis, the thesis directed study counts as 3 credits towards the degree program. There is a six-year time limit from entry into the program for completion of the degree requirements.

Apologetics Concentration Change

The Apologetics concentration switched from a Master of Arts in Theology concentration to an online Master of Arts in Pastoral Studies (MAPS) concentration effective January 2020. All students choosing the Apologetics concentration starting in the Spring 2020 semester and going forward will do so as a MAPS student.

Students who began the program or were accepted into the Apologetics concentration in the Fall of 2019 or before, will complete their studies as an MA in Theology student.

b. Admission Requirements

- Applicants for the M.A. program in Theology should follow the Graduate Division Admissions Procedure. Applicants must be able to show proficiency in English, either evidenced by previous college experience, or by proficiency exam.
- The M.A. program is designed for the student who is prepared to do graduate work. Candidates should have an interest in Theology, be well versed in Christian principles and be able to articulate them readily.

- Applicants to the M.A. program must have a Bachelor's degree with a cumulative G.P.A. of at least 3.0 (B).
- In general, incoming students are required to take the co-requisite courses, *PHS607 Philosophy for Theologians* and *DTH 600 Faith and Revelation*.
 - A student entering the M.A. in Theology program with a B.A in Theology from a Catholic institution is exempt from *DTH 600 Faith and Revelation* if that student has a scholastic background indicated in the student's previous transcripts or syllabuses.
 - A student entering the M.A. in Theology with a B.A. in Philosophy from a Catholic institution is exempt *PHS 607 Philosophy for Theologians* if that student has a scholastic background indicated in the student's previous transcripts or syllabuses.
 - A student entering the M.A. in Theology with a double-major of Philosophy and Theology from a Catholic institution is exempt from both co-requisite courses if that student has a scholastic background indicated in the student's previous transcripts or syllabi.
 - A student who is exempt from one or both of the co-requisites must take an additional elective course or two to complete a total of 36 credit hours.
- Applicants for the M.A. program must provide proof, established by official college transcripts, of the ability to succeed in graduate studies.
- A maximum of six graduate credits toward the M.A. degree will be accepted by Holy Apostles College and Seminary for transfer. These credits must be from accredited colleges and must be applicable to the M.A. degree as outlined.

c. M.A. Theology Program Goals

1. To educate students in the discipline of Catholic theology, attending to the biblical, historical, philosophical, and systematic roots of Catholic life and belief in a manner that is critical, accurate, and informed by current scholarship;
2. To develop in students a coherent and detailed knowledge of their theological concentrations, including classical and current problems and insights in those concentrations, their developing methodologies, and their current scholarly literature, together with the ability to articulate this knowledge in speech and writing;
3. To train students in the skills of theological research, including the use of traditional library resources and new media resources, as well as in the normal methods and style of theology; and
4. To foster in students sound habits of study, dialogue, and discerning theological judgment, especially with a view to their roles in the work of evangelization and/or their further academic work in theology.

d. M.A. Theology Program Learning Outcomes

Students earning the M.A. in Theology will be able to:

1. Explain and defend the foundation of Sacred Doctrine in Scripture and Tradition, of the principal articles of faith, the sacramental and liturgical structure of the Catholic religion, and the essential architecture of that moral order derived from our supernatural end.
2. Demonstrate expertise in their area of concentration as well as the place of each of these within the unified whole of Sacred Doctrine.
3. Conduct theological research using sources appropriate to academic theology in an effective and ethical manner.
4. Communicate Catholic doctrine to both a specialized and popular audience, while addressing the most prevalent challenges to Catholic truth.

e. Core Curriculum

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

PHS 607 The Perennial Philosophy
DTH 600 Faith and Revelation

The core courses are:

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

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

f. Areas of Study for the Master of Arts in Theology Degree

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

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

Bioethics through our Partnership with the National Catholic Bioethics Center (NCBC)

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

Concentration Goals

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

Concentration Outcomes

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

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy
2. DTH 600 Faith and Revelation

Theology Core:

1. DTH 731 One and Triune God
2. DTH 751 Christology (Prerequisite is DTH 731)
3. MTH 611 Fundamental Moral Theology I
4. SAS 651 Synoptic Gospels

NCBC Concentration Core:

1. BIE 653 Guiding Principles of Catholic Medical Ethics
2. BIE 661 Biology and Biotechnologies for Ethicists
3. BIE 673 Catholic Bioethics and the Dignity of the Human Person
4. BIE 675 Case Studies and Applied Topics

NCBC Concentration Electives (Choose one of the following):

1. BIE 639 Bioethics and the Law
2. BIE 796 Bioethics in the Post Christian Culture

Comprehensive Exam Course

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

Bioethics Independent of the Partnership with the NCBC

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

Concentration Goals

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

Concentration Outcomes

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

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy
2. DTH 600 Faith and Revelation

Theology Core:

1. DTH 731 One and Triune God
2. DTH 751 Christology (Prerequisite is DTH 731)
3. MTH 611 Fundamental Moral Theology I
4. SAS 651 Synoptic Gospels

Non-NCBC Concentration Core:

1. BIE 625 Catholic Bioethics
2. BIE 651 Medical Ethics
3. BIE 661 Biology and Biotechnologies for Ethicists
4. BIE 639 Bioethics and the Law

Non-NCBC Concentration Electives (Choose one of the following):

1. MTH/PHE/PAS 680 Marriage and Theology of the Body

2. BIE 796 Bioethics in the Post Christian Culture

Comprehensive Exam Course

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

Church History

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

Concentration Goals

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

Concentration Outcomes

1. Students will understand the foundational "language" of Church history and thus be able to express in spoken word and writing its relevant events and ideas, while being formed for a more profound study.
2. With evangelization in mind, students will express Church history in a convincing prose based upon scholarly research done in light of Christ, having examined various forms of historiography and their philosophical, theological and methodological foundations.
3. Graduates can convey profoundly the historical circumstances of the Church's Faith while clearly delineating a tradition of ideas, mission, liturgy, art and culture in light of a reflection upon the needs of contemporary culture

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy
2. DTH 600 Faith and Revelation

Theology Core:

1. DTH 731 One and Triune God
2. DTH 751 Christology (Prerequisite is DTH 731)
3. MTH 611 Fundamental Moral Theology I
4. SAS 651 Synoptic Gospels

Concentration Core:

1. CHH 881 Patristics
2. CHH 712 Mediaeval Church History
3. CHH 713 Modern Church History
4. CHH 709 Ecumenical Councils

Concentration Electives (Choose one of the following):

1. CHH 661 The Church's Response to Catholic Modernism
2. CHH 620 The Reformation and Counter-Reformation
3. CHH 613 The Church in America

Comprehensive Exam Course:

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

Church History Concentration Note

The previous (pre-Fall 2023) Church History Concentration Core consisted of CHH/DTH 671, CHH 661, CHH 700, and CHH 881. The college retired CHH 700 in the Fall 2023 semester. With the exception of CHH 700, students under the previous Church History Concentration Core may continue under that plan or substitute the revised Church History Concentration Core courses by notifying the Graduate Theology Program Director. Since CHH 700 is retired, students following the old concentration core may substitute any CHH course for CHH 700 with the approval of the Graduate Theology Program Director.

Dogmatic Theology

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

Concentration Goals

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

Concentration Outcomes

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

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy

2. DTH 600 Faith and Revelation

Theology Core:

1. DTH 731 One and Triune God
2. DTH 751 Christology (Prerequisite is DTH 731)
3. MTH 611 Fundamental Moral Theology I
4. SAS 651 Synoptic Gospels

Concentration Core:

1. DTH 645 Nature and Grace
2. DTH 800 The Seven Sacraments
3. DTH 760 Ecclesiology and Ecumenism
4. CHH/DTH 671 Documents of Vatican II

Concentration Elective (Choose one of the following):

1. DTH 890 Spiritual Theology
2. DTH 765 Mariology

Comprehensive Exam Course:

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

General Studies

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

Concentration Goals

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

Concentration Outcomes

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

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy
2. DTH 600 Faith and Revelation

Theology Core:

1. DTH 731 One and Triune God
2. DTH 751 Christology (Prerequisite is DTH 731)
3. MTH 611 Fundamental Moral Theology I
4. SAS 651 Synoptic Gospels

Concentration Core:

1. Any Sacred Scripture (SAS) Course
2. Any Bioethics (BIE) Course
3. Any Church History (CHH) Course
4. Any Dogma (DTH) or Morals (MTH) Course

Concentration Electives:

1. Any two graduate-level theology courses

Comprehensive Exam Course:

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

Moral Theology

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

Concentration Goals

1. Establish the moral experience of the human being, from the personal morality and its relationship with the ethos.

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

Concentration Outcomes

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

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy
2. DTH 600 Faith and Revelation

Theology Core:

1. DTH 731 One and Triune God
2. DTH 751 Christology (Prerequisite is DTH 731)
3. MTH 611 Fundamental Moral Theology I
4. SAS 651 Synoptic Gospels

Concentration Core:

1. MTH 659 Moral Magisterium of John Paul II
2. MTH 612 Fundamental Moral Theology II
3. MTH/PAS/PHE 680 Marriage and the Theology of the Body
4. MTH/PAS/PHE 841 Catholic Social Teachings

Concentration Electives (Choose one of the following):

1. DTH 890 Spiritual Theology
2. MTH 851 Contemporary Moral Issues

Comprehensive Exam Course:

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

Sacred Scripture

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

Concentration Goals

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

Concentration Outcomes

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

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy
2. DTH 600 Faith and Revelation

Theology Core:

1. DTH 731 One and Triune God
2. DTH 751 Christology (Prerequisite is DTH 731)
3. MTH 611 Fundamental Moral Theology I
4. SAS 651 Synoptic Gospels

Concentration Core:

1. SAS 661 Gospel of John
2. SAS 671 Letters of St. Paul
3. SAS 602 Methods of Theology and Scripture Analysis
4. SAS 621 Prophetic Literature

Concentration Electives (Choose one of the following):

1. SAS 681 Hebrews
2. SAS 631 Wisdom Literature

Comprehensive Exam Course:

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

Thomistic Studies

Courses are designed to provide the student with an understanding of the philosophical preambles to theological studies. The courses help students understand the teaching of St. Thomas in specific areas of theology (e.g., God, Christ, Morals) and his place as the common doctor of the Catholic Church in church teaching. This concentration in Thomistic Studies is available either On Campus or 100% Online.

Concentration Goals

1. To enable the student to understand the theology of St. Thomas in a systematic way.
2. To give the student an appreciation of the theology of St. Thomas in the larger theology of the Catholic Church.
3. To enable the student to access and understand both the style of St. Thomas and how the various schools of thought concerning the doctrine of St. Thomas do justice or not to the text of St. Thomas himself.

Concentration Outcomes:

1. Students will be able to demonstrate an understanding of the philosophical preambles to Theology studies.
2. Students will be able to demonstrate an understanding of the teaching of St. Thomas in specific areas of Theology (e.g., God, Christ, morals).
3. Students will be able to demonstrate an understanding of the place of St. Thomas as the common doctor of the Catholic Church in church teaching

Foundational Courses for Theology:

1. PHS 607 The Perennial Philosophy
2. DTH 600 Faith and Revelation

Theology Core:

2. DTH 731 One and Triune God
3. DTH 751 Christology (Prerequisite is DTH 731)
4. MTH 611 Fundamental Moral Theology I
5. SAS 651 Synoptic Gospels

Concentration Core:

1. DTH 645 Nature and Grace
2. MTH 612 Fundamental Moral Theology II
3. PHS 641 Reason in the Theology of St. Thomas
4. PHH 781 Philosophy of St. Thomas Aquinas

Concentration Electives (Choose one of the following):

1. PAS 791 Morals and Psychology
2. DTH 890 Spiritual Theology
3. PHS 741 St. Thomas Aquinas on Being and Nothingness
4. PHS 751 The True, the False, the Lie, and the Fake

Comprehensive Exam Course:

1. ENG 890 MA Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

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

Two foundational courses: PHS 607 Philosophy for Theologians and DTH 600 Faith and Revelation

Bioethics Concentration NCBC Certification		General Studies Concentration	
Foundation	2	Foundation	2
<u>Theology Core:</u>		<u>Theology Core:</u>	
Dogmatic Theology	2	Dogmatic Theology	2
Moral Theology	1	Moral Theology	1
Sacred Scripture	1	Sacred Scripture	1
<u>Concentration Core:</u>		<u>Concentration Core:</u>	
Bioethics	4	Apologetics	1
<u>Elective</u>	1	Bioethics	1
ENG 890	1	Church History	1
		Dogmatic, Morals, or Scripture	1
Bioethics Concentration Non-NCBC Certification	2	<u>Elective</u>	1
Foundation		ENG 890	1
<u>Theology Core:</u>	2	Moral Theology Concentration	
Dogmatic Theology	1	Foundation	2
Moral Theology	1	<u>Theology Core:</u>	
Sacred Scripture		Dogmatic Theology	2
<u>Concentration Core:</u>	4	Moral Theology	1
Bioethics	1	Sacred Scripture	1
<u>Elective</u>	1	<u>Concentration Core:</u>	
ENG 890		Moral Theology	4
		<u>Elective</u>	1
Church History Concentration		ENG 890	1
Foundation	2	Sacred Scripture Concentration	
<u>Theology Core:</u>		Foundation	2
Dogmatic Theology	2	<u>Theology Core:</u>	
Moral Theology	1	Dogmatic Theology	2
Sacred Scripture	1	Moral Theology	1
<u>Concentration Core:</u>			

Church History	4	Sacred Scripture	1
<u>Elective</u>	1	<u>Concentration Core:</u>	
ENG 890	1	Sacred Scripture	4
		<u>Elective</u>	1
Dogmatic Concentration		ENG 890	1
Foundation	2	Thomistic Studies Concentration	
<u>Theology Core:</u>		Foundation	2
Dogmatic Theology	2	<u>Theology Core:</u>	
Moral Theology	1	Dogmatic Theology	2
Sacred Scripture	1	Moral Theology	1
<u>Concentration Core:</u>		Sacred Scripture	1
Dogmatic Theology	4	<u>Concentration Core:</u>	
<u>Elective</u>	1	Dogmatic Theology	1
ENG 890	1	Moral Theology	1
		Philosophy	2
		<u>Elective</u>	1
		ENG 890	1

While it is recommended that students take the electives within their chosen concentration, students may take electives outside of the concentration if a reason exists to do so and they receive permission from the Program Director. They must stay within the Theology program in their choices. Students who meet the exemption requirements for one or both foundational courses may substitute those courses for graduate theology electives of their choice.

h. Summative Evaluation Requirement

Please see the [Summative Evaluation](#) section of this catalog.

i. Foreign and Ancient Languages

A student must demonstrate language proficiency necessary for writing the student's chosen thesis. Students may take a foreign language proficiency exam through CLEP or LTI or some other service that provides them and have the results sent to Holy Apostles to be noted on their transcript. Students may also take and pass a foreign or ancient language class at Holy Apostles College and Seminary to demonstrate proficiency in a language.

B. Master of Arts in Pastoral Studies Program

Program Director: Dr. Edward Trendowski

a. Summary of the Master of Arts in Pastoral Studies Program

The Master of Arts (M.A.) in Pastoral Studies program is a professional degree program designed to prepare students to serve competently and effectively in contemporary ecclesial ministries and lay leadership, especially within parish and diocesan settings. This includes, but is not limited to religious education at all levels, catechetical leadership, marriage and family ministries,

evangelization, spiritual direction, life coaching and youth ministry. A primary objective of the program is to develop in students an understanding of the ministry within the life and mission of the Roman Catholic Church.

The student must take 36 credit hours of graduate coursework, fulfill the formation element in human, spiritual and pastoral formation and complete the degree requirements with a G.P.A. of 3.0 or better. All students must complete two co-requisite courses, four core courses, four courses within the chosen concentration area, and two electives. All students are required to take the Comprehensive Examination as their Summative Evaluation. There is a six-year time limit from entry into the program for completion of the degree requirements.

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

1. Applicants should follow the Graduate Division Admissions Procedure
2. Applicants must have a Bachelor's degree with a minimum cumulative G.P.A. of 3.0
3. Applicants must be able to show proficiency in English, either evidenced by previous college experience or by proficiency exam.
4. The MAPS co-requisites PAS 602 Fundamentals of Practical Theology and DTH 645 Nature and Grace are foundational to the MAPS program. They may only be waived based on substantively similar graduate-level work and with the permission of the MAPS program director. If either or both are waived, the student will replace each waived course with any MAPS course not already part of the student's degree plan requirements.

c. MAPS Program Goals

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

d. MAPS Program Learning Outcomes

Students completing the MAPS program will be able to:

1. Apply Catholic doctrine and morals in a pastoral setting such as prayer, evangelization, catechesis, adult faith formation and apologetics.
2. Articulate and employ mature pastoral reflection in the context of diverse pastoral situations.

3. Evaluate human challenges, losses, and traumas in a pastorally sensitive manner that encourages growth in holiness among those being ministered.
4. Demonstrate competence in one of the program specializations, namely (a) apologetics (b) catechetical ministry (c) general studies (d) marriage and family (e) pastoral counseling (f) spiritual direction or (g) youth and young adult ministry.
5. Engage in guided human, spiritual and pastoral formation through field experience.

e. Areas of Study for the Master of Arts in Pastoral Studies

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

Apologetics

The Apologetics concentration Courses provide students with the biblical basis for the key Catholic teachings and customs. Topics include an introduction to apologetics, Catholic norms, nature and grace, the moral magisterium of John Paul II, and non-Catholic beliefs.

