



ST. PATRICK'S
SEMINARY & UNIVERSITY

Academic Catalog
2019 - 2021

ST. PATRICK'S SEMINARY & UNIVERSITY

Academic Catalog 2019-2021



320 Middlefield Road
Menlo Park, CA 94025

www.stpsu.edu

(650)325-5621

Table of Contents

I.	GENERAL INFORMATION	5
	Institutional Mission.....	5
	Institutional Vision	5
	Core Values.....	5
	History	7
II.	ACCREDITATION AND AFFILIATION.....	8
	Statement of Educational Effectiveness.....	8
III.	ACADEMIC RESOURCES.....	11
	Library.....	11
	Counseling Services	11
	English Language Center	12
	Information Technology	12
IV.	ADMISSIONS	13
V.	INTERNATIONAL STUDENTS.....	15
VI.	TUITION AND FEES	16
	Return of Tuition and Fees Policy.....	16
VII.	ACADEMIC POLICIES.....	18
	Academic Appeals and Grievances.....	18
	Academic Integrity	18
	Academic Probation.....	19
	Add/Drop a Course	19
	Attendance	20
	Auditing Courses	20
	Classroom Dress Policy.....	20
	Course Numbering	20
	Credit Hour Policy	20
	Credit Load Limit.....	22
	Diagnosed Learning Disabilities	22
	Directed Reading Courses.....	23
	Enrollment Status	23

Extensions to Assignment Deadlines	23
Grade Appeals	23
Grade Changes	23
Grading Scale	24
Graduation.....	24
Incomplete Coursework.....	24
Leave of Absence.....	24
Registration	24
Residency Requirement.....	25
Student Records.....	25
Style Guide.....	27
Transcripts.....	27
Transfer Credits	27
Withdrawal from a Course	28
Writing Skills Rubric	28
VIII. ACADEMIC PROGRAMS	29
Pre-Theology Program.....	29
Learning Outcomes.....	29
B.A. Completion Degree Program.....	31
Learning Outcomes.....	32
Master of Divinity Program (MDiv).....	33
Prerequisites for Admission.....	33
Learning Outcomes.....	33
Program Requirements.....	34
Ordination Requirements	34
MDiv Course of Study	35
Bachelor of Sacred Theology (STB).....	36
Prerequisites for Admission.....	36
Program Requirements.....	36
Master of Arts (MA) in Theology	38
Program Learning Outcomes	38
Application for Admission.....	38

Prerequisites for Admission.....	38
Student Learning Outcomes.....	39
Program Requirements.....	39
Transfer Credits.....	41
The MA Thesis.....	41
Additional Requirements.....	41
IX. COURSE DESCRIPTIONS.....	44
Pre-Theology Program/BA Completion Degree Program	44
Graduate Course Descriptions.....	46
Sacred Scripture.....	46
Dogmatics (including Liturgical and Historical Theology)	47
Moral and Spiritual Theology	50
Pastoral Studies	51
Languages	55
X. APPENDICES.....	57
Appendix I: Institutional Writing Scale	57
Appendix II: Editing/Proofreading Form	60
Appendix III: Add/Drop Form	61
Appendix IV: Health Care & Wellness Policy.....	62
Appendix V: Writing Skills Rubric.....	63

I. GENERAL INFORMATION

Institutional Mission

St. Patrick's Seminary & University is a Catholic educational community that forms priests of Jesus Christ who is teacher, priest, and shepherd.

Institutional Vision

St. Patrick's Seminary & University seeks to serve the Roman Catholic Church in the ministerial context of the Pacific Region of the United States by forming priests whose lives are configured to the sacrifice of Jesus, rooted in His Word and Sacrament, and dedicated to serve the people of God with the pastoral charity of Christ.

Core Values

Our Core Values flow from our Mission Statement, which presents Jesus Christ as Priest, Teacher, and Shepherd. Thus, of the seven values, the first is overarching, integrating all the values, and then of the remaining six, two correspond to each of these three Christological dimensions. The core values are: Spiritual Fatherhood; Fidelity; Holiness; Wisdom; Evangelization; Resiliency; Compassion.



Teaching, Watching Over, and Guiding the People of God

Spiritual Fatherhood is characterized by “apostolic maturity and spiritual fruitfulness”. (John Paul II, *Letter to Priests*, 1988, 4) It is seen especially in the prayerful self-sacrifice necessary for offering worthily the Mass and begetting new life through preaching the Word and celebrating the Sacraments. The priest constantly devotes himself in loving service to the people of God in imitation of Jesus Christ, watching over them, guiding them in the truths of the faith, and teaching them holy virtue, especially by his own example.



Living in faithfulness to Scripture, Tradition, and the Magisterium

Fidelity is a living relation of affection incorporating the whole person. It entails faithfulness “to the Word of God, committed to writing in the Scriptures, handed on in Tradition, and authentically interpreted in the Magisterium”. (*Ratio Fundamentalis*, 140) It binds the priest to his holy vocation, to the filial relationship he has with his bishop, and the personal encounter with the Lord, which defines his priesthood.



Pursuing Truth through a deep immersion in the Tradition

Wisdom is a gift of the Holy Spirit that enables one to embrace the pursuit of Truth. It enables one to see that all truths are rooted in the one Divine Truth. Both speculative and practical, truth is nourished and pursued through a deep immersion in the Catholic philosophical and theological tradition, and seminarians should “acquire a living sense of the Tradition from the works of the Fathers and Doctors of the Church, whom the Church holds in high esteem.” (*Ratio Fundamentalis*, 140)



Embracing hardship and welcoming the Cross of Christ

Resiliency is the exercise of the virtue of fortitude. It allows the priest to endure and withstand the trials and hardships of priestly ministry with calm, embracing and recovering from adversity and suffering. Always exhibiting a strong work ethic, resiliency allows the priest to welcome these periods of confusion, pain and stress, seeing in them opportunities to unite himself to the redemptive suffering of Christ, which redounds to a more fruitful ministry. St. John of the Cross wrote that though “the path is plain and smooth for people of good will, those who walk it will not travel far, and will do so only with difficulty if they do not have good feet, courage, and tenacity of spirit.” (*The Sayings of Light and Love*, no. 3)



Conforming to the Person of Christ

Holiness is a conformity to the person of Christ. It springs from a ‘deep interior life’, disciplined ‘plan of prayer’, and unshakable ‘Eucharistic spirituality’. (*Directory for the Ministry and Life of Priests*, 44, 50) It consists in the recognition that the priest is called to a life of perfection in the theological virtues of faith, hope, and charity, as well as the moral virtues. It is manifest in a love of God and a love of one’s neighbor. Confirmed by divine grace, “he must cooperate with Christ, the only and eternal Priest; he must follow Him and imitate Him.” (*Menti Nostrae*, 12)



Witnessing to the Gospel for the salvation of all

Evangelization witnesses the Gospel by translating the person and life of Jesus Christ in an intellectual and affective manner for the salvation of all. As Pope Paul VI writes, at its heart, it is comprised of “kerygma, preaching or catechesis” that contains “as the foundation, center, and at the same time summit of its dynamism, a clear proclamation that in Jesus Christ the Son of God made man, who died and rose from the dead, salvation is offered to all men, as a gift of God’s grace and mercy.” (*Evangelii Nuntiandi*, 22, 27)



Seeking out the lost and suffering

Compassion allows the priest to recognize the suffering of others and prompts him to make Christ present to them in prayerful accompaniment. Following the mercy of Jesus, the priest patiently and joyfully seeks out those who are lost and vulnerable and works to alleviate their suffering when possible or to suffer with them in solidarity. Pope Francis writes that compassion moves the priest to “go out to others, seek those who have fallen away, and welcome the outcast, out of a desire to show mercy, the fruit of his own experience of the power of the Father’s infinite mercy.” (*Wake Up the World*, 24)

History

“St. Patrick’s Seminary & University (STPSU) is a Catholic educational community that forms priests of Jesus Christ who is teacher, priest, and shepherd.” Located in Menlo Park, CA, this graduate school of theology prepares men to become Roman Catholic priests. The Seminary was incorporated according to the laws of the State of California in 1891 and is owned by the Archdiocese of San Francisco.

The first Archbishop of San Francisco (1853-1884), Joseph S. Alemany, O.P. had a vision to establish a seminary to train priests for his vast archdiocese. Unfortunately, this vision was not realized during his tenure, but his predecessor, Archbishop Patrick W. Riordan (1884-1914) received a generous gift of land in Menlo Park, was able to secure a financial base, and recruited priests from the Society of St. Sulpice, and all of which were needed in order to establish a seminary. On September 20, 1898, five Sulpician priests and 34 young men gathered at the somewhat remote location of Menlo Park to inaugurate what was to become the preeminent seminary on the West Coast – St. Patrick’s Seminary. At the time of its establishment, St. Patrick’s was the only institution of its type west of the Rocky Mountains. One hundred and twenty-two years later, Menlo Park is no longer so remote and other seminaries have sprung up in the west, but St. Patrick’s Seminary continues in its efforts to form courageous men of reflection and action who live joyous lives as priests.

By 1921, the Seminary had become so crowded that additional space was needed. In 1924, St. Joseph’s College was opened in Mountain View to serve the high school and lower division college seminarians, thus relieving the stress on St. Patrick’s. Students would take their first six years of studies at St. Joseph’s, allowing St. Patrick’s Seminary to become a Theologate whose sole purpose was to prepare men for ordained ministry.

St. Patrick’s Seminary became accredited by the Western Association of Schools and Colleges (WASC) and the Association of Theological Schools in 1971 to offer the Master of Divinity (MDiv) degree. Over the years St. Patrick’s has received approval to offer a MA in Theology (1985) and a BA in Philosophy (2007). St. Patrick’s Seminary officially changed its name in 2005 to St. Patrick’s Seminary & University to reflect the additional degree offerings. In 2015 the Board of Trustees revised the mission statement to “St. Patrick’s Seminary & University (STPSU) is a Catholic educational community that forms priests of Jesus Christ who is teacher, priest, and shepherd.” From 1898 until 2017 the academic and administrative responsibilities of St. Patrick’s was under the direction of the Priests of the Society of St. Sulpice. In June 2017, the Society of St. Sulpice withdrew from St. Patrick’s Seminary & University, and the Board of Trustees appointed the Seminary’s first non-Sulpician President-Rector. In August 2019, Very Reverend Daniel B. Donohoo was appointed President-Rector of St. Patrick’s Seminary & University for a five-year term. Prior to his recent appointment Fr. Donohoo served the seminary for more than six years, most recently as Vice-Rector and Dean of Men.

II. ACCREDITATION AND AFFILIATION

St. Patrick’s Seminary & University is accredited by the Western Association of Schools and Colleges—Senior College and University Commission (WSCUC) to offer the following degrees: Bachelor of Arts in Philosophy (Degree Completion Program); Master of Divinity; and Master of Arts in Theology.

WSCUC Contact Information

Western Association of Schools and Colleges
Senior College and University Commission
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001
<https://www.wscuc.org>

St. Patrick’s Seminary & University is also accredited by the Association of Theological Schools (ATS) to offer the Master of Divinity and Master of Arts in Theology degrees.

ATS Contact Information

10 Summit Park Drive
Pittsburgh, PA 15275-1110
(412) 788-6505
<https://www.ats.edu>

St. Patrick’s Seminary & University is affiliated with the Dominican House of Studies in Washington, D.C. to offer the Bachelor of Sacred Theology (S.T.B.) ecclesiastical degree.

Statement of Educational Effectiveness

St. Patrick’s Seminary & University is dedicated to the quality, integrity, and effectiveness of its academic programs. The Seminary is committed to a solid formation program for the preparation of men to serve as Catholic priests. All graduates of St. Patrick’s Seminary & University satisfactorily complete programmatic requirements and fulfill the stated learning outcomes. Upon successful completion of the program, all those who are ordained receive a pastoral assignment.

Master of Divinity/Bachelor of Sacred Theology (MDiv/STB)

Benchmark: 90% of graduates will be ordained by the Roman Catholic Church within one year of graduating.

2019: 8 ordained + 3 pending
2018: 7 ordained (88%)
2017: 12 ordained (100%)
2016: 13 ordained (87%)
2015: 12 ordained (100%)

2014: 11 ordained (100%)
2013: 18 ordained (100%)
2012: 9 ordained (75%)
2011: 16 ordained (93%)
2010: 15 ordained (87.5%)

Benchmark: 100% perseverance of graduates who were ordained to the priesthood will be active in priestly ministry five years post-graduation.

2019: 100% of 2014 graduates who were ordained to the priesthood are still active five years post-graduation based on directory information.

Comprehensive Exam Scores: Graduates must pass a comprehensive exam process that serves as a core assessment tool designed to measure achievement and proficiency. Average scores are listed below using a 4-point grading scale. Students must earn > 2.5 for an MDiv and > 3.0 for an STB.

2019: 3.21

2017: 3.45

2018: 3.26

2016: 3.42

Retention and Graduation Rates: The MDiv Program is a five-year program that includes a one-year Pastoral internship (Table 1). Graduation rate is calculated from the entering Theology I cohort. This accounts for those who graduated, discerned out, or transferred to other institutions.

Benchmark: According to CARA's Catholic Ministry Formation Enrollment: Statistical Overview (June 2019), the average retention rate of seminarian's over the last ten years was 76%.

