The University of St. Thomas School of Theology at
St. Mary's Seminary

Student Handbook
2013-2014

The University of St. Thomas School of Theology is dedicated to providing outstanding theological education in the Roman Catholic Tradition. We are committed to preparing qualified ministerial leaders to serve a culturally diverse community of faith and a changing world.

TABLE OF CONTENTS

Student Services Information
Student Responsibilities…….. 4
Computer Access/MyStThom/Webmail/Blackboard……. 5-6
The Cardinal Beran Library……..... 6-7
Mass Times, Dining and Parking…… 7

Academic Policies
Academic Calendars, Advising, Admission and Registration……..…… 8-9
Contact Information, Address Changes, Student Files…… 9-10
Text Book Ordering Information…….. 10
Restricted Areas…… 10-11
Course Prerequisites…….. 11
Transfer Credits…….… 11
Adding or Dropping a Class…….…. 11-12
Grade Reports and Academic Records…….. 12
Pass/Fail Classes, Incompletes, Repeating A Class…….…….. 12-14
Probation, Suspension and Withdrawal…….…… 14-17
Academic Dishonesty Procedures……..…… 18-19
Final Exams and Degree Conferral……... 19-20
Financial Aid, Scholarships……... 20-21
UST School of Theology Faculty and Staff Listing…….. 22-23

Map of the University of St. Thomas at St. Mary's Seminary…….. 24
Map of the University of St. Thomas Main Campus……. 25

Lay Student Handbook: An Overview

The purpose of the UST School of Theology Student Handbook is to give students enrolled at the school an outline of the policies and procedures governing their time here. Outlined below you will find valuable information in regard to course registration, library and computer access as well as practical information in regard to locations, Mass and meal times and restricted areas. All students of the University of St. Thomas School of Theology at St. Mary's seminary will be expected to familiarize themselves with the information contained here as well as all procedures in the University of St. Thomas Graduate Student Handbook located at http://www.stthom.edu.

Community-Life Agreement

The University of St. Thomas School of Theology at St. Mary's Seminary is an academic community of theological reflection and exploration. The primary purpose of the School of Theology is to provide intellectual formation for individuals preparing for ordination to the Roman Catholic priesthood and to the permanent diaconate.

Secondarily the School provides intellectual formation to those intending to serve as lay ministers in the Roman Catholic Church. Therefore the expectation is that all courses will be taught from a Roman Catholic perspective and material presented will adhere to the teachings of the Magisterium.

This does not mean that other points of view will not be presented and discussed and there is also the recognition that the learning community will include individuals from many denominations and traditions and with diverse theological perspectives.

Respect for difference and for dialogue is basic to a theological education at the USTSOT. Students, faculty, and staff agree that this respect extends to differences of denominational affiliation, theological conviction, and spiritual experience as well as gender, age, and race. It also includes respect for those with no religious affiliation or explicit religious faith.

All members of the USTSOT are responsible for fostering an atmosphere of study and dialogue that balances academic freedom and mutual respect. In joining this academic community, students, faculty, and staff agree to contribute to the educational progress of all and to respect each other's rights and dignity. Faculty members agree to treat all students fairly, and students agree to respect a professor's right to teach and other students' right to learn.

This mutual respect requires that students, faculty, and staff practice basic virtues, such as honesty, integrity, and civility, in all their behavior and communication, both inside and outside the classroom, toward all USTSOT's students, faculty members, and staff. In addition to respecting others and making a positive contribution to the USTSOT's academic community, all members of the community respect and care for the facilities and property of St. Mary's Seminary.

To nourish such an ethos of theological reflection and mutual respect, students, faculty, and staff work together for the good of all and for the benefit of the USTSOT community.

Student Responsibilities

Students are responsible for knowing the University's policies and regulations, both those of a general nature and those pertaining to the student's particular program of study. The ultimate responsibility for the student's academic program and orderly progress through the University curriculum rests with the student. If anyone advises a student contrary to the University's stated policies and regulations, the student should consult the academic advisor assigned by the Dean of the School. In addition, it is the student's personal responsibility to see that all courses required for the expected degree are successfully completed prior to graduation. This is a primary reason to confer with the Dean each semester.

As the School of Theology is a part of the University of St. Thomas, it is the student's responsibility to inform the Dean's office and the appropriate administrative offices on the UST Main Campus regarding name and address changes. Forms for administrative changes, additions, etc. are available in the School of Theology office.

The following links provide additional information relating to information about the School of Theology at St. Mary's Seminary Campus and the University of St. Thomas Main Campus. Additional information on the University of St. Thomas as well as in regard to specific graduate programs can be found at: http://www.stthom.edu

It is the responsibility of all students to know and comply with the academic and community-life policies of the School of Theology as published in the University of St. Thomas Academic Catalog, the student handbook, the course schedules for each term and other official documents issued to students. Among these responsibilities are:

- Registering for classes in a timely manner;
- paying tuition and fees on time;
- completing admission requirements;
- attending, and being on time for, classes;
- submitting required work on time;
- keeping a copy of all submitted work in all media (paper, audiotape, videotape, electronic file, etc.); see further below;
- informing the office of any changes in registration, email or home address, or phone *in writing* (email acceptable except registration changes);
- completing required forms (scholarship applications, requests for a grade of Incomplete, etc.) on time;
- regularly (approximately once per term) initiating contact with their advisor;
- caring for borrowed library materials and returning them on time;
- exhibiting academic honesty and integrity; and
- engaging in civil discourse and behavior with all St. Mary's students, faculty, and staff.

Most of these responsibilities are discussed elsewhere in this handbook as are the procedures for the ramifications of not living up to the above responsibilities.