The Apologetics Concentration is an excellent fit for those desiring to share their faith among their family and friends, in the classroom, in public speaking, in written form, and through various forms of social media..

Concentration Goals

1. To demonstrate that arguments given by atheists are not compelling, especially: concerning the existence of God, the “problem” of evil and the holiness of the Church.
2. That philosophical ethics can articulate with convincing reasons that what Catholics know by faith to be immoral is also immoral by reason.
3. To demonstrate that Catholic dogma and faithful practice is a fulfillment of the yearnings of non-Christians and non-Catholic Christians.

Concentration Outcomes

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

Foundational Courses for All Areas of Concentration

- 1 PAS 602 Fundamentals of Practical Theology
2. DTH 645 Nature and Grace

Core Courses for the MAPS Degree

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics
4. PAS 785 Pastoral Issues Concerning Human Sexuality

Apologetics Area Concentration

1. APO 535 Moral Apologetics
2. APO 540 The New Atheism
3. APO 565 Reading Science in the Light of Faith
4. APO 631 Social Media and the New Evangelization

Suggested Apologetics Electives

*Select any two courses from the following, or consult the MAPS Program Director to approve your alternate selection.

1. APO 520 Accommodating Students' Faith Needs through Cultural Understanding (Formerly: Adapting Evangelization to Hispanic Cultural Contexts)
2. APO 620 Evolution and Catholic Thought
3. CHH/SAS 720 The Early Church and Evangelization
4. PAS 511 Mission and Evangelization
5. PAS 605 Intercultural Competencies
6. PAS 660 Thanatology

Catechetical Ministry

The MAPS Catechetical Ministry Concentration provides learners with the abilities and skills necessary to teach others about the Catholic Faith and to administer catechetical and or religious education programs in both parishes and diocesan capacities, including Catholic schools. The Catechetical Ministry Concentration is an excellent fit for those who wish to:

1. Direct a religious education/faith formation program in a parish.
2. Pursue a career in diocesan catechetical ministry.
3. Pursue a career in a Catholic grade school or high school.
4. Coordinate a religion program in a Catholic school.
5. Be more effective as a catechist or religion teacher.

Concentration Goals:

To equip students with the skills needed:

1. To demonstrate that the biblical-theological foundations of the Trinity, Jesus Christ, missiology, and morality are essential for sound catechetics.

2. To enable students to identify major milestones in the history and development of catechesis, as well as in the cognitive, social, and moral development of childhood and adolescence and to show how these milestones relate to catechesis.
3. To articulate and apply key principles from foundational catechetical documents to developmentally-appropriate methodologies for teaching the faith to children and teens.
4. To adapt catechetical materials and programs for special populations, including persons with disabilities and persons of diverse cultural and linguistic backgrounds.

Concentration Outcomes:

Students with a concentration in Catechetical Ministry will be able to:

1. Effectively administer a program of faith formation or religious education in a parish, school, or diocesan setting.
2. Foster personal growth in faith, discipleship and spirituality in one's self and contribute to forming a community of intentional disciples.
3. Craft developmentally-appropriate catechetical experiences for learners of all ages.
4. Coordinate programs of sacramental preparation for children, adolescents and adults.
5. Effectively meet the needs of special populations that present themselves for catechesis, including individuals with disabilities and persons from diverse cultural and linguistic backgrounds.
6. Collaborate with other ministry and/or educational leaders in a parish or school.

Foundational Courses for All Areas of Concentration

1. PAS 602 Fundamentals of Practical Theology
2. DTH 645 Nature and Grace

Core Courses for the MAPS Degree

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics
4. PAS 785 Pastoral Issues Concerning Human Sexuality

Catechetical Ministry Area Concentration

1. PAS 651 History and Foundations of Catechesis
2. PAS 653 Child and Adolescent Catechesis
3. PAS 660 Thanatology
4. PAS 891 Methods in Teaching

Suggested Catechetical Ministry Electives

*Select any two courses from the following, or consult the MAPS Program Director to approve your alternate selection.

1. 1. APO 535 Moral Apologetics

2. 2. APO 540 The New Atheism
3. 3. CHH/SAS 720 The Early Church and Evangelization
4. 4. PAS 511 Mission and Evangelization
5. 5. PAS 720 Nurturing the Domestic Church: Facilitating Authentic Marriage, Family Life and Spirituality
7. 6. PHS 628 Thomistic Exemplar Organizational Leadership

General Studies

The MAPS General Studies Concentration provides learners with a broad overview of pastoral ministry in the Church. Courses provide the students with a strong general understanding of pastoral issues in the areas of marriage and family life, pastoral counseling, spiritual direction, apologetics, and youth and young adult ministry as they affect the activity of the Church in the pursuit of its missionary mandate.

The General Studies Concentration prepares students to provide direct assistance to others in the work of the salvation of souls. In addition, the General Studies Concentration is an excellent fit for people who wish to acquire the skills needed to support and educate others in the primary issues pertaining to a variety of pastoral ministries and to assist them in fostering strong family bonds.

Concentration Goals

1. To educate students in the fundamental principles of pastoral theology.
2. To enable students to respond to family and life issues with Faith and sound pedagogy.

General Studies Concentration Outcomes

Students with a concentration in General Studies will be able:

1. To foster in students an appreciation of the Church's pastoral ministries.
2. To enkindle in students a desire to serve the Church.
3. To demonstrate an understanding of relevant pastoral ministry texts, including Sacred Scripture, Sacred Tradition, and Magisterial documents of the Church.

Foundational Courses for All Areas of Concentration

1. PAS 602 Fundamentals of Practical Theology
2. DTH 645 Nature and Grace

Core Courses for the MAPS Degree

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics

4. PAS 785 Pastoral Issues Concerning Human Sexuality

Core Courses for the General Studies Area Concentration

*Select any one course from each of the following four areas.

1. Marriage and Family Life

CLA 715 Canon Law of Marriage

PAS 621 Pastoral Care of Marriage and Family

PAS 653 Child and Adolescent Catechesis

PAS 660 Thanatology

PAS 720 Nurturing the Domestic Church: Facilitating Authentic Marriage, Family Life and Spirituality

PAS 780 Spiritual Psychology of Addiction and Habits of Recovery

2. Spiritual Direction

CHH 631 Mystical Theology and the Church Fathers

DTH 890 Spiritual Theology

PAS 660 Thanatology

PAS 671 Spiritual Direction: Skills and Practice

PAS 700 Christian Life Together in the Presence of Human, Physical, and Intellectual Impairments

PAS 705 Hospital Spiritual Care

3. Pastoral Counseling

MTH 851 Contemporary Moral Issues

PAS 641 Methods in Counseling

PAS 660 Thanatology

PAS 700 Christian Life Together in the Presence of Human, Physical, and Intellectual Impairments

PAS 780 Spiritual Psychology of Addiction and Habits of Recovery

PAS 791 Morals and Psychology

4. Apologetics, Youth and Young Adult Ministry

APO 535 Moral Apologetics

APO 540 The New Atheism

MTH 851 Contemporary Moral Issues

PAS 607 Contemporary Youth Culture

PAS 660 Thanatology

PAS 891 Methods in Teaching

General Studies Electives

*Select any two courses from the lists above that you have not already taken or consult the MAPS Program Director to approve your alternate selection.

Marriage and Family Studies

The MAPS Marriage and Family Studies Concentration provides learners with a strong understanding of both the role of the family in the life of the Church and society and the responsibilities involved in living out the covenantal relationship between God, man, and woman.

The Marriage and Family Studies Concentration This concentration would be is an excellent fit for those learners who wish to:

1. Serve as both diocesan and parish-based marriage and family life ministers.
2. Conduct effective marriage preparation and enrichment programs.
3. Promote the relational and spiritual well-being of spouses and families.
4. Provide front-line pastoral support for spouses and families in crisis.
5. Practice as Marriage & Family Life Coaches

Concentration Goals

To equip students with the skills needed:

1. To rediscover the meaning and values of marriage and family life
2. To articulate a theoretical and practical understanding of marriage and family life through Sacred Scripture, Natural Law, Sacred Tradition, and the Magisterium of the Church
3. To equip the students with both spiritual and pastoral help to be offered to those going through the trauma of abortion, terminal illness, death, and other crisis situations.
4. To facilitate a marital and family spirituality according to the Catholic vision of the home as the “domestic church.”
5. To be an effective first line of support to couples and families who are struggling under the weight of internal and/or external pressures.

Concentration Outcomes

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

1. Demonstrate marriage as a means for growth in holiness.
2. Show mastery for preparing those to embrace the sacrament of matrimony from remote and proximate stance.
3. Prudently offer support to spouses and families in every stage of life.
4. Provide pastoral support and develop first-line interventions for spouses and families in crisis.

Foundational Courses for All Areas of Concentration

PAS 602 Fundamentals of Practical Theology
DTH 645 Nature and Grace)

Core Courses for the MAPS Degree

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics
4. PAS 785 Pastoral Issues Concerning Human Sexuality

Core Courses for the Marriage and Family Area Concentration

1. CLA 715 Canon Law of Marriage
2. PAS 621 Pastoral Care of Marriage and Family
3. PAS 660 Thanatology
4. PAS 720 Nurturing the Domestic Church: Facilitating Authentic Marriage, Family Life and Spirituality

Suggested Marriage and Family Electives

*Select any two courses from the following or consult the MAPS Program Director to approve your alternate selection.

1. APO 535 Moral Apologetics
2. APO 540 The New Atheism
3. MTH 851 Contemporary Moral Issues
4. PAS 511 Mission and Evangelization
5. PAS 700 Christian Life Together in the Presence of Human, Physical, and
6. Intellectual Impairments
7. PAS 780 Spiritual Psychology of Addiction and Habits of Recovery

Pastoral Counseling

The pastoral counseling MAPS concentration gives learners the skills they need to help people cultivate healthy and holy relationships and to lead peaceful lives. Students will acquire the skills necessary for fostering the emotional, spiritual, and relational development of people-of-faith, in addition to being able to develop ethical and effective psycho-spiritual interventions to assist people in crisis. This The Pastoral Counseling MAPS Concentration concentration is an excellent fit for:

1. Persons in church ministry who would like to sharpen their psycho-spiritual intervention skills and be more effective, first-line responders to people needing emotional and relational support.
2. Any person who wishes to practice as a Christian Life Coach and/or Board Certified Professional Life Coach.
3. Licensed mental health counselors who wish to engage in ethical and effective faith- integrated approaches to professional counseling.

This program is a professional, ministerial degree that enables learners to pursue the additional paths required by state in order to practice as state-licensed mental health professionals. Upon graduation, one holds a professional degree and not professional credentialing or licensing. As with any ministerial program, those who wish to pursue a career in pastoral counseling after obtaining their degree are advised to research credentialing and licensing programs in their state of residence.

Concentration Goals:

To equip students with the skills needed:

1. To equip students with technical skills and practice for pastoral counseling.
2. To educate students on the role of social sciences especially psychology in pastoral counseling.
3. To foster in students the integration of human emotion.
4. To empower students to provide faith-integrated counseling/coaching services in an ethical and effective manner.

Concentration Outcomes:

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

1. Respectfully guide others in effective goal planning and decision-making skills.
2. Guide the people of God on how to cope with various crises in life by using spiritually integrated approaches to counsel/coach in an ethical and effective manner.
3. Facilitate the emotional, relational, and spiritual well-being and development of the people they serve.

Foundational Courses for All Areas of Concentration

PAS 602 Fundamentals of Practical Theology

DTH 645 Nature and Grace

Core Courses for the MAPS Degree

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics
4. PAS 785 Pastoral Issues Concerning Human Sexuality

Core Courses for the Pastoral Counseling Area Concentration

1. PAS 641 Methods in Counseling
2. PAS 683 Pastoral Counseling I: Spiritual Helping and Accompaniment (Pre-req., PAS 641)
3. PAS 684 Pastoral Counseling II: Spiritual Diagnosis and Accompaniment
(Pre-req., PAS 641; PAS 683)
4. PAS 791 Morals and Psychology

Pastoral Counseling Electives

*Select any two courses from the following or consult the MAPS Program Director to approve your alternate selection.

1. MTH 851 Contemporary Moral Issues
2. PAS 621 Pastoral Care of Marriage and Family
3. PAS 660 Thanatology
4. PAS 705 Hospital Spiritual Care
5. PAS 720 Nurturing the Domestic Church: Facilitating Authentic Marriage, Family Life and Spirituality
6. PAS 780 Spiritual Psychology of Addiction and Habits of Recovery

Spiritual Direction

The MAPS Concentration in Spiritual Direction is intended to give learners the skills they need to help people experience God and their Catholic faith in a more meaningful, dynamic, and integrative manner. Learners will develop the skills necessary to assist the faithful in discerning God's will, growing in virtue, developing a more intimate relationship with God, and experiencing the Holy Spirit at work in the blessings and challenges of everyday life.

The Spiritual Direction Concentration This concentration is an excellent fit for:

1. Those who are currently engaged in ministry work but who wish to be able to make a more effective use of the mystical and spiritual traditions of the Catholic faith in order to facilitate spiritual growth and healing in the people they serve
2. Persons interested in pursuing a career in various diocesan and parish ministries, faith formation, spiritual care, grieving and bereavement ministries, and other lay ministry careers
3. Licensed mental health professionals who wish to add a dimension of spiritual direction services to their current practice.
4. Those who wish to practice as Christian Life Coaches will be qualified (not certified) upon graduation

Concentration Goals

To equip students with the skills needed to:

1. To enable learners to apply insights from Catholic mystical theology to the challenges of everyday life.
2. To cooperate more efficiently with the movement of grace in their lives and in the clear discernment of spirits.
3. To enable learners to facilitate spiritual growth and maturity in their own lives and the lives of the faithful.

Concentration Outcomes

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

1. Engage in the practice of Spiritual Direction in an ethical and effective manner.
2. Assist the faithful in discerning God's will for their lives.
3. Employ the skills necessary to exercise the discernment of spirits.
4. Facilitate the development of virtue and spiritual maturity in the lives of the faithful.

Foundational Courses for All Areas of Concentration

PAS 602 Fundamentals of Practical Theology

DTH 645 Nature and Grace

Core Courses for the MAPS Degree

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics
4. PAS 785 Pastoral Issues Concerning Human Sexuality

Core Courses for the Spiritual Direction Area Concentration

1. CHH 631 Mystical Theology and the Church Fathers
2. PAS 660 Thanatology
3. DTH 890 Spiritual Theology
4. PAS 671 Spiritual Direction: Skills and Practice

Suggested Spiritual Direction Electives

*Select any two courses from the following, or consult the MAPS Program Director to approve your alternate selection.

1. MTH 851 Contemporary Moral Issues
2. PAS 621 Pastoral Care of Marriage and Family
3. PAS 700 Christian Life Together in the Presence of Human, Physical, and Intellectual Impairments
4. PAS 705 Hospital Spiritual Care
5. PAS 720 Nurturing the Domestic Church: Facilitating Authentic Marriage, Family Life and Spirituality
6. PAS 780 Spiritual Psychology of Addiction and Habits of Recovery

Youth and Young Adult Ministry

The MAPS Youth & Young Adult Ministry Concentration provides learners with the ability to help teens and young adults apply their Faith to the difficult emotional, spiritual, and relationship challenges that accompany the high school, college, and young adult years. The Youth & Young Adult Ministry Concentration enables practitioners, catechists, and evangelists to be more effective in connecting with teens and young adults through encouraging meaningful experiences of their Catholic Faith. Graduates will also be qualified (not certified) to practice as a Family Life Coach. This concentration would be an excellent fit for those learners who wish to pursue a career in :

1. Parish and diocesan youth and young adult ministries
2. Pursue careers in Catholic grade schools or high schools
3. Pursue careers in Campus ministry
4. Pursue careers in Family life ministries
5. Catholic Life Coach

Concentration Goals:

To equip students with the skills needed:

1. To foster in students the attitudes, skills and habits which are useful for ministering to young people.
2. To educate students to apply the wisdom of their Catholic faith to the needs of young people today, particularly in light of the universal call to holiness and of the importance of the family.
3. To assist teens and young adults enjoy healthy, Godly, and chaste peer relationships and prepare to participate in Godly marriage and family lives and other healthy adult relationships.
4. To empower teens and young adults to discover their mission and charisms, and discern God's will for their lives

Concentration Outcomes:

Students with a concentration in Youth and Young Adult Ministry will be able to:

1. Articulate the Catholic Church's core teachings on pastoral ministry for youth through thoughtful dialogue.
2. Demonstrate an understanding of relevant pastoral ministry texts focused on youth and young adults, including Sacred Scripture, Sacred Tradition, and Magisterial documents of the Church.
3. Distinguish various approaches to youth ministry, such as offering guidance, promoting positive growth, providing care during difficult times, fostering parish participation, engaging in advocacy.
4. Positively influence various forms of ministry relationships (mentoring, friendship, peer, co-workers, fellow disciples).

Foundational Courses for All Areas of Concentration

PAS 602 Fundamentals of Practical Theology

DTH 645 Nature and Grace

Core Courses for the MAPS Degree

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics
4. PAS 785 Pastoral Issues Concerning Human Sexuality

Core Courses for the Youth and Young Adult Ministry Area Concentration

1. APO 535 Moral Apologetics
2. APO 540 The New Atheism
3. PAS 607 Contemporary Youth Culture
4. PAS 660 Thanatology

Suggested Youth and Young Adult Ministry Electives

*Select any two courses from the following, or consult the MAPS Program Director to approve your alternate selection.