- For those who began the program in the 2014-2015 academic year, seven out of fourteen (50%) seminarians completed the program in an average of 5.0 years (+/- 0 SD).
- For those who began the program in the 2013-2014 academic year, twelve out of nineteen (63%) seminarians completed the program in an average of 5.1 years (+/- 0.61 SD).
- For those who began the program in 2012-2013 academic year, twelve out of twenty-five (48%) seminarians completed the program in an average of 4.8 years (+/- 0.39 SD).

Table 1: Retention rates for seminarians entering the Theologate as a Theology I student.

Year	2012	2013	2014	2015	2016	2017	2018	2019
2012								
2013	84%							
2014	80%	95%						
2015	64%	95%	79%					
2016	64%	89%	79%	75%				
2017	52%	63%	50%	75%	64%			
2018	52%	63%	50%	75%	45%	82%		
2019	48%	63%	50%	75%	45%	73%	100%	

Master of Arts in Theology

Since 2015, 57 seminarians earned the Master of Divinity degree and of those, 20 (35%) also received the Master of Arts (Theology) degree. Ninety percent of the seminarians that earned the MA in Theology degree were ordained in the Roman Catholic Priesthood. Eighty percent of students that completed the degree since 2015 chose the coursework option instead of the thesis option. Graduates must have a GPA greater than 3.0 and must pass a comprehensive examination process that serves as a core assessment tool designed to measure achievement and proficiency.

Table 2: MA in Theology graduate statistics last five years.

	2019	2018	2017	2016	2015
Average Cumulative GPA	3.8	3.78	3.74	3.66	3.98
% ordained	100%	67%	100%	86%	100%
Average Score on MA Comprehensive Exam	82.0%	78.8%	90.1%	87.2%	84%
# of Graduates	2	3	6	7	2

BA in Theology Completion Degree Program

- In the past five years (2015-2019), one hundred percent of those that successfully completed the program advanced to Major Seminary.
- Since 2015, eighty-six percent of BA graduates have been ordained or are continuing their studies towards ordination in the Roman Catholic Priesthood.
- In the last 10 years, 61% of students who earned a BA in Theology at St. Patrick's Seminary & University also earned a Master of Divinity degree at the institution.
- The average time to completion was 3.7 years. Although this is a two-year program for students who have not completed a bachelor's degree, many students who already have a bachelor's degree decide to earn this degree concurrently with the MDiv.

III. ACADEMIC RESOURCES

Library

The Carl Gellert and Celia Berta Gellert Foundation Memorial Library (Gellert Memorial Library) is located on the first floor and basement of the C Wing (East). The collection contains over 150,000 volumes plus 5,000 volumes of bound periodicals. The Fenn Reference Room on the first floor contains standard theological and philosophical reference works, as well as current periodicals. The mezzanine level is home to the Heritage Collection (the library's original collection), the bound periodicals, and the Rare Book Room closed stacks. The circulating collection is located on the lower floor of the library and includes the 3000+ volume C. Albert Shumate Collection of California and Western Americana, which is co-owned by the Archives of the Archdiocese of San Francisco.

Audiovisual and non-book materials form a growing part of the library's holdings. These holdings include popular film and instructional/documentary DVD's, audio programs on CD, eight full-text journal databases, three online indexes, two e-book databases, and other assorted online publications and collections. All these resources can be discovered through the library catalog alongside the book collections.

There is seating for 70 patrons at tables, carrels, and lounge chairs. There are eight desktop computer stations that provide Internet and library online catalog access, and Wi-Fi is available for laptop, tablet, and mobile device use throughout the facility. Additionally, as a community center for the Seminary, the library offers three restrooms, a daily newspaper, a drinking fountain, and an informal board game collection.

Multi-function machines are available on both floors of the library for photocopying, printing, and scanning to e-mail. The library also has a small collection of audiovisual equipment, including video cameras and tripods, available for loan to the seminary community. A full range of reference services are offered by the library staff, including research assistance, citation help, and interlibrary loan.

The library holdings are enriched by a close association with the 442,000-volume collection at the Graduate Theological Union Library in Berkeley, CA. Borrowing privileges are granted by the GTU to all students and faculty of St. Patrick's Seminary & University with proper identification.

Counseling Services

St. Patrick's employs a Psychological Counselor who is available to seminarians for consultation on a one-time or recurring basis.

English Language Center

Evangelization requires the ability to communicate effectively, both in oral and written forms. The English Language Center provides writing assistance for seminarians (both those whose first language is English and non-native English speakers/writers). By the time he graduates, the seminarian is expected to reach “General Professional Proficiency” as described in the Institutional Writing Scale. See Appendix I for the Institutional Writing Scale.

The English Language Center administers written assessments during the admissions process and develops Individualized Learning Plans for those students who would benefit from additional assistance in written English, in particular those who rank below “General Professional Proficiency” level. These seminarians are assessed by the faculty every semester to determine what, if any, additional support is needed.

The English Language Center offers weekly Grammar/Style and Study Skills workshops that are open to all seminarians. In addition, the Director of the English Language Center oversees peer proofreading services available to the community. The seminary also offers Academic Writing I and II, 1-unit courses required for all Pre-Theology seminarians and open to all other seminarians.

For the schedule of weekly Grammar/Style and Study Skills workshops and for additional information about proofreading services, contact the Director of the English Language Center.

Information Technology

STPSU is committed to providing the appropriate technological infrastructure to support the institutional mission. A computer lab in the Library is available for community use. Classrooms are equipped with SMART boards. Wi-Fi is available throughout the seminary. Multi-function machines for community use are available in the library.

STPSU contracts with The GDR Group to provide IT support to the STPSU community for seminary-owned devices. The GDR Group provides routine maintenance and updating services along with general troubleshooting services for seminary-owned devices. An on-site technician is available once a week. Support requests may be made by contacting The GDR Group Help Desk at 949-754-0777 or service-request@gdrgroup.com.

IV. ADMISSIONS

Admissions policies conform in every respect to *The Program of Priestly Formation* (#34-67). Paragraph 47 of this document states:

Applicants must undergo a thorough screening process. Personal interviews with the applicants, evaluation from their pastors and teachers, records and evaluations from a previous seminary or religious community if applicable, academic records, standardized test scores, psychological evaluations, and criminal background checks are all components of an effective admission program and are weighed together with an assessment of the applicant's motivation. Those who do not fulfill these entrance requirements of the seminary must not be admitted.

A candidate seeking admission to St. Patrick's Seminary & University requires the sponsorship of his respective diocesan bishop or religious superior. A candidate should contact his local Vocations Office, where the Vocation Director of the diocese can acquaint the prospective candidate with the necessary steps to be admitted by the diocese and for application to the seminary. Admission to STPSU is open only to candidates for the priesthood.

For admission directly into the graduate-level theology program, St. Patrick's Seminary & University requires a bachelor's degree or equivalent from an accredited institution. In addition, the completion of 30 units of philosophy and 12 units of religious studies is required (*The Program of Priestly Formation*, 186-7). If either these academic requirements have not been met or if the candidate has no prior experience in seminary formation, normally he will be placed in the Pre-Theology Program to complete these (academic and/or formation) requirements before entering Theology I.

All applicants go through an extensive screening process, including medical and psychological assessments performed within the last two years prior to application submission. Applicants must also undergo an interview process with the Admissions Committee.

The specific required documents for admissions are as follows:

1. A carefully completed application booklet.
2. A letter of sponsorship from the (Arch)diocese or religious community.
3. Official transcripts from all colleges and theologates attended. One set of official transcripts should be requested by the applicant to be sent to the Vocations Office and one to be sent directly to the seminary Registrar.

4. Letters of recommendation from three priests and those referenced on page 4 of the application booklet. Any priest of that particular parish may substitute a letter of recommendation from one's pastor.
5. For students whose native language is not English, TOEFL minimum score of 550, paper-based; 215, computer-based; 80, Internet-based.
6. A detailed autobiography (not to exceed 10 pages) describing:
 - Chronological history of the applicant's life;
 - Relationships with his family members and other people in his life;
 - School achievements;
 - Social life;
 - Faith experience;
 - Work experience;
 - Reason for applying to St. Patrick's Seminary & University.
7. An up-to-date professional psychological assessment.
8. Physical Examination Form in the application booklet completed by the applicant and physician including: health report, HIV testing, and record of immunizations.
9. Written evaluations in English from seminaries or religious communities previously attended and if applicable, a document stating reasons for leaving.
10. Certificates of Baptism, Confirmation, and any ministries received or Candidacy.
11. If applicable, Marriage Annulment documents or Death Certificate of former spouse.
12. If applicable, for those returning to the Catholic Church after having been a member of another denomination or religious, documentation verifying re-entry into the Catholic Church.
13. A copy of Live Scan Form or equivalent Criminal Background Check Form.
14. A recent photograph of the applicant.

All documents submitted in the application process become the property of St. Patrick's Seminary & University and the right to retain these is reserved. The Seminary also reserves the right to require students to sign a waiver regarding information sought for purposes of admission. Confidentiality of the psychological test results is assured.

V. INTERNATIONAL STUDENTS

A seminarian in need of a student visa needs to observe the following guidelines:

- Be accepted by a diocese and have a letter of sponsorship in his file;
- Follow the regular admissions process for STPSU;
- Provide permanent full name, non-U.S. address, and proof of sufficient financing for his course of studies and living expenses;
- Upon acceptance, STPSU will issue an Initial Status I-20 form that must be signed and presented to the U.S. Consulate in the candidate's home country in order to obtain an F-1 visa;
- Present the F-1 visa and the I-20 form upon entrance to the United States within 30 days prior to the start of classes.

Once school begins, an international student must do the following:

- Attend the mandatory orientation week, including the information session for F-1 students;
- Sign 3 copies of the Continued Attendance I-20, one to be kept in the student's files and the other two to be returned to the Primary Designated School Official (PDSO);
- Inform the PDSO and the Vocation Director of any and all travel plans;
- Follow all instructions given by both the Primary Designated School Official and the Designated School Official.

It is the student's primary responsibility to maintain his status.

VI. TUITION AND FEES

	<u>2019-2020</u>	<u>2020-2021 (Projected)</u>
Per Seminarian		
Tuition	\$21,000	\$21,840
Room & Board	\$17,775	\$18,485
Retreat Fee	\$960	\$1,000
On-going Psychological Services	\$450	\$470
Total	\$40,185	\$41,795

	<u>2019-2020</u>	<u>2020-2021 (Projected)</u>
Per Pastoral Year Seminarian		
Pastoral Year Fee	\$4,250	\$4,380
Retreat Fee	\$960	\$1,000
On-going Psychological Services	\$450	\$470
Total	\$5,660	\$5,850

	<u>2019-2020</u>	<u>2020-2021 (projected)</u>
Other Fees Per Seminarian if applicable		
Room Deposits	\$150	\$150
Transcripts	\$12	\$12
Diploma Fees	\$50	\$50

M.A. Students	
Thesis continuation fee per semester	\$500

STB Students	
One-time enrollment fee	\$600

Rates are subject to change. Please contact the Director of Admissions for current rate information.

Return of Tuition and Fees Policy

If an unfortunate withdrawal from the seminary program occurs, we will observe the following return of tuition and fees policy. The Academic year is considered August-May.

Tuition: $\frac{3}{4}$ tuition if student leaves prior to Oct. 15 of the academic year
 $\frac{1}{2}$ tuition if the student leaves Oct. 15 – Dec. 31 of the academic year

¼ tuition if the student leaves between Jan. 1 – Mar. 15 of the academic year. No tuition refund after Mar. 15 of the academic year

Room & Board: Fees will be prorated by a 10-month academic year. STPSU will refund fees from any full month not in residence. For example, if a student leaves Nov. 4th, STPSU will refund fees for the months of Dec.-May.

Pastoral Year: If a student leaves prior to Dec. 31 of the Pastoral Year, ½ of the Pastoral Year fee will be returned. After Dec. 31, there will be no refund.

Room Deposit: Room deposit will be returned only after the room has passed inspection. All keys must be turned in. There will be a \$15 charge for every key not returned, which will be deducted from the Room Deposit.

There will be no refund for Retreat Fees and on-going Psychological Services Fees.

VII. ACADEMIC POLICIES

Academic Appeals and Grievances

A student who believes he has been unjustly treated academically or has a dispute with an instructor regarding the application of procedures or criteria published in the Academic Catalog or in the course syllabus must first seek to address his concern with the instructor within three months of the posting of the final grade. If the dispute is not resolved, the student may then seek the involvement of the Department Chair and/or the Academic Dean, who will work with the student and the instructor to seek a satisfactory resolution. If the student is not satisfied with the outcome of this informal process, he may then submit in writing a formal complaint to the President-Rector, summarizing the issue and the preceding process of attempted resolution. The Rector will have final authority in this matter. This policy does not apply to grade appeals, which are treated below in the “Grade Appeals” section.

Students who wish to make a formal complaint about any academic aspect of the institution should file a written statement with the Academic Dean. Such a statement should include details of the complaint, including a reference to some criteria or standard that STPSU is pledged to uphold and details about the alleged violation. The Academic Dean will respond to the complaint within one month of receipt. If, after receiving the Academic Dean’s response, the student does not believe that the complaint has been addressed adequately, he may submit the written statement, along with a summary of the process followed thus far, to the President-Rector, who will have the final decision.