Computer/Internet Access

Registration, checking grades, account balances/payment, and accessing Blackboard will require the use of a computer equipped with Internet access. If you do not own a computer, you may use the computers located in Cardinal Beran Library to access UST via the internet. Computers in the Beran Library are for accessing databases and the Internet; they do not contain software programs for use in writing papers for course work. Both the computer lab and the writing lab on the UST Main Campus are available to students. Administrative communications are distributed via your UST e-mail and MyStThom accounts. Therefore, before you get access to any of these tools you must sign up on-line. There is no fee, but you must set up the account.

MyStThom Account Set-up

1. You must have your student ID number generated by the Registrar. Without this number you cannot proceed to step two.

2. Go to www.stthom.edu.

3. Click on MyStThom (UST Portal) which is found under "More Services" on the home page. The myStThom page has information Blackboard, Webmail, and Outlook Web Mail.

4. Click on "Activate Celt Login ID".

5. Follow the steps to set-up your account. Write down your Password and your username/ID because these will work for myStThom, Webmail, Blackboard and the Library database.

6. After successfully creating your account, click on myStThom and it takes you back to the login page where you will enter your username and password.

7. When the next page appears, look for the "Enterprise Menu" and click on "Student Self Service"

8. Your student center will be the next screen. The student center is where you register for classes, check your semester grades, pay tuition, etc.

If you have any problems getting your MyStThom account sent up, you can call the School of Theology at 713-686-43435 ext. 231 or email at sms@stthom.edu. If after hours please email ithelpdesk@stthom.edu for help, or call the Help Desk at 713-525-6900.

As all official Administrative communications with you are will be done through your UST e-mail address you must check your e-mail regularly so that you stay informed and you do not overload the system with unread email.

Accessing Blackboard

Many, although not all, professors at the UST School of Theology make use of Blackboard, a software package maintained by the University of St. Thomas which allows for the posting of class notes, quizzes, exam grades, etc. In addition to needing access to Webmail and MyStThom accounts, students may also need access to Blackboard. This is done by accessing the http://www.stthom.edu main site, clicking on "Login" on the top right, and selecting "Blackboard." If you have received your MyStThom account as well as your Webmail information, your login information should be the same. If you cannot get in to Blackboard, check with your instructor first to make sure that you have been registered in the class. If you still cannot get in after your instructor has assured you that you are indeed registered, you need to call the Help Desk information outlined above.

Cardinal Beran Library

The Cardinal Beran Library (ph. 713-686-4345, x265) is located on the campus of the University of St. Thomas School of Theology at St. Mary's Seminary. The primary focus of the library is theology in the Roman Catholic tradition. Most, if not all, of the research that will be required of you during your time at the UST School of Theology at St. Mary's Seminary can be conducted at the Cardinal Beran Library. As graduate students of the University of St. Thomas, you also enjoy full access to the wider and more general resources of Doherty Library, located on the Main Campus of the University of St. Thomas (ph. 713-525-2190).

Web sites for each campus are linked.

SMS Cardinal Beran Library	http://beran.stthom.edu/
UST Doherty Library	http://library.stthom.edu/

Borrowing Privileges

All currently enrolled UST students and alumni in good standing of the School of Theology have full borrowing privileges at the Cardinal Beran Library. Present a current UST ID or photo ID and UST student ID number to obtain a library card. Books are loaned for the semester. Renewal depends on enrollment in the following semester. Fines are charged for overdue materials and failure to return borrowed materials will result in a revocation of borrowing privileges. Question concerning renewal requests can be directed to our library staff (ph. 713-686-4345 x265, or e-mail beran@smseminary.com). Provide your name, title and call number to facilitate a quick response.

Reserve Materials and Online Resources

Reserve readings housed in the library for class assignments may be checked out for 24 hours with no renewal. Online databases are available to identify journal articles that may help you in your research. UST Celt ID and password are necessary to gain access off

campus. Some useful index titles: *Catholic Periodical Literature Index, ATLA/ATLAS Full Text*; *Old Testament Abstracts*, and *New Testament Abstracts*.

Cardinal Beran Library Hours

Monday-Wednesday	8:30 AM – 10:00 PM
Thursday	8:30 AM – 7:00 PM
Friday	8:30 AM – 5:00 PM
Saturday	10:00 AM – 5:00 PM
Sunday	12:00 PM – 7:00 PM

When the UST School of Theology is not is session our hours are normally 8:30 AM – 5:00 PM, but always check with our librarians to see what hours will be covered over the breaks in the academic schedule.

Celebration of the Eucharist

Mass is celebrated daily at St. Mary's Seminary. Please consult the bulletin board outside the Main Chapel for variations in the schedule.

Dining Services

During class sessions, a Seminary canteen (1st floor John Paul II Hall) is open for limited hours, afternoon and evenings Monday-Friday. When classes are in session and with prior arrangement, lunch can be purchased Monday through Friday. Tickets may be purchased from the Receptionist in Gallagher Hall. Breakfast and dinner are not available to non-residential students. Contact the Refectory at 713-686-4345 ext. 254 or 238 to notify the staff of your planned attendance at lunch. Students wishing to bring their lunches are invited to use the area provided in Bishop Nold Hall. Outside food cannot be brought into the Refectory.

Parking

Students may park in the parking lot adjacent to the gymnasium and closest to the Bishop Nold Educational Center. No fees or parking decals are required for this campus. Students are not allowed to park in the following areas:

- The circular drive, in front of the Seminary Administration Building, (Gallagher Hall)
- The small lot near the Bishop's house (across from Vianney Hall)
- Any designated fire lane or in a posted no parking or reserved area

Improperly parked vehicles are subject to tow.

ACADEMIC POLICIES

Academic Calendar & Course Schedules

A copy of the current academic calendar is available in the Lobby of the Bishop Nold Educational Center. Note that the schedules posted have different start dates: graduate classes and diploma/diaconate programs. In addition, the School of Theology schedule will often differ from that followed at the UST Main Campus.