1. CHH/SAS 720 The Early Church and Evangelization
2. MTH 851 Contemporary Moral Issues
3. PAS 605 Intercultural Competencies
4. PAS 641 Methods in Counseling
5. PAS 780 Spiritual Psychology of Addiction and Habits of Recovery
6. PAS 891 Methods in Teaching

f. Core Curriculum

As the above list describes, two foundational classes are required of all students when they first matriculate into the Master of Arts in Pastoral Studies program, and these are PAS 602 Fundamentals of Practical Theology and DTH 645 Nature and Grace.

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

Core

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. DTH 512 Spiritual Life in the Classics
4. PAS 785 Pastoral Issues Concerning Human Sexuality

Concentrations

- Apologetics – 4 courses within the concentration
- General Studies – 4 courses within the concentration
- Marriage and Family Studies – 4 courses within the concentration
- Spiritual Direction – 4 courses within the concentration
- Pastoral Counseling – 4 courses within the concentration
- Youth and Young Adult Ministry – 4 courses within the concentration
- Catechetical Ministry – 4 courses within the concentration

Electives

Please refer to suggested electives under each concentration area.

As part of the 36-credit core course curriculum, students in the M.A. in Pastoral Studies Program must successfully complete either a comprehensive examination..

g. Course Requirements by Concentration for the M.A. in Pastoral Studies

Apologetics Concentration		Pastoral Counseling Concentration	
<u>Foundation</u>	2	<u>Foundation</u>	2
<u>Apologetics Core Concentration</u>	4	<u>Pastoral Counseling Core Concentration</u>	4
<u>Additional Courses</u>	2	<u>Additional Courses</u>	2
Catechetical Ministry Concentration		Spiritual Direction Concentration	
<u>Foundation</u>	2	<u>Foundation</u>	2
<u>Catechetical Ministry Core Concentration</u>	4	<u>Spiritual Direction Core Concentration</u>	4
<u>Additional Courses</u>	2	<u>Additional Courses</u>	2
General Studies Concentration		Youth & Young Adult Ministries_	
<u>Foundation</u>	2	<u>Foundation</u>	2
<u>General Studies Core Concentration</u>	4	<u>Youth & Young Adult Core Concentration</u>	4
<u>Electives</u>	2	<u>Additional Courses</u>	2
Marriage & Family Studies Concentration			
<u>Foundation</u>	2		
<u>Marriage & Family Studies Core Concentration</u>	4		
<u>Additional Courses</u>	2		

h. Summative Evaluation Requirement

Please see the **Summative Evaluation** section of the catalog.

i. Foreign and Ancient Languages

Students may take a foreign language proficiency exam through College Level Examination Program (CLEP) or Learning Tools Interoperability (LTI) or some other service that provides them and have the results sent to Holy Apostles College and Seminary to be noted on their transcript. Students may also take and pass a foreign or ancient language class at Holy Apostles College and Seminary to demonstrate proficiency in a language.

C. Master of Divinity in the New Evangelization

Program Director: Dr. Edward Trendowski

a. Summary of the Master of Divinity in the New Evangelization Program

The Master of Divinity in the New Evangelization is a professional, ministerial degree that offers students theology immersed in Sacred Scripture, Catholic spirituality, pastoral studies, apologetics dogma and moral theology. The program is designed to equip students to answer the call to the new evangelization through service to God, Church, family and neighbor effectively and efficiently in a variety of contemporary ecclesial ministries. Graduates are prepared for positions of lay leadership in parish and diocesan settings. 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 student must take 72 credit hours of graduate coursework, fulfill the formation requirements and complete the degree requirements with a G.P.A. of 3.0 or better. All students must complete two co-requisite courses, two spiritual theology courses, four Sacred Scripture courses, four pastoral theology courses, five moral theology courses, five dogmatic theology courses, and two courses of one's choice within the list of electives. All students are required to submit a Summative Evaluation project at the conclusion of their studies. There is a ten-year time limit from entry into the program for completion of the degree requirements. For extenuating circumstances, the student may obtain an extension from the Program Director.

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. The Master of Divinity in the New Evangelization is 100% available online.

The Master of Divinity in the New Evangelization (M.Div./NE) degree is especially for:

- Those working in ministry or those desiring to pursue work in various forms of ministry
- Catholic school teachers and other educators
- Homeschooling parents
- Catholic professionals
- Nurses, therapists, and other health care professionals
- Counselors, life coaches, grieving ministers and spiritual directors
- Marriage and family coordinators
- Youth ministers
- Coordinators of diocesan and parish-based religious education programs
- Seminary formators
- Single and married laity and those living the evangelical counsels
- Everyone wanting to grow in knowledge and love of the Catholic Faith

b. Admission Requirements for the Master of Divinity in the New Evangelization Program

Description of Process

Students seeking admission into the Online Programs at Holy Apostles first complete an application available at <https://holypostles.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.

c. Master of Divinity in the New Evangelization Program Goals

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)

d. Master of Divinity in the New Evangelization Program Outcomes

Students completing the Master of Arts in Pastoral Studies program will be able to:

1. Apply Catholic doctrine and morals in theological and pastoral setting.

2. Articulate and employ mature pastoral-theological evangelization and reflection, demonstrating prudence, knowledge of the Faith, and a realistic appraisal of concrete pastoral circumstances.
3. Conduct pastoral-theological research in an effective and ethical manner.
4. Develop strategies to foster growth in holiness and fidelity to the truth within those ministered to in the context of the new evangelization and in other pastoral situations.
5. Collaborate effectively with others in the work of ministry and evangelization.
6. Engage in guided human, spiritual, and pastoral formation through field experience.

e. Coursework for the Master of Divinity in the New Evangelization Program

Foundational Courses 2 courses / 6 credits

PAS 602 Fundamentals of Practical Theology

PHS 607 Perennial Philosophy (Formerly: Philosophy for Theologians)

Sacred Scripture 4 courses / 12 credits

SAS 638 Torah and Old Testament Historical Books

SAS 651 Synoptic Gospels

SAS 661 Gospel of John

CHH 881 Patristics

Note: CHH/SAS 720 The Early Church and Evangelization was originally planned but is replaced by CHH 881 Patristics..

Moral Theology 5 courses / 15 credits

APO 535 Moral Apologetics

BIE 625 Catholic Bioethics

MTH 611 Fundamental Moral Theology I

MTH 612 Fundamental Moral Theology II

MTH 851 Contemporary Moral Issues

Pastoral Theology 4 courses / 12 credits

APO 512 Apologetics

PAS 511 Mission and Evangelization

PAS 621 Pastoral Care of Marriage and Family

PAS 785 Pastoral Issues Concerning Human Sexuality

Dogmatic Theology and Church History 5 courses / 15 credits

DTH 731 One and Triune God

DTH 751 Christology

DTH 760 Ecclesiology and Ecumenism

DTH 800 The Seven Sacraments

Church History Course – Choose one of the following:

CHH 613 The Church in America

CHH 709 Ecumenical Council

CHH 712 Medieval Church History

CHH 713 Modern Church History

Note: CHH 700 Church History was retired and replaced with the choice of Church History courses listed above.

Spiritual Theology 2 courses / 6 credits

DTH 512 Spiritual Life in the Classics

DTH 766 Mary, Mother of God and Mother of the Church

Electives 2 courses / 6 credits (student selects two of the courses listed below)

APO 520 Accommodating Students' Faith Needs through Cultural Understanding (Formerly: Adapting Evangelization to Hispanic Cultural Contexts)

APO 565 Reading Science in the Light of Faith

PAS 605 Intercultural Competencies

PAS 660 Thanatology

PAS 651 History and Foundations of Catechesis

PHE 610 Ethics

PHS 781 Thomistic Personalism: Knowledge and Love

PHS 628 Thomistic Exemplar Organizational Leadership

Summative Evaluation Project (0 credits)

D. Master of Arts in Philosophy Degree Program

Program Director: TBA

The Master of Arts in Philosophy can be completed Online only.

a. Summary of the Master of Arts in Philosophy

The Master of Arts in Philosophy program is a course of study designed to give a broad acquaintance with the major philosophical disciplines. It is a flexible program, with a six year time limit from entry into the program to completion of the degree requirements.

The program is designed to prepare men and women for ministry, teaching philosophy, religion or theology, for a subsequent Post-Master's Certificate in Theology, or for licentiate or doctoral work. Classes also serve as enrichment for persons in other professions wanting to deepen understanding of their faith or seeking to integrate their faith into their daily lives.

Students may pursue one of five concentrations within the philosophy program: Christian Wisdom; Ethics; General Studies; History of Philosophy; and Systematic Philosophy.

b. Admission Requirements

- Applicants for the M.A. program in Philosophy should follow the College Division Admissions Procedure. Applicants must be able to show proficiency in English, either evidenced by previous college experience, or by proficiency exam.
- The M.A. program is designed for the student who is prepared to do graduate work.
- Applicants to the M.A. program must have a Bachelor's degree with a cumulative G.P.A. of at least 3.0 (B).
- In general, incoming students are required to take the co-requisite courses, PHH 605 Ancient & Medieval Philosophy and PHH 620 Modern & Contemporary Philosophy.
 - A student entering our M.A. in Philosophy program with a B.A. in Philosophy from a Catholic institution is exempt from both co-requisite courses, PHH 605 Ancient & Medieval Philosophy and PHH 620 Modern & Contemporary Philosophy, if the following criteria is met: (1) the student has a scholastic background indicated in the student's previous transcripts or syllabi where the degree was earned, and (2) the student has taken the following undergraduate courses: Ancient Philosophy, Medieval Philosophy, Modern Philosophy and Contemporary Philosophy.
 - A student who is exempt from the co-requisites must take two additional elective courses to complete a total of 36 credits.
- A maximum of six graduate credits toward the M.A. degree will be accepted by Holy Apostles College and Seminary for transfer. These credits must be from accredited colleges and must be applicable to the M.A. degree as outlined.

c. M.A. Philosophy Program Goals

The M.A. in Philosophy at Holy Apostles College and Seminary serves the following goals:

1. to educate students in the history, major topics, and intellectual habits of Western philosophy, especially:
 - a. in the rich diversity of the Catholic tradition,

- b. in the distinctively Catholic ways of understanding the relationship between faith and reason, and
 - c. with consistent attention to the work of St. Thomas Aquinas;
2. to develop in students a coherent and detailed knowledge of their philosophical concentration, its developing methodologies, its current literature, its history, its major theoretical constructs, and its classical and current problems and insights;
 3. to train students in the skills of academic research in philosophy, including the use of traditional and new media resources, as well as in the academic practices and styles common in the discipline; and
 4. to foster in students a deep comprehension of contemporary cultures and their philosophical roots, for the purposes of constructive dialogue, sound critical discernment, and participation in the work of Catholic evangelization.

d. M.A. Philosophy Learning Outcomes

Students earning the MA in Philosophy will be able to:

1. Explain and connect topics in the western history of ideas from antiquity to the contemporary period, at an advanced level, in philosophy of nature, epistemology, philosophical anthropology, metaphysics, natural theology, and ethics.
2. Evaluate claims in philosophy of nature, epistemology, philosophical anthropology, metaphysics, natural theology, and ethics in light of key Thomistic insights, as well as their role in developing, or undermining, Christian teaching.
3. Demonstrate a coherent and detailed knowledge of their philosophical concentration, its developing methodologies, its current literature, its history, its major theoretical constructs, and its classical and current problems and insights.
4. Research and expound an argument to both a specialized and a popular audience from within the perennial philosophical tradition.

e. Areas of Study for the Master of Arts in Philosophy

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

Christian Wisdom

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

Concentration Goals

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

Concentration Outcomes

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

reality, especially regarding crucial dimensions of human experience such as religion, language, art, education, and technology.

Foundational Courses for Philosophy:

1. PHH 605 Ancient and Medieval Philosophy
2. PHH 620 Modern and Contemporary Philosophy

Philosophy Core:

1. PHS 611 Logic and Epistemology
2. PHS 610 Philosophical Anthropology
3. PHE 610 Ethics
4. PHS 621 Philosophy of Nature and Metaphysics

Concentration Core:

1. PHS 731 The One and the Many
2. PHS 741 Saint Thomas on Being and Nothingness
3. PHS 751 The True, the False, the Lie and the Fake
4. PHS 761 The Good, the Bad, the Beautiful and the Ugly

Note: Students must complete PHS 731 before taking PHS 761.

Concentration Electives

1. PHS 783 Dante's Divine Comedy: Thomistic Philosophy in Narrative
2. PHE 617 The Personalism of John Paul II

Ethics

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

Concentration Goals

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

Concentration Outcomes

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

Foundational Courses for Philosophy:

1. PHH 605 Ancient and Medieval Philosophy
2. PHH 620 Modern and Contemporary Philosophy

Philosophy Core:

1. PHS 611 Logic and Epistemology
2. PHS 610 Philosophical Anthropology
3. PHE 610 Ethics
4. PHS 621 Philosophy of Nature and Metaphysics

Concentration Core:

1. PHE 663 Natural Law
2. PHE 680 Marriage and the Theology of the Body
3. PHE 775 Political Philosophy
4. MTH 841 Catholic Social Teachings

Concentration Electives

1. PHE 505 Narrative and the Moral Life
2. PHE 615 Nicomachean Ethics

General Studies

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

Concentration Goals

1. To enable students to cultivate a general philosophical awareness
2. To provide students with an understanding of their own identity as individual substances of a rational nature

3. To enable students to understand their relationship to one another, to the world in which they live, and to God

Concentration Outcomes

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

Foundational Courses for Philosophy:

1. PHH 605 Ancient and Medieval Philosophy
2. PHH 620 Modern and Contemporary Philosophy

Philosophy Core:

1. PHS 611 Logic and Epistemology
2. PHS 610 Philosophical Anthropology
3. PHE 610 Ethics
4. PHS 621 Philosophy of Nature and Metaphysics

Concentration Core:

1. Any course from Christian Wisdom (PHS 731, PHS 741, PHS 751, PHS 783, PHE 617, PHS 628)
2. Any course from Ethics (Any PHE course except PHE 617)
3. Any course from History of Philosophy (Any PHH course)
4. Any course from Systematic Philosophy (Any PHS course except those listed for Christian Wisdom)

Concentration Electives:

1. Any two graduate-level philosophy courses.

History of Philosophy

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

Concentration Goals

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

Concentration Outcomes

1. Students will demonstrate the ability to think critically within the discipline.

2. Students will connect historical trends to contemporary issues.

Foundational Courses for Philosophy:

1. PHH 605 Ancient and Medieval Philosophy
2. PHH 620 Modern and Contemporary Philosophy

Philosophy Core:

1. PHS 611 Logic and Epistemology
2. PHS 610 Philosophical Anthropology
3. PHE 610 Ethics
4. PHS 621 Philosophy of Nature and Metaphysics

Concentration Core:

1. PHH 651 Aristotle
2. PHH 781 Philosophy of St. Thomas Aquinas
3. PHH 792 Philosophy of Edith Stein
4. PHH 650 Recent Catholic Philosophy

Concentration Electives:

1. PHH 681 Arabic Philosophy
2. PHH 793 Plato's Republic

Systematic Philosophy

Courses provide the student with a comprehensive understanding of nature, human nature, and human thought from a Roman Catholic perspective.

Topics include epistemology, metaphysics, categorical logic, philosophy of nature, and the study of the soul.

Concentration Goals

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

Concentration Outcomes

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

Foundational Courses for Philosophy:

1. PHH 605 Ancient and Medieval Philosophy
2. PHH 620 Modern and Contemporary Philosophy

Philosophy Core:

1. PHS 611 Logic and Epistemology
2. PHS 610 Philosophical Anthropology
3. PHE 610 Ethics
4. PHS 621 Philosophy of Nature and Metaphysics

Concentration Core:

1. PHS 541 Natural Theology
2. PHS 641 Reason in the Theology of St. Thomas
3. PHS 721 Philosophy of Science
4. PHS 781 Thomistic Personalism: Knowledge and Love

Concentration Electives:

1. PHS 657 Phenomenology
2. PHS 671 Aesthetic

f. Core Curriculum

As noted in the list above, two foundational classes are required of all students when they first matriculate into the Master of Arts in Philosophy program, and these are PHH 605 Ancient and Medieval Philosophy and PHH 620 Modern and Contemporary Philosophy. If students enter the MA in Philosophy program with a Bachelors of Arts in Philosophy from a Catholic institution faithful to the teachings of the Magisterium, they may petition to have the foundational courses waived by the Vice-President of Academic Affairs and be free to substitute them for any graduate philosophy two electives. The 36-credit hour curriculum required for the M.A. in Philosophy Program is as follows:

Core

PHE 610 Ethics
 PHS 610 Philosophy of Man
 PHS 611 Logic and Epistemology
 PHS 621 Philosophy of Nature and Metaphysics

Concentrations (4 courses within each concentration)

Christian Wisdom
 Ethics
 General Studies
 History of Philosophy
 Systematic Philosophy

Electives

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

g. Course Requirements by Concentration for the M.A. in Philosophy

Christian Wisdom Concentration		History of Philosophy Concentration	
<u>Foundation</u>	2	<u>Foundation</u>	2
<u>Philosophy Core:</u>		<u>Philosophy Core:</u>	
Ethics	1	Ethics	1
Systematic	3	Systematic	3
<u>Concentration Core:</u>		<u>Concentration Core</u>	
Systematic	4	History	4
<u>Electives</u>	2	<u>Electives</u>	2
Ethics Concentration		Systematic Philosophy Concentration	
<u>Foundation</u>	2	<u>Foundation</u>	2
<u>Philosophy Core:</u>		<u>Philosophy Core:</u>	
Ethics	1	Ethics	1
Systematic	3	Systematic	3
<u>Concentration Core:</u>		<u>Concentration Core:</u>	
Ethics	4	Systematic	4
<u>Electives</u>	2	<u>Electives</u>	2
General Studies Concentration			
<u>Foundation</u>	2		
<u>Philosophy Core:</u>			
Ethics	1		
Systematic	3		
<u>Concentration Core:</u>			
Christian Wisdom	1		
Ethics	1		
History	1		
Systematic	1		
<u>Electives</u>	2		

h. Summative Evaluation Requirement

Please see the [Summative Evaluation](#) section of the catalog.

i. Foreign and Ancient Languages

Students may take a foreign language proficiency exam through College Level Examination Program (CLEP) or Learning Tools Interoperability (LTI) or some other service that provides them and have the results sent to Holy Apostles College and Seminary to be noted on their transcript. Students may also take and pass a foreign or ancient language class at Holy Apostles College and Seminary to demonstrate proficiency in a language.