The Association of Theological Schools (ATS) accredits the M.Div. and M.A. Programs. Any student who believes that STPSU has violated ATS accreditation standards (found at www.ats.edu) should submit his complaint in writing to the Academic Dean. The Academic Dean will respond to the complaint and will maintain a record of formal student complaints for review by the ATS Board.

Academic Integrity

- 1. Academic Honesty Policy:** Each student is expected to abide by St. Patrick’s Seminary & University’s Academic Honesty Policy: Written work must be the student’s own, and each student must take care to give full documentation for all material quoted or paraphrased from other sources, including the Internet.
- 2. Plagiarism Policy:** STPSU defines plagiarism as the use of another person’s ideas or words without appropriately indicating them as such.
- 3. Consulting Policy:** Students are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. A student may give “consulting” help to or receive “consulting” help from other students. However, this

permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, including but not limited to in the form of an e-mail, an e-mail attachment file, a portable electronic storage device, or a hard copy. Should copying occur, both the student who copied the work from another student and the student who gave material to be copied will automatically receive a zero for the assignment. Penalty for violation of this policy can also be extended to include failure of the course and further University disciplinary action. If a student has a paper proofread by another, the proofreader must use the Proofreading form (see Appendix II). The student should turn in the original paper, the rewrite and the form to the instructor. This policy is in place to safeguard the student from the suspicion of plagiarism.

4. Examination Policy: During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam and may lead to failure of the course and University disciplinary action.

Consequences: Any student who is suspected of cheating or copying or plagiarizing another person's work for an examination, a paper, or any other assignment will automatically receive an F for the assignment and undergo an investigation by a review board. The review board, consisting of the Academic Dean and two other appointed faculty members, will review the evidence and circumstances of cheating or plagiarism. Upon confirmation of the incident, the Board will recommend consequences to the Faculty at its next meeting, which may include formation probation, failure of the assignment, failure of the course, dismissal from the seminary, or a combination of the above. Students who are caught cheating or plagiarizing more than once will be subject to dismissal from the seminary program. Students who knowingly allow their work to be used in such a manner will be liable to an equal penalty.

Academic Probation

Upon recommendation of the Academic Dean, the faculty may place on Academic Probation any student whose GPA falls below 2.0 in the M.Div. Program, below 2.5 in the S.T.B. program, below 2.5 in the M.A. Program, or whose performance or progress in any one semester is judged inadequate. If a seminarian is on probation for two or more semesters, the seminarian may be dismissed from the formation program.

Add/Drop a Course

A student who wishes to add or drop a course from his schedule must do so by the designated Add/Drop date published in the Institutional Calendar. He must complete an Add/Drop form, which is available from the Registrar. See Appendix III or a sample of the Add/Drop form.

Attendance

Academic success depends on regular class attendance and participation. Punctual attendance at classes is mandatory. If a student is ill and cannot attend class, he must inform both the Dean of Men and the instructor as soon as possible. Please consult the Health Care & Wellness Policy in the Rule of Life or in Appendix IV.

Other than for illness or recognized emergency, students may be excused once in each class per semester for a serious academic, personal, or ministerial reason, as initiated by the student. In addition to this one excused absence, the student may be excused once per class for a diocesan activity (as initiated by the diocese). Both types of absences (initiated by student and initiated by diocese) must be approved by the Dean of Men. It is the student's responsibility to inform the instructor after permission has been granted by the Dean of Men.

Auditing Courses

A student may audit a course with permission from the Academic Dean and the Instructor. Audited courses will be marked with an "A" on the transcript and are not counted toward degree requirements. Students who audit a course do not complete exams and assignments.

Classroom Dress Policy

Theology students: Attire for Mass, Morning Prayer, and the Classroom is: slacks (no jeans), dress shoes (no sneakers or sandals), and either a clerical shirt or a dress shirt and tie. Clerical clothing is usually worn on pastoral assignments, but the student should check with his supervisor.

Pre-Theology Students: Attire for Mass, Morning Prayer, and the Classroom is: slacks (no jeans), dress shoes (no sneakers or sandals), and a dress shirt and tie.

Course Numbering

Courses with numbers from 100-299 are undergraduate-level courses in the Pre-Theology/BA Completion Degree Programs. Courses with numbers from 4000-999 are graduate-level courses.

Credit Hour Policy

In accordance with the Federal definition of a credit hour, for one semester hour of credit, a traditional lecture course shall meet a minimum of 750 minutes. Final exam periods may be counted as class time when computing required minutes. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Academic programs can exceed the minimum standards within reason provided a rationale is given and approved by the Academic Dean. Semester credit hours are granted for various types of instruction as follows:

- **Lecture, seminar, quiz, discussion, recitation**
 A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study (including reading, homework, examination study) for each class session. Typically, a three-semester credit hour course meets for two 75-minute sessions per week for fifteen weeks for a total of 30 sessions (or 2,250 minutes). If the course requires a final exam, the exam period may count as class time.
- **Supervised individual work (independent study, directed study, or directed reading)**
 Credit for independent work (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions. Equivalency will be determined by the Academic Dean and documented in the syllabus.
- **Experiential Learning – Practicums and Field Education**
 Practicums and Field Education experiences are an integral part of a seminarian’s education and provides them with practical experiences. As such, one semester credit hour may be awarded for each 40 hours of supervised learning acquired outside the institution.
- **Clinical Pastoral Education (CPE) Credits**
 While STPSU does not require CPE units as part of its Field Education requirements, Clinical Pastoral Education is highly recommended for every student. The student’s own diocese should arrange this during one of the summers. As an extension of the Field Education program, St. Patrick’s will grant two units of Clinical Pastoral Education to a student who successfully completes a full quarter of CPE at an accredited CPE program. These units may substitute for two credits of the regular Field Education requirements, at the recommendation of the Director of Field Education and the discretion of the Academic Dean. Students must submit certified documentation of completion of the CPE program to the Academic Dean and the Director of Field Education.
- **Credit by Examination**
 Upon approval by the Academic Dean, credit may be granted for some courses in the current catalog through successful completion of a special examination without regular class attendance. Approval is granted usually in cases when the Academic Dean judges that the student has an adequate background in the subject matter through personal study, catechetical experience, or other formation or educational experience. Credit earned in this fashion will satisfy degree and certificate requirements in the same manner as credit earned through regular class attendance. If the student passes the examination, the course will be recorded on the transcript with a “CR”. The student’s GPA will not be affected.

- **Short Sessions**

Shortened academic sessions (including condensed semesters, intersession classes, or summer classes) are expected to maintain an equivalent amount of time (contact and outside of class time) as those classes in the 15-week format.

- **Online/Hybrid Courses**

For hybrid or online delivery modes, the course will be designed and expectations established so that in order to achieve satisfactory performance, students will spend the equivalent of fifteen 50-minute periods per semester per credit per course and the appropriate amount of outside of class time engaged with the course material in a combination of ways such as: completing online modules, reading articles or text, viewing recorded lectures, completing assignments, presentations, synchronous or asynchronous discussion with the instructor or other students, taking exams, group projects, service learning, and other activities that include instructor interaction and involvement. Compliance with this policy will be documented on the course syllabus.

Periodic Compliance Review of Credit Hour Policy

In order to ensure that STPSU is in compliance with Federal and accrediting agency guidelines, the Registrar's Office will review approximately 25% of syllabi each semester to make sure the credit hour assignments are appropriate for the amount of class time. The Academic Dean and Department chair will be notified if there is a violation of the policy so that the issue can be rectified.

Credit Load Limit

All students are expected to take classes according to their curriculum. All overloads must be approved by the Academic Dean.

Diagnosed Learning Disabilities

In accordance with the Americans with Disabilities Act, STPSU provides reasonable accommodations for students with documented diagnosed disabilities. Students must provide appropriate documentation (including diagnosis within the last 7 years) to the Academic Dean. The Academic Dean will then distribute a letter of accommodation to the faculty and to the student that will specify possible accommodations deemed reasonable by the institution and appropriate for the student's needs. It is the student's responsibility to meet with each faculty member to discuss how his accommodation(s) may be met within each course. STPSU will attempt to meet reasonable accommodations requested. A reasonable accommodation is a modification to a non-essential aspect of a course, program, or facility which does not pose an undue burden, and which enables a qualified student with a disability to have adequate opportunity to participate and to demonstrate his ability. Such accommodations are determined on an individual basis depending upon the nature and extent of the disability.

Directed Reading Courses

Directed Reading courses may be given to students if the following requirements are met: 1) a brief proposal of the course (topics, texts, assessments, etc.) submitted to the Academic Dean prior to the registration period; 2) permission granted by the Academic Dean and the consent of the instructor conducting the course; 3) a complete syllabus of the course must be given to the Academic Dean prior to the beginning of the course.

Enrollment Status

Students are considered full-time if they are carrying 12 or more credits in a regular semester or if they registered for 6 units in a semester during the Pastoral Year. Students who wish to take more than 17 credits in a semester must have the approval of the Academic Dean.

Extensions to Assignment Deadlines

Students are expected to hand in papers and other assignments on time unless they have arranged for an extension with the instructor in advance. Instructors are never obligated to grant a student's request for a due-date extension on an assignment if they judge the request to be without sufficient merit or not in keeping with the fair requirements articulated in the course syllabus. Students may not assume the privilege of handing in work after a deadline has passed. Students who do so should expect a reduction of at least one letter grade for the assignment. They should also be aware that any instructor has the right to refuse unexcused late work, so that the student may receive no credit for the assignment.

Grade Appeals

Students who believe they have a legitimate grievance over a grade should first consult the instructor as soon as possible to seek an explanation and try to resolve the dispute. If the dispute is not resolved, the student may submit in writing the details of the dispute to the Academic Dean no more than six weeks after the beginning of the next semester. If the Academic Dean is the instructor, then the appeal should be made to the President-Rector. The Academic Dean will then consult with the student and the instructor to act as negotiator. If necessary, the Academic Dean may convene and consult with an *ad hoc* committee of two faculty members who have some knowledge of the academic area in question to review the matter. The Academic Dean makes the final decision whether to retain or change the grade.

Grade Changes

Faculty members are required to submit course grades at the end of each semester by the deadline specified in the Institutional Calendar. If an instructor finds it necessary to change a student grade, he must notify the Registrar in writing for processing, along with an explanation for the grade change. All grades are final and cannot be changed after six months from the original grade submission deadline. Any appeals after six months must be made to the Academic Dean with a proper justification. Upon approval from the Academic Dean, the Registrar will process the grade change.

Grading Scale

St. Patrick's Seminary & University uses the following grading scale:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

Graduation

Students may graduate at the end of the term during which degree requirements have been completed. Commencement exercises take place at the end of the Spring semester. Students who complete degree requirements either at the Fall or Spring semester of that academic year may participate in commencement exercises at the end of the Spring term of the academic year.

Incomplete Coursework

A student may be given permission to complete course requirements after the close of the semester. Incomplete grades are usually given only due to extenuating, unavoidable, or uncontrollable circumstances.

The proper procedure for a student to receive a grade of Incomplete for a course requires the student to receive permission from the instructor and the Academic Dean prior to the end of the semester. Once permission is granted, an "I" will be recorded on the transcript at the end of the semester. All coursework for the Incomplete must be completed by the deadline specified in the Institutional Calendar. A grade for the course is then computed by the instructor and sent to the Registrar's Office to be recorded in the official transcript. The Incomplete grade will become an "F" if the work is not completed by the specified deadline.

Leave of Absence

Seminarians who take a leave of absence should follow the policies stated in the Rule of Life.

Registration

Registration is conducted on the days designated in the academic calendar.

Residency Requirement

Normally, all students at St. Patrick's Seminary & University are required to complete at least 50 percent of the coursework required for the degree program at STPSU in order to graduate with a degree from STPSU.

Student Records

St. Patrick's Seminary and University is committed to the protection of the privacy of seminarians and their educational records. Annually, the Seminary informs students of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, through publication in the Seminary's academic catalog and via an email from the Registrar's Office during the fall registration period. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records, including the right to review and amend their record, the right to consent to disclosures, the right to restrict the release of directory information, and the right to file a complaint with the US Department of Education regarding the Seminary's compliance with FERPA. The following procedures are in place to implement this Policy as required by FERPA:

1. **Release of Academic Records:** Official copies of academic records will be released to a third party only upon the written request of the student. Written requests are to be made through the Registrar's Office. Seminarians who are affiliated with a diocese or religious order are asked to sign a consent form, valid for the duration of their enrollment, allowing regular transmittal of grades and evaluation reports to pertinent diocesan or religious officials.
2. **Right to Inspect and Review:** A seminarian shall have the right to inspect and review his education records within 45 days from the day the Seminary receives a request for access, except for those portions of the record protected from review by State or federal law.
3. **Destruction of Records:** The Seminary periodically may destroy education records as required or permitted by applicable law. However, the Seminary will not destroy any education records while there is an outstanding request to inspect and review those records, which has been made in accordance with this Policy.
4. **Request for Amendment:** A seminarian may challenge the content of his education record and request an amendment thereto if the student believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
5. **Right to a Hearing:** A seminarian who objects to a decision by the Seminary not to make a requested amendment to his education records or who otherwise wishes to challenge the content of his education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of his rights of privacy will have the right to a hearing for this purpose, in accordance with

the provisions of this Policy and applicable provisions of the seminarian appeals procedure.