Academic Advising

All students must meet with the assigned academic advisor for course approval and a review of their degree plan status prior to registration each semester. Before making changes in your courses, see your academic advisor. Please call 713-686-4345 ext. 231 or sms@stthom.edu for information about your degree plan or if you need further information about academic advising.

Admissions

Admissions information can be found in the UST School of Theology Academic Catalog at:
http://www.stthom.edu/Academics/School_of_Theology_at_St_Marys_Seminary/Index.aqf . Additional information is available in the UST Undergraduate and Graduate Catalogs. Please call 713-686-4345 ext. 231 or email sms@stthom.edu if you need further information.

Students provisionally admitted to the University with an incomplete academic file must complete their file before the end of the semester in which they were admitted. Those who fail to comply with this requirement will be denied registration for subsequent semesters until the file is complete.

Registration

Pre-Registration is held in person with the Dean or assigned academic advisor in the School of Theology in advance of each semester. The School of Theology does not accept telephone, email or faxed registration requests. After this meeting, online registration can be completed via a computer in the USTST office, or at www.stthom.edu - MyStThom (See Above).

A student may register for only one semester prior to completing the full admission process.

- Registration for MAPS workshops should be done prior to the start of the semester, regardless of the dates of the workshops.
- Audit or credit status must be designated at the time of registration. A student must obtain approval from the dean and the instructor to audit a course. Students wishing to audit must contact the School of Theology office no later than 2 weeks prior to the start of classes. Failure to do so will result in the student not being granted permission to audit during that semester.
- Grade and credit are not given for a course that is audited. Therefore, the School of Theology will register a student choosing to audit, as the individual cannot register online.
- Registrations will not be accepted if the student has an outstanding balance for tuition, fees, or fines, or if the student has a delinquent library account.
- There is a $50.00 fee for late registration.
- The academic calendar is posted on the bulletin board and is also available in the School of Theology office. It gives details for add/drop and refund dates.

Name and Address Changes

Students must notify the School of Theology office when changes in name or mailing address or occur. A form must be completed.

Emergency Announcements

For emergency alerts, UST will use an Emergency Notification System (ENS) which will immediately send messages via 4 different modes of communication:

- Voice messages to home work and cell phones
- Text messages to cell phones, PDAs and other text-based devices
- Messages to TTY/TDD receiving devices for the hearing impaired
- Written messages to e-mail accounts

To update your contact information, login to myStThom, click on “Student Self Service” to get to your student center. At the bottom under “Personal Information”, select the drop down and choose email address or phone number.

Public Announcements

A large bulletin board is located on the east wall of the lounge of the Nold Educational Center. Notices, including course schedules, room assignments and class cancellations will be posted there. Permission from the Dean is required prior to posting any announcements for parish and organizational events.

Student Communication Files

Two large filing cabinets are located in the lounge area of the Nold Educational Center. Files are organized by degree programs. Student papers and other individual notifications will be filed there alphabetically by student name. Please check the file regularly for returned papers and other communications from Administration and Faculty.

Student ID Cards

Official picture ID cards are provided at the UST Main Campus Student Affairs Office in the Crooker Center. (See Map) In order to obtain an official ID card, you must provide a picture ID (i.e. driver's license), provide enrollment documentation and your student ID number.

Textbook Lists and Book Purchases

Book lists are available approximately one month before the start of each semester. Copies are available in the Bishop Nold Educational Center. Students are responsible for obtaining required texts. In addition to Internet companies, some local options are available. A limited number of texts for each course should be available at the UST bookstore located on the UST Main Campus, phone 713-525-3806. A limited number of course books are available at the Cardinal Beran Library along with the reserve material for each class.

Children and Adolescents

Under no circumstances are students to bring children to class and/or to leave them unsupervised at any time.

St. Mary's Seminary Campus Restricted Areas

Much of this campus is for the resident life of the seminarians and formation faculty. Please respect their right to privacy as you would your neighbor. Non-resident students are only allowed access to the following areas:

- The entirety of Bishop Nold Hall
- The St. Joseph Courtyard in between Bishop Nold Education Building and Vianney Hall
- St. John Vianney Hall only when visiting a professor
- The Cardinal Beran Library and adjacent courtyard
- The Cantina only during hours of Cantina operation

- The Refectory (lunch only)
- The St. Mary's Seminary Chapel

This access is limited to the hours of 7:30 a.m. until 10:30 p.m. during regular semesters. Between semesters non-residents are limited to the library and the Bishop Nold Education Building during regular office hours. Any areas not delineated above are off limits to non-resident students.

Course Prerequisites

Specified courses are designated as prerequisites in master's level programs. Such courses must be successfully completed prior to registration for further study in the course discipline. Specified courses are designated as recommended prior to further study. Notation of prerequisites and recommended courses may be found in program and course description sections of the School of Theology catalog online at http://www.stthom.edu. Admission to any course is subject to the approval of the Dean of the School of Theology to ensure that the student has had adequate preparation for the course level and content.

Transfer of Credit

Courses with a minimum of C at the post-baccalaureate level in an accredited institution may be accepted as transfer provided there is genuine equivalency with School of Theology offerings. Normally, the following number of credits may be accepted in each program:

- MDiv (ordination track): 50 hours
- MDiv (90-hour program): 36 hours
- MA: 9 hours
- MAPS: 9 hours

The student is responsible for requesting transfer of credit before being accepted to the School of Theology. The request must be made, in writing, to the Dean of the School of Theology. Courses taken after the student has been accepted to the School of Theology are not normally accepted as transfer credit. Transfer credit cannot be awarded until an official transcript is received in the Dean's office.