A. Comprehensive Exam Process for M.A. in Theology students enrolled starting

in the Fall 2019 semester and after.

a. ENG 890 Summative Evaluation: Comprehensive Exam and Professional Paper (Theology)

All M.A. in Theology students enrolled starting in the Fall 2019 semester and going forward must take ENG 890 Summative Evaluation: Comprehensive Exam and Professional Paper (Theology) as their Summative Evaluation unless granted permission to write a thesis (see below for the thesis process). ENG 890 is a two-semester process. During the first semester, the student prepares for and takes an oral exam on the theology core. The following semester the student writes a 10-page professional paper to peer-reviewed academic journal standards under the guidance of a faculty advisor on a topic in the student's concentration area.

Students enroll in ENG 890 the semester before their last planned final semester. ENG 890 counts as a required 3-credit course for all concentrations in the M.A. in Theology. For students enrolled before the Fall 2019 semester who opt to take ENG 890, it counts as a 3-credit Theology elective.

b. ENG 890 Process

During the student's first semester of the ENG 890 process, the student completes a series of instructor-led exercises to prepare for an oral exam on the theology core and to prepare for writing the professional paper. At the end of the semester, the student completes an oral exam on the theology core. The following semester, the student writes a 10-page professional paper to peer-reviewed academic journal standards under the guidance of a faculty advisor on a topic in the student's concentration area. Once the faculty advisor approves the paper, a reader also reviews and must approve the paper. The paper is graded pass/fail.

c. Fee Structure

Since ENG 890 is a 3-credit course, the tuition fee is the same as the current 3-credit graduate course tuition fee. For the professional paper portion the following semester, the student must pay the current faculty advisor and reader fee, along with the graduation fee.

B. Current Format Comprehensive Exam

a. Eligibility

All M.A. in Philosophy students and all M.A. in Pastoral Studies students must take the Current Format Comprehensive Exam unless granted permission to write a thesis (see below). M.A. in Theology students enrolled before the Fall 2019 semester may opt to take the Current Format Comp exam instead of ENG 890.

Students may take the Current Format Comprehensive Exam concurrently with the student's final semester of coursework or within two semesters of completing all coursework.

The Current Format Comprehensive Exam is a non-credit. There is no instructor-led review. Students must apply knowledge learned throughout their course of studies. Therefore, students should review past course syllabi and notes as a refresher on important points and topics.

The fee for the Current Format Comprehensive exam pays the exam fee and graduation fee.

b. Format of the Exam

The Current Format Comprehensive Exam consists of two parts: a written exam and an oral exam. For the written exam, the student has 3 ½ hours to provide a critical assessment of a text related to the student's concentration area. Students in the General Studies concentration are generalists expected to have some knowledge of each concentration area in their program; therefore, their exam reading (or MAPS scenario) can focus on any concentration area in their program. The intent of the written exam is for the student to apply knowledge learned through the course of the student's masters-level program. Theology and Philosophy students can expect a reading expressing a position contrary to Catholic theology and/or Thomistic philosophy requiring a critical response. M.A. in Pastoral Studies students receive a scenario related to their concentration area to address critically. After passing the written exam, the student sits for a 1-hour online oral exam with two faculty members.

c. The Written Exam Process

- 1) All students taking the Current Format Comprehensive Exam are grouped as a semester cohort in the Comp Exam Resource in Populi. At the start of the semester, the Comp Exam Administrator will post the scheduled exam weekend. The exam weekend will normally be held approximately five weeks before the end of the semester. Unless granted an exception, all students taking the exam during the given semester will take in sometime during the exam weekend. The exam weekend runs from 12:01 am Eastern on Friday through 11:59 pm Eastern on Sunday. The student is free to choose any time during the exam weekend window to take the exam.
- 2) At the start of the exam weekend, the Comp Exam Administrator provides readings in the Comp Exam Resource for each program and concentration area of students taking the exam.
- 3) When the student is ready to take the exam, the student will open the appropriate exam reading in the Populi Comp Exam Resource. Opening the reading begins the student's 3 ½ hour time limit. The exam is open-book. Students must cite appropriate and relevant scholarly sources in their responses.
- 4) After the comp exam weekend, the Comp Exam Administrator sends each response to an appropriate faculty member who serves as praeses. The praeses grades the written response. Upon the praeses passing the written response, the Comp Exam Administrator then sends the response to a second faculty member who serves as reader. If the reader passes the exam, the student is notified to select a day and time for the online oral exam with the praeses and reader. The written exam is graded HIGH PASS, PASS, or FAIL.

d. The Oral Exam Process

For online students, the one-hour oral exam uses an online conferencing number, which only requires the student to call a teleconference phone number. The student does not need to use a computer for the oral exam. On-campus students may take the oral exam on-campus if the faculty members are also located on-campus.

The hour is parsed in this way:

- 1) The praeses of the examining board begins with brief prayer and proceeds to questions based on a list of core program topics along with topics in the student's area of concentration or emphasis.
- 2) The praeses and reader may each question the student for up to 30 minutes, after which the student will be invited to leave the conference. The oral exam will discuss the student's written response, along with general questions from the student's program core (theology, philosophy, or MAPS) and the student's concentration area.
- 3) When the examiners have agreed on the results, the praeses will call the student back (into the room or into the conference call) and announce the results.
- 4) The oral exam is graded HIGH PASS, PASS, or FAIL.
- 5) Upon successful completion of the oral exam, the Comp Exam Administrator will notify the student and appropriate administration members to record the student's completion of the comprehensive exam.
- 6) If the praeses and reader are dissatisfied with the results of either the written exam or oral exam, they will provide the student with an explanation and feedback for improvement. The student may then re-take that portion of the exam. A third and final chance can be scheduled at the discretion of the appropriate Vice-President of Academic Affairs.

Guidelines for Faculty on Oral Exam Questions

The examiners will draw their oral examination questions from the program core and from the student's concentration area. During the oral exam, students must demonstrate a working knowledge of all major topics in their program core and in their concentration area.

Examiners may also ask questions concerning pastoral application consonant with our mission to cultivate Catholic leaders for evangelization.

C. Master's Thesis Process

NB: Only M.A. in Theology and M.A. in Philosophy students may request permission to write a master's thesis. M.A. in Pastoral Studies students must take the comprehensive exam as their Summative Evaluation.

a. Statement of Purpose

Students who aspire to continue for more advanced degrees (e.g., a licentiate, Ph.D., or S.T.D.) may wish to write an M.A. thesis. The M. A. thesis is a major research paper of approximately 50-60 pages. If a student is granted permission to write an M.A. thesis, it serves as the student's Summative Evaluation instead of the comprehensive exam. Completion of the M.A. thesis noted on student transcripts.

The Master of Arts thesis indicates scholarly competence in a topic in the student's area of concentration. If approved to write an M.A. thesis, the Thesis Direct Study counts as a 3-credit elective toward completion of the 36 credit hours degree requirement.

b. Requirements for M.A. Thesis Direction

The comprehensive exam is the normative summative evaluation. Students wishing to write an M.A. thesis must receive approval based on the thesis application, proposal, and availability of appropriate faculty to serve as an advisor. Application to write a thesis is not a guarantee of being approved to write a thesis. Students not approved to write a thesis must complete a form of the comprehensive exam as outlined above as their Summative Evaluation.

Students must complete ENG 891 Academic Research, Design, and Writing before submitting a thesis application and proposal. ENG 891 is a 3-credit course that counts as a theology or philosophy elective. A student must complete at least 18 credits before enrolling in ENG 891. No special permission is required to take ENG 891 as an elective – any M.A. in Theology or M.A. in Philosophy student may take ENG 891 as an elective. However, completion of ENG 891 does not guarantee permission to write a thesis. Students who completed a master's thesis or doctoral dissertation in the humanities may request a waiver of ENG 891. To request a waiver, the student must submit an electronic copy of the thesis or dissertation to the Summative Evaluation Administrator (currently the Assistant to the Chief Academic Officer).

A student must have at least a 3.0 cumulative GPA to submit a thesis application and proposal. The student must submit the thesis application and proposal the semester before when the student wants to begin the Thesis Directed Study. Since a master's thesis is a capstone paper, the student may only enroll in the Thesis Directed Study concurrently with the student's final semester of coursework or within two semesters after completing all coursework.

The student submits the thesis application and proposal to the Summative Evaluation Administrator (SEA). The SEA will inform the student if the application is approved or denied. If approved, the SEA will direct the Online Learning Office to enroll the student in the Thesis Directed Study with the faculty advisor.

The student has the initial semester of Thesis Directed Study plus up to three *consecutive* semesters of Thesis Directed Study Continuation to defend the thesis successfully. If the student does not defend the thesis by the end of the third Thesis Direct Study Continuation, the student must take the comprehensive exam the following semester instead.

For M.A. in Theology students enrolled in the Fall 2019 semester and after, if granted permission to write a thesis, the Thesis Directed Study replaces ENG 890.

c. Guidelines

Upon a student's completion of the thesis, the student will engage in an oral defense of the work either on campus or via teleconferencing.

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

d. Fee Structure

The cost of the Thesis Directed Study is the same as that for a three-credit course plus an additional reviewer fee. A continuation fee is added for each additional semester a student invests in producing his or her thesis. These fees are itemized in the Tuition and Fee Schedule section of this catalog.

CERTIFICATE PROGRAMS

A. Graduate Certificates Program

a. Program Requirements

The Certificate Program is a flexible program in which the student completes five graduate courses (15 credit hours) in an area of specialization. Four of these courses are identical to the concentration core of any of the MA programs, and one course is an elective of the student's choosing. There is a six-year time limit from entry into the program for completion of requirements. Candidates for the certificate receive a graduate level knowledge in a specific area.

b. Areas of Study

A Philosophy student may specialize in *Christian Wisdom*. A Pastoral Studies student may specialize in *Youth and Young Adult Ministry* or *Professional Certificate in Catholic Pastoral Counseling for Mental Health Professionals* by completing the requirements with a G.P.A. of 3.0 or better.

c. Admission Requirements

Applicants for the Graduate Certificate Program should follow the Graduate Division Admissions Procedure. They must possess a B. A. Applicants must be able to show

proficiency in English, either evidenced by previous college experience, or by a proficiency exam.

d. **Graduate Certificate in Christian Wisdom**

The Post-Baccalaureate Certificate in Christian Wisdom is a 15-credit program grounded in the Aristotelian-Thomistic synthesis of faith and reason based on Catholic metaphysics. The courses are as follows: “Ancient and Medieval Philosophy,” “The One and the Many,” “St. Thomas Aquinas on Being and Nothingness,” “The True, the False, the Lie and the Fake,” and “The Good, the Bad, the Beautiful and the Ugly.”

Course of Study

PHH 605 Ancient and Medieval Philosophy

PHS 731 The One and the Many

PHS 741 St. Thomas on Being and Nothingness

PHS 751 The True, the False, the Lie, and the Fake

PHS 761 The Good, the Bad, the Beautiful, and the Ugly

Note: Student must complete PHS 731 before taking PHS 761.

e. **Graduate Certificate in Youth and Young Adult Ministry**

Holy Apostles College and Seminary Graduate Certificate in Youth and Young Adult Ministry can help you develop the knowledge and skills you need to make a difference in the lives of teens and young adults. This fully online, 15 credit certificate program will enable you to:

- Understand the unique challenges today’s teens and young adults face.
- Develop the pastoral counseling/coaching skills you need to support teens and young adults and apply their faith to common personal and spiritual struggles.
- Feel confident responding to the questions teens and young adults have about faith, life, and relationships.
- Develop programs that can help provide a faithful community of support for adolescents and young adults.
- Enter the MA in Pastoral Studies/Youth & Young Adult Ministry program with advanced standing.

*The following five courses are required and they constitute the totality of the program.

1. APO 540 The New Atheism
2. MTH 851 Contemporary Moral Issues
3. PAS 602 Fundamentals of Practical Theology
4. PAS 607 Contemporary Youth Culture
5. PAS 780 Spiritual Psychology of Addiction and Habits of Recovery

f. **Graduate Professional Certificate in Catholic Pastoral Counseling For**

Mental Health Professionals

Holy Apostles College and Seminary Graduate Professional Certificate in Catholic Pastoral Counseling for Mental Health Professionals is for Catholics who are either a professional psychologist, clinical social worker, counselor, marriage and family therapist or other state-licensed mental health professions. The Graduate Professional Certificate in Catholic Pastoral Counseling can help you meet this growing, unmet need for Catholic-integrated mental health services.

The Graduate Professional Certificate in Catholic Pastoral Counseling for Mental Health Professionals is an 18 credit, fully online, professional certificate program that will enable you to:

- Confidently evaluate the spiritual dimensions of emotional, behavioral, and relational problems.
- Diagnose spiritual disorders and develop interventions that foster healthy spiritual and faith development.
- Develop effective, empirically-valid, faith-based interventions for emotional, behavioral, and relational problems.
- Employ Catholic-integrated mental health interventions in an ethical, systematic, and professional manner.
- Identify as a Certified Catholic Pastoral Counselor (CCPC).
- Enter the MA in Pastoral Studies/Pastoral Counseling with advanced standing.

*The following six courses are required and they constitute the totality of the program.

1. PAS 602 Fundamentals of Practical Theology
2. PAS 641 Methods in Counseling
3. PAS 791 Morals and Psychology
4. PAS 683 Pastoral Counseling I: Spiritual Helping and Accompaniment
(prereq., PAS 641)
5. PAS 684 Pastoral Counseling II: Spiritual Diagnosis and Accompaniment
(prereq., PAS 641; PAS 683)
6. PAS 660 Thanatology

B. Post Master's Certificate in Theology

The Post Master's Certificate in Theology program is a thirty-credit course of study designed to give students, who already hold a Master of Arts degree in theology, an opportunity to advance their academic standing and concentrate on an area of theology. This certificate program may be completed 100% online. There is a six-year time limit from entry into the program for completion of the requirements. This is a flexible program, designed to prepare students for subsequent licentiate or doctoral work, or for integrating a theological component into their lives and professions.

a. Coursework

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

b. Degree Requirements

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

Course requirements for areas of concentration are identical to those of the residential M.A. in Theology program. In cases where a student has already taken any of these core courses, or comparable courses on the graduate level, the requirement may be waived by the Vice-President of Academic Affairs.

A maximum of six graduate credits toward the Post Master's Certificate in Theology will be accepted by Holy Apostles College and Seminary for transfer. These credits must be from accredited colleges, must not have been applied to a degree, and must be applicable to the Post Master's Certificate Program in Theology.

Acceptance of 6 transfer credits is at the discretion of the Vice-President of Academic Affairs.

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

c. Areas of Study

Post-Masters Certificates in Theology are available in the following concentrations: Bioethics, Church History, Moral Theology, Dogmatic Theology, Sacred Scripture, and Thomistic Studies.

C. Post Master's Certificate in Philosophy

The Post Master's Certificate in Philosophy program is a thirty-credit course of study designed to give students, who already hold a Master of Arts degree in Philosophy, an opportunity to advance their academic standing and concentrate on an area of Philosophy.

This certificate program may be completed 100% online. There is a six-year time limit from entry into the program for completion of the requirements.

This is a flexible program, designed to prepare students for subsequent licentiate or doctoral work, or for integrating a philosophical component into their lives and professions.

a. Coursework

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

b. Degree Requirements

- The Post Master's Certificate Program in Philosophy requirements must be completed with a G.P.A. of 3.0 or better. For purposes of retaining a consistency and integrity in its Post Master's Certificate in Philosophy program, Holy Apostles College and Seminary requires that a twelve-credit core curriculum be completed within the program by each candidate.
- All Post Master's Certificate candidates must integrate the following core courses into their program:
 - PHE 610 – Ethics
 - PHS 610 – Philosophical Anthropology
 - PHS 611 – Logic and Epistemology
 - PHS 621 – philosophy of Nature and Metaphysics.