6. **Release of Personally Identifiable Information:** No release of personally identifiable information shall be made by the Seminary without a seminarian's prior consent, except to the extent that FERPA authorizes disclosure without consent (see items 9 and 10 below).
7. **Right to file a complaint:** Seminarians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
8. **Privacy of Distance Education Seminarians:** The privacy of distance learners at St. Patrick's Seminary is protected in the same manner as those enrolled in traditionally delivered courses. A comprehensive system of storage has been developed which ensures that seminarian records are accessed by authorized persons only and will be stored in a safe and secure manner.
9. **Seminarian Directory Information:** FERPA also allows the Seminary to disclose directory information without the seminarian's permission. Directory information may include name, address, telephone number, email address, date and place of birth, dates of attendance, honors and awards, date of graduation, degree conferred, most recent educational institution attended, diocesan affiliation and other similar information, as defined by the Seminary, which would not generally be considered harmful to the seminarian, or an invasion of the seminarian's privacy. If a seminarian does not wish such directory information to be released, the seminarian must file a request to prevent disclosure of directory information with the Office of the Registrar. This request must be on file within 30 days of the first day of class during the semester of initial enrollment and must be refiled annually thereafter.
10. **Exceptions:** Under FERPA the Seminary retains the right to disclose personally identifiable information to those deemed to have a legitimate educational interest in the seminarian's records. These include, but are not limited to:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in case of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Style Guide

The St. Patrick's Seminary & University Style Guide contains institutional guidelines for the formatting of written work and the citation of sources. The Style Guide is made available from the Academic Office.

Transcripts

Official transcripts may be requested by completing the Transcript Request form and submitting the form with the required fee to the Registrar. The form must be completed by the applicant and submitted to the Registrar at least two weeks before the transcript is needed.

Transfer Credits

Credits will be accepted toward a degree at St. Patrick's Seminary & University for work completed by the student at another regionally accredited institution upon review of an official transcript and approval of the Academic Dean, in consultation with program faculty. For the Bachelor of Arts completion degree program, students must have completed 60 credit hours of general education courses from a regionally accredited institution in the following areas: verbal skills (12 credits); quantitative skills (6 credits); social sciences (18 credits); natural sciences (6 credits); and humanities (18 credits) prior to entrance into the program. Transfer of credit for Pre-theology and graduate-level courses must be equivalent to those offered by STPSU and must fulfill the expectations for intellectual formation as stipulated by The Program of Priestly Formation. In order to make this determination, the Academic Dean reserves the right to request additional information from the student regarding his prior academic course, including a syllabus with student learning outcomes, a catalog description, and other materials. Transfer credit is allowed only in those courses in which a grade of C- or better has been achieved. Only credit that has been earned within the last ten years will be considered. Exceptions to this time limit may be granted by the Academic Dean. No more than 50% of the total credits in a degree program may be transferred from an outside institution or another degree program. Generally, transfer credit is not given for life experience, continuing education units (CEU's), and for courses taken at non-regionally accredited institutions. Credits from international institutions will be reviewed on a case-by-case basis.

St. Patrick's Seminary & University has an affiliation with the Dominican House of Studies in Washington, D.C. to offer the Bachelor of Sacred Theology (STB) ecclesiastical degree program.

Withdrawal from a Course

A student who wishes to withdraw from a course after the add/drop deadline and no later than the course withdrawal deadline as published in the Institutional Calendar may do so by submitting written notification to the Academic Office on or before the withdrawal deadline. Course Withdrawals are recorded on the transcript with a final grade of W, which is not used in calculating the GPA. Students who withdraw from a course after the withdrawal deadline will receive a “WF” on the transcript, which will be calculated as equivalent to an “F” in the GPA.

Writing Skills Rubric

STPSU maintains that skills of written communication are crucial for academic success and also to effective priestly ministry. To ensure consistent expectations with respect to formal written assignments throughout the institution, STPSU has instituted a Writing Skills Rubric that should be used by the professor in grading all formal written assignments. The use of this rubric should help the student to identify areas of strengths and areas of growth. See Appendix V for the Writing Skills Rubric.

VIII. ACADEMIC PROGRAMS

Pre-Theology Program

St. Patrick's Seminary & University's (STPSU) Pre-Theology Program provides an integrated introduction into the four dimensions of priestly formation for men with either no background in philosophy or no previous seminary formation experience. This stage of discipleship prepares seminarians for theological formation. Following the Program of Priestly Formation, STPSU's Pre-Theology Program offers a comprehensive curriculum in the Catholic philosophical tradition. As the well-formed human intellect demands a truly liberal education, the Pre-Theology Program also features coursework in the Humanities, introductory Theology, and Latin.

Learning Outcomes

Upon completion of STPSU's Pre-Theology academic curriculum, students will be able to:

1. Articulate the distinction and the relationship between faith and reason according to the Catholic tradition.
2. Trace the development of the Western philosophical tradition by identifying its major figures, issues, and theses, with particular focus on the thought of Thomas Aquinas.
3. Respond effectively to issues of particular relevance to contemporary culture by formulating sound and clear arguments and counterarguments.
4. Read carefully (both primary and secondary philosophical sources), think critically, and communicate clearly in formal academic writing.
5. Translate a variety of intermediate-level Latin texts into English.
6. Demonstrate a well-formed imagination by identifying the basic principles of analyzing and appreciating major works of music, art, poetry, and literature in the Western canon.
7. Demonstrate understanding of the foundations of Church teaching in the areas of doctrine (with focus on the Catechism of the Catholic Church), Scripture, and spirituality.

STPSU's Pre-Theology Plan of Studies is as follows:

Pre-Theology I	
Fall	Spring
History of Philosophy I/II (6)	History of Philosophy III/IV (6)
Humanities I: Literature (3)	Philosophy of Nature (3)
Logic (3)	Humanities II: Music, Art, Poetry (3)
Classical Latin I (3)	Classical Latin II (3)
Academic Writing I (1)	Academic Writing II (1)
Pre-Theology II	
Fall	Spring
Philosophical Anthropology (3)	Epistemology (3)
Metaphysics (3)	Ethics (3)
Introduction to Sacred Scripture (3)	Philosophy of God (3)
Catholic Doctrine I (3)	Catholic Doctrine II (3)
Introduction to Spirituality (3)	Capstone: Special Topics (3)

B.A. Completion Degree Program

This degree is designed primarily for those men who wish to study for the Priesthood but who do not have the required college background. The program provides the opportunity for prospective students to finish college studies, earn a Bachelor of Arts in Philosophy, and continue their formation in the Seminary.

Prerequisites for entering this program are based on a typical college program of classes which are found in five coordinate groups. Students must have completed a variety of at least 60 units from these groups and must have a grade point average of at least a “C”. Students must also present SAT scores. Credits will only be accepted towards the BA Completion Degree for work completed by the student at another regionally accredited institution. Transfer credit is only allowed in those courses in which a grade of C- or better has been achieved. Please note that the required number of units or hours transferred in from another educational institution must correspond to the following distribution:

1. Verbal Skills (12 units): 4 courses or 12 units in the areas of grammar, speech, foreign languages. One course must be in composition and a second in speech.
2. Quantitative Skills (6 units): 2 courses or a minimum of 6 units in the areas of mathematics, algebra, geometry, calculus, statistics, or computer science.
3. Social Sciences (18 units): 6 courses or a minimum of 18 semester units in American history, western civilization, social and political history, psychology, sociology, economics, anthropology, archeology, political science.
4. Natural Sciences (6 units): 2 courses or a minimum of 6 semester units in physics, geology, chemistry, biology, physiology, physiological psychology, anatomy, embryology, general science, ecology or health science.
5. Humanities (18 units): 6 courses or a minimum of 18 semester units in world literature, drama, literary criticism, art, art history, intellectual/cultural history, history of science, music or history of music.

Once these prerequisites have been reviewed and approved by the Academic Dean, students will be able to apply for entrance into the BA Completion Degree Program. This program consists of a combination of philosophy, theology, and humanities courses, amounting approximately to sixty (60) units. Upon successful completion of the coursework, students will then be prepared to enter the Theologate.

All prospective students will meet with the Academic Dean to review student transcripts and develop an appropriate academic program. Students wishing to enter this BA Completion Program for the purpose of continuing on to ordination for the priesthood should contact the Bishop or Vocation Director of the Diocese for preliminary consultation.

Learning Outcomes

Upon completion of STPSU's BA Completion Degree Program in Philosophy, students will be able to:

- . Articulate the distinction and the relationship between faith and reason according to the Catholic tradition.
- . Trace the development of the Western philosophical tradition by identifying its major figures, issues, and theses, with particular focus on the thought of Thomas Aquinas.
- 3. Respond effectively to issues of particular relevance to contemporary culture by formulating sound and clear arguments and counterarguments.
- 4. Read carefully (both primary and secondary philosophical sources), think critically, and communicate clearly in formal academic writing.
- 5. Translate a variety of intermediate-level Latin texts into English.
- 6. Demonstrate a well-formed imagination by identifying the basic principles of analyzing and appreciating major works of music, art, poetry, and literature in the Western canon.
- 7. Demonstrate understanding of the foundations of Church teaching in the areas of doctrine (with focus on the Catechism of the Catholic Church), Scripture, and spirituality.

STPSU's BA in Philosophy Completion Degree Plan of Studies is as follows:

BA in Philosophy I	
Fall	Spring
History of Philosophy I/II (6)	History of Philosophy III/IV (6)
Humanities I: Literature (3)	Philosophy of Nature (3)
Logic (3)	Humanities II: Music, Art, Poetry (3)
Classical Latin I (3)	Classical Latin II (3)
Academic Writing I (1)	Academic Writing II (1)
BA in Philosophy II	
Fall	Spring
Philosophical Anthropology (3)	Epistemology (3)
Metaphysics (3)	Ethics (3)
Introduction to Sacred Scripture (3)	Philosophy of God (3)
Catholic Doctrine I (3)	Catholic Doctrine II (3)
Introduction to Spirituality (3)	Capstone: Special Topics (3)

Master of Divinity Program (MDiv)

The Master of Divinity (MDiv) is a first professional degree. It is designed to foster basic theological understanding and develop initial pastoral competence in students preparing for priestly ministry. The curriculum, in providing the intellectual foundation of an integral and initial formation program, involves an in-depth study of the Catholic theological tradition and a supervised practice of ministry.

All seminarians who enter into theological studies at STPSU are enrolled in the M.Div. Program. Together with MDiv Program Requirements and 12 units of Ordination Requirements, seminarians who successfully complete this course of studies will have the intellectual formation necessary for priestly ministry. With STPSU's comprehensive and integrative theological curriculum, seminarians come to embody the Church's rich intellectual heritage so that they can communicate it faithfully and convincingly to others. Field experiences integrated with the curriculum along with coursework equip the seminarians with the administrative and ministerial skills for parish leadership through coursework and field experiences. Courses in Homiletics and preaching opportunities for our transitional deacons help form engaging preachers. Our Liturgical Theology course sequence, community liturgies, and Practicum courses expose our seminarians to the beauty of the Liturgy so that they can celebrate the Sacraments reverently.

Prerequisites for Admission

Applicants must have an undergraduate degree, have completed 30 semester units of philosophy in the areas identified in the *Program of Priestly Formation* (5th ed.) and 12 semester units of religious studies. All other admission requirements as outlined in Section IV of this catalog apply.

Learning Outcomes

By the end of the program, students will be able to:

- 1) Explain the Catholic Faith as revealed in Sacred Scripture and Tradition and historically developed by the Magisterium.
- 2) Apply prudently the principles of faith and morals to the lived experiences of the Christian faithful.
- 3) Preach the Word of God faithfully and effectively.
- 4) Apply the relevant principles and norms in the reverent celebration of the liturgy and the sacraments.
- 5) Demonstrate the qualities of spiritual fatherhood in pastoral ministry.

- 6) Practice responsible and collaborative leadership in parish administration.

Program Requirements

The first sequence of the M.Div. curriculum equips seminarians with the necessary Scriptural and Theological foundations. The second sequence, “Pastoral Foundations”, provides students with courses in Pastoral Theology and offers a Pastoral Year Internship. The Pastoral Year Internship is a 10-month full-time parish experience of pastoral ministry, typically in the student’s own diocese. This program is a six-unit program carefully monitored by a trained on-site supervisor (usually the pastor) in conjunction with the Director of the Pastoral Year Internship at the Seminary. Normally, the Pastoral Year Internship takes place after II Theology. After the Pastoral Year, students return to the Seminary for the completion of their final two years of theological training, the “Synthesis and Application” sequence.

The academic courses, which contribute to the achievement of Program Learning Outcomes, cover the following specific areas and number of credits:

Sacred Scripture	18 credits
Moral and Spiritual Theology	15 credits
Dogmatics (including Liturgical and Historical Theology)	47 credits
Pastoral Studies (including Canon Law)	38-40 credits*
Total:	118-120 credits

*Students may opt to take Pastoral Spanish I and II in lieu of Field Education in Fall and Spring semesters of Theology I.