Changes in Registration, Adding or Dropping a Class

After a student completes registration, any changes require approval of their advisor and completion of an add/drop form. No telephone, email or faxed requests for changes in registration are accepted. After meeting with their advisor, the add/drop process must be completed by the student via MyStThom.

Courses officially dropped through the 18th class day of the semester are not recorded on the transcript. From this date to the end of the 10th week of each semester, official drops are recorded as "W," a notation not computed in the GPA. After the 10th week of the semester, drops are recorded as "WF," Withdrawal Failing.

The student's academic advisor must approve adds/drops during a semester. Seminary students must have written approval of their formation director and their academic advisor to change enrollment.

To be classified as full-time, a student must maintain a minimum course load of twelve (12) credit hours in the Master of Divinity program. To be classified as full-time in the Master of Arts in Theological Studies or the Master of Arts in Pastoral Studies programs a student must maintain a minimum course load of nine (9) credit hours; for the summer term, six (6) credit hours is considered full-time. Full-time undergraduate programs are not offered at the School of Theology. Students are responsible for consulting directives of specific lending institutions regarding student classification in matters of financial aid.

Grade Reports and Academic Records

All students who take a course for credit will be assigned a grade at the end of the semester. Grade reports will NOT be mailed from the UST Main Campus Registrar. Students MUST access their grades online via the UST Website. Faculty and Staff are not authorized to post final grades or communicate them to students prior to the issuing of grades online.

Grades are available online 3-5 days after the grade input deadline listed in the academic calendar. Students are advised to review online grade reports carefully, since no course grade may be changed after one year following the completion of the course.

If a student questions any grade, he/she has a period of one year to challenge the accuracy of the grade. The period of one year begins with the end of the term in which the grade was awarded. At the end of that year, the permanent record will become the absolute record, and changes may not be made. The School of Theology Office maintains copies of the student's Official University record. If you wish to review your file or challenge a grade, please contact the Dean's office at 713-686-4345 ext. 231 or sms@stthom.edu to arrange an appointment.

Requests for official transcripts must be made in person at the Registrar's Office, in writing to the Registrar's Office or by visiting www.stthom.edu.

Pass/Fail Courses

Certain courses in the School of Theology Degree programs are graded on a Pass/Fail basis. The grade of P does not compute into the GPA but does earn hours toward the

degree program. A grade of F earns no hours in the degree program and is computed into the GPA.

Policy for Incomplete Grades

It is the student's responsibility to: 1) request the instructor's approval for an Incomplete and 2) arrange mutually agreed upon deadlines for the completion of incomplete work 3) sign and submit an Incomplete Grade Request Form. At the discretion of the instructor, a grade of "I" may be assigned to a student if the student has completed the majority of the work in a class with a minimum grade of "C" (GPA 2.0) and if the student has an unavoidable and compelling reason why the remaining work in the course cannot be completed on schedule. Upon completion of the work within the time prescribed by the instructor (no later than the end of the following regular semester), the instructor will award the student a letter grade, including the possibility of "F."

Policy on Extensions of Incompletes

After one regular semester, a previously assigned grade of "I," Incomplete, will be changed to an "F" if no other grade is entered. In the event that the student has a compelling need to extend the deadline for completion of the work, the student may request a grade of Incomplete extended for one additional semester. An "I" or "IE" which is not completed within the prescribed time will automatically become a grade of "F."

The student must request and obtain the following permission, for a grade of "IE" Incomplete extended. This must be done prior to the grade submission deadline for faculty.

- Seminarian: written approval of the course instructor, the Seminary Formation Director, the Rector of the Seminary and the Dean of the School of Theology.
- *Student*: written approval of the course instructor, and the Dean of the School of Theology.

Repeating Courses

A student may repeat a course taken at the University if the original grade was lower than a "B." Course grades for both the original and the repeated attempts will be shown on the student's permanent record. The repeated grade replaces the original grade in the computation of the GPA, and the "hours attempted" will be counted only once.

A student, who withdraws from the University of St. Thomas for one or more semesters, repeats courses at another school, and then returns to the University may not use these courses to replace grades previously earned at the University.

To replace an original grade of “F” and the hours attempted in the computation of the GPA, a course must be repeated at the University of St. Thomas.

A student may request permission to go elsewhere to repeat a course failed at the University if compelling reasons prevent repeating the course at the University. Permission to repeat a course in this manner must be obtained from the Dean of the School of Theology. If permission is granted, the student will be permitted to transfer the credit and grade to the University. However, the original grade of "F" and hours attempted will remain in the computation of the student's GPA.

Probation and Suspension

Academic probation is intended to warn a student that he/she has fallen below the level of acceptable academic performance. A student is placed on program probation if his/her cumulative GPA falls below the following levels:

Diploma Program	2.0
Master of Divinity	2.0
Master of Arts in Pastoral Studies	2.3
Master of Arts in Theological Studies	3.0

A student may not remain on program probation for more than two consecutive semesters, nor can the student graduate while on program probation even if other program requirements have been met.

Academic suspension is incurred when a student's cumulative GPA falls below the program requirement for two consecutive semesters. A student who incurs program suspension for the first time will not be eligible for re-admission to that program for one academic year. A student who incurs a second program suspension will be dismissed from the program and ineligible for re-admission to that program.

Withdrawal from a Class

Non-attendance does NOT withdraw a student from a course. Failure to complete the official withdrawal form and notify the Dean will result in an “F” being assigned as a grade for the course.

Withdrawal or drop from a course without jeopardy or effect on the GPA begins with the 18th day of classes and ends with the last day of the 10th week of the semester. See sessions calendar for current year’s dates. The student must complete an official form from the School of Theology Office in the Bishop Nold Education Building within the specified time lines. Failure of the student to withdraw officially from any or all courses may result in a grade of “F.”