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

A maximum of six graduate credits toward the Post Master's Certificate in Philosophy will be accepted by Holy Apostles College and Seminary for transfer. These credits must be

from accredited colleges, must not have been applied to a degree, and must be applicable to the Post Master's Certificate Program in Philosophy.

Acceptance of transfer credits is at the discretion of the Vice-President of Academic Affairs. The student must write a culminating paper of 30 pages under the guidance of an academic advisor.

c. Areas of Study

Post-Masters Certificates in Philosophy are available in the following concentrations: Christian Wisdom, Ethics, History of Philosophy, and Systematic Philosophy

D. Post-Master's Certificate in Pastoral Studies

The Post-Master's Certificate in Pastoral Studies program is a 30-credit hour course of study designed to give students, who already hold a Master's degree in Pastoral Studies, an opportunity to advance their academic standing and concentrate on an area of Pastoral Studies. This certificate program may be completed 100% online. There is a six-year time limit from entry into the program for completion of the requirements. This is a flexible program, designed to prepare students for subsequent licentiate or doctoral work, or for integrating a pastoral component into their lives and professions.

a. Coursework

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

b. Degree Requirements

- The Post Master's Certificate Program in Pastoral Studies requirements must be completed with a G.P.A. of 3.0 or better. For purposes of retaining a consistency and integrity in its Post Master's Certificate in Pastoral Studies program, Holy Apostles College and Seminary requires that a fifteen-credit core curriculum be completed within the program by each candidate.
- All Post Master's Certificate candidates must integrate the following core courses into their program:

Core Courses for the Post-Master's Certificate in Pastoral Studies

*The following five courses are required for each area of concentration.

1. PAS 805 Trinity and the Incarnation
2. APO 512 Apologetics
3. APO 535 Moral Apologetics
4. DTH 512 Spiritual Life in the Classics

5. PAS 602 Fundamentals of Practical Theology

Course requirements for each concentration are identical to those of the online M.A. in Pastoral Studies program. Please see the sample degree plans posted on the Holy Apostles website for details. In cases where a student has already taken any of these core courses, or comparable courses on the graduate level, the requirement may be waived by the Vice-President of Academic Affairs.

A maximum of six graduate credits toward the Post Master's Certificate in Pastoral Studies will be accepted by Holy Apostles College and Seminary for transfer. These credits must be from accredited colleges, must not have been applied to a degree, and must be applicable to the Post Master's Certificate Program in Pastoral Studies. Acceptance of transfer credits is at the discretion of the Vice-President of Academic Affairs.

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

c. Areas of Study

Post-Masters Certificates in Pastoral Studies are available in the following concentrations: Marriage and Family Studies, Pastoral Counseling, Spiritual Direction, Youth and Young Adult Ministry, Catechetical Ministry, and Apologetics.

COURSE DESCRIPTIONS FOR ALL DEGREE PROGRAMS

A. Course Classification and Description

Classification and description follow a simple pattern, for example:

CLA 702 Canon Law I: General Norms

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

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

B. Course Prefixes

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

APO	Apologetics	MTH	Moral Theology
BIE	Bioethics	PAS	Pastoral Theology
CHH	Church History	PHE	Philosophical Ethics
CLA	Canon Law	PHH	Historical Philosophy
DTH	Dogmatic Theology	PHS	Systematic Philosophy
EDU	Education	PSY	Psychology
ENG	English	SAI	Sacred Art Institute
ESL	English as a Second Language	SAS	Sacred Scripture
FPA	Fine and Performing Arts	SCM	Science and Mathematics
GRK	Greek	SOC	Social Sciences
HUM	Humanities		
LAT	Latin		
LLT	Liturgy and Liturgical Theology		

C. Course Offerings

a. Apologetics (APO)

APO 512 Catholic Apologetics

This course introduces the student to the art of fulfilling this biblical mandate to cogently and convincingly explain and defend Christian truth, and focuses on the “what” and “how” of apologetics to present a compelling defense of the Faith. *Online and on campus*

APO 520 Accommodating Students' Faith Needs through Cultural Understanding (Formerly: Adapting Evangelization to Hispanic Cultural Contexts)

This course focuses on diverse Hispanic cultural contexts as they relate to communicating the faith message. Understanding particular pastoral needs of multiple Hispanic populations requires an appreciation of socio-cultural norms. Broadening the communicator's scope and understanding of Hispanic perspectives, contributes to the positive personalization of the faith message. *Online and on campus.*

APO 535 Moral Apologetics

This course focuses on engaging apologetics from a moral dimension. *Online and on campus.*

APO 540 New Atheism

This course focuses on the nature of New Atheism and the attempt it is making to secure political power in its assault against the faith. *Online only.*

APO 565 Reading Science in the Light of Faith

This course teaches the non-scientist layperson how to articulate developments in current research in biological or biochemical fields (with particular emphasis on evolutionary biology, genetics, or neuroscience) by reading scientific papers and how to classify the conclusions in the

scientific papers as neutral, contradictory, or consistent with the tenets of Catholic faith. *Online only.*

APO 620 Evolution & Catholic Thought

This course blends instruction on the theory of evolution with Catholic thought on this much-debated topic. Students will study scientific topics along with relevant articles from Church teachings. The course will also provide discussion on Intelligent Design and Creationism. *Online only.*

APO/PAS 631 Social Media and the New Evangelization

This course explores the history, trends, and issues related to the Catholic Church and its use of media for social communications. Students discuss how the media is “social” and how this can be used to “introduce people to the life of the Church and help our contemporaries to discover the face of Christ” (Pope Benedict XVI, Message for 44th World Communications Day, 2010). *Online only.*

b. Bioethics (BIE)

BIE 625 Catholic Bioethics

This interdisciplinary course prepares students for pastoral service through an intensive review of the teachings of the Catholic Church regarding the sanctity and dignity of human life from the moment of conception until natural death. Topics include the most challenging and difficult moral and medical issues in the field of contemporary bioethics. *Can also be used for credit in MTH 625. Online and on campus.*

BIE 639 Bioethics & the Law

This course introduces basic constitutional, statutory, and regulatory law related to bioethics. United States Supreme Court case law is a central component of the course. The course will examine the development of constitutional substantive due process, privacy, individual autonomy, and equal protection. The structure of American constitutional government, the separation of powers, the protection of individual liberties, and related political and philosophical foundations are examined. *Online and on campus.*

BIE 651 Medical Ethics

This course begins with the background out of which the Catholic Medical Ethics grew, and then explores the modern situation and its failure will be described and the contemporaneous need for the religious traditions to exercise their appropriate influence will be affirmed. *Online and on campus.*

BIE 653 Guiding Principles of Catholic Medical Ethics

This course explores the extraordinary challenges, both medical and moral, currently facing Healthcare in the U.S. The Ethical and Religious Directives for Catholic Health Care Services, will

be used to overview critical topics in Catholic medical ethics. Requires separate enrollment with the National Catholic Bioethics Center. *Online only.*

BIE 661 Biology & Biotechnologies for Ethicists

This course focuses on the basic biological principles related to ethical issues such as in vitro fertilization and other reproductive technologies, embryonic and adult stem cells, artificial contraception, and genetic engineering from the standpoint of the Catholic faith. *Online only.*

BIE 673 Catholic Bioethics & the Dignity of the Human Person

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

BIE 675 Case Studies & Applied Topics

This course examines a number of bioethical topics and critically analyzes case studies from a Catholic perspective, including research ethics, ethics committee process topics, beginning and end- of-life ethical issues, and selected clinical issues. *Online only.*

BIE/MTH 750 Magisterial Teaching Related to Major Catholic Bioethic Issues

This course is a study of Magisterial and Church documents that provide the basis of many Catholic Church bioethics teachings. By taking this course, students will understand the continuity of Church teaching over time on matters of chastity, marriage, and respect for life as well as have an opportunity to synthesize their understanding for their own appreciation, for future study and for their work in evangelizing the culture. *Online only.*

BIE 796 Bioethics in the Post Christian Culture

This course examines the relationship between Catholic bioethics and secular culture. *Online only.*

c. Church History and Historical Theology (CHH)

CHH 263 Catholic Response During World War II

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

CHH 270 Patristics

A survey of the Church Fathers. This course will examine some of the figures and writings that most influenced early Christian thought and practice from the late 1st to 8th centuries AD, in addition to surveying the diverse historical and theological contexts that produced such writings. The course will proceed both chronologically and topically, paying careful attention to themes such as martyrdom, Christology, ecclesiology, sacramental theology, monasticism, and biblical interpretation. Selected authors come from a diversity of cultural backgrounds, geographical regions, languages, and perspectives, and include major thinkers such as St. Irenaeus, Origen, St. Cyprian, St. Athanasius, St. Augustine, and St. John of Damascus (among others). *On Campus.*

CHH 300 Church History

This course examines the history of the Catholic Church as a point of evangelization. Topics to be examined will include development of the early Church, the Age of the Fathers, the Dark Ages, the Middle Ages, the Reformation period, and the Modern Era. *Online and on campus.*

CHH 501 Historical Knowledge and Human Good

This course explores the relationship between historical knowledge and human flourishing, both temporally and eternally. What key historical events, figures, controversies and concepts should an adult retain after having left college? How ought a mature, Christian adult view history? What role does historical knowledge play in establishing a flourishing social life? Is there a connection between a proper historical consciousness and eternal salvation? *Online Only.*

CHH 613 The Church in America

This course surveys the Church's growth in America, especially in the United States, from 1492 to the present. Topics such as patronage, missionary activities, religious orders, persecution, the immigrant Church, the maturing of the Church, and contemporary tensions are studied. *Online and on campus.*

CHH620 The Reformation and Counter-Reformation

This course explores the period of Church history known as the Catholic Reformation. Topics explored include: 1) the Catholic Reformation as a proactive reform movement within the Church; 2) the challenge of Protestantism and its impact upon the reform; 3) the Council of Trent; and 4) the various religious orders that emerged during the period and their various apostolates. *Online Only*

CHH 631 Mystical Theology in the Church Fathers

This course focuses on selected writings of representative Eastern and Western Church Fathers to gain a better understanding of and appreciation for their teachings on contemplative prayer and the journey of the soul to Divine Union. *On campus and Online.*

CHH 661 The Church's Response to Catholic Modernism

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

CHH 670 Great Personalities in Church History

This reading course surveys a panoply of sources, church fathers, heterodox writers, heretics and saints, men and women, throughout our history. The original works of the writers themselves serve as the material basis for the class. *Online Only.*

CHH/DTH 671 Documents of Vatican II

This course introduces the history of Vatican II and the content of the documents. Topics include the background of the Council, the nature of the Church, inner spiritual renewal, the Church and the world, and the effects of the Council. *Online and on campus.*

CHH 675 Spirituality of St. John Paul II

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

CHH 700 Church History

This course surveys Church history, studying the major forces, events and persons shaping the growth and development of Christianity in the East and West. *Online and on campus.*

CHH 706 Highlights of Church History

This course will trace and highlight major developments in the history of the Catholic Church, from the Apostolic Period to the present day. Emphasis will be placed upon central historical figures, movements, institutions, controversies, and councils, with special attention paid to their importance for ministry and evangelization today. *On Campus only.*

CHH 881 Patristics

This course surveys selected writings from the principal Fathers of the Church. The focus is on the development of Catholic Doctrine from the Apostolic Fathers to St. Gregory the Great, with emphasis on the Trinitarian and Christological questions. *Online and on campus.*

CHH/SAS 720 The Early Church and Evangelization

. This course focuses upon the birth of the Church on Calvary, its promulgation on Pentecost Sunday, and its growth and development in the first three centuries after Christ's Ascension. An in-depth study of Acts of the Apostles and other New Testament Books as well as select readings from the Fathers of the Church will be studied. The themes of discipleship, martyrdom and evangelization will be given particular attention. *Online only.*

d. Canon Law (CLA)**CLA 601 Fundamentals of Canon Law (Canon Law I)**

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

CLA 702 Canon Law I: General Norms

After an overview of the philosophy, theology and history of Canon Law this class covers the general norms of the Code of Canon Law. Students will gain an understanding of the principles of the legal system that governs the Catholic Church and how to interpret the laws of the Church in ministry and life. *Online Learning Only.*

CLA 715 Canon Law of Marriage

This course introduces student(s) to the canon law of marriage through a systematic presentation and study of the 1983 Code of Canon Law, reflecting on the sacred canons themselves (cc. 1055-1165 and 1671-1707), their purpose, nature, context, history, and theological meaning. *Online and on campus.*

CLA 801 The Code of Canons of the Eastern Church

This course explains the importance of the Code of Canons of the Eastern Churches due to the Code of Canon Law and Pastor Bonus forming one juridical body of the Catholic Church. *On campus only.*

e. Dogmatic, Systematic, and Fundamental Theology (DTH)**DTH 101 Fundamental Theology**

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

DTH 210 Introduction to the Theology of the Trinity

This course considers the mystery of the Most Holy Trinity as the Communion of the Divine Persons, Father, Son and Holy Spirit. Drawing on Sacred Scripture, the Fathers of the Church, St. Thomas Aquinas, and Conciliar and Magisterial teachings, the course will include such topics as the divine essence, the notions of procession, relation and person, perichoresis, and the missions of the Son and the Holy Spirit. *On Campus only.*

DTH 512 Spiritual Life in the Classics

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

DTH 600 Faith and Revelation

This course will provide an exploration of the teachings of the Church on the mysteries of faith and revelation, through the study of related Magisterial documents and various writings of St. Thomas Aquinas. Topics include: the meaning of Revelation; the relationship between Sacred Scripture, Tradition, and the Magisterium; the relationship between faith and reason; the necessity, character, and effects of grace; the object, act, and virtue of faith; sins against faith; and the nature and mission of theology. *Online only.*

DTH 601 Faith, Revelation & Grace

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

DTH 641 Protology and Eschatology

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

DTH/MTH 642 John Paul II: Spirituality and Philosophy

This course will sketch the life, spirituality, and philosophy of Saint John Paul II, as foundational to his teaching and mission as Pope. The course will survey Saint John Paul II's own poetry, plays, and philosophical works, as well as a selection of autobiographical, and magisterial writings. *On campus only.*

DTH 645 Nature & Grace

This course examines the natural desire to see God; the controversy over the desire to see God; the state of human nature; the nature of the law; the new law of Christ - sanctifying grace; and the nature, necessity and effects of sanctifying grace. *Online and on campus.*

DTH 646 Theological Anthropology

This course examines human nature in relation to God as creator and as supernatural end, with attention to twentieth-century controversies and developments in Catholic theological anthropology. *On campus only.*

DTH 650 Sacraments of Initiation and Pneumatology

This course begins with an introduction to the study of the Holy Spirit and His work within the Church. It moves on to a classical Thomistic sacramentology and examines the theology of Baptism, Confirmation, and the Most Holy Eucharist, attending to the Scriptural foundations, patristic development, medieval synthesis, and modern presentation of the material. Special care is taken with the theology of the Real Presence and Eucharistic Sacrifice. *On campus only.*

DTH 651 God as Father, Priests as Bridegrooms/Fathers

This course examines the priesthood from a personal understanding in two parts, first, by reflecting on the mystery of the priesthood from the perspective of father, and then by reflecting on the priesthood from the viewpoint of the bridegroom. In these sections, what Revelation teaches us regarding priests as fathers, brothers, bridegrooms and disciples will be presented and clarified by Catholic wisdom throughout the ages, including from modern times. In addition, the historical contexts in which these terms were first used in Revelation and the Church will also be touched upon to better understand the unique Christian difference. *On campus only.*

DTH 655 Sacraments of Initiation

Building on the knowledge of the Sacraments, students in this course will study the words and rituals of the Sacraments of Initiation for a deeper appreciation of their continuing effects in our lives. *On campus.*

DTH/CHH 676 Recent Magisterium

This course will survey documents of the Papal Magisterium since Vatican II. A selection of readings from key documents of Popes Paul VI, John Paul II, Benedict XVI, and Francis will be studied. *On campus only.*

DTH 731 One and Triune God

This course is a doctrinal study of the nature and attributes of God as known by revelation and reason. The God we know and love is One and Three. Topics in this course address both the unity

of God and the three-ness of God. The work of St. Thomas Aquinas is used to expose students to these truths to be believed and to form a foundation for further growth and study. This course is a pre-requisite to DTH 751 Christology. *Online and on campus.*

DTH 751 Christology

This course considers the person of Jesus Christ and the theology of the Incarnation, with particular attention to the development of Christological doctrine and to the theology of Thomas Aquinas. Students registering for Christology must have already completed DTH 731 One and Triune God. *Online and on campus.*

DTH 753 The Mystery of Jesus Christ

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

DTH 757 The Holy Spirit (Previously: Pneumatology)

This course studies the Person and work of the Holy Spirit, including the power and presence of the Holy Spirit in the Old Testament, the life of Jesus, the New Testament, and the Church, with emphasis on the Spirit's primary role in the New Evangelization. *On campus and Online.*

DTH 760 Theology of the Church (Previously: Ecclesiology & Ecumenism)

This course investigates the nature and characteristics of the Church, its attributes, its structures, its mission and its relation to the world, and the development of Catholic thought concerning ecumenical and inter-religious dialogue. *Online and on campus.*

DTH 765 Mariology

This course studies how Marian theology has developed in time. This historical approach to Marian Theology will be supplemented with careful study of Fr. Reginald Garrigou-Lagrangé's classical text on *Mary, Mother of the Savior: And Our Interior Life*. *Online and on campus.*

DTH 766 Mary, Mother of God & Mother of the Church

This course examines Marian doctrine in its scriptural, historical, and modern contexts using infallible statements, *Lumen gentium*, and post-conciliar documents. *Online and on campus.*

DTH 800 The Seven Sacraments

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

DTH 865 Penance & Anointing

This course treats sacramental confession and pastoral ministry to the sick, the dying and the bereaved, particularly Penance, Viaticum, Anointing of the Sick and the Mass and Rite of Christian Burial. *On campus only. Seminarians only.*

DTH 871 Priesthood & Celibacy

This course studies the theology of the priesthood and the discipline of priestly celibacy. *On campus only. Seminarians only.*

DTH 890 Spiritual Theology

This course is designed to give the student a working knowledge of what is traditionally called ascetical and mystical theology but which implements the call of the Second Vatican Council to the various experiences and stages of growth in prayer in the universal call to holiness. *Online and on campus.*

f. English (ENG)

ENG 100 Rhetoric

This course teaches the principles and methods of classical rhetoric, which is the art of communicating truth, including both composition and public speaking. Students study exemplary orations that are historically and socially significant, and they compose and deliver their own orations. Truth and virtue are held in esteem, as students cultivate skills of logical persuasion and eloquence: *vir bonus, dicendi peritus* ("the good person speaking well").