Ordination Requirements

In addition to the MDiv curriculum, all seminarians are required to complete the following 12 credits of Ordination Requirements:

Synoptic Gospels (3 credits)
Moral Theology II: Virtues and Vices (3 credits)
Christology (3 credits)
Historical Theology I (3 credits)

The MDiv degree has the Pastoral Year Internship as a program requirement. If the diocese should decide not to include the Pastoral Year in a seminarian’s program, the student should earn the six credits of pastoral year through additional pastoral work during the seminary program.

To complete successfully the program, students are expected to maintain an overall Grade Point Average (GPA) of 2.0. During the last semester, the M.Div. student must pass an oral comprehensive exam with a score of 2.5 out of 4.0.

MDiv Course of Study

Fall	Spring	Sequence 1: Scriptural & Theological Foundations
Year 1		
SS-4102: Pentateuch and Historical Books (3)	SS-4107: Synoptic Gospels (3)*	
SS-4104: Prophets (3)	SS-4109: Johannine Writings (3)	
SD-4101: Fundamental Theology (3)	SD-4103: Theological Anthropology (3)	
MT-4101: Moral Theology I: Fundamental Moral Theology (3)	MT-4111: Spiritual Theology (3)	
GR-101: Greek I (3)/SP-101: Spanish (2)/ FE-4101: Field Ed (1)	GR-102: Greek II (3)/SP-102: Spanish (2)/ FE-4101: Field Ed (1)	
	PS-4121: Homiletics I: Proclaiming the Word (1)	
Total: 13-15	Total: 14-16	
Year 2		
SS-5211: Pauline Corpus (3)	SS-5215: Hebrews, Catholic Epistles, and Revelation (3)	
SS-5213: Wisdom Literature (3)	SL-5211: Liturgical Theology I (3)	
SD-5211: Trinity (3)	SD-5213: Christology (3)*	
MT-5202: Moral Theology II: Virtues and Vices (3)*	MT-5203: Moral Theology III: Human Sexuality (3)	
SL-5201: Sacramental Theology I: Intro & Sacraments of Initiation (3)	PS-5222: Homiletics II: Fundamentals of Preaching (3)	
FE-5203: Field Education (1)	FE-5204: Field Education (1)	
Total: 16	Total: 16	
Pastoral Year		
PS-6501: Pastoral Year (3)	PS-6502: Pastoral Year (3)	
PS-6511: Pastoral Theology I: Introduction to Parish Ministry (2)	PS-6512: Pastoral Theology II: Introduction to Parish Administration & Finance (3)	
Total: 5	Total: 6	
Year 3		
SD-7341: Historical Theology I (3)*	SD-7342: Historical Theology II (3)	
SL-7302: Sacramental Theology II: Eucharist (3)	SL-7303: Sacramental Theology III: Marriage (3)	
MT-7304: Moral Theology IV: Catholic Social Teaching (3)	MT-7305: Moral Theology V: Bioethics (3)	
PS-7323: Homiletics III: Preparing & Presenting the Homily (3)	PS-7331: Canon Law I: Introduction to Canon Law (3)	
SL-7312: Liturgical Theology II (2)	SD-7321: American Catholicism & the New Evangelization (2)	
PS-7305: Field Education (1)	PS-7306: Field Education (1)	
	PS-7331: Deacon Practicum (1)	
Total: 15	Total: 16	
Year 4		
SD-8443: Historical Theology III (3)	SD-8444: Historical Theology IV (3)	
SL-8404: Sacramental Theology IV: Penance & Anointing (3)	SL-8405: Sacramental Theology V: Holy Orders (3)	
SD-8431: Ecclesiology (3)	SD-8435: Apologetics (2)	
PS-8432: Canon Law II: The Sacraments (3)	SD-8433: Mariology (2)	
PS-8413: Pastoral Theology III: Pastoral Counseling (2)	PS-8414: Pastoral Theology IV: Spiritual Direction (2)	
FE-8407: Field Education (1)	FE-8408: Field Education (1)	
	PS-8432: Priest Practicum (1)	
Total: 15	Total: 14	

* = Ordination Requirement

Bachelor of Sacred Theology (STB)

The Bachelor of Sacred Theology (STB) degree is an ecclesiastical degree program offered through affiliation with the Pontifical Faculty of the Immaculate Conception at the Dominican House of Studies in Washington, D.C. The purpose of this program is to provide the student with a solid, organic, and complete instruction in theology at the basic level, enabling graduates to pursue further studies in the sacred sciences. Seminarians at St. Patrick's may pursue the MDiv and STB degrees concurrently.

Prerequisites for Admission

Applicants for admission to the STB program must have a bachelor's degree from an accredited college or university. The applicant must have a minimum of thirty (30) semester credit hours in philosophical studies appropriate for theological coursework (including the History of Philosophy, Logic, Philosophical Anthropology, Philosophy of Nature, Metaphysics, Philosophy of God, Philosophical Ethics, Epistemology) and a reading knowledge of Latin as verified by coursework or the passing of a reading exam administered by the Academic Office.

All other admission requirements as outline in Section IV of this catalog apply. The academic prerequisites for admission will be evaluated by the Academic Dean who may, in individual cases, allow the student to remedy particular deficiencies during the first year of the program.

Program Requirements

The program requires completion of 96 credits according to the following distribution:

Sacred Scripture	21 credits
Moral Theology	18 credits
Dogmatics (including Liturgical and Historical Theology)	45 credits
Pastoral Theology (Canon Law)	6 credits
Greek I and II	6 credits

If the student enters the STB Program with a reading competence in Greek, coursework in Greek may be waived if competence is demonstrated with the successful passing of a reading examination administered by the Academic Office.

The student in the STB Program must maintain a cumulative GPA of 3.0 in STB coursework. He must pass oral and written comprehensive examinations in the final semester of the program with an average score of 3.0 out of 4.0. Further details about the STB comprehensive exams may be found in the STB Study Guide made available from the Academic Office.

The STB Plan of Studies is as follows:

Theology I	
Fall	Spring
Pentateuch and Historical Books (3)	Synoptic Gospels (3)
Prophets (3)	Johannine Writings (3)
Fundamental Theology (3)	Theological Anthropology (3)
Moral Theology I: Fundamental Moral Theology (3)	Spiritual Theology (3)
Greek I (3)	Greek II (3)
Theology II	
Fall	Spring
Wisdom Literature (3)	Hebrews, Catholic Epistles and Revelation (3)
Pauline Corpus (3)	Liturgical Theology I (3)
Trinity (3)	Christology (3)
Moral Theology II: Virtues and Vices (3)	Moral Theology III: Human Sexuality (3)
Sacramental Theology I: Intro & Sacraments of Initiation (3)	
Theology III	
Fall	Spring
Historical Theology I (3)	Historical Theology II (3)
Sacramental Theology II: Eucharist (3)	Sacramental Theology III: Marriage (3)
Moral Theology IV: Catholic Social Teaching (3)	Moral Theology V: Bioethics (3)
	Canon Law I: Introduction to Canon Law (3)
Theology IV	
Fall	Spring
Historical Theology III (3)	Historical Theology IV (3)
Sacramental Theology IV: Penance & Anointing (3)	Sacramental Theology V: Holy Orders (3)
Ecclesiology (3)	
Canon Law II: The Sacraments (3)	

In the Spring semester of Theology IV, seminarians must pass both the oral and written STB comprehensive examination.

Master of Arts (MA) in Theology

The Master of Arts (MA) in Theology is an academic degree for seminarians of superior academic ability who show the capacity for research and writing that may lead in the future to teaching, administration or further studies. The MA degree is distinct in purpose from the Master of Divinity degree, which is a professional degree oriented to ministry.

Program Learning Outcomes

1. Build a body of scholars who can apply the content of graduate-level theology to contemporary ministerial settings.
2. Twenty percent of Master of Divinity seminarians will pursue a MA in Theology degree concurrently in order to develop priests who are teachers.
3. Eighty percent of seminarians in the MA in Theology program feel strongly or very strongly that the MA degree has enhanced their vocational experience.

Application for Admission

Seminarians may apply for admission midway through the spring semester of First Year Theology at the earliest; by the beginning of Third Year Theology at the latest.

Prerequisites for Admission

1. BA or BS, with a GPA of 3.0 or above; and a 3.0 GPA in the regular seminary program.
2. Twelve undergraduate level hours of theology or religious studies, having earned a minimum GPA of 3.0 for these 12 hours.
3. Twelve undergraduate level hours of philosophy from among the topics listed below, having earned a minimum GPA of 3.0 for these 12 hours.
 - Coursework in the History of Philosophy
 - Epistemology
 - Metaphysics/Philosophy of Being
 - Ethics/Philosophy of Morality
 - Philosophy of Nature/Human Person
 - Philosophy of God
4. One letter of recommendation speaking to the applicant's aptitude for academic work, particularly research and writing skills. The letter must be submitted by a member of the faculty at St. Patrick's Seminary & University.
5. One letter of recommendation from the student's Formation Advisor ascertaining whether the applicant is capable of completing the program without detriment to his overall priestly formation.

6. Personal statement explaining applicant's interest.
7. A sample of the applicant's academic writing (5-page minimum).
8. International students must take the TOEFL: minimum score of 550, paper-based exam; 215, computer-based exam; 80, internet-based.

Student Learning Outcomes

At the conclusion of this program, the student will be able to:

1. Demonstrate a general and integrated foundational knowledge in Sacred Scripture, Dogmatic Theology, and Moral Theology.
2. Conduct graduate-level theological research by assessing theological texts and materials critically.
3. Use theological texts in a language other than English.
4. Communicate the results of scholarship through a public presentation and an oral defense of theological research.

Program Requirements

The MA program consists of 40 total academic credits. Of these 40 credits, 33 credits of coursework (taken from 4000-9000 level courses in Sacred Scripture, Dogmatic Theology [includes Liturgical and Historical Theology] and Moral Theology) are required; plus, the writing and oral defense of a full-length thesis, for which 6 credits are granted.

Theological Core Courses (12 credits)

- SS: The Synoptic Gospels (3 credits)
- MT: Moral Theology II: Virtues & Vices (3 credits)
- SD: Christology/Soteriology (3 credits)
- HT: Historical Theology I/Patristics (3 credits)

These four Theological Core courses are not included in the MDiv program curriculum. Students must earn a minimum numerical grade of 85 in these four courses.

Thesis Writing and Oral Defense (6 credits)

Students are required to complete a thesis with a minimum of 60 pages but not to exceed 80 pages in length (not including title page, table of contents, nor bibliography) under the direction of a faculty member, as well as orally defend the thesis before a board of two: the thesis director and one reader.

Theological Research & Writing (1 credit)

Students must complete a one credit course in graduate theological research and writing. This course should be taken within the first three semesters.

Student Designated Courses (21 credits)

Courses transferable from the MDiv program should include a minimum of 3 credits from each Department (Sacred Scripture, Dogmatic Theology, Historical Theology, Moral Theology). The student must achieve at least a B in these courses for successful completion of the requirement.

Student Designated Courses are selected from the list below:

Sacred Scripture (at least three credits)

SS: Pentateuch and Historical Books	3
SS: The Prophets	3
SS: Pauline Corpus	3
SS: The Gospel of John	3
SS: Hebrews, Catholic Epistles, & Revelation	3

Moral and Spiritual Theology (at least three credits)

MT: Fundamental Moral Theology	3
MT: Human Sexuality	3
MT: Spiritual Theology	3
MT: Catholic Social Teaching	3
MT: Bioethics	3

Dogmatic and Liturgical Theology (at least six credits)

SD: Fundamental Theology	3
SD: Theological Anthropology	3
SD: The Trinity	3
SL: Liturgical Theology I	3
SL: Liturgical Theology II	3
SD: Sacramental Theology: Eucharist	3
SD: Ecclesiology	3
SD: Mariology	2
SD: American Catholicism & the New Evangelization	2
SD: Apologetics	2

Historical Theology

SH: Historical Theology II	3
SH: Historical Theology III	3
SH: Historical Theology IV	3

Transfer Credits

- a) For those students earning MA and MDiv degrees concurrently, up to 21 credits may be transferred from the M.Div. program to the M.A. program (excluding Pastoral Studies courses).
- b) MA students can transfer up to 12 credits of graduate-level theology courses from an accredited outside institution.
- c) For students enrolled concurrently in the MA and the MDiv programs, credits transferred to the M.A. program from an outside institution count among the total of 21 transferable credits.

The MA Thesis

A thesis is a scholarly work that reflects the study, research, and writing skills that characterize higher education. The thesis must demonstrate the student's ability to do research, to analyze primary texts, and to consult, utilize, and evaluate scholarly literature on those texts. Students are required to complete a thesis with a minimum of 60 pages but not to exceed 80 pages in length (not including title page, table of contents, nor bibliography) under the direction of a faculty member, as well as orally defend the thesis before a board of two: the thesis director and one reader.

Topics must be approved by the thesis director and Director of the MA Program prior to the student beginning his thesis. The student is advised to obtain thesis guidelines and to discuss thesis plans with the MA Program Director and his thesis director early in his program of study.

Additional Requirements

- A minimum grade point average (GPA) of 3.0 is required.
- The thesis must be submitted within two years of the completion of all coursework.
- The thesis board evaluates the writing and oral defense of the MA thesis. The board consists of the thesis director and one reader who will be appointed by the Director of the MA program.
- The student must demonstrate reading proficiency in one ancient or one modern language that is relevant to their thesis research. This may be demonstrated by passing a language course or an exam.

- Students must participate in assessment of the academic program, including completion of a Graduating Student Questionnaire during their final year of coursework.