Medical Withdrawal

Students wishing to secure a medical withdrawal must submit a hard copy doctor's note on official letterhead indicating the student's diagnosis, how long he/she has been under their care, and the doctor's recommendation. The student must also submit his/her personal request to withdraw for medical reasons. This may be done using an Add/Drop from or personal letter. All documentation should be submitted to the Dean no later than the last day of classes for the applicable term.

Withdrawal from the University

Students from the School of Theology who withdraw for the semester must notify the School of Theology Office Manager. Failure to notify the School of Theology will result in "F" grades assigned in all courses that semester. "Withdrawn from the University" will appear on his or her transcript for that semester. Financial aid recipients must also notify the Office of Scholarships and Financial Aid. Students receiving Veterans benefits must notify the Registrar.

Students are strongly encouraged to consult with the Dean prior to formally withdrawing from the University. A student who has withdrawn must repeat the Admissions process should he/she wish to return.

Submission of Original Work and Retention of Copies

It is customary for students to submit exams, papers, theses, and other projects to their instructors for evaluation during a course or as part of their culminating experience in a degree program. When work is submitted for evaluation, the student retains the intellectual property rights to that which has been created, but the original hand-written, typed, or word-processed document (or, for a thesis, the original and one copy) or other medium of work (e.g., video tape, audio tape, electronic file) submitted becomes the property of The University of St. Thomas School of Theology at St. Mary's Seminary. In the case of course work, the instructor evaluates the submitted work and communicates the results of the evaluation to the student. The faculty member, at his or her discretion, may return the work to the student, retain the work, discard the work, or request that the administration retain the work or place the work in the student's academic record. The administration of the USTSOT also retains the right to request the original work from the instructor and may place it in the student's academic record, store the work elsewhere (e.g., in the library or in a special collection of submitted projects), or discard the work if the student fails to retrieve it in a timely manner after being asked to do so.

It is the USTSOT's policy to retain ***all*** student work about which the instructor or administration has raised questions of academic integrity, or that is (or is likely to be) the subject of a grade appeal.

It is the student's responsibility to retain a copy of all work submitted for evaluation, including written materials, electronic files, and work submitted on other media such as audiotapes and video tapes.

Attendance & Class Participation

As a graduate theological school with a student body of adult learners, the USTSOT places high value on creating a community of interactive learning. Class attendance and active participation based on appropriate preparation are thus integral not only to personal growth and success, but also to the creation of such a community, to the welfare of other students, and to the integrity of the educational process. At the same time, the faculty of the USTSOT recognizes that adult learners have both planned and unplanned demands (professional, family, church, etc.) on their time, and all professors attempt to work with responsible students within reasonable limits, as set forth in this policy. The key to successful student-faculty relationships in this area is ***student-initiated*** communication with professors.

Most professors count attendance and participation as a percentage of the course grade. Individual members of the faculty are free to determine their own particular requirements and standards.

Tardiness

A pattern of tardiness disrupts and shortens the educational process. ***Students are required to arrive for class on time and to remain until the class has ended for the day. A professor has the right to ask for the administrative withdrawal of any student who exhibits a pattern of tardiness or early departure and fails to alter this pattern after the professor's encouragement to do so.*** ("Pattern" refers here to two or more infractions of this rule.)
Alternatively, a professor may lower the student's class participation grade and/or ask the student for supplemental work to compensate for the missed class time. The decision is solely the professor's.

A student who is administratively withdrawn is financially responsible for the course up to the date of the professor's request for withdrawal, according to the printed schedule.

The tardiness policy applies to all students in USTSOT classes, including auditors and seminarians.

Smoking Policy

USTSOT is a smoke-free environment in all indoor public areas. Those desiring to smoke are required to do so outdoors in specifically designated areas.

Drug & Alcohol Policy/ Substance Abuse Prevention Program

The following Policy Statement on Substance Abuse should be read in the context of USTSOT's mission of priestly formation and theological education, and in light of the various policies and handbooks of the institution. The issues of alcohol abuse and illicit drug use have important implications both for individuals and for the institution. This policy statement applies to all students, and compliance with this policy is a condition for all employees and students of USTSOT.

a. The unlawful use, possession, manufacture, dispensing, or distribution of alcohol or illicit drugs on the premises of St. Mary's Seminary & University or as part of any of its activities is strictly prohibited.

b. The abuse of alcohol and the use of illegal drugs can cause serious harm to oneself including impaired judgment, addiction, mental and physical illness, irreversible damage to the central nervous system, and, in some cases, death.

c. Violators of St. Mary's policy on substance abuse are subject both to civil prosecution and to other penalties imposed by St. Mary's Seminary & University. In imposing its own penalties, St. Mary's will take account of the nature of the violation(s), the individual's record, and other circumstances pertinent to the case. Such penalties may include, but are not limited to, disciplinary reprimand, referral for prosecution, mandatory treatment, probation, temporary suspension, expulsion or dismissal from the program, or termination of employment.

d. St. Mary's Seminary prohibits the use of alcoholic beverages on campus except at approved locations and during approved social events. However, St. Mary's prohibits the use of alcohol by individuals less than 21 years of age and the abuse of alcohol by any student or employee on its premises or as part of its activities.

Firearms and Weapons

The possession, use, storage, or carrying of firearms or weapons of any kind on the premises of USTSOT (including the grounds and parking lot) or during any of its off-premises activities is strictly prohibited. Violators of St. Mary's policy on firearms and weapons are subject to disciplinary reprimand, referral for prosecution, probation, temporary suspension, expulsion or dismissal from the program, or termination of employment.