ENG 115 Writing and Composition

This course is designed to give students the knowledge and skills necessary to compose college-level academic papers. It will begin with instruction in grammar, paragraph structure, and other foundational skills. Students will then gain experience writing autobiographical essays, theological reflections, and a research paper. Assignments will be tailored to students' abilities. Online and On Campus.

ENG 131 Poetry

This course introduces students to classics in poetry. Special focus will be given to close-reading and interpretive skills of representative authors. *Online and on campus..*

ENG 151 Drama

This course studies significant works of drama. Particular attention will be paid to Western dramatists. *Online and on campus.*

ENG 181 Research and Writing

This course is designed to instruct students to plan, research, and write a term paper. Students will be guided through the research phase and given a review of the fundamentals of composition. Extensive use of the library and Internet will be a part of the course. Online and on campus.

ENG 221 Novels, Short Stories, & Literary Research

This course examines select novels and short stories. Each student will write a paper on a work of literature with guidance through the research and drafting processes. *Online and on campus.*

ENG 300 Great Christian Literature

This course introduces the student to select writings of Christian literature post-New Testament to the present. The material selected for discussion gives signposts to allow the student to gain a greater appreciation of Christian thought, wisdom, and eloquence. *On campus only.*

ENG 400 Catholic English Literature

This course examines the thoughtful and beautiful works of select English playwrights, poets, and novelists, including William Shakespeare, G.M.Hopkins, T.S. Eliot, Graham Greene, and Evelyn Waugh. Each student writes a paper on the literature with guidance through the research and drafting. *Online only.*

ENG 410 The Works of J.R.R. Tolkien & C.S. Lewis

This course will explore the literary works of Tolkien and Lewis, delving into the deeper theological, philosophical, historical, and intertextual dimension of Middle-earth and Narnia. *Online and on campus. .*

ENG 550 Advanced Academic Writing:

This course prepares students to write clearly and strongly at the graduate level. The course walks through the stages of designing, drafting, formatting, and revising a research paper. Common writing issues will be addressed. *Online Only.*

ENG/PHS 583 Dante's Divine Comedy: Thomistic Philosophy in Narrative

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

ENG 890 Summative Evaluation: Comprehensive Exam & Professional Paper (Theology)

This course prepares M.A. Theology students to pass the oral-comprehensive exam in Dogmatic and Moral Theology during Final Exam Week and to write a ten-page professional paper in the student's concentration. The professional paper will be written under the direction of an advisor the semester after passing the ENG 890 oral exam.. *Online and On-campus.*

ENG 891 Academic Research, Design, & Writing

This course walks through the process for producing quality academic research papers, beginning with topic selection, research, and writing. The course culminates in the production of an academic research paper and thesis proposal. *Online Only.*

g. Fine and Performing Arts (FPA)

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

Students study western civilization through the medium of important art. The studies are supported by visual graphics. The class emphasizes oral questioning, working in groups, student presentations, and linking what is taught to the student's background and life experiences. *Online and on campus.*

h. Greek (GRK)

GRK 501 Greek I

This course emphasizes basic grammar and vocabulary drawn from philosophic and biblical Greek texts, and provides a working vocabulary of terms used in both Attic and Koine dialects. *Online and on campus.*

GRK 502 Greek II

This course builds on Greek I, emphasizes basic grammar and vocabulary drawn from philosophic and biblical Greek texts, and provides a working vocabulary of terms used in both Attic and Koine dialects. Prerequisite for Greek Readings. *Online and on campus.*

GRK 503 Greek III

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

i. History (HIS)

HIS 101 Western Civilization I

This course covers the history of Western civilization from the dawn of civilization through the Council of Trent. The intent of this course is for the student to develop an understanding of both the flow of history as an integrated whole, as well as an understanding of the significant part played by the Catholic Church in building Western civilization. *Online and on campus.*

HIS 102 Western Civilization II

This course continues the study of Western Civilization and covers the Thirty Years' War as nations fought to restore a united Christendom, the Enlightenment, the French Revolution, the American War for Independence, the Napoleonic Age, the two world wars, the Communist Revolution, Vatican II, and more recent events. *Online and on campus.*

HIS 200 American History I

Course description TBA

HIS 201 American History II

Course description TBA

HIS 351 Eastern Civilization I

This course covers the foundational thought and beliefs of Eastern Civilization stemming from its ancient history. These essential concepts and beliefs will be studied from a Catholic perspective with special reference to magisterial documents and papal writings. *Online and on campus.*

HIS 352 Eastern Civilization II

This course complements Eastern Civilization I by chronologically tracing the history of East and Southeast Asia from ancient times to modern times. In so doing, students learn about cultures,

philosophies, and religions of East Asia. The course pays special attention to the role of Catholicism in East Asian history. *Online and on campus.*

j. Humanities (HUM)

HUM 103 Humanities in the Ancient World

This course is an introduction to the origin and development of the humanities of the pre-Christian world. Students will be introduced to the various cultures of the ancient world that prepared for the fullness of time when God the Father in his infinite wisdom sent his only begotten son Jesus into the particular human culture of Judaism. *Online and on campus.*

HUM 104 Humanities in the Early Christian & Medieval World

This course covers the emergence and spread of Christianity as primary cultural phenomena from the time of Christ until the late middle ages, and introduces the major branches of the humanities-- for example, the literature, philosophy, arts, and architecture. *Online and on campus.*

HUM 115 The History of Western Art.

This course provides a general introduction to the history of art in the Western world. It explores the themes of western art in relation to their historical, geographical, anthropological, and sociological contexts, and will include a theological reflection upon the significance of these themes. Focus is on visual art: painting, sculpture, and architecture. *Online Only.*

HUM 125 The History of Sacred Art.

This course provides an introduction to the history of sacred art. It explores the meaning of sacred art as it emerges within the history of the Catholic tradition, from the early Church to the contemporary period, exploring themes, religious symbolism, and the role of art in communicating the faith. Particular emphasis is paid to the portrayal of Jesus, Mary, and the saints in painting and sculpture. *Online Only.*

HUM 220 A Joyful Noise: Psalms, Hymns and Spiritual Songs

Singing the praise of God is a prominent theme throughout the Bible. This course will explore the development of liturgical musical forms. Through active listening, readings and projects, we will examine the rich history of Psalms, hymns and other liturgical songs in both Western and Eastern churches. *Online only*

.HUM 230 The Church Music Program

This course will serve as a practical guide to developing a vibrant sacred music program. Topics will include the roles of the music director, the organist and the cantor, how to develop, grow and

maintain a church choir, rehearsal techniques, and choosing music for the liturgical year. *Online only.*

k. Latin (LAT)

LAT 201 Latin I

This course introduces the student to the basics of Latin, with the aim of enabling the student to approach medieval and modern ecclesiastical Latin texts. It is the first of three courses designed to give the student the skills to read modern ecclesiastical Latin. *Online only.*

LAT 202 Latin II

This course builds on Latin I and familiarizes the student with the majority of Latin grammar and a significant amount of theological and philosophical Latin vocabulary. It is the second of three courses designed to give the student the skills to read modern ecclesiastical Latin. *Online Only.*

LAT 203 Latin III: Advanced Latin

This course transitions from learning the grammar and basic vocabulary to translating significant texts of ecclesiastical Latin. This course builds on LAT 201 and LAT 202. *Online Only.*

1. Liturgy and Liturgical Theology (LLT)

LLT 506 Liturgical Theology

This course demonstrates how the Liturgy is the source and summit of the Christian Life as found in *Sacrosanctum Concilium*, 10. It will examine liturgical theology especially in terms of its theological and spiritual aspects, while integrating pastoral and canonical applications. *Online and On Campus.*

LLT 812 Pre-Deacon Practicum

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

LLT 813 Pre-Priest Practicum

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

LLT 820 Ordinary Form of the Mass Practicum, Part 1

This course will review the Rites of the Church with particular focus on the Sacraments of Baptism, Penance, Confirmation, Matrimony and the Anointing of the Sick. The principal objective of the PRACTICUM course is a "How to." How to say what's in "black." How do what's in "red." The

presumption of this course is that students have received the necessary philosophical, theological, sacramental, canonical and liturgical formation to understand the deeper nature of the "saying" and "doing." THEREFORE THE FOCUS IS ON "GETTING IT RIGHT/THE RUBRICS." On campus Only.

LLT 821 Ordinary Form of the Mass Practicum, Part 2

This course will review the Rites of the Church with particular focus on the Sacraments of Baptism, Penance, Confirmation, Matrimony, the Anointing of the Sick and the Holy Eucharist. The principal objective of the PRACTICUM course is a "How to." How to say what's in "black." How do what's in "red." The presumption of this course is that students have received the necessary philosophical, theological, sacramental, canonical and liturgical formation to understand the deeper nature of the "saying" and "doing." THEREFORE THE FOCUS IS ON "GETTING IT RIGHT/THE RUBRICS." On campus only.

LLT 831 Extraordinary Form of the Mass Practicum, Part 2

A liturgical tutorial for deacons on how to properly celebrate the Extraordinary Form of the Mass, which will familiarize the student with the 1962 Roman Missal, as well as special liturgical aspects of the Extraordinary Form of the Mass. *No Credit. Seminarians only. On campus only.*

m. Moral Theology (MTH)

MTH 300 Moral Theology

This course introduces the foundational concepts of Catholic moral theology, and seeks to provide a mastery of the questions: What is moral theology? What are its underlying precepts? How can we use these to help ourselves and others lead a moral life? *Online and on campus.*

MTH 425 Theology of the Body

This course covers the biblical foundations for the Theology of the Body as expressed in the works of St. John Paul II, and seeks to relate the Theology of the Body in the practical encounters of life, love and Marriage. *Online and on campus.*

MTH 611 Fundamental Moral Theology I

This course presents fundamental moral principles from the perspective of the classical Catholic moral tradition especially as represented by Thomas Aquinas and John Paul II. Primary questions include the end of man, human acts, moral determinants, freedom, sin, moral responsibility, and conscience. *Online and on campus.*

MTH 612 Fundamental Moral Theology II

This course examines the nature of moral habit, virtue, and sin with the purpose of preparing priests and religion teachers, spiritual advisors, or other Christians to engage accurately in moral evaluation and formation. *Online and on campus.*

MTH 659 Moral Magisterium of Saint John Paul II

This course is devoted to the teachings of John Paul II in the area of moral theology. This course covers the foundations of his moral teaching before his pontificate as well as the legacy of his thought in the work of Popes Benedict XVI and Francis, attending especially to the encyclicals *Laborem Exorcens*, *Sollicitudo Rei Socialis*, *Centessimus Annus*, *Veritatis Splendor*, and *Evangelium Vitae*. *Online Only*.

MTH/PAS/PHE 680 Marriage & Theology of the Body

This course approaches marriage from an interdisciplinary perspective, covering the biblical foundations for the Theology of the Body as expressed in the works of St. John Paul II, seeking to relate the Theology of the Body in the practical encounters of life, love and Marriage, and introduces Catholic sexual ethics using the work of John Paul II, and examines the significant philosophical thought of Karol Wojtyla on this topic in his *Love and Responsibility* and *Theology of the Body*. *Online and residential*.

MTH 681 Theology of the Body: Sexual Difference & Complementarity

This course will study the “Theology of the Body” as it was taught by Saint John Paul II in a series of General Audiences in which he offered a catechesis on human love and sexuality, based in Sacred Scripture and the Tradition of the Church. *Online and on campus*.

MTH/PAS/PHE 841 Catholic Social Teachings

This course traces major themes in Catholic social teachings by using the U.S. Bishop’s document, *Sharing Catholic Social Teaching: Challenges and Directions* and includes topics therein. *Online and on campus*.

MTH 851 Contemporary Moral Issues

This course researches and evaluates selected significant moral questions confronting the Church and the world today, including such issues as abortion and euthanasia in their contemporary aspects, pressing issues in social justice, issues in business, environment, and media ethics, and critical issues in sexual ethics. *Online and on campus*.

MTH 891 Moral Virtues in Confession

The purpose of this course is to locate the moral virtues within the context of confessional practice. Special attention is given to the virtue of justice and the material sins needed to fully help penitents and encourage a thorough examination of conscience. *For Seminarians only*.

n. Pastoral Theology and Pastoral Studies (PAS)

PAS 161 Catechism I

This course presents an overview of the *Catechism of the Catholic Church*. Students study the first two parts, “The Profession of Faith” and “The Celebration of the Christian Mystery” to grasp its presentation of truth in the light of Vatican Council II. *Online and on campus*.

PAS 162 Catechism II

This course presents an overview of the *Catechism of the Catholic Church*. Students study parts three and four of the *Catechism*, “Life in Christ” and “Christian Prayer,” to grasp its presentation of truth in the light of Vatican Council II. *Online and on campus*.

PAS 325 Human Formation

This course focuses on self-knowledge, formation in Christ and cooperation with the grace of God. To that end, it draws on work on attachment, human development, boundaries, homosexuality, trauma, addiction and the essence of masculinity and femininity. On campus only.

PAS 505 Intercultural Competencies

This course explores the nature of intercultural competencies and engages the learner in methods concerning their development and cultivation within a community of faith. Online only.

PAS 507 Contemporary Youth Culture

This course explores the culture of contemporary youth and its ramifications for catechesis. Students prepare to encounter the learner who is immersed in the secular, post-modern milieu. Families in contemporary culture, peer expectations, and the influence of media are addressed. Online only.

PAS 511 Mission & Evangelization

This course explores biblical-theological foundations of mission, the forms of evangelization, education for evangelization, specific missionary vocation, challenges in evangelization and an exploration of St. John Paul II’s call for new ardor, expression, and method in evangelization. *Online and On Campus*.

PAS 581 History and Foundations of Catechesis

This course will examine the roots and history of catechesis, starting from early foundations of faith formation in the Jewish tradition, exploring the teaching of the faith in the New Testament and early Church, and continuing through the modern era. Students will become acquainted with the foundational documents of catechesis and their application to religious education in parishes and schools. Offered online every other fall during the even years. *Online Only*.

PAS 599 Principles of Parish Management and Operations

This course focuses on developing an effective personal management style that is consistent with all principles of the Catechism of the Catholic Church, best serves the non-sacramental needs of parishioners, affords responsible custodianship of parish assets, and demonstrates best practices in leadership of lay and volunteer personnel. On campus only.

PAS 602 Fundamentals of Practical Theology

Practical, or pastoral theology is the “practical application of scientific theology to the care of souls in the sacred ministry”(John A. Hardon, *Modern Catholic Dictionary*). Unfortunately, in today’s world, the “unrestricted application of scientific methods to matters of faith appears to be sheer presumption, whereby man oversteps his limits and undermines his own foundations” (Joseph Ratzinger, *The Nature and Mission of Theology*, 8). Consequently, *practical* theology must first be grounded in theology itself.

Firmly rooted in “scientific theology,” the course seeks to apply the doctrinal truths of the Faith to various pastoral situations confronting today’s minister. Since Sacred Scripture is to “inspire all pastoral work,” this course copiously invokes it (Benedict XVI *Verbum Domini*#73).