Costs

There is a fee for the diploma after successful defense of the thesis. There is also a per credit hour continuance fee in the MA program for all seminarians who do not successfully defend their theses by the end of their Fourth Year of Theology. This continuance fee also applies to non-resident MA students after completion of all coursework requirements.

For more information, contact Dr. Margaret Turek, Director of MA (Theology) Program.

* * * * *

The MA and the MDiv degrees at a glance:

The MDiv degree requires oral comprehensive exams, whereas the MA requires a full-length thesis and oral defense. 21 credits of MDiv coursework (excluding Pastoral Studies) can apply toward the MA, plus the student must take another 12 credits of Theological Core coursework, plus 6 credits for writing and defending a thesis, and a 1 credit course on Research and Writing.

The MA and the STB degrees at a glance:

The STB degree requires both oral and written comprehensive exams, whereas the MA requires a full-length thesis and oral defense. 33 credits of STB coursework (excluding Pastoral Studies) can apply toward the MA, plus the student must take a 1 credit course on Research and Writing and earns 6 credits for writing and defending a thesis.

Comparison of MDiv/STB/MA Requirements

MDiv	STB	MA
<p>118-120 Credit Hours (does not include Ordination requirements of 12 credits, which can be used as MA's 4 Theological Core Courses)</p> <ul style="list-style-type: none"> • Sacred Scripture, 18 credits • Moral Theology, 15 credits • Dogmatic, Historical, and Liturgical Theology, 47 credits • Pastoral Studies 38 credits (Includes Pastoral Year) • Minimum Cumulative GPA 2.0 <p>NO ELECTIVES</p>	<p>96 Credit Hours</p> <ul style="list-style-type: none"> • Sacred Scripture, 21 credits • Moral Theology, 18 credits • Dogmatic, Historical, and Liturgical Theology, 45 credits • Pastoral Studies 6 credits • Minimum Cumulative GPA 3.0 <p>NO ELECTIVES</p>	<p>40 Credit Hours</p> <p>21 credits may be transferred from the M.Div. in these areas:</p> <ul style="list-style-type: none"> • Sacred Scripture, minimum 3 credits • Moral Theology, min. 3 credits • Dogmatic Theology, min 3 credits • Historical Theology • Liturgy • Cumulative GPA 3.0 <p>12 credits from 4 Theological Core Courses:</p> <ul style="list-style-type: none"> • Synoptic Gospels, 3 credits • Moral Theology II, 3 credits • Christology/Soteriology, 3 credits • Patristics, 3 credits • Min. score 88 in each
<ul style="list-style-type: none"> • Comprehensive Exam Oral (min. passing grade: 2.5) 	<ul style="list-style-type: none"> • 1 Year of Greek (or passing of competency exam) • Comprehensive Exam Oral and Written (min. passing grade: 3.0) 	<ul style="list-style-type: none"> • Research & Writing course, 1 credit • 1 Ancient or Modern Language • Thesis and Oral Defense, 6 credits

IX. COURSE DESCRIPTIONS

Pre-Theology Program/BA Completion Degree Program

PP-101: Logic (3 credits)

In this course the student examines Aristotelian logic, which studies the rules of valid reasoning. The formal and informal fallacies, the syllogism, and valid forms of argumentation will be studied.

PP-102: History of Philosophy I/II (6 credits)

This six-unit course will trace the development of philosophical issues in the Western tradition, from the Pre-Socratics to the end of the medieval period.

PP-103: History of Philosophy III/IV (6 credits)

This six-unit course continues to study the development of philosophy in the Western tradition, from Descartes to the contemporary philosophies of the 20th century (including American philosophy).

PP-104: The Philosophy of Nature (3 credits)

The study of the philosophy of nature treats fundamental principles like substance, form, matter, causality, motion, and the soul and provides the foundation for the study of metaphysics and natural theology. Students will also be introduced to issues in the philosophy of science, such as the relationship between philosophy and the empirical sciences.

PP-205: Philosophical Anthropology (3 credits)

This course will discuss various answers to the philosophical question: “What is the human person?” Emphasis will focus on the traditional Christian understanding of this question and the challenges raised by post-Enlightenment philosophy.

PP-206: Metaphysics (3 credits)

This class discusses the classical metaphysical questions surrounding being and the nature of reality, which transcends the empirical world. Focus is placed on the metaphysics of St. Thomas Aquinas.

PP-207: Epistemology (3 credits)

This course studies the nature and properties of knowledge and the possibility of knowledge about reality, with special regard for the realist epistemology of St. Thomas Aquinas.

PP-208: Philosophical Ethics (3 credits)

This course examines the general principles of the major ethical theories, with an emphasis upon consequentialism, deontology, virtue ethics, and natural law theory.

PP-209: Philosophy of God (3 credits)

Natural theology determines what can be known of God by the light of natural reason. A consideration of the relationship between faith and reason, the nature of language about God, and philosophical arguments for the existence of God as well as the philosophical foundation for the divine attributes are examined.

PH-101: Academic Writing I (1 credit)

This first course in a sequence of two 1-unit courses will introduce students to the skills necessary for academic writing and research.

PH-102: Academic Writing II (1 credit)

This second course in a sequence of two 1-unit courses will help the student to further develop skills in academic writing and research.

PH-103: Humanities I - Literature (3 credits)

In this course the student will read a selection of works of literature in the Western canon, thereby broadening the student's exposure to the liberal arts tradition.

PH-104: Humanities II – Music, Poetry, and Art (3 credits)

This course continues the student's exposure to the liberal arts tradition by studying the principles of music, poetry, and art appreciation.

PR-201: Introduction to Sacred Scripture (3 credits)

This course introduces the seminarian to an overview of salvation history through selected passages from the Old and New Testaments. The course also presents Magisterial teachings of the Catholic Church on Sacred Scripture since Pope Leo XIII. The seminarian is exposed to exegetical methods and is given the tools for writing an exegetical paper.

PR-202: Introduction to Spirituality (3 credits)

This semester will introduce the seminarian to the major schools in the Catholic spiritual tradition.

PR-203: Catholic Doctrine I (3 credits)

This class is the first of a two-part course introducing students to the *Catechism of the Catholic Church*. This class will cover Part I, "The Profession of Faith", and Part II, "The Celebration of the Christian Mystery".

PR-204: Catholic Doctrine II (3 credits)

This class is the part two of a two-part course introducing students to the *Catechism of the Catholic Church*. This class covers Part III, “Life in Christ,” and Part IV, “Christian Prayer.”

Graduate Course Descriptions

Sacred Scripture

SS-4102: Pentateuch and Historical Books (3 credits)

This course introduces students to the Hebrew Scriptures through an examination of its first five books (Gen to Deut) and the historical books (Josh, Judg, I-II Sam, I-II Kings, I-II Chr, Ezra, Neh, I-II Macc). The course will focus on the interaction between God and his people in the Old Testament. The scriptures will be examined in both their literal and spiritual understandings. Special emphasis will be placed on the Catholic interpretations of these books as well as their usage in the liturgy and the lectionary.

SS-4104: Prophets (3 credits)

In this course, students are introduced to the prophetic literature of the Old Testament. Focus will be on the three Major Prophets (Isa, Jer, and Ezek), with some discussion of each of the twelve Minor Prophets (Hos, Joel, Am, Ob, Jon, Mic, Nah, Hab, Zeph, Hag, Zech, and Mal) and Daniel, Baruch, and Lamentations. The course will place each of these prophets in his historical and literary context. Focus will also be given to the Christian interpretation of these texts, their uses in the New Testament, and their application to Christian liturgical worship

SS-4107: Synoptic Gospels (3 credits)

This course serves as an introduction to the written revelation of Jesus Christ, focusing especially on the Gospels of Matthew, Mark, and Luke. Attention will also be paid to the Acts of the Apostles and its connection to the Gospel of Luke. Students will learn of the various historical and literary approaches to the study of the Gospels, their advantages and disadvantages. The emphasis of the course will be on understanding the revelation of the Gospels in informing Catholic theology.

SS-4109: Johannine Writings (3 credits)

This course discusses the biblical texts written by St. John. The primary focus of the course will be on the Gospel of John, with some discussion on the letters of St. John. The course will provide a solid literary and historical framework for these various works. This will serve as the foundation for discussing the spiritual and theological meanings of the texts, especially as understood in the Catholic tradition. Some attention will be paid to its liturgical use, especially the use of the Gospel of John in the seasons of Lent and Easter.

SS-5211: Pauline Corpus (3 credits)

The class introduces students to St. Paul and his writings. Students will learn about St. Paul himself, what is known about him through his writings and as described in the Acts of the Apostles, his historical context, and his missionary work. The various letters of St. Paul will be examined in the light of history, literary genre, and especially their spiritual meaning. The course will examine the significant theological themes in St. Paul, including their Christological, sacramental, moral, and soteriological meanings. The course will also examine the Jewish and Greek influences on St. Paul as well as the more important Catholic interpretations of the Pauline works.

SS-5213: Wisdom Literature (3 credits)

The course is intended as a survey of wisdom literature in the Old Testament (Prov, Job, Eccl, Sir, Wis, Ps, Song, and Tob). The class will examine the history of the various books, examine the wider genre of wisdom literature, present the more significant Catholic uses and interpretations of wisdom literature, and study their use in the New Testament.

SS-5215: Hebrews, Catholic Epistles, and Revelation (3 credits)

The class introduces students to the Catholic epistles of the New Testament and the Book of Revelation. The class will discuss the historical development of the literary form, questions of authorship, audience, and dating of each. This will serve as the foundation for the more in-depth analysis of the liturgical imagery and major theological themes of each, including notions of sacrifice and the priesthood. Special attention will be paid to the Letter to the Hebrews, both in its context and its importance in the history of Christian theology. The course will also examine the question of the authorship of Hebrews and its connection to the Pauline texts.

Dogmatics (including Liturgical and Historical Theology)

SD-4101: Fundamental Theology (3 credits)

This course presents a sustained reflection on the principles and methods of theology. Topics include the nature of divine revelation, divine faith and motives of credibility; the nature and scope of theology; the inspiration, authority and theological interpretation of Sacred Scripture; Sacred Tradition; the development of doctrine; and the nature of magisterial authority.

SD-4103: Theological Anthropology (3 credits)

This course examines the theology of grace, and topics include: creation, sin, the relation of nature to grace, the Fall and its consequences, the mystery of evil, and the natural desire for God. Moreover, the necessity, nature, kinds, causes and effects of grace, the new life of grace offered by Jesus Christ, the relation of uncreated to created grace, the relation of grace to the sacraments, and the divine indwelling are also examined

SD-5211: The Trinity (3 credits)

This course approaches the mystery of the Trinity from three perspectives: Scriptural foundations, historical development of doctrine, and systematic exposition. The development of the doctrine is explored at length by examining the teaching of the Fathers, relevant councils and creeds, major controversies, medieval and scholastic theologians, as well as contemporary efforts to synthesize Greek and Latin Trinitarian thought.

SD-5213: Christology (3 credits)

This course investigates the biblical foundations, historical development, and some systematic expositions of Christology, by examining the understanding of the person and mission of Christ in the writings of the Fathers, the councils and creeds, medieval and scholastic theologians, and various contemporary efforts to synthesize the tradition.

SD-8431: Ecclesiology (3 credits)

This course examines the origin, nature, and mission of the Church in its biblical foundations, and especially those relevant passages in the Acts of the Apostles, and key moments of its historical understanding throughout its history. Topics, including the mystery, constitution, character, and end of the Church, are presented within the context of recent magisterial documents and especially those of the Second Vatican Council. The course will also provide a survey of the Marian dogmas and the role of the Blessed Virgin Mary in the history of salvation and in the life of Christ and the Church.

SD-8435: Apologetics (2 credits)

This course will equip students preparing for the priesthood to use their academic knowledge of scripture, theology, and philosophy to present rational reasons for the truths of the faith to parishioners, would-be believers, doubters, and opponents of Catholicism. Topics include the existence of God, the refutation of rationalism and relativism, the historicity of the Bible, and answers to various protestant objections

SD-7321: American Catholicism and the New Evangelization (2 credits)

This course presents a survey of American Catholic history, as well as an investigation of more specific issues, movements, and personalities in American Catholicism, considered in the larger context of American religion and culture. Special attention is paid to the historic development of the immigrant church and the contemporary evangelistic needs of the local church in light of recent immigration trends and the implications for evangelization.

SD-8433: Mariology (2 credits)

This course surveys the Catholic Church's doctrine of Mary, the Mother of God, from biblical, historical, spiritual, liturgical, and dogmatic perspectives. By examining the major biblical texts that support a theology of Mary, a foundation is laid for a treatment of patristic understandings of Mary as well as the development of Marian spirituality and piety in the

Middle Ages. The four defined dogmas concerning Mary and major approved apparitions are discussed, as well as Marian devotion as it relates to the priesthood.

SD-7341: Historical Theology I (3 credits)

The first in a four-course sequence that will begin being offered in the 2021-2022 academic year. Students will move through the tradition, beginning with the early Fathers, by reading some of the most important Catholic theological, spiritual, and exegetical texts of the tradition. Texts will be read historically with attention paid to the contexts and controversies that shaped them.