Sexual Harassment Policy

Harassment on the basis of sex is a violation of federal and state law. For the work place context, the EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when an employee's submission is a term or condition of the job or affects job-related decisions about the employee. Such conduct is also unlawful if it substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Applying the EEOC definition mutatis mutandis to the academic context, the USTSOT advises its students to register any complaints of sexual harassment against faculty, staff, or other students with the Dean of the If you believe you are a victim of sexual misconduct and want to report the incident, you should contact the Dean. No one can promise or guarantee you confidentiality. If you report an allegation of sexual misconduct to a faculty member or employee, this employee would be expected to provide that information to the Dean for appropriate action. Upon becoming aware that an act of sexual misconduct is alleged, the Dean will initiate an investigation and take actions deemed necessary to protect the safety and emotional well-being of the student(s) involved, as well as the educational environment of the seminary community. ***Offenses that may be criminal in nature will be reported to legal authorities.***

Academic Dishonesty

Academic dishonesty seriously undermines the teaching-learning process for which the University exists. Faculty are responsible for ensuring that high ethical standards prevail in all academic matters and for initiating the process, according to the guidelines, that deals with cases of alleged academic dishonesty.

Academic dishonesty includes, but is not limited to:

- Cheating on an exam or test, for example, by copying from another's paper or by using unauthorized materials before or during the test;
- Plagiarism, which represents as one's own the work of another, whether published or not, without acknowledging the precise source;
- Knowing participation in the academic dishonesty of another student even though one's own work is not directly affected;
- Any conduct which reasonable persons in similar circumstances would recognize as dishonest in an academic setting.

Penalty

The penalty for an incident of academic dishonesty is, at the discretion of the instructor, either a mark of zero for the work in question or the grade of “F” for the course.

If two charges of academic dishonesty are upheld against a student, the student shall be dismissed from the University without the possibility of re-admission. The student's transcript will then be dated and noted “Dismissed for Academic Dishonesty, Not Eligible to Return.”

Procedure

Faculty who consider that they have a valid case of academic dishonesty against a student must inform the student of the charge in writing using the “Report of Academic Dishonesty Form.” If necessary, the student's copy will be mailed to the student via certified mail. A copy of this notification must also be sent to the Dean of the School of Theology. The student has the right to appeal the facts of the charge, but not the penalty.

Appeal

The student charged with academic dishonesty has the right to appeal the charge by submitting a written request to the Dean of the School of Theology along with all relevant evidence, testimony and representation. The judgment of Dean will be final.

Auditing Classes

A student must obtain approval from the dean and the instructor to audit a course. Class participation on the part of a student who is auditing is limited. Audit students do not take exams or complete any other assignments; professors are not responsible for grading work submitted by a student auditing the class. Grade and credit are not given for a course that is audited. A record of the course audited appears on the student transcript if the course was completed.

Students wishing to audit must contact the School of Theology office no later than 2 weeks prior to the start of classes. Failure to do so will result in the student not being granted permission to audit during that semester.

Final Examinations

The Dean schedules final examinations. A student who is scheduled for more than two final examinations in one day may petition an instructor to allow him/her to take the final on an alternate date. In the event of a conflict of final examinations, the student must arrange with one of the instructors to take the final exam at an alternate time.

Final Examinations are NOT returned to the student. They are held for one year by the School of Theology and then destroyed. If you wish to review your final exam, please call the instructor.

Outcomes Assessment

In the student's last semester of a degree program, an exit exam (oral exam for MDiv, MA and MAPS) in the core areas is administered. The scoring is not reflected in the GPA of the individual. Details regarding this assessment are available in the School of Theology office.

Graduation Application and Degree Conferral

Students who expect to complete degree requirements at the end of a semester must file an "Intent to Graduate" form by the dates specified below. Graduation application forms are located in the School of Theology office of the Bishop Nold Education Center. Those participating in the graduation ceremony will be responsible for the cost of a cap and gown. Deadlines to submit the applications to the School of Theology are:

September 15th	For December graduation
February 15th	For May and August graduation

All degree requirements must be completed prior to the granting of a degree. Final degree audits occur after all grades for all students have been posted for the semester. If all requirements have been met, the student's official record will be updated to reflect degree conferral. If requirements have not been met, the Degree Auditor will notify the student in writing. Diplomas are ordered after the Final Degree Audit. The Degree Auditor will notify the student, by letter, when diplomas are available for pick up. For a fee, it is possible to arrange for the diploma to be mailed. Neither a diploma nor a transcript will be distributed if the student maintains an outstanding balance for tuition, fees or fines.

Please call the UST Main Campus Degree Auditor at 713-525-2152 for information and progress status regarding degree conferral and diplomas.

Commencement

Commencement exercises are held each May. All graduates of the academic year, regardless of degree conferral date, may participate in Commencement. For details about Commencement, caps/gowns, etc, please call the UST Main Campus Degree Auditor at 713-525-2152 after you have submitted an application to graduate, or check the website www.stthom.edu

Diploma in Pastoral Theology Completion

Upon completion of the Diploma in Pastoral Theology program, the Dean of the School of Theology will review the student's record to ensure completion of all requirements. A certificate of completion is awarded from the School of Theology.

Financial Information and Tuition

Tuition payments or payment arrangements are due by the first day of each semester. The UST Main Campus Business Office DOES NOT MAIL bills to students. Students should access their tuition balance via the UST Portal at http://www.stthom.edu/ (MyStThom). If you need a hard copy record of your account for employer reimbursement, you may print from the online record. Any student who has not made full payment or payment arrangements by the start of the semester may be withdrawn from the University at the University's option. Please call the Business Office on the UST Main Campus at 713-525-2130 if you have any questions regarding this policy and procedure.