PAS 621 Pastoral Care of Marriage & Family

This course will explore marriage as a spousal covenant from the biblical and traditional perspectives and consider how to minister to families, using as a basic text, John Paul II’s Magisterial Document, *Familiaris consortio*. Modern challenges to marriage will also be addressed. *Online and on campus.*

PAS 622 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 623 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 624 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 625 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 626 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 627 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 628 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 629 Field Education

This course will involve engagement in a given field. *No credit. Seminarian only. On campus only.*

PAS 641 Methods in Counseling

This course presents appropriate methods in pastoral counseling. *Online and on campus.*

PAS 653 Child and Adolescent Catechesis

This course explores the culture of contemporary youth and its ramifications for catechesis. Students prepare to encounter the learner who is immersed in the secular, post-modern milieu. Families in contemporary culture, peer expectations, and the influence of media are addressed. *Offered online every other spring during the odd years.*

PAS 660 Theology of Suffering (Previously: Thanatology)

This course examines the topic of suffering, dying and death from doctrinal, pastoral, spiritual, and human dimensions. The psychological and social aspects of dying and death will also be considered, along with a brief study on end of life issues. This course enables one in any ministry to address concerns and questions that arise in life, especially with a view to family and youth ministry, hospital chaplaincy, grief ministry, the elderly, and care for the physically and mentally challenged. *Online Only*

PAS 661 Catechism I

This course presents an overview of the *Catechism of the Catholic Church*. Students study the first two parts, “The Profession of Faith” and “The Celebration of the Christian Mystery” to grasp its presentation of truth in the light of Vatican Council II. *On campus only.*

PAS 662 Catechism II

This course presents an overview of the *Catechism of the Catholic Church*. Students study parts three and four of the *Catechism*, “Life in Christ” and “Christian Prayer,” to grasp its presentation of truth in the light of Vatican Council II. *On campus only.*

PAS 668 Missionary Discipleship: Evangelization & Catechesis

This course will consider evangelization, new evangelization and catechesis as “a remarkable moment in the whole process of evangelization” (John Paul II, *Catechesi Tradendae*) based on the mission of her Founder, “Go, teach . . .” (Matthew 28: 19). *Online and on campus.*

PAS 671 Spiritual Direction: Skills & Practice

This course equips the participants with the technical skills for spiritual direction, skills which enable the participants to go through personal discernment and help others in both personal and communitarian discernment for discovery of personal vocation and decision making. *Online and on campus.*

PAS 681 Pastoral Counseling

This course will instill in the students the basic skill of a counselor, which is active listening. This involves not only listening to what the client says but more importantly to what he does not say. To attend to this basic skill of listening, the students should be equipped with the basic personal qualities of a counselor: Empathetic understanding, acceptance and genuineness. *On campus only.*

PAS 683 Pastoral Counseling I: Spiritual Helping and Accompaniment

This course explores the theology of suffering and how to properly frame common spiritual, emotional and relational problems, help the faithful discover paths for addressing these problems using solution-focused questioning techniques, spiritual resources, and basic pastoral interventions. *Online only.*

PAS 684 Pastoral Counseling II: Spiritual Diagnosis and Accompaniment

This course explores how to diagnose and treat spiritual disorders as well as how to recognize and treat the spiritual dimensions of psychological, relational, and medical problems. *Online only.*

PAS 700 Intellectual Impairments (Formerly: Christian Life Together in the Presence of Human, Physical, and Intellectual Impairments)

This course will draw us into a deeper understanding of Christian faith, vocation, catechesis, ministry & ecclesiology – in light of the presence and reality of physical & intellectual impairment among disciples. As part of the core of Christian life or ministry, our focus is pastoral & ecclesial; rather than clinical, medical, legal or psychological. *Online only.*

PAS 701 Pastoral Theology I

This course covers practical and theological topics for future pastors, including current resources, major pastoral challenges, boundaries and special settings such as prisons and hospitals. The course will examine the pastoral shift from Vatican Council I to Vatican II designing a new pastoral methodology. *4th year seminarians only. On campus only.*

PAS 702 Pastoral Theology II

This course addresses issues of need in the pastoral realm with directives as to the shepherding tasks of the parish priest together with a description of the necessary skills. This part II of Pastoral Theology will focus more on the concrete pastoral situations. *4th year seminarians only. On campus only.*

PAS 705 Hospital Spiritual Care

This course locates the place of spiritual care in health-care management/services. Spirituality forms a significant piece of the puzzle in the holistic care of a person who happens to be sick. Discussed are the ethical issues, professional expectations, philosophical and theoretical bases. *Online only.*

PAS 706 Auto-Formation in Light of Pastores Dabo Vobis

This course emphasizes personal involvement in appropriating formation and promotes freedom with responsibility for human maturity cannot materialize without a strong training in freedom (*Pastores Dabo Vobis* 44). *On campus only.*

PAS 720 Nurturing the Domestic Church: Facilitating Authentic Marriage and Family Life and Spirituality

This course explores the pastoral minister's role in facilitating the emotional, psychological, relational and spiritual well-being of couples and families. Special emphasis will be given to the building blocks of an authentic, dynamic, marriage and family spirituality. *Online only.*

PAS 751 Homiletics I

This course develops preaching skills for ordination to the diaconate and priesthood with attention on the spiritual formation of the preacher. Students develop public speaking skills through constructive critique. Reserved for the ordained or those preparing for ordination. *Seminarians only. On campus only.*

PAS 752 Homiletics II

This course builds on, and develops the skills learned in Homiletics I, so the student can prepare and deliver homilies with passion and conviction. *Pre-requisite PAS 751 Homiletics. Seminarian only. On campus only.*

PAS 780 Spiritual Psychology of Addiction and Habits of Recovery

In this course, we approach the issue of addiction primarily from the perspective of a Spiritual Psychology of Addiction and Recovery. In the first part of the course, we construct this psychology basically from the work of Thomas Aquinas on the healing powers of the soul and the work of the Contemporary Christian psychiatrist, Gerald May, M.D., *Addiction and Grace, Love and Spirituality in the Healing Addictions*, especially in recovery programs. In the second part of the course, we focus on a predominant factor in the journey to recovery from alcoholic, drug, and behavioral addiction, i.e., the *Escaping of Anxiety, Along the Road to Spiritual Joy. Online Only.*

PAS 785 Pastoral Issues concerning Human Sexuality

This course addresses the meaning of human sexuality, education and integration of emotion, sexual aberrations, relationship skills such as intra- and inter-personal skills, personal freedom skills, sexuality and spirituality, human sexuality and eschatology. *Online and On campus.*

PAS 791 Morals & Psychology

This course concerns the mutual influence of the life of reason and the emotions on moral practice with emphasis on the nature of emotions, repressive and affirmation neuroses, freedom of the will in neurotics, and the influence of moral practice on the prevention of neuroses. *Online and on campus.*

PAS 795 Fundamental Human Formation

This course focuses on self-knowledge, formation in Christ and cooperation with the grace of God. To that end, it draws on work on attachment, human development, boundaries, homosexuality, trauma, addiction and the essence of masculinity and femininity. *Seminarians only. On campus only.*

PAS 805 Trinity and the Incarnation

This course provides a pastoral understanding of two central mysteries of the Catholic Faith: the Holy Trinity and the Incarnation of our Lord, Jesus Christ. Since pastoral ministry concerns putting people in “communion with the Person of Christ” and helping others to follow Him, this course focuses upon Jesus Christ as the Way to the Father (John Paul II, Catechesis Tradendae #5). A second pastoral focus highlights the practical dimensions by which we can live our communion with the Blessed Trinity in family life, pastoral settings, and in the various ministries in the Church. *Online Only*

PAS 891 Methods in Teaching

This course is designed to engage students in the study of teaching methods for face-to-face and online learning environments. *Online only.*

o. Philosophy of Ethics (PHE)

PHE 422 Christian Social Ethics

This course is an application of basic Christian principles to the political, economic and social spheres. It includes analysis of questions of wealth and poverty, cultural development, war and peace, and Christian involvement in government. *On campus only.*

PHE 425 Fundamental Bioethics

This course studies the philosophical foundations for several ethical viewpoints concerning human life and the use of medical technologies, focusing primarily on the Catholic position rooted in personalistic principles. *Online and on campus.*

PHE 450 Ethics

This course studies the principles of ethics from a Thomistic and phenomenological perspective including criteria for making moral choices and a refutation of situation ethics, and addresses social justice, abortion, war and peace and sexual ethics. *Online and on campus.*

PHE 505 Narrative & the Moral Life

This course examines the ethical influence of stories by focusing on philosophical analyses of narrative and moral life. Topics may include: the sources and limits of narratives' moral power; their nature and structure; principles for the ethical evaluation of stories and their readers; and stories in Catholic spirituality. *Online only.*

PHE 610 Ethics

This course studies the principles of ethics from a Thomistic and phenomenological perspective including criteria for making moral choices and a refutation of situation ethics, and addresses social justice, abortion, war and peace and sexual ethics. *Online and on campus.*

PHE 615 Nicomachean Ethics

The course will consist of large selected portions of The Nicomachean Ethics of Aristotle. The intent is to show the pagan material which aided St. Thomas Aquinas in his formulation of his Christian Moral Theology and Moral Philosophy. *Online only.*

PHE 617 The Personalism of John Paul II

The course teaches about the philosophical personalism of St. John Paul II/Karol Wojtyła. It seeks to present St. John Paul II/Karol Wojtyła as an original thinker who can be satisfactorily classified neither as fully Thomist nor fully phenomenologist. *Online only.*

PHE 663 Natural Law

This course includes topics such as enlightenment jurisprudence and the "Culture of Death," the foundations of the natural law, how the natural law works, natural law as a basis for good laws, and natural law in Catholic moral teaching. *Online only.*

PHE 775 Political Philosophy

This course seeks to introduce students to political philosophy by undertaking a critical historical study of the most influential works (ancient, medieval, and modern) of the Western tradition. Students will study and analyze the fundamental issues that have shaped the debate throughout

the centuries, including the nature of justice, law and liberty, power and authority, political equality, human rights, and the relation of Church and the state. *Online only.*

PHE 796 Virtue, Personalism, and the Secular World

This course develops the thesis that the heart of true virtue (Christian virtue) is love and is enacted through the person. The personalist philosophies of Wojtyla, Marcel, Maritain, Kierkegaard, Buber, Tillich and others are closely examined. *On campus only.*

p. Historical Philosophy (PHH)

PHH 301 History of Ancient Philosophy

This course studies the most representative thinkers of ancient philosophy, beginning with Plato, Socrates and Aristotle and ending with St. Augustine and Boethius. *Online and on campus.*

PHH 304 History of Medieval Philosophy

This course will introduce students to medieval philosophy and, in addition to focusing on major thinkers such as Augustine, Boethius, Anselm, Thomas Aquinas, Bonaventure, Duns Scotus, and William of Ockham, examine its importance today in such topics as the nature and existence of God, the relationship between faith and reason, and the human soul and its faculties. *Online and on campus.*

PHH 401 History of Modern Philosophy

This course examines the classical modern philosophers beginning with Descartes, Spinoza, Hobbes, and ending with the 19th century idealist, Hegel. *Online and on campus.*

PHH 404 History of Contemporary Philosophy

This course examines the views of various 20th and 21st century philosophers on issues in ethics, epistemology, metaphysics, and other areas of thought. *Online and on campus.*

PHH 605 Ancient & Medieval Philosophy

This course covers some of the most important figures and themes of Ancient & Medieval philosophy, including Plato, Aristotle, Aquinas, the nature of man, education, the ultimate end of human activity, the meaning of life, God, Providence, and faith and reason. *Online only.*

PHH 620 Modern & Contemporary Philosophy

This course is an historical introduction to the thought and texts of principal modern philosophers from Descartes to Hegel and of principal contemporary philosophers from Kierkegaard to the present. *Online only.*

PHH 650 Recent Catholic Philosophy

This course introduces important Catholic philosophers of the nineteenth and twentieth-centuries who responded to the cultural, scientific, philosophical, and theological ideas of the times, and defended the philosophical underpinnings of the Catholic faith. *Online only.*

PHH 651 Aristotle

This course will examine Aristotle as a great thinker, focusing on what he says about human life. We will proceed through close readings of his *Categories*, *De Anima*, *Nicomachean Ethics* (selections) and *Poetics*. *Online Only*.

PHH 681 St. Thomas and Arabic Philosophy

This course examines the historical and systematic development of philosophy as an aid to theology produced in the Arabic-speaking world during the classical period of Arabic scholasticism from al-Kindi (in the early 9th century) to Ibn Rushd (in the late 12th century). *Online only*.

PHH 781 Philosophy of St. Thomas Aquinas

This course covers Aquinas on medieval education, the rise of universities, faith and reason, Aristotelian thought, Aquinas on the world and man, man as a moral agent, the meaning of life, the ultimate end of human action, difference between knowledge and faith; God. *Online only*.

PHH 792 Philosophy of Edith Stein

This course examines the intellectual life and writings of Edith Stein, or as she was later called, Sister Teresa Benedicta of the Cross, including her attempt to relate the phenomenological and Thomistic traditions of philosophy and her analysis of human personhood, her account of the nature and vocation of woman, and her discussion of the ways in which we can know God. *Online only*.

PHH 793 Plato's *Republic*

This course provides a Catholic investigation of one of the great seminal works of philosophy. The Church has a tradition of faith and reason by which man flies to the fullness of truth, we will be trying to give the wing of reason a good work out. *Online only*.

PHH/SAI 560 Medieval Christian Wisdom and Sacred Art

This course will explore medieval philosophies of art and beauty, their classical beginnings and their influence on artistic expression. Delving into medieval sacred art and music, students will examine how the arts reflect society and offer us a deeper knowledge of the transcendent aspects of the human experience. *Online Only*.

q. Systematic Philosophy (PHS)

PHS 121 Logic

This course introduces the basic structures of sound thinking, analytic reading, and the evaluation of arguments, the latter through practice in Aristotelian logic and examination of the three acts of the mind in Aristotelian-Thomistic philosophy. *Online and on campus*.

PHS 414 Epistemology

This course gives an insight into answers to Aristotelian, Socratic, and Platonic questions concerning the philosophy of knowledge and gives students the tools to devise their own responses. *Online and on campus.*

PHS 421 Philosophy of Nature

This course explores the fundamental aspects of the natural world knowable to philosophy and science, including a discussion of the methodology and limits of the scientific and philosophical methods. *Online and on campus.*

PHS 450 Philosophical Anthropology

This course will study human nature from two perspectives: 1. We will begin with an examination of humanity in light of the twentieth century Catholic philosophical tradition, one which begins its examination of the human person in light of lived experience. We will then proceed to understand human nature as developed in the Medieval Catholic tradition, especially as it is presented through the work of St. Thomas Aquinas, the Angelic Doctor. *Online and on campus.*

PHS/SAI 471 Aesthetics in Sacred Art

This course explores the various elements of Aesthetics in “Sacred Christian Art”, in comparison with secular Christian Arts of religious themes, and in comparison with Art in general. We learn the specifics of Christian theological, doctrinal, theosophical and philosophical thought foundations as they relate to Aesthetics in Sacred Arts and examine their evolution through the ages. (SAI 471) *Online only.*

PHS 490 Metaphysics

Metaphysics is that most general investigation of philosophy that attempts to arrive at reasoned judgments about how things really are. This course presents a comprehensive introduction to Aristotelian and Thomistic metaphysics. Topics included are the nature of metaphysics as a science and its subject matter; the distinction between being and essence; and the analogy of being. *Online and on campus.*

PHS 492 Philosophy of God

This course is an examination of the existence of God, His nature and relation to the world and man. (Prerequisites are PHS 450 and PHS 490) *Online and on campus.*

PHS 507 Compendium of Scholastic Philosophy I

This course provides a philosophical survey of Scholastic Philosophy, especially the Aristotelian-Thomistic approach to main philosophical questions. Topics include the elements of Aristotelian Logic about the three acts of the human mind (simple apprehension, judgment and reasoning; notions about first principles, demonstration and science), natural psychology (philosophy of nature, matter and form, motion, place and time and the First Unknown Mover), and rational psychology or philosophy of man (life and soul, cognition including sensation, perception and intellection, appetite including sensitive appetites and volition, and, finally, a reflection on the nature of man). *On campus only.*

PHS 508 Compendium of Scholastic Philosophy II

A continuation of PHS 507. This course provides a philosophical survey of Scholastic Philosophy, especially the Aristotelian-Thomistic approach to main philosophical questions. Topics include the elements of metaphysics (being, transcendentals, substance and subsistence, causality), epistemology (knowledge, truth and falsity, evidence and certitude), natural theology (proofs of God's existence, God's essence, entitative and operative attributes, divine causality, the problem of evil), and ethics (moral philosophy, the human act, the ends of human act, voluntarily and involuntarily, morality and responsibility, law and right reason, the life of virtue, justice and rights). *On campus only. Prerequisite for PHS 507.*

PHS 607 The Perennial Philosophy (Formerly: Philosophy for Theologians)

This course teaches basic philosophy, which is at the basis of the theology of the Catholic Church, for graduate students. This material is necessary to understand the terminology used in Catholic theology. *Online and on campus.*

PHS 610 Philosophical Anthropology

This course studies human nature from the perspective of the perennial tradition of Catholic philosophy, as well as that of Catholic phenomenological and existential insights. *Online and on campus.*

PHS 611 Logic and Epistemology

This course surveys twin foundations upon which all philosophy depends, relying on Aristotelian insights as developed by the great Christian philosophers of the Middle Ages, and develops these in the light of contributions from modern and contemporary philosophy. *Online only.*

PHS 620 Plato and his Philosophical and Theological Legacy

This course pursues a grasp of the pervasive influence of Plato on the rest of Western philosophy and theology in terms of method and content. *On campus only.*

PHS 621 Philosophy of Nature & Metaphysics

This course explores the fundamental aspects of the natural world knowable to philosophy and science, including a discussion of the methodology and limits of the scientific and philosophical methods, along with the metaphysics of Aristotle; presuppositions of metaphysics, the subject matter of metaphysics, the scandal of generality, substance and essence, from finite to Infinite Being, the nature of existence, the names of God. *Online only.*

PHS 628 Thomistic Exemplar Organizational Leadership

This course is a study and application of the principles of Thomistic organizational leadership based on a metaphysics of organization and a faculty-behavioral-psychology of the soul. It applies to a broad definition of organizations, i.e., profit, nonprofit, government, and religious. We stress that this course is chiefly a study of the practical function of the executive exemplar leader and the diffusion and emulation of exemplar virtuous habits of character. *Online only.*