SD-7342: Historical Theology II (3 credits)

The second in a four-course sequence that will begin being offered in the 2021-2022 academic year. Students will move through the tradition, beginning with the early Fathers, by reading some of the most important Catholic theological, spiritual, and exegetical texts of the tradition. Texts will be read historically with attention paid to the contexts and controversies that shaped them.

SD-8443: Historical Theology III (3 credits)

The third in a four-course sequence that will begin being offered in the 2021-2022 academic year. Students will move through the tradition, beginning with the early Fathers, by reading some of the most important Catholic theological, spiritual, and exegetical texts of the tradition. Texts will be read historically with attention paid to the contexts and controversies that shaped them.

SD-8444: Historical Theology IV (3 credits)

The first in a four-course sequence that will begin being offered in the 2021-2022 academic year. Students will move through the tradition, beginning with the early Fathers, by reading some of the most important Catholic theological, spiritual, and exegetical texts of the tradition. Texts will be read historically with attention paid to the contexts and controversies that shaped them.

SL-5211: Liturgical Theology I (3 credits)

This course examines the liturgy by studying its historical and theological development from the rites of the early centuries to the modern day. Topics include ritual, symbol, and liturgical discipline. An important place will be given to recent magisterial documents.

SL-7312: Liturgical Theology II (2 credits)

This course will continue examining the themes discussed in Liturgical Theology I with a view toward liturgical aesthetics. Thus, the historical development of sacred art, music, and architecture will be explored.

SL-5201: Sacramental Theology I: Introduction & Sacraments of Initiation (3 credits)

After an extensive presentation of the Christological, pneumatological, and ecclesiological aspects of sacramentality, this course investigates the biblical foundations, history, and theology of Baptism and Confirmation.

SL-7302: Sacramental Theology II: Eucharist (3 credits)

This course examines the Eucharist in light of Scripture, Tradition, and the Magisterium. Topics include the Biblical concept of sacrifice and Christological origins of the Eucharist. Patristic and medieval theologies of the Eucharist will be studied as well as Tridentine and Modern developments concerning the Sacrifice of the Mass and communion ecclesiology. Consideration will also be given to the relation of the Eucharist to various forms of liturgical rites as well as canon law.

SL-7303: Sacramental Theology III: Marriage (3 credits)

This course examines the theological and anthropological foundation of marriage, paying particular attention to issues that underlie the question of validity. The notion of consent and its defects (ignorance, error, discretion, etc.) will be explored, as well as consummation and its defects. Finally, a study of the principal canons on matrimony in their historical and doctrinal context will also be undertaken, covering such questions as the canonical definition of marriage and its ends and properties, preparation for marriage, impediments, mixed marriage, dissolution of the bond and annulments, convalidation, and sanation.

SL-8404: Sacramental Theology IV: Penance & Anointing (3 credits)

The sacraments of Penance and Anointing are examined in this course in terms of the mystery of sin and the mission and sacramentality of the Church. Topics include the scriptural bases and historical development of both sacraments, a study of relevant canons, Indulgences, and good pastoral practice, including a discussion of First Penance and the pastoral care of the sick and dying. A practicum for Penance and Anointing will also be included.

SL-8405: Sacramental Theology V: Holy Orders (3 credits)

This course presents the theology of the ordained priesthood. It studies biblical foundations, historical development, official teaching in Vatican II, and subsequent magisterial statements. Also included are topics such as spirituality of the diocesan priest, history and theology of celibacy, and the doctrinal position on the reservation of ordination to men.

Moral and Spiritual Theology

MT-4101: Moral Theology I: Fundamental Moral Theology (3 credits)

This course treats of the human person as an actor. With an anthropological foundation, the course explains the requirements for human acts, their end, moral evaluation, and principles. It concludes with Pope John Paul II's encyclical *Veritatis Splendor*.

MT-5202: Moral Theology II: Virtues and Vices (3 credits)

This course examines in detail the three theological and four moral virtues, together with their associated virtues and opposing vices, as interior principles of human acts and therefore as guides for conversion and growth in the spiritual life.

MT-5203: Moral Theology III: Human Sexuality (3 credits)

Following the insights of Pope John Paul II's theology of the body, this course examines the sexual urge as the human person's potential participation in the creating and unifying power of God. Following the biblical image of Christ as the Bridegroom of his Spouse, the Church, it presents marriage between a man and a woman as the paradigmatic expression of the sexual urge and considers the morality of sexual acts within marriage. It also considers non-paradigmatic expressions of the sexual urge and their morality. Finally, it considers the moral and spiritual value of friendship and sexual renunciation in celibacy.

MT-7304: Moral Theology IV: Catholic Social Teaching (3 credits)

This course will examine key themes in Catholic social teaching, especially as developed in the social encyclicals and conciliar documents. Special attention will be given to the kinds of justice, the common good, subsidiarity and the dignity of the human person, private property and the universal destiny of goods, solidarity and the preferential option for the poor, economic justice and the rights of workers, the morality of war, unjust discrimination, capital punishment, and care for our common home, the earth.

MT-7305: Moral Theology V: Bioethics (3 credits)

This course presents the Church's teaching on the morality of bioethics. Consideration will be given to the person's right to health care; the physician-patient relationship, informed consent, and refusal of treatment; beginning-of-life issues such as abortion and reproductive technologies; and end-of-life issues such as euthanasia and care for the aged and dying.

MT-4111 Spiritual Theology (3 credits)

This course will provide a historical and systematic overview of patristic, medieval, renaissance, modern, and contemporary Catholic spiritual traditions. Topics addressed will include the universal call to holiness, the supernatural life and destiny of the human person, the indwelling of the Trinity, kinds and stages of prayer, ordinary and extraordinary mystical phenomena, and Marian piety.

Pastoral Studies

PS-4121: Homiletics I: Proclaiming the Word (1 credit)

This is an introductory course in proclaiming the sacred texts, including the public proclamation of Scripture and the prayers of the liturgy. Students will learn the fundamentals of public speaking in the context of liturgical prayer.

PS-5222: Homiletics II: Fundamentals of Preaching (3 credits)

Building on Homiletics I, students learn the theology of preaching and the place of the homily in the life of the Church. Students will begin to learn the practical elements of preparing and delivering homilies, with some opportunity to practice with discussion and evaluation.

PS-7323: Homiletics III: Preparing and Presenting the Homily (3 credits)

With the previous homiletics courses as a foundation, students will engage in more intensive homiletic preparation, with frequent opportunities for practice, discussion, and evaluation. The course will focus primarily on liturgical preaching, especially the Sunday homily, but also preaching at baptisms, funerals, and important feast days.

PS-6511: Pastoral Theology I: Introduction to Parish Ministry (2 credits)

This course trains students in the practical skills necessary to minister as priests in a parish. The course will focus on the development of communication skills, conflict management, leadership, group dynamics, time management, and theological reflection. Students will be expected to develop skills necessary to minister to the Christian faithful from a variety of cultural backgrounds. This course is structured as an on-line course, to be completed during the pastoral year.

PS-6512: Pastoral Theology II: Introduction to Parish Administration & Finance (3 credits)

This course will teach students the managerial skills necessary to run a medium to large-sized parish. Students will explore different models of parish leadership and learn effective ways to collaborate with lay staff, volunteers, and fellow priests. Students will also learn the legal and canonical requirements of the administration of temporal goods. This course is structured as an on-line course, to be completed during the pastoral year.

PS-8413: Pastoral Theology III: Pastoral Counseling (2 credits)

This course introduces students to the practice of counseling, especially in the light of modern psychology. The course will, however, examine elements common to all types of counseling and will develop a model which can be used in pastoral counseling. The roles of supportive, crisis, referral, confrontational, and religious counseling are explored as students practice and assess counseling skills.

PS-8414: Pastoral Theology IV: Spiritual Direction (2 credits)

This course addresses spiritual direction as a part of the priest's duty in the *cura animarum*. The student will learn the historical development of spiritual direction, as well as its theological foundations. The course will distinguish between spiritual direction, counseling, and psychotherapy, focusing especially on prayer by which souls are directed to union with God in the life of grace.

PS-7331: Canon Law I: Introduction to Canon Law (3 credits)

This course introduces students to the *Code of Canon Law*, especially its importance for priests in parochial ministry. The focus will be especially on the general norms (Book I) and the law as applied to the People of God (Book II). In addition, students will learn the basic history of canon law and the place of law within the Church.

PS-8432: Canon Law II: The Sacraments (3 credits)

This course looks at the canon law of the sacraments, especially as set forth in Book IV of the *Code of Canon Law*. Students will learn the canonical requirements for the licit and valid celebration of the sacraments and, in the confessional context, the lifting of penalties. Special attention will be given to the Sacrament of Marriage, including the canonical concepts necessary to assist those seeking a declaration of nullity.

PS-7331: Deacon Practicum (1 credit)

This course, taken in the semester before ordination as a deacon, prepares students for some of the more practical elements they may encounter in diaconal ministry. Students will learn how to serve as a deacon reverently and according to the proper rites of the Church at Mass, exposition of the blessed sacrament, baptisms, weddings, etc. Students will also discuss some of the practical and pastoral questions that arise in diaconal ministry.

PS-8432: Priesthood Practicum (1 credit)

This course, taken in the semester before ordination as a priest, prepares for the practical experiences of ordained parochial ministry. Students will learn how to administer reverently the Sacraments according to the ritual established by the Church, especially the celebration of Holy Mass. Students will also discuss some of the practical and pastoral questions that arise in priestly ministry.

FE-4101: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the fall semester of Theology I are enrolled in this course and usually are placed in social ministry.

FE-4102: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the spring semester of Theology I are enrolled in this course and usually continue with their fall Field Education placement.

FE-5203: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the fall semester of Theology II are enrolled in this course and usually are placed in teaching ministry.

FE-5204: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the spring semester of Theology II are enrolled in this course and usually continue with their fall Field Education placement.

FE-7305: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the fall semester of Theology III are enrolled in this course and usually are placed in specialized ministry, such as hospital or prison chaplaincy or with a particular language/cultural group.

FE-7306: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the spring semester of Theology III are enrolled in this course and usually continue with their fall Field Education placement.

FE-8407: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the fall semester of Theology IV are enrolled in this course and usually are placed in either diaconal ministry or specialized ministry.

FE-8408: Field Education (1 credit)

Students are given an external apostolic work to introduce them to ministry in the Church. The placement is supervised, with opportunities for input, theological reflection, and the development of the skills and virtues essential to effective ministry. Students in the spring semester of Theology III are enrolled in this course and usually continue with their fall Field Education placement.

Languages

LA-101: Latin I (3 credits)

This course is the first half of an introduction to Latin, which encompasses two consecutive semesters of study. This broad foundation in Latin grammar and vocabulary with the ecclesiastical pronunciation will both expose students to excerpts from classical Latin texts and will also prepare the student for future theological studies by enabling the student to utilize the Vulgate and to translate and memorize common Latin prayers.

LA-102: Latin II (3 credits)

This course is the second half of an introduction to Latin grammar and vocabulary with the ecclesiastical pronunciation. The foundations of Latin grammar and vocabulary in Latin I will be reinforced and further developed to enable the student to translate a variety of Latin texts into standard modern English, including excerpts from classical texts, the Vulgate, and other ecclesiastical writings.

GR-101: Biblical Greek I (3 credits)

The first semester of an introduction to the study of New Testament Greek covering basic grammar, vocabulary, and reading skills with representative sections from the New Testament.

GR-102: Biblical Greek II (3 credits)

The second semester of an introduction to the study of New Testament Greek covering basic grammar, vocabulary, and reading skills with representative sections from the New Testament.

SP-101: Pastoral Spanish I (2 credits)

Pastoral Spanish is designed to teach students how to read, listen, and speak in Spanish to enable them to better minister to Spanish-speaking Catholics. In this first semester of a year-long course, students will be assessed as to their language competency at the beginning of the course, and instruction will be tailored based on their level of knowledge. Students will learn Spanish vocabulary and grammar, listening and reading comprehension, and writing, all within the context of ministry.

SP-102: Pastoral Spanish (2 credits)

Pastoral Spanish is designed to teach students how to read, listen, and speak in Spanish to enable them to better minister to Spanish-speaking Catholics. In this second semester of a year-long course, students will be assessed as to their language competency at the beginning of the course, and instruction will be tailored based on their level of knowledge. Students will

learn Spanish vocabulary and grammar, listening and reading comprehension, and writing, all within the context of ministry.

HE-101: Biblical Hebrew I (2 credits)

An introduction to the study of Biblical Hebrew of the Old Testament through basic grammar and vocabulary with exercises in translation and analysis of selected biblical readings.

HE-102: Biblical Hebrew II (2 credits)

The second semester of an introduction to the study of Biblical Hebrew of the Old Testament through basic grammar and vocabulary with exercises in translation and analysis of selected biblical readings.

X. APPENDICES

Appendix I: Institutional Writing Scale

Writing 0 (No Proficiency) No functional writing ability.

Writing 0+ (Memorized Proficiency) Writes using memorized material and set expressions. Can produce letters. Can write numbers and dates, own name, address, etc., on a form. Otherwise, ability to write is limited to simple lists of common items or a few short sentences. Spelling and even representation of letters and numbers may be incorrect.