Financial Aid

http://www.stthom.edu/Admissions/Scholarships_and_Financial_Aid/Index.aqf

Students needing educational loans, opportunity grants, government loans and other forms of student aid must contact the Financial Aid Office on the Main Campus (see Map) at 713-942-3465. Application and processing of financial aid DOES NOT take place at the School of Theology.

All applicants for financial aid must complete the Free Application for Federal Student Aid (the FAFSA). FAFSA on the Web is a free U.S. Department of Education website for completing the FAFSA application online and submitting it via the Internet.

The Web address is www.**fafsa**.ed.gov/

Financial aid loans are available to US citizens or permanent US residents only.

Financial Aid awards are NOT made prior to admission into the University. Students are encouraged to begin the financial aid process as soon as they begin the admission process.

Scholarships

http://www.stthom.edu/Admissions/Scholarships_and_Financial_Aid/Index.aqf

The Office of Scholarship and Financial Aid located on the UST Main Campus maintains a complete list of scholarship opportunities. Information about scholarships and grants available for students of the School of Theology will be posted on the black bulletin board in the lounge of the Bishop Nold Educational Center as it becomes available.

University of St. Thomas School of Theology
Faculty & Staff

Full-Time Academic Faculty

Rev. Msgr. James Anderson, Assistant Professor of Systematic Theology
Lawrence DiPaolo, Jr., PhD, Associate Dean, Assistant Professor of Scripture
Juana Laura Manzo, PhD, Assistant Professor of Scripture
Sandra Magie, PhD, STD, Academic Dean, Associate Professor of Moral Theology
Steven Meyer, STL, STD, Assistant Professor of Theology
Frances Panchok, PhD, Professor of Church History
Rev. Msgr. Jeffrey Steenson, D.Phil., Carl & Lois Davis Professor in Patristic Studies
Rev. Leon Strieder, STL, Associate Professor of Liturgical/Sacramental Theology
Rev. Charles Talar, PhD, STD, Professor of Systematic Theology

Adjunct Academic Faculty

Maureen Bacchi, LMSW-ACP
Anne Bryant, JCL
Very Rev. Brendan Cahill, STD
Rev. Mr. Gerald DuPont, MA
Rev. Michael Earthman, MDiv, MA, STB
Rev. Michael Grey, CSSP, PhD
Sandra Higgins, MA
Dr. Laura Jeffries, PhD
Rev. Lawrence Jozwiak, JCL
Rev. Paul Lockey, PhD
Rev. Francis Macatangay, STD
Rev. Norbert Maduzia, DMin
Jennifer McConnell, MA
Rev. Mr. Larry Vaclavik, MA
Rev. Richard Wahl, CSB, JCL

UST Administration & Staff

Dr. Robert Ivany, President, University of St. Thomas
Dr. Dominic Aquila, Vice President for Academic Affairs, UST
Dr. Sandra Magie, Academic Dean, UST School of Theology
Dr. Lawrence DiPaolo, Jr., Associate Dean, UST School of Theology
Connie Henry, Office Manager
Martha Whittington, Student Services Coordinator

St. Mary's Seminary Administration & Staff

Rev. Trung Nguyen, Rector
Rev. Michael Grey, CSSP, Vice Rector and Formation Advisor
Dr. Laura Jeffries, PhD, Pastoral Year Coordinator
Rev. Michael Earthman, Formation Advisor / Pastoral Year Director
Rev. Brian Eilers, Formation Advisor
Sr. Rosalie Karstedt, CDP, Associate Director for Pastoral Formation
Rev. Raphael Davila, MM, Spiritual Director
Richard McCarren, Business Manager
Steve Hawkins, Plant Manager
Cathy Irantalab, Executive Asst. to the Rector
Jacqueline Gonzales, Formation Secretary
Angela Leija, Receptionist