PHS 641 Reason in the Theology of St. Thomas

This course explores and applies as a solution to some of the most acute problems discussed in modern theology Aquinas's third way, expressed in the *Summa Theologica* (I, q. 32 a. 1), of using reason in sacred theology, the first two ways being explained in the *Summa Contra Gentiles* involving Natural Theology and a movement from principles of Faith revealed through Jesus Christ. *Online only.*

PHS 650 Personalism: European Friends and Critics

Though there are various schools of Personalism, the philosophical trend of that name we are primarily concerned with is that Catholic personalism which begins formally with Emmanuel Mounier and finds a powerful exponent in Pope St. John Paul. In this philosophy phenomenological insights complement traditional teachings on the person to expand our thinking into a rich and theologically relevant understanding. There are many philosophers, often not Catholic, who are influences and critics and a part of the dialogue, some of them from past centuries, like Immanuel Kant or Søren Kierkegaard. In this course we will sample a small number of them. The student will become acquainted, in an introductory manner, with a group of modern and contemporary philosophers who state their insights within the ambit of personalist philosophy and thereby exhibit their relevance for the ongoing project of Catholic theology. *On campus.*

PHS 657 Phenomenology

This course introduces phenomenology as a way of doing philosophy, and in particular, as a study of human experience. *Online and on campus.*

PHS 660 Natural Theology

This course examines arguments for the existence of God, His nature and relation to the world and man. *Online Only.*

PHS 671 Aesthetics

The discipline of Aesthetics emerged in the modern period consequent upon the separation of the transcendental qualities True, Good, and Beautiful from each other, and the emergence of a notion of "fine art" dedicated to beauty. We will argue that this differentiation is a good thing, provided we can begin to see these three in their complex interrelationship and relate fine art to the broader human capacity of making. *Online and on campus.*

PHS 721 Philosophy of Science

The course examines the purpose of science and the reliability of scientific theories as these overlap with metaphysics and epistemology and consider the historical origins, methods and implications of "science" in both its ancient and its modern sense as well as the sociocultural implications of scientific claims within the history of ideas and of appeals to "science" for philosophical anthropology and ethics. *Online only.*

PHS 731 The One & the Many

This course is a study of the teaching of St. Thomas Aquinas concerning the nature of the metaphysical principles of unity and multiplicity and the essential role that these principles play in the existence of things and all other principles of being, becoming, and knowing, including those of experience, art, philosophy, science. *Online only.*

PHS 741 St. Thomas Aquinas on Being & Nothingness

This course will help students to learn the most important metaphysical doctrines of St. Thomas. It presents an understanding of reality from Being itself (God) to nothingness (complete absence of being). We shall mostly focus on primary texts from Aquinas, but, when appropriate, we shall read selections from other thinkers who have influenced Aquinas, such as Aristotle. *Online only.*

PHS 751 The True, the False, the Lie & the Fake

This course is a study the teaching of St. Thomas Aquinas about truth and its opposites, the false, the lie, and the fake in relationship to unity and multiplicity, being and non-being, and good and evil; and different kinds of falsehood, considered in themselves and in relation to their existence within human knowing faculties, appetites, and in relationship to God. *Online only.*

PHS 761 The Good, the Bad, the Beautiful & the Ugly

This course is a study of the teaching of St. Thomas Aquinas about good and its opposite, evil, and the beautiful and its opposite, the ugly, in relationship to unity and multiplicity, being and non-being, and truth and error, and different kinds of good and evil, beauty and ugliness, considered in themselves and in relation to their existence within human knowing faculties, appetites, and in relationship to God. *Online only.*

PHS 781 Thomistic Personalism: Knowledge & Love

The course seeks to demonstrate that personalism can be effectively grounded in the philosophy of St. Thomas Aquinas. It presents Thomistic personalism as that which successfully addresses all the essential issues concerning the human person. *Online Only.*

r. Political Science (POL)**POL 253 Political Science**

The course surveys ideas in the study of government and politics, examines the perennial questions in political life (*Who should rule?* and *Is it good to have power?* and *Do truth and right change in the course of history?*), and explores the various fields of political science. *Online and on campus.*

s. Psychology (PSY)**PSY 103 The Collapse & Restoration of the Family**

This course explores the dissolution of the nuclear family and its current renovation. The world wars, existentialist movements and the sexual revolution will inform us about the weakening of the father, the assumption of the woman of masculine roles, and the autonomy of children. *On campus only.*

PSY/HUM 110 The Psychology and Humanities of the 1950's in America

A study of the artifacts from 1950-1960 to explore the response to the intense anxiety from two World Wars, a Depression, the cold war and nuclear threat from the first half of the 20th century, and how to best deal with anxiety in and through Christ. *On campus only.*

PSY 200 Psychology

This course studies the mind, will, soul, behavior, character of the human person and the relation of the person to others. In doing so, it examines areas of cognitive and behavioral approaches, emotion, development, psychoanalytic and humanistic theories, personality and motivation. Assessment and cultural diversity are studied in each area. *Online and on campus.*

t. Sacred Art Institute (SAI)***SAI 171 Sacred Art, Research and Documentation**

This course prepares students to conduct academic research and documentation within a sacred arts context. Through written assignments and projects, students will practice research, writing and formatting skills culminating with a final research paper. *Online only.*

SAI 213 Theology of the Icon

This course explores the canonical Scriptures and Apocrypha and their influence on Christian iconography and analyzes various Christian artworks from both the pseudo-canonical and scriptural standpoints, enabling students to understand the Bible as main source of inspiration fundamental to Christian iconography, as well as the Apocrypha and their enduring significance in Christian art both in rhetorical and pictorial forms. *Online only.*

SAI 214 History of Christian Iconography

This course explores Christian iconography since its origins, surveying major historical developments of Christian iconography, and highlights the styles, themes, materials and process that an iconographer uses to write an icon. It also focuses on learning to read iconographical symbolism in relation to Scripture and liturgy in particular within a Byzantine iconographical church program, and emphasizes the notion of aesthetics as they relate to the theology of the icon and its meanings. *Online only.*

SAI 222 Christian Arts through the Ages

This course explores different forms of Christian Art, from its stylistic beginnings in early Jewish and Roman art through to the present. Students will learn to appreciate, identify and interpret sacred art and to observe how art changes and reflects the theological, philosophical and cultural context of the time. *Online only.*

SAI 323 Sacred Architecture

This course examines Christian archaeology, art, and architecture and also investigates religious heritage sites. The course highlights the multidisciplinary nature and function of archaeology as it relates to Christian art and architecture. *Online only.*

SAI 330 History of Calligraphy and Illumination

The art of the illuminated manuscript is a distinct branch of Christian art. This course surveys the evolution of Christian calligraphy, manuscripts, illumination and miniatures. We will explore the techniques of producing manuscripts, as well as examining the development of calligraphy and illumination styles in their historical and cultural contexts. *Online only.*

SAI 427 Hagiography from Sacred Art to Liturgy

This course explores the life of saints through their representation in figurative sacred artwork. It explains the relation between iconographic hagiography in its liturgical and scriptural contexts. Its main purpose is to enable the students to understand, appreciate, study and interpret hagiographic iconography and its meaning and uses in sacred space and time within liturgy. *Online only.*

SAI 437 History of Mosaics, Murals and Stained Glass

This course is a general survey of the development of mosaics, murals (frescoes), and stained glass. We will examine the specific techniques and evolution of these art forms as well as their theological and historical contexts. *Online only.*

SAI 510 Introduction to Sacred Music

Throughout Church history, liturgical music has been a source of prayerful beauty and mysticism. By listening to sacred music, reading essays, and discussing and studying musical trends during different time periods, students will explore the historical and religious forces that have shaped Christian liturgical music in Western Europe and the United States. *Online only.*

u. Sacred Scripture and Biblical Theology (SAS)

SAS 101 Intro to Scripture

This course treats in detail the Biblical inspiration, canonicity, texts, versions, hermeneutics, literary genre, and the ongoing sanctifying activity of the Holy Spirit through the use of the Holy Scripture both by individuals and by the Church officially. *Online and on campus.*

SAS 211 The Old Testament

This course surveys the principal books of the Old Testament, following the history of Israel as an outline including literary and cultural forms essential to an understanding of ancient Hebrew writings. *On campus only.*

SAS 251 The New Testament

This course surveys all the principal works of the New Testament, emphasizing the historical, literary, and theological background necessary for a fruitful reading of the texts. Special emphasis is placed on the problem of historicity and on Pauline and Johannine literature. *On campus only.*

SAS 300 Wisdom Literature

This course views sapiential literature (Job, Proverbs, Sirach, Qohelet, Psalms and Song of Songs) as an expression of Israel's spirituality both at the time of its writing and today. *Online and on campus.*

SAS 451 Synoptic Gospels

This course explores the stylistic and literary characteristics of Matthew, Mark, and Luke. Students study the Synoptic Gospels' theological, spiritual, and historical background. *Online and On campus.*

SAS 510 Introduction to the Old Testament

This course is a study of the background, purpose, composition, structure, and theological content of the various books of the Old Testament. Students will be introduced to a variety of patristic, medieval, and contemporary exegetical approaches to the Old Testament as found in the rich Catholic tradition. Emphasis will be placed upon the narrative of salvation history and how the divine pedagogy of God among his people Israel finds its fulfillment in Jesus Christ. *On campus.*

SAS 540 Synoptic Gospels

In addition to shaping the three-year lectionary cycle of the Church, the Synoptic Gospels (Matthew, Mark, and Luke) make up the majority of what we know about the first-century life, ministry, death, and resurrection of Jesus Christ. Contrasted with the Gospel of John, the Synoptic Gospels possess a shared historical and literary outlook, as well a great deal of shared written material ("synoptic" means "seeing together"). This course is a study of the background, purpose, composition, structure, and theological content of each of the three Synoptic Gospels, as well as of traditional and contemporary methods of interpretation applied to them. The course will examine each of the gospels as individual works while simultaneously surveying and analyzing key parallel passages. *On campus.*

SAS 561 Gospel of John

This course studies the Gospel of John considering the historical, religious, and cultural background of this gospel and major themes such as covenant, Kingdom of God, grace, redemption, wisdom, prophecy, creation, Trinity, faith, angels, resurrection and priesthood. *Online only.*

SAS 571 Letters of St. Paul

This course studies the life and mission of St. Paul. It will also examine the composition, structure, purpose, historical background and theological themes of the Pauline letters with special concentration on Galatians, I Corinthians, Philippians, and Romans. *On campus only.*

SAS 602 Methods of Theology and Scripture Analysis

The course examines concepts and criteria used in Biblical and Theological Sciences: word, Revelation, transmission, Truth in Scripture, Canonicity, Authenticity, Integrity, Magisterium,

Tradition, etc., and acquaints the students with the Books of the Bible per se: languages; traditions. *Online only.*

SAS 621 Prophetic Literature

This course examines the phenomenon of prophecy in Israel, and surveys early “non-writing” prophets, and classical prophets in their historical contexts to uncover their theological message and understand the development of prophecy into eschatology and apocalypse. *Online and on campus.*

SAS 631 Wisdom Literature

This course views sapiential literature (Job, Proverbs, Sirach, Qohelet, Psalms and Song of Songs) as an expression of Israel’s spirituality both at the time of its writing and today. *Online and on campus.*

SAS 638 Torah and Old Testament Historical Books

This course is a study of the composition, structure, purpose, background, and theological themes of the Torah and historical books of the Bible. Students will be introduced to a variety of patristic, medieval, and contemporary exegetical approaches to the Old Testament as found in the rich Catholic tradition. Emphasis will be placed upon the narrative of salvation history and how the divine pedagogy of God among his people Israel finds its fulfillment in Jesus Christ. *Online Only*

SAS 643 Method and Pentateuch/Historical Books

This course surveys the Pentateuch and the Historical Books in light of commentary from ancient times through modern times while remaining always guided by the Magisterium of the Church. Jesus Christ will be presented as the main key that unlocks the ultimate meaning of the texts being studied. *On campus only.*

SAS 649 The Prophetic and Wisdom Books

This course surveys the Prophetic and Wisdom Books in light of commentary from ancient times through modern times while remaining always guided by the Magisterium of the Church. Jesus Christ will be presented as the main key that unlocks the ultimate meaning of the texts being studied. *On campus only.*

SAS 651 Synoptic Gospels

This course explores the stylistic and literary characteristics of Matthew, Mark, and Luke. Students study the Synoptic Gospels’ theological, spiritual, and historical background. *Online and On Campus.*

SAS 657 Luke & the Acts of the Apostles

This course studies the Gospel of Luke taking into consideration the historical, religious, and cultural background of this rich and inspirational gospel along with the structure, purpose, authorship, historical background and theological themes of the Acts of the Apostles; its relation to the Gospel of Luke; and an exegesis of selected passages. *Online and campus only.*

SAS 681 Hebrews

This course teaches the Theology of the Priesthood in the Letter to the Hebrews. The first two modules illuminate the *Sitz im Leben*, the third is a meditation via *lectio divina*, and the fourth relates the Priesthood of Jesus Christ to the Priesthood in the Catholic Church. *Online only*.

SAS 720 The Early Church and Evangelization

This course focuses upon the birth of the Church on Calvary, its promulgation on Pentecost Sunday, and its growth and development in the first three centuries after Christ's Ascension. An in-depth study of Acts of the Apostles and other New Testament Books as well as select readings from the Fathers of the Church will be studied. The themes of discipleship, martyrdom and evangelization will be given particular attention. *Online only*.

SAS 802 Johannine Writings

This course covers the Fourth Gospel, the three Letters of John, and the Book of Revelation. Topics include the unique character of John's Gospel in relation to the Synoptics and theories of authorship. Specifics of Johannine spirituality highlighted by patristic authors is also discussed. *On campus only*.

v. Science and Mathematics (SCM)

SCM 101 Mathematics Among the Liberal Arts

By using game theory and its relation with other mathematical topics including probability, statistics, algebra, and geometry, this course will allow the student to develop a creative mind that possesses critical, qualitative and quantitative thinking skills. Students will explore mathematics through games, which will allow them to learn key concepts organically without trepidation. *Online and on campus*.

SCM 105 Nature of Math

This course is required to all undergraduate students, it will introduce the students to different topics in Mathematics as well as Critical Thinking on how to solve problems.

SCM 171 Biology

This course is an introduction to the biological sciences directed toward non-science majors. Topics include elements of biochemistry, cell structure and function, reproduction, genetics, evolutionary theory, plant and animal diversity, elements of physiology, and a brief examination of ecology. *Online only*.

SCM 201 Physics

This course will introduce students to the concepts, principles and fundamentals of the physical science, including the study of motion, Newton's law of motion, the conservation of energy and momentum, waves, basic concepts of fluids, thermodynamics, electricity and magnetism, and modern physics. *Online and on campus*.

SCM 202 Physics Lab (1 credit)

This is a one-credit lab for SCM 201 Physics. *Online and on campus*.

SCM 220 Chemistry

This course introduces students to the fundamentals of chemistry. Students will describe the concept of chemical change, compute equations that represent that change, and use knowledge of quantities to understand the behavior of matter. *Online only.*

SCM 221 Chemistry Lab (1 credit)

This is a one-credit lab for SCM 220 Chemistry. *Online only.*

SCM 301 Anatomy and Physiology I

This course presents a systemic approach to the study of the human body. Lecture topics include an introduction of anatomical terminology and an overview of cellular processes and tissue classification. Students then learn the gross and microscopic anatomy of the following systems: integumentary, skeletal, and muscular system. *On campus and online.*

SCM 302 Anatomy and Physiology I Lab (1 credit)

This is a one-credit lab for SCM 301 Anatomy and Physiology I. *On campus and online.*

SCM 303 Anatomy and Physiology II

This course presents a systemic approach to the study of the human body. Lecture topics include discussions of the nervous, circulatory, respiratory, digestive, urinary, and reproductive systems. *Online and On campus*

SCM 304 Anatomy and Physiology II Lab (1 credit)

This is a one-credit lab for SCM 302 Anatomy and Physiology II. *On campus and online.*

w. Social Science (SOC)**SOC 103 Sociology**

This course surveys the methods of sociology and their application to contemporary society. *Online and on campus.*

SOC 209 Emergence and Development of the Social Sciences

This course examines the development of the social sciences, looking first to the enlightenment and then to the 19th and 20th centuries, and develops a better understanding of both the benefits and limits of sociology, psychology, and anthropology. *On campus only.*

SOC 275 Economics

This course will introduce students to the basic principles of macroeconomics and microeconomics from a Catholic perspective while paying close attention to the following Catholic principles: human dignity, solidarity, subsidiarity, and the common good. The economic theories and Catholic principles that will be presented will be complemented by demonstrating their practical applications. *Online and on campus.*

SOC 325 Catholic Formation & New Media

This course examines Catholic spiritual formation in light of new forms of media, including social media and online communication. Approaches to Catholic spiritual direction and spiritual formation are introduced, and the promise and problem of online approaches to formation are examined. *Online only.*

SOC 500 Sociology of Religion

This course is an introduction to the Sociology of Religion, focusing on three important components of the discipline: the sociological approach to religion, religion and social differentiation, and religion and change. As Catholic Christians we all believe in the dogmatic and moral teachings of the Church. Note that this course is a social science course, not a religion course. We use a social scientific approach to the study of how religion (in general, not just Catholicism) impacts society and how society impacts religion. Online Only.