Distances From Houston
(approximate time distances)

Dallas: 241 mi. (4.3 hrs.)
Austin: 160 mi. (2.4 hrs.)
San Antonio: 200 mi. (3 hrs.)
Corpus Christi: 218 mi. (4 hrs.)
South Padre: 365 mi. (6 hrs.)
Galveston: 50 mi. (45 min.)
New Orleans: 342 mi. (5.5 hrs.)

Metropolitan Houston:
Medical Center (4 min.)
Downtown (7 min.)
Memorial (15 min.)
Galleria (15 min.)
Sharpstown (17 min.)
Hobby (25 min.)
Sugar Land (30 min.)
Kingwood (45 min.)
Master of Business Administration (MBA)
Master of Business Administration of Education (MBAE)
Master of Science in Accounting (MSA)
Master of Science in Finance (MSF)
Master in International Business (MIB)
   Master of Education (MEd)
   Master of Arts in Teaching (MAT)
Master of Arts in Faith and Culture (MAFC)
Master of Public Policy and Administration (MPPA)
   Master in Liberal Arts (MLA)
   Master of Arts in Philosophy (MA)
   Doctor of Philosophy (PhD)
Master of Divinity Ordination (MDiv)
Master of Divinity Non-Ordination (LMDiv)
Master of Arts in Theological Studies (MA)
   Master of Divinity Dual Degree
Master of Arts in Pastoral Studies (MAPS)
UNIVERSITY OF ST. THOMAS SACSCOC ACCREDITATION STATEMENT

The University of St. Thomas is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 713-522-7911 for questions about the accreditation of the University of St. Thomas.

All SACSCOC-accredited universities must apply for reaffirmation of accreditation every ten years. The University of St. Thomas will undergo a tenth-year reaffirmation of accreditation in 2015. For information about the 2015 SACSCOC Reaffirmation, visit the Office of Institutional Assessment and Effectiveness.

THE FOLLOWING PROGRAMS AT UST ARE ACCREDITED:

School of Arts & Sciences
Chemistry: American Chemical Society

Cameron School of Business
Association to Advance Collegiate Schools of Business

School of Education
Texas Education Agency
Teacher Education Accreditation Council

School of Nursing
Texas Board of Nursing
Commission on Collegiate Nursing Education

School of Theology
Association of Theological Schools

THE UNIVERSITY OF ST. THOMAS IS A MEMBER IN GOOD STANDING OF THE FOLLOWING ORGANIZATIONS AND AGENCIES:

American Association of Colleges for Teacher Education
American Association of Colleges of Nursing
Association of American Colleges and Universities
Association of Catholic Colleges and Universities
Association of Graduate Liberal Studies Programs
Catholic Higher Education Research Cooperative
Council for Higher Education Accreditation
Council of Independent Colleges
Council of Undergraduate Research
EDUCAUSE
Greater Houston Partnership
Hispanic Association of Colleges and Universities
Independent Colleges and Universities of Texas
International Council of Universities of St. Thomas Aquinas
National Association of College and University Business Officers.
National Association of Financial Aid Administrators
National Association of Intercollegiate Athletics
Red River Athletic Conference
Texas Campus Compact
Texas State Board of Examiners of Professional Counselors
The College Board

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The Graduate Catalog is primarily an online document, thus allowing changes to be made in the online catalog between printings. Consult the catalog at www.stthom.edu/catalog.
MISSION STATEMENT

We are the University of St. Thomas, the Catholic university in the heart of Houston. We are committed to the Catholic intellectual tradition and the dialogue between faith and reason. By pursuing excellence in teaching, scholarship, and service, we embody and instill in our students the core values of our founders, the Basilian Fathers: goodness, discipline, and knowledge.

We foster engagement in a diverse, collaborative community. As a comprehensive university grounded in the liberal arts, we educate students to think critically, communicate effectively, succeed professionally, and lead ethically.

Approved by the Board of Directors, January 19, 2005

VISION STATEMENT

We have decided that within 25 years we will become one of the great Catholic universities in America.

STRATEGIC INITIATIVES

Our vision of building a great Catholic university for the future entails making a firm commitment in the present. Over the next five years we will lay the foundation of our vision by focusing on four strategic initiatives that will guide all our activity. We will therefore:

1. Assert our identity, academic brand, and image as a Catholic university imbued with the Basilian tradition.
2. Strengthen the academic excellence of our faculty and students and the quality of a UST education.
3. Build a more engaged campus community as we increase enrollment.
4. Invigorate and expand our relationships with alumni, external stakeholders, and the community.

HISTORY OF THE UNIVERSITY

The University of St. Thomas admitted its first freshman class, 40 men and women, on September 22, 1947. Of the ten faculty members, four were members of the Basilian Fathers, to whom the work of founding and operating the University had been entrusted. The Basilians, a congregation founded in France in 1822, had been working in the Diocese of Galveston–Houston since 1900, when they established the College of St. Thomas, now St. Thomas High School.

Bishop Christopher E. Byrne of Galveston–Houston had long hoped that a Catholic university might be established in his diocese, and in May of 1945 he announced that such an institution was about to become a reality. For that purpose the T.P. Lee mansion, located in the 3800 block of Montrose Boulevard, was purchased as a home for the new University, to which a science building and classrooms were soon added. From here a series of non–credit courses was taught from November 1946 until Easter 1947 to introduce students to what would be the University of St. Thomas.

With experience that was both practical and theoretical, the Basilian Fathers, led by Father Vincent J. Guinan, first president of the University, and Father Wilfrid Dwyer, vice president, shaped the initial curriculum. Influenced by the writings of Cardinal John Henry Newman as well as by their Basilian experience in Canada at St. Michael’s College, the Pontifical Institute of Mediaeval Studies and Assumption College, they determined that all students should pursue a broad program in liberal studies intended to serve as a solid basis upon which to build their lives and their careers in the community.

As a Catholic institution of higher learning, the University of St. Thomas is inspired by the teaching of Pope John Paul II’s apostolic constitution Ex Corde Ecclesiae, and abides by the application norms prescribed by the American Bishops. Because of the University’s institutional commitment to the Church, “Catholic ideals, attitudes and principles penetrate and inform its activities in accordance with the proper nature and autonomy of these activities,” (Ex Corde Ecclesiae, 14). In its teachings and research, the University of St. Thomas is dedicated to the cause of truth and fosters the integration of knowledge, the dialogue between faith and culture, the ethical and moral implications of learning and the unique orientation to all study given by theology.
The Basilians at the University of St. Thomas, by their spirituality, philosophy of education and esprit de corps, promote a lively sense of the University’s mission as a Catholic institution. Among the distinctive characteristics of the Basilian approach to higher education are:

- recognition of the continuing significance of the Catholic intellectual tradition in shaping Western civilization;
- commitment to an integral Christian humanism that embraces the liberal arts as well as all other areas of knowledge;
- fidelity to the authoritative teaching of the Church;
- respect for the contribution of St. Thomas Aquinas to the Church’s intellectual life, especially to philosophy;
- healthy respect for the life of the mind, a passion for the discovery of truth in every area and a conviction that faith must begin and end in a knowledge that bears fruit in love; deep appreciation of human dignity that calls for the education of the whole person: physically, intellectually, morally, socially and spiritually;
- close association with and availability to students;
- genuine concern to assist students who are economically or otherwise disadvantaged;
- willingness to provide counseling and pastoral care, especially through sacramental celebration;
- collaborative spirit that gratefully recognizes that the University is a common intellectual venture of students, faculty, staff and administration as well as other supporters and friends;
- trust in God’s grace and a willingness to carry out whatever labors are required for the good of the University without seeking recognition.

In all their endeavors, the Basilian Fathers seek to enrich the University of St. Thomas with their presence, their talents and their prayer.

**COMMITMENT TO FACULTY EXCELLENCE**

Pursuing excellence in teaching, scholarship and service is a hallmark of the University of St. Thomas. In keeping with this commitment, the Center for Faculty Excellence was established. The mission of the Center is to provide faculty with resources and services that foster and support their success in teaching, research and service throughout all stages of their careers. The directors and participants of the Center for Faculty Excellence seek to develop a community of teachers and scholars to work collaboratively with all sectors of the University to accomplish that mission. Activities of the Center include conducting new faculty orientation, supporting faculty development workshops, facilitating faculty study days, hosting forums for the discussion of teaching practices, and providing support for individual members of the faculty.

**UNIVERSITY SEAL**

The colors of the University of St. Thomas are red and gold. On the seal, the golden cross of our faith symbolizes the divinity of Christ the King, while the background of red is for the humanity of Christ.

The dove and rayonnant sun in the first quarter are symbols of St. Thomas Aquinas. In the second quarter, the star is for the “Lone Star State” and for the Mother of Christ under the title “Star of the Sea.” The hyacinth in the third quarter reminds us of San Jacinto, the river and battlefield near Houston where Texas won its independence. The second dove in the last quarter is the symbol of St. Basil, patron of the Basilian Fathers, who founded the University of St. Thomas.

Thereby, on the shield, St. Thomas and St. Basil, Doctors of the Western and Eastern churches, respectively, represent the universality of the Church. The motto, “Crescamus in Christo,” reminds us that as we advance in knowledge and wisdom, we should also grow in love and service of Christ.
The Robert Pace and Ada Mary Doherty Library, the main University library, has over 250,000 volumes and access to over 140,000 electronic books, 225 databases, and access to over 80,000 periodical titles. The book collection is especially strong in Catholic theology and philosophy, American and English literature and American history. In addition, the library joins an elite group of universities that has available the complete Archive of Americana Collection, a resource of primary source material in American history and culture. Further strengthening the library collections are primary source collections in Irish Studies (McFadden-Moran Collection for Irish Studies) and Russian Studies (Williams-Theis Collection) making accessible to scholars material unavailable in other regional libraries. The library provides various study areas, including silent reading areas, for students and faculty. The Doherty Library uses the Horizon automated library system and has online resources available through the library Website (http://library.stthom.edu). The Doherty Library participates in the TexShare cooperative library program. TexShare allows students to have borrowing privileges at most university and college libraries in Texas through the use of a TexShare card.

The Hugh Roy Marshall Graduate Philosophy Library, especially strong in resources for the study of Thomism, contains approximately 11,000 volumes in the area of medieval philosophy, theology and history. This collection supports the graduate program of the Center for Thomistic Studies, stressing an historical understanding of Aquinas texts and a rigorous rethinking of this thirteenth-century wisdom in the light of twenty-first-century problems and realities. The Graduate Philosophy main collection is located on the second floor of the Doherty Library and all students can consult it. The Special and Reference collections of the Graduate Philosophy Library, located in Doherty Library’s second floor Hugh Roy Marshall Room, has restricted access.

The Music Library is located on the second floor of Cullen Hall. It contains more than 3,000 scores, both vocal and instrumental. Resources that support the music program, including online recordings, scores, and reference materials can be accessed through the Doherty Library website.

The Cardinal Beran Library at St. Mary’s Seminary is an integral part of the University’s Graduate School of Theology. It has approximately 64,000 volumes, current subscriptions to 210 journals, 7,900 bound volumes of periodicals, 1,523 pamphlets, and 318 audio-visual items. Special collections include selected primary resources of the late eighteenth and early nineteenth century Catholic writers. The library has been the beneficiary of the personal collection of former Bishop Wendelin J. Nold and the Blessed John Henry Newman resources from UST scholar, Fr. Richard Schiefen, CSB as well as books from retired Bishop Vincent M. Rizzotto and Archbishop Emeritus Joseph A. Fiorenza. Additionally, there is a developing collection of primary resources relating to Vatican II, and theological titles in Spanish are obtained when available. To access the resources available in the Cardinal Beran Library, and for the library hours, go to www.smseminary.com/library.

Hours of Operation: Doherty Library

**Summer Hours**
- Monday - Thursday: 8:00 am - 10:00 pm
- Friday: 8:00 am - 6:00 pm
- Saturday: 10:00 am - 6:00 pm
- Sunday: 1:00 pm - 6:00 pm

**Regular Fall and Spring Semesters Hours**
- Monday - Thursday: 7:45 am - midnight
- Friday: 7:45 am - 9:00 pm
- Saturday: 10:00 am - 9:00 pm
- Sunday: 1:00 pm - midnight

For holiday closing and complete library hours, consult the library website: www.library@stthom.edu.
UNIVERSITY SERVICES

ATHLETICS
The University is a member of the National Association of Intercollegiate Athletics. The NAIA promotes education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

UST competes in the Red River Athletic Conference. The Red River Conference is a 15–member conference that hosts championships in 13 sports. Member universities include Bacone College, Huston–Tillotson University, Jarvis Christian College, Langston University, Louisiana State University–Alexandria, Louisiana State University–Shreveport, Our Lady of the Lake University, Paul Quinn College, Texas College, University of Houston-Victoria, University of Texas–Brownsville, University of the Southwest and Wiley College. For more information about the Red River Conference, visit www.redriverconference.com.

The UST Athletic Department is committed to create a first-class environment by recruiting, developing and retaining outstanding student athletes who will maximize their potential intellectually and athletically while at UST. We are dedicated to providing the resources and leadership for our student athletes to succeed on the playing fields and in the classroom. We are determined to graduate Champions of Faith and Character. For more information, contact the Director of Athletics at 713–831–7214.

JERABECK ACTIVITY AND ATHLETIC CENTER
The John D. Jerabeck Activity and Athletic Center (JAAC) is the focal point for the University of St. Thomas intercollegiate athletics, campus recreation, and physical fitness activities. It houses the Department of Athletics, Recreation and Sports Services and Health Promotion and Wellness.

The JAAC has a basketball/volleyball arena with bleacher–seating capacity for more than 800 spectators, three racquetball/handball courts, men’s and women’s locker rooms, a weight room, a fitness room, a dance room and several large classrooms. Outdoor facilities at the JAAC include the Hackett Athletic Complex, a swimming pool, a half-court basketball court and a sand volleyball court.

The JAAC is open seven days a week, excluding holidays. The University encourages its entire community of students, faculty, and staff to participate in the many activities that the JAAC offers.

SPORT CLUBS
The Director of Recreational Sports is responsible for managing the recognition of and advising of sport club activities. Questions concerning sport clubs should be forwarded to the Sport Club Association President at 713–525–3874 or to the Director of Recreational Sports at 713–942–5036.

Following is the current list of recognized sports clubs:

Coed Cheerleading
Coed Fencing Club
Coed Martial Arts Club
Coed Running Club
Coed Table Tennis Club
Coed Tennis
Coed Ultimate Frisbee
Men’s Rugby Club
Coed Soccer
Men’s Soccer
Coed Biking
BOOKSTORE
The bookstore is owned and operated by Follett Higher Education and is located in Moran Center to serve UST students and faculty. In addition to textbooks, new and used, it sells school supplies, clothing and various other items.

Hours of Operation
Monday - Thursday: 9:00 a.m. - 6:00 p.m.
Friday: 9:00 a.m. - 3:00 p.m.

Holidays, summer hours, and extended hours will be posted on the school calendar and bookstore website.

CAMPUSS MINISTRY
The Office of Campus Ministry provides liturgical and spiritual activities in the Catholic tradition. Students are encouraged to get involved in campus liturgies, retreats, Bible studies, and volunteer experiences to integrate more fully their spiritual and academic development. All members of the University community are invited to participate in the services of Campus Ministry.

At the beginning of each Fall semester, the campus-wide traditional Mass of the Holy Spirit draws the campus community together to dedicate the academic year to the wisdom and guidance of the Holy Spirit. At the beginning of each Spring semester, the campus-wide community prays at the Mass of St. Thomas Aquinas for the guidance of the patron of the University of St. Thomas.

The Basilian Fathers and visiting priests celebrate two Masses in English daily, two Sunday Masses, and a weekly Mass in Spanish throughout the academic year. The Sacrament of Reconciliation is offered five days a week.

Campus Ministry sponsors weekly Eucharistic Adoration that is fundamental to UST campus spirituality and growth. Students, faculty and staff participate by spending an hour of Eucharistic Adoration weekly during the academic year and pray the Divine Mercy Chaplet and Rosary.

The RCIA program for faculty, staff and students is offered during the academic year to explore the Catholic faith and to prepare to receive the Sacraments of Baptism, Confirmation and Holy Eucharist.

Campus Ministry supports these Catholic student faith groups: Knights of Columbus, Theology of the Body, Bible Studies, Celts for Life, and the Augustine Coffeehouse. Campus Ministry also collaborates with other UST departments to assist University members in current issues and volunteer activities.

CHAPEL OF ST. BASIL THE GREAT
The Chapel of St. Basil is the center of the University’s spiritual life and mission. The location of the Chapel of St. Basil and the Doherty Library at opposite ends of the academic mall represents faith and reason in dialogue at this Catholic University.

The Chapel’s name is derived from St. Basil the Great, the patron saint of the Basilian Fathers-- the Catholic religious congregation that founded the University of St. Thomas. The Basilian Fathers are dedicated to education and evangelization through the charism of Jesus Christ, the teacher.

Designed by Philip Johnson, the Chapel is a prominent place of prayer and worship for the University community. The Chapel of St. Basil is world renowned for its post-modern architecture that creates a sacred silence of space. As such, the Chapel attracts national and international visitors interested in this Houston landmark. Tours may be booked through the Campus Ministry Office by phone: (713) 525-3589 or email: campusministry@stthom.edu.
CAREER SERVICES AND TESTING CENTER

Career Services offers a variety of activities, events and services to assist students and alumni with career planning and job searching, in addition to services directly related to career issues. The UST Connect online system provides 24 hour access to job and internship postings. Career Services also works with students who need assistance in selecting academic majors. The Career Services office oversees the Student Employment Program and, in collaboration with the Office of Alumni Relations, manages Insights, a mentoring program that matches graduating students with UST alumni. For more information, call 713–525–3160, or visit www.CeltCareers.com

Career Services available include:

- Career counseling
- Career resource library
- Résumé writing assistance
- Interview skill development
- Job search correspondence
- Career testing
- Online job and internship listings
- Job fairs and other career events
- On-campus recruiting
- Salary information

The Testing Center administers academic makeup tests and tests for students granted special accommodations by the Committee for Academic Accommodation. For more information and to view the complete testing policy, visit www.CeltCareers.com. To schedule a testing appointment, visit the Testing Center on the second floor of Crooker Center or call 713–525–3160.

COUNSELING SERVICES

Counseling and Disability Services (C&DS) provides various services for students related to personal and emotional adjustment, mental health, developmental issues, personal skill–building and crisis intervention. Confidential services are provided at no cost for currently enrolled University students, are generally short-term, and follow a brief intervention model. Counselors will assess the nature and extent of a student’s concern and make appropriate recommendations. Services offered include initial assessment, consultation, individual and group counseling, crisis intervention, educational support, campus outreach and referral information.

- Counseling and Consultation: C&DS offers consultation, individual counseling and group work to help students who are experiencing personal concerns such as anxiety, depression, academic performance issues, relationship concerns or other emotional distress. Services are designed to help students achieve academic goals, personal well-being and foster healthy decision-making.

- Community Consultation and Referral: C&DS is a resource for students and members of the extended UST community about concerns regarding the emotional well–being of self and others. The department can provide referrals for other mental health resources. If a specialist is needed, students can be referred to practitioners from a large network of community providers for support and intervention.

- Education, Training and Outreach: C&DS offers educational workshops and other campus mental health and wellness programs on a variety of topics. Programs are designed to increase awareness and aid prevention as well as provide individuals with coping tools and strategies to encourage both personal and academic success.

- Crisis Intervention: C&DS is typically available for students experiencing a mental health crisis requiring immediate attention during regular business hours. If there is a psychological crisis after-hours, students may contact University Police and Security at 713–525–3888 to reach an on–call counselor. There are certain University holidays (Spring Fall and Winter Breaks, Thanksgiving and Easter) when on–call psychological crisis services are not available. In the event of a life-threatening emergency, go to a hospital emergency room or call 911.

More information is available at www.stthom.edu/counseling. For an appointment or additional information, contact Counseling and Disability Services at 713–525–2169 or 713–525–6953.
Counseling and Disability Services (C&DS) also provides reasonable academic accommodations to students who request them for a disability that creates a functional impairment in the academic environment. The University abides by the Americans with Disabilities Act of 1990 (ADA) as amended, Section 504 of the Rehabilitation Act of 1973 and other federal mandates that stipulate qualified students with disabilities receive reasonable and appropriate accommodations to ensure equal access to programs and opportunities at the University. The University must balance the individual’s right to receive equal access and the University’s right to ensure the integrity of its programs.

Disabilities may be defined by the following:

- learning disabilities
- health impairments
- physical limitations
- psychiatric disabilities

Students should set an appointment with professional staff at C&DS to review the nature and history of the disability as well as present concerns related to the academic environment. To receive accommodations students must provide information that validates a disability exists. This may include professional documentation that identifies the disability and indicates substantial limits in current daily life activities (e.g., learning, working, walking, seeing, hearing) as related to the academic environment. Each student’s situation is individually assessed and reviewed by the Committee for Academic Accommodation. For students who have not had a previous professional evaluation or documentation, referrals may be provided. Information regarding disability accommodation is shared only with faculty, staff or administration on a need–to–know basis with the student’s written permission. The Committee’s approved accommodations will be made available in letter format for students to distribute to their instructors and academic advisor each semester. The student must renew this authorization through C&DS early each semester to ensure continuation of academic accommodations.

Students are encouraged to work closely with C&DS if problems arise related to their disability and receiving accommodation and access. Students should follow grievance procedures outlined in this publication to advance complaints related to disability issues. The University strives to resolve differences through informal procedures whenever possible. Student complaints regarding Section 504–based academic accommodations or general access issues should be directed to the Executive Director of Counseling and Disability Services, who is the University’s ADA and Section 504 Coordinator for students. For grievances regarding employment concerns at the University, complaints should be directed to the Director of Human Resources.

More information is available at www.stthom.edu/counseling. For an appointment or additional information, contact Counseling and Disability Services at 713–525–2169 or 713–525–6953

**DISABILITY NONDISCRIMINATION POLICY**

It is the policy of the University of St. Thomas not to discriminate on the basis of disability in admission and access to, or treatment or employment in its program or activities, as required by Section 504 of the Rehabilitation Act of 1973, as amended, (involving disability discrimination), and the implementing regulations.

If you have any questions regarding this policy, please contact the following persons:

**Section 504 Coordinators:**

- **Primary for Students:** Executive Director of Counseling and Disability Services (713) 525-3162
- **Primary for Faculty and Staff Employees:** Director of Human Resources (713) 525-3813
- **Secondary for Students:** Vice President for Student Affairs (713) 525-3570
- **Secondary for Faculty and Staff Employees:** Vice President for Finance (713) 525-6960

University of St. Thomas
3800 Montrose Boulevard
Houston, Texas 77006

If you believe you may have been discriminated against in violation of this policy, please immediately contact the Section 504 Coordinators, the Office of Human Resources or the Office of Student Affairs for a copy of the University’s Discrimination Grievance Procedures.
Discrimination Grievance Procedures

The University of St. Thomas has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended (involving disability discrimination). Information will be kept confidential to the extent possible. The Section 504 Coordinators will maintain the files and records related to all complaints filed, the written findings, and resolutions. The Executive Director of Counseling and Disability Services will maintain files and records for students; the Director of Human Resources will maintain files and records for faculty and staff employees. Federal law strictly prohibits any retaliation against a person who exercises the right to file a complaint of discrimination. Retaliation is prohibited whether or not the complainant prevails with the complaint. Charges of retaliation shall be treated as separate and distinct from the original complaint of discrimination and may be filed utilizing this grievance procedure.

1. Complaints

   a. **Disability Discrimination of Students.** Complaints by students involving disability discrimination should be filed with the Section 504 Coordinator. The Section 504 Coordinator for students is the Executive Director of Counseling and Disability Services.
      Location: Office of Counseling and Disability Services, Crooker Center, second floor.
      Telephone: (713) 525-3162

   b. **Disability Discrimination of Faculty and Staff Employees.** All disability discrimination complaints by faculty or staff employees should be filed with the Director of Human Resources
      Location: Administrative Services, Human Resources
      Telephone: (713) 525-3813

   c. **Discrimination Grievance Officers.** The persons designated above to receive complaints under these procedures shall be referred to as Discrimination Grievance Officers. If the designated Grievance Officer is the accused party, the complaint may be filed with the other Grievance Officer or the Vice President for Student Affairs for students) or the Vice President for Finance (for faculty and staff employees).

   d. **Complaints by Mail.** Complaints may also be mailed to the appropriate Discrimination Grievance Officer at the following address:

      University of St. Thomas
      3800 Montrose Boulevard
      Houston, Texas 77006

      The complaint and its envelope should be marked “Confidential.”

2. Procedure

   a. **Contents of Complaint.** Complaints must be filed in writing with the Discrimination Grievance Officer and must contain the following:

      1) Name and address of the person making the complaint (“Complainant”).
      2) A brief description of the alleged discriminatory action or actions.
      3) The date or dates of the alleged discriminatory actions.
      4) The person or persons alleged to have engaged in the discriminatory action or actions.

   b. **Deadline for Filing the Complaint.** The complaint must be filed with the appropriate Discrimination Grievance Officer within 30 days after the Complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis, or under other appropriate grievance procedures.)
c. **Informal Resolution.** The Grievance Officer will notify the appropriate Vice President of the complaint, if deemed necessary. If the accusing individual is a student, the Executive Director of Counseling and Disability Services will address the complaint. If the accusing individual is a faculty or staff employee, then the Director of Human Resources will address the complaint.

The Grievance Officer shall determine whether the matter may be promptly resolved informally (for example, when the complaint arises from miscommunication between the parties, or when the accused party admits wrongdoing and agrees to take appropriate corrective action). Informal resolution will be attempted as soon as possible and need not wait for the written response of the accused party, unless deemed appropriate by the Grievance Officer. If the Director of Human Resources is the accused party, the Complainant will contact the Vice President for Finance instead of the Director of Human Resources. If the Executive Director of Counseling and Disability Services is the accused party, the Complainant will contact the Vice President for Student Affairs instead of the Executive Director of Counseling and Disability Services. If the area Vice President is the accused party, the Grievance Officer will contact the President instead of the Vice President.

d. **Response.** The accused party will be provided a copy of the complaint and will provide the Grievance Officer a written response within five business days after receiving a copy of the complaint. The Grievance Officer may waive the requirement for a written response if the matter has been informally resolved.

e. **Investigation.** If it appears that the matter cannot be informally resolved, the Grievance Officer will proceed with the investigation. The investigation may be informal, but shall be impartial and as thorough as appropriate under the circumstances. The Complainant and the accused party shall be given an opportunity to submit evidence relevant to the filed complaint. The Grievance Officer may also interview persons who the officer believes may have knowledge bearing on the matter and may require the Complainant or accused party to provide additional documentation, information or evidence that the officer deems appropriate.

f. **Determination and Resolution.** The Grievance Officer will prepare written recommended findings as to the validity of the complaint and will, after consultation with the area Vice President recommend resolution of the complaint, if any (“Recommendation”). The Recommendation will then be given to the area Vice President, who will make the final decision and communicate the decision to the Complainant and the accused party ("Determination").

g. **Reconsideration.** Either party may appeal the Determination by filing a notice of appeal (“Notice”) with the President of the University. The Notice must be filed within five business days after receipt of the Determination, and must include a copy of the Determination and a description of the issues being appealed. Copies of the Notice shall be provided by the appealing party to the Grievance Officer and the appropriate area Vice President. The Grievance Officer will provide a copy of the Notice to the other party. The other party may file a rebuttal statement to the appeal within five business days after receipt of the Notice. The President (or designee) shall review the matter and take any appropriate action, including, but not limited to affirming, modifying or reversing the Determination or requiring that additional investigation be performed. The President shall provide a written decision to both parties, the appropriate area Vice President and the Grievance Officer.
HEALTH PROMOTION AND WELLNESS

The Office of Health Promotion and Wellness (HP&W) is committed to advancing the health and well-being of the University of St. Thomas community. Health Promotion and Wellness responds to the needs of the students and the UST campus at large by developing preventative and active outreach programs in conjunction with peer educators.

Outreach Programs

- Programs include alcohol awareness, stress, depression and suicide prevention, substance abuse, fitness and nutrition, men’s and women’s health issues, etc.
- A health fair is held every spring in conjunction with local health and wellness agencies.
- HP&W also disseminates prevention and educational literature.

Important Vaccination Information – New Requirements for All entering students

Bacterial Meningitis Vaccination Requirement

Governor Rick Perry recently signed Senate Bill 62, which requires that ALL entering students under age 22, including transfer and graduate students, submit evidence that they have been vaccinated against Meningococcal Meningitis. The meningitis vaccine must have been received within the last 5 years prior to enrollment. In accordance with the Center for Disease Control (CDC) recommendations, the vaccine must have been received at least after the student’s 16th birthday and within the past five years. This information DOES NOT apply to students 22 years and older or students enrolled only in online or other distance courses.

Note: A student will not be able to register for classes until the appropriate records are on file in the Office of Health Promotion & Wellness.

Real Education About College Health (REACH) Peer Educator Program

REACH is a group of students who are passionate about health and wellness. These students educate their peers through programs, literature and by personally leading healthy lifestyles. If you are interested in becoming a peer educator, please contact the Office of Health Promotion and Wellness at 713–525–3513 or wellness@stthom.edu.

The mission of REACH Peer Educators is to provide a student–to–student education network that serves as a resource for UST students. REACH Peer Educators will serve as educators and role models to reduce risk in behavioral choices in accord with the Catholic tradition.

Health Services

- UST is partnering with The University of Texas Health Services (UTHS) in the Medical Center to provide medical assistance to students. UTHS is listed as a Primary Care Provider with Medicare and most insurance plans.
- Students who need medical assistance can visit the UTHS clinic.
- UTHS is located at 7000 Fannin, Suite 1620, in the Medical Center.
- Questions about service or transportation may be directed to the Office of Health Promotion and Wellness at 713–525–3513 or wellness@stthom.edu.
- The Office of Health Promotion & Wellness also has information & listings of other local health services available.

Insurance

- Health insurance and local clinic information is available on the UST web page Health Promotion and Wellness section.

You may contact the Office of Health Promotion and Wellness for additional information at 713.525.3513 or wellness@stthom.edu.

UST Shuttle Service

- Students may travel to and from UTHS by riding the shuttle provided by UST. Contact UST Security at 713–525–3888 for current shuttle availability. The shuttle runs August – May. The shuttle is located in the circle drive between Guinan Residence Hall and the Moran Center Parking Garage on Graustark St.
The Division of Student Affairs supports the mission of the University and the Basilian Catholic tradition through programs, policies, and services that offer valuable learning experiences and promote development of the whole person.

The Office of the Vice President for Student Affairs provides the overall leadership and coordination for the units in the division, which provides services and programs designed to enhance the student’s intellectual, spiritual, physical, social, psychological, career, and leadership development.

In this context, the role of Student Affairs is to work with the other areas of the University to provide the kind of supportive services needed by students as they prepare for their future. Student Affairs is specifically responsible for the following:

- Bookstore
- Campus Ministry
- Career Services and Testing Center
- Counseling & Disability Services
- Dining Services
- Health Promotion & Wellness
- Intercollegiate Athletics
- Office for Student Success and Dean of Students
- Office of Student Affairs (which includes Offices of the Vice President for Student Affairs, the Assistant Vice President of Campus Life, and ID card issuance office)
- Recreational Sports (which includes oversight of the Jerabeck Activity and Athletic Center)
- Residence Life and Conference Housing
- Student Activities (which includes oversight of the Crooker University Center)
- Council of Clubs
- Student Activities Board
- Student Government
- University Police and Security
- Vending Services

The Office of Student Affairs, located on the second floor of the Crooker Center, also helps coordinate the Student Government Association, the Student Activities Board, the Council of Clubs, the Graduate Student Association and management of the Crooker Center.

The Office of Student Affairs also offers the following services: schedules Crooker Center space reservations, publishes bi-weekly campus announcements, courtesy wheelchairs (located at the Office of University Police and Security and Jerabeck Center), and handles vending machine problems.

If information is needed regarding any of the above or to have any non-academic concerns or complaints addressed, please contact our office at (713) 525-3570.
The Graduate Student Association’s (GSA) mission is to represent and support the interests of the University’s current and future graduate student community by supporting scholarly activities and providing leadership, service, and social opportunities for its members. The GSA is made up of three components: Graduate Senate, the graduate student governing body; the Graduate Programming Board responsible for hosting events for all graduate students; and, the Graduate Clubs System, which oversees all of the graduate clubs.

There are a variety of student clubs and organizations on campus for both undergraduate and graduate students. Although all students can participate in all clubs and organizations on campus, regardless of program or major, below are clubs and organizations specific to graduate students. To find a complete list of clubs and organizations on campus, visit the Office of Student Activities in Crooker Center.

- Accounting Society
- Accounting Honor Society
- Association of Latino Professionals in Finance and Accounting