Cardinal Beran Library

Mr. Jim Piccininni
Dean of Libraries

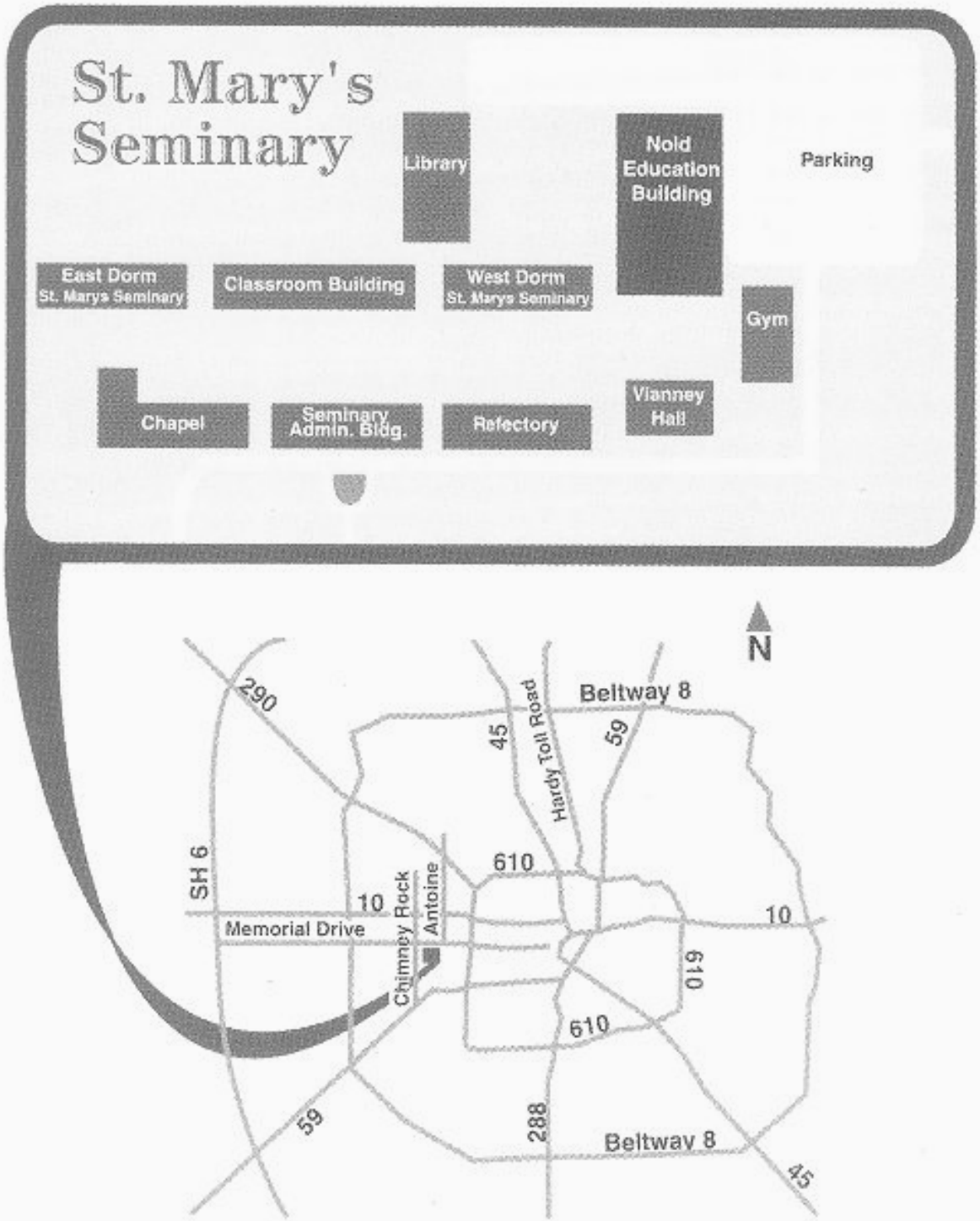
Mary Kelleher, PhD
Beran Library Chair

Nicolas Castellanos
Librarian

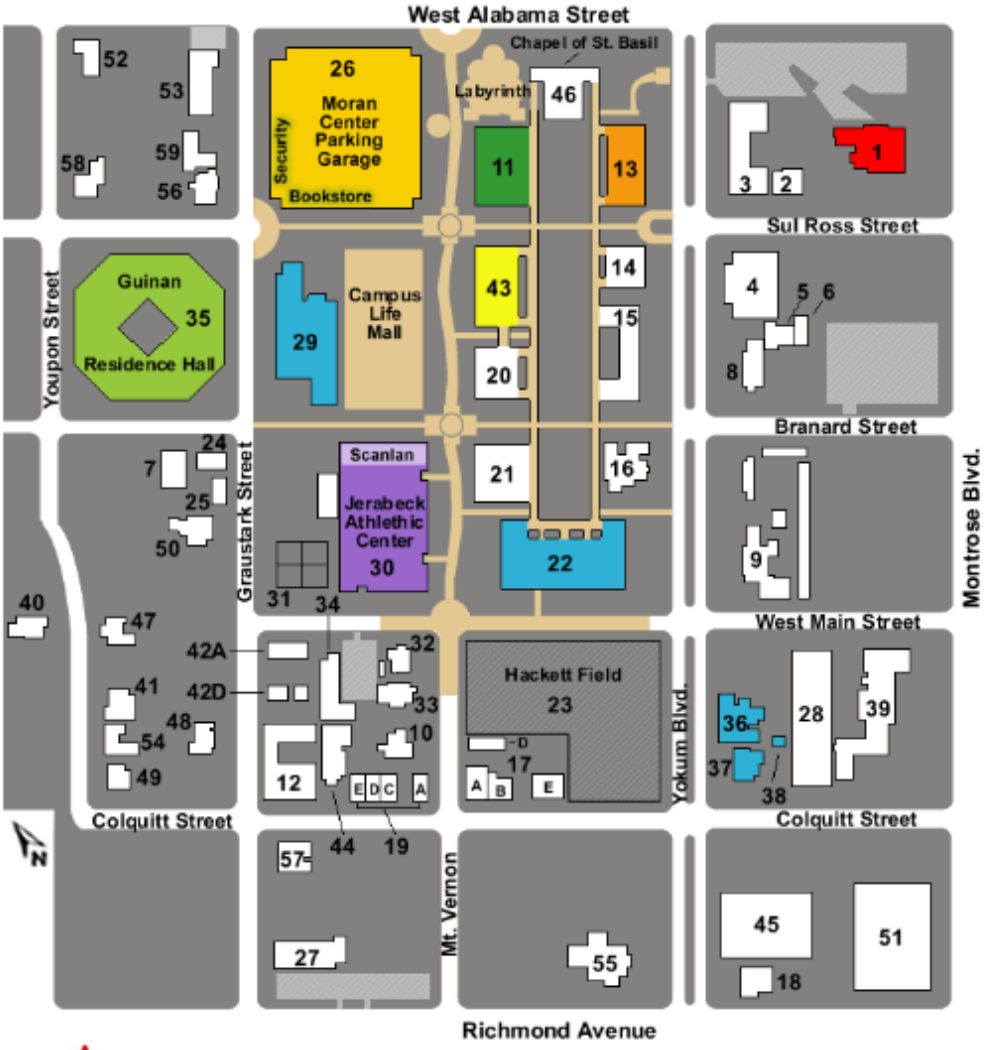
Ashley Pitts
Public Services Librarian

Kate Wilson
Librarian

MAP & DIRECTIONS



University of St. Thomas Map



UNIVERSITY of ST. THOMAS
HOUSTON

At A Glance

22 Library
29 Student Services
36 Business Office
36 Finalcial Aid
36 Registrar
37 Admissions
26 Bookstore