Writing 1 (Beginning Proficiency) Can write to meet limited practical needs. Can create by writing statements and questions on topics very familiar to him/her. Writing vocabulary is inadequate to express anything but elementary needs; writes in simple sentences making continual errors in spelling, grammar and punctuation. Writing tends to be a loose collection of sentences (or fragments) on a given topic and provides little evidence of conscious organization. Examples of topics that are "very familiar" include phone messages, excuses, notes to service people and simple notes to friends.

Writing 1+ (Beginning Proficiency, Plus) Can write comprehensible sentences and short paragraphs to meet most survival needs and limited social demands. Can express present and future tenses accurately and some past verb forms but not always accurately or with correct usage. Can relate personal history, discuss topics such as daily life, preferences and very familiar material. Shows good control of elementary vocabulary and some control of basic syntactic patterns but major errors still occur when expressing more complex thoughts or using more complex grammatical structures. Dictionary usage may yield incorrect vocabulary or terms. Can write simple letters, summaries of biographical data and work experience with fair accuracy.

Writing 2 (Limited Working Proficiency) Able to write routine social correspondence and prepare documentary materials required for most limited work requirements. Has writing vocabulary sufficient to express himself/herself simply with some circumlocutions. Can write simply about a very limited number of current events or daily situations. Still makes common errors in spelling and punctuation but shows some control of the most common formats and punctuation conventions. Elementary constructions are usually handled quite accurately, and writing is understandable but uses a limited number of cohesive devices (e.g., introduction, transitions, conclusion).

Writing 2+ (Limited Working Proficiency, Plus) Shows ability to write with some precision and in some detail about most common topics. Can write about concrete topics relating to particular interests and special fields of competence. Often shows surprising fluency and ease of expression but under time constraints and pressure language may be inaccurate and/or incomprehensible. Generally strong in either grammar or vocabulary but not in both.

resulting in occasional miscommunication. Areas of grammatical weakness range from simple constructions such as plurals, articles, prepositions and negatives to more complex structures such as tense usage, passive constructions, word order and relative clauses. Uses dictionary to advantage to supplement vocabulary. Can take fairly accurate notes on material presented orally and handle with fair accuracy most social correspondence. Writing is understandable though style may still seem simplistic, repetitive, or awkward. Topics may be one-dimensional, claims repeated instead of developed, and support for claims may be inconsistent.

Writing 3 (General Professional Proficiency) Able to write effectively in most formal and informal settings on practical, social and professional topics. Can write reports, summaries, short library research papers on particular areas of interest or on special fields with reasonable ease. Control of structure, spelling, and general vocabulary is adequate to convey his/her message accurately, but style may still be awkward or tone inappropriate. Errors virtually never interfere with comprehension. Punctuation and grammar are usually correct even in compound and complex sentences. Relationship of ideas is consistently clear but argumentative structure may remain simplistic. Ideas often not explored deeply enough but support for claims is drawn mostly from credible sources.

Writing 3+ (General Professional Proficiency, Plus) Able to write in a few prose styles pertinent to professional/educational needs. Phrasing is generally effective, but not always tailored precisely to suit audience. Weaknesses may be in poor control of complex structures, vocabulary, or the ability to express subtleties and nuances. Organization may suffer due to lack of variety in organizational patterns or in variety of cohesive devices. Introduction, conclusion, and transitions are present but formulaic.

Writing 4 (Advanced Professional Proficiency) Able to write precisely and accurately in a variety of prose styles and on topics pertinent to professional/educational needs. Errors of grammar are rare including those in complex structures. Consistently able to tailor language to suit audience and able to express subtleties and nuances. Expository prose is clearly, consistently and explicitly organized with a logically evident argumentative structure. Claims are well supported by valid, reliable sources. The writer employs a variety of organizational patterns, uses a wide variety of cohesive devices such as ellipses and parallelisms, and subordinates in a variety of ways. Breadth of vocabulary used enhances expression of all his/her experiences and ideas.

Writing 4+ (Advanced Professional Proficiency, Plus) Able to write the language precisely and accurately in a wide variety of prose styles pertinent to professional/educational needs. May have some ability to edit but not in the full range of styles. Has some flexibility within a style and shows some evidence of skilled use of stylistic or rhetorical devices.

Writing 5 (Exemplary Proficiency) Has writing proficiency equal to that of a well-educated

college graduate or graduate student. No errors of structure, spelling, style or vocabulary and can write and edit both formal and informal correspondence, official reports and documents, and professional/ educational articles including writing for special purposes which might include legal, technical, educational, literary and colloquial writing. In addition to being clear, explicit and informative, the writing and the ideas are also significant, intellectually challenging and imaginative. The writer employs a very wide range of stylistic devices, using adept management of voice and tone and apt word choice.

Appendix II: Editing/Proofreading Form

This form is to be used when a student asks anyone, on or off campus, to proofread and make corrections on a paper that is to be turned in to an instructor. It is a safeguard for the student in case there is a question about the student's work. To the student: Please attach the original and the corrected copy to this form and hand it in to the instructor with your corrected copy.

Student:

Editor/Proofreader:

Appointment date and time:

Professor/Person paper will be turned in to:

Paper Title:

Grammar: What are the primary problems in the paper? (check all that apply)

- subject-verb agreement
- pronoun agreement
- definite/indefinite articles (a, an, the)
- verb tense consistency
- punctuation
- misplaced modifiers
- other (please describe)

Style: What are the primary problems in the paper? (check all that apply)

- sentences too long
- sentences too short (choppy)
- tone/vocabulary inappropriate for academic work
- overuse of passive voice and/or to be verbs
- other (please describe)

Coherence: Did you understand the paper's content and organization? (check areas for improvement)

- no strong thesis or point statement in introduction
- weak or no organizational strategy
- redundant material
- overuse of quoted material
- paragraphs lack coherent themes/topics
- weak or missing conclusion
- paper does not correspond to the assignment guidelines

General Recommendations:

Appendix III: Add/Drop Form



ST. PATRICK'S SEMINARY & UNIVERSITY

REGISTRATION CHANGE FORM

NAME _____ DATE: _____
CLASS _____ SEMESTER: _____
DROP _____
ADD _____
REASON _____

STUDENT SIGNATURE

INSTRUCTOR APPROVAL

NAME _____ DATE: _____
SIGNATURE _____

ACADEMIC DEAN APPROVAL _____

RETURN TO REGISTRAR'S OFFICE ROOM A103

REGISTRAR USE ONLY

DATE RECEIVED: _____
PROCESSED BY _____

Appendix IV: Health Care & Wellness Policy

In an effort to aid in the overall health of students, staff and faculty members, the following recommendations are given:

PREVENTION OF ILLNESS

1. Try to obtain flu shot on a yearly basis.
2. Wash hands frequently. Carry a hand sanitizer with you, especially during cold and flu seasons.
3. Avoid sharing utensils, cups and other items when you or another is ill.
4. Avoid shaking hands when you or another is ill.
5. Do not attend classes when ill (see guidelines below).
6. Avoid losing sleep when possible.
7. Exercise regularly.
8. Maintain healthy nutrition.

REASONS TO STAY HOME FROM CLASSES OR WORK

1. Fever of 101 or above, especially with onset of symptoms such as cough, sore throat, muscle aches.
2. Onset of 'common cold' with sneezing, cough, runny nose. **
3. Onset of gastrointestinal symptoms of diarrhea and/or vomiting.
4. Onset of severe sinus infection.
5. Flu symptoms of weakness, muscle aches, fatigue.
6. Severe sore throat, especially with fever.
7. Onset of productive cough with 'colorful sputum'.
8. Conjunctivitis (pink eye).

**In general, the first 24 to 48 hours are most contagious. It is also important that the ill person heals; rest is essential.

REASONS TO SEEK MEDICAL EVALUATION

1. Any significant symptoms that are worsening or not resolving.
2. Persistent high fevers.
3. Severe sore throat with fever (to rule out Streptococcal infection).
4. Productive cough with fever or persistent for several days.
5. Shortness of breath or chest pain (REQUIRES MEDICAL ATTENTION).
6. Severe headache or abdominal pain.

**This list is not exhaustive: call or see a medical provider with any significant concerns.

Seminarians: When ill, email the Dean of Men when you must miss class or formation activities.

LITURGICAL CONSIDERATIONS

When suffering from an illness please refrain from the following:

1. Sitting close to others.
2. Receiving Holy Communion from the chalice.
3. Receiving Holy Communion on the tongue.
4. Exchanging the Sign of Peace.

Appendix V: Writing Skills Rubric

	Unacceptable 1	Beginning 2	Competent 3	Skilled 4	Exemplary 5
Main Idea/Thesis	Overall position is not evident. Topic as expressed is superficial or undeveloped.	Overall position is evident, but often too simplistic. Topic is also simplistic and one-dimensional.	Overall position is clear with a sense of developed ideas. Topic is interesting and significant, but not deeply explored in needed areas	Overall position is clear and developed. Topic is interesting, significant, and is engaged from several angles.	Overall position is well articulated and thoroughly developed. Topic is interesting, significant, and intellectually challenging with multiple facets addressed.
Argument	No argumentative structure is evident. Ideas are unconnected.	Argumentative structure is rudimentary. Claims are repeated rather than developed. Few objections are addressed and may be misrepresented.	Argumentative structure is evident but sometimes simplistic. Objections are addressed but formulaically.	Argumentative structure is evident. Objections are taken seriously and typically addressed fairly-mindedly.	Argumentative structure is clearly evident. Objections are taken seriously and addressed fairly-mindedly with great skill.
Evidence	Claims are not supported by reliable evidence from credible sources, making the paper unconvincing	Some claims are supported by valid, reliable evidence, but support is inconsistent, making the paper less than convincing.	Claims are typically supported by valid, reliable evidence from credible sources, making the paper for the most part convincing.	Claims are almost always supported by valid, reliable sources, so that the paper is generally convincing.	Claims are supported by reliable, valid evidence from credible sources and effectively synthesized in a very convincing manner.
Organization	Ideas appear unconnected. Several paragraphs are incoherent, lacking clear topic sentences and developed by restatement; they may contain irrelevant information. Paper shows serious lack of unity and coherence. Introduction and/or conclusion may be weak, trite, or nonexistent.	The paper is organized, though simplistically. Paragraphs are occasionally incoherent, without strong topic sentences and clear development. An introduction and conclusion are attempted but are perfunctory or formulaic. The introduction may be overly general and the conclusion may simply restate the thesis.	The introduction provides some context for the paper and states a thesis, though in a predictable way. Paragraphs are usually clear with serviceable topic sentences, development, and information. Main points are logically structured. Transitions provide coherence but may be formulaic. The conclusion summarizes the paper but does not explore implications or significance.	The introduction sets the context for the paper and states a clear thesis. Nearly all paragraphs are coherent with strong topic sentences, developing systematically so that meaning is clear. Main points are clear and logically structured. Transitions provide a sense of coherence. The conclusion summarizes the paper and makes some effort to explore implications and significance.	The introduction skillfully captures reader attention while establishing the context for the paper. All paragraphs are coherent with apt topic sentences, developed so the meaning is exceptionally clear and easy to follow. All the main ideas are clear and logically structured. Transitions provide a strong sense of coherence. The conclusion summarizes and explores implications and significance.

Readability	Awkward phrasing, unskillful or inappropriate voice/tone, and unsophisticated and/or imprecise vocabulary hinder understanding.	Awkward phrasing, unskillful or inappropriate voice/tone, and unsophisticated and/or imprecise vocabulary distract from the paper's ideas.	Phrasing is generally effective; voice/tone and vocabulary are generally suitable for the paper's ideas and only occasionally work against its ideas.	Clear phrasing, appropriate management of voice and tone, and vocabulary enhance the paper's ideas.	Skillful phrasing, adept management of voice and tone, and apt word choice create an inviting paper.
Conventions	Numerous errors in grammar, usage, spelling and punctuation seriously impede meaning. Necessary documentation is missing.	Several errors in grammar, usage, spelling, and punctuation distract the reader and impede meaning. Problems with needed documentation exist	Errors in grammar usage, spelling, and punctuation are noticeable, but do not seriously impede the reader. Documentation is usually correct.	There are occasional errors in grammar, usage, spelling, and punctuation that do not impede the reader. Documentation of sources is correct.	There are very few or no mechanical errors in the paper. Documentation of sources is correct.
Overall Impression	The writer struggles in constructing and presenting a significant position. Paragraphing and overall organization hinder effectiveness. Ideas are asserted rather than developed or are largely underdeveloped. Language suffers from distracting errors at the sentence level. Falls short of college-level writing.	The writer presents a significant position that falls shy of being convincing. Overall organization and support need significant development. Frequent though not pervasive problems at the sentence-level. Paragraphing is inconsistent. Marginal college-level writing.	The writer presents a significant position that is generally convincing but has some weaknesses. Paragraphs are typically organized and add to the development of ideas. Support is good, but sometimes inadequate. Organization is evident but sometimes undeveloped. There are occasional but not overly distracting, sentence-level errors. Acceptable college-level writing.	The writer presents a significant and thoughtful position that is for the most part convincing. Paragraphs are well organized and contribute to the development of ideas. Support is good with infrequent weak areas. Organization is clear. Sentence-level errors are infrequent. Good college-level writing.	The writer presents a significant and interesting position that is convincing and thought provoking. Paragraphs are skillfully organized and add to the development of ideas. Support is sound with rare or no weak areas. Sentence-level errors are rare to non-existent. Exemplary college-level writing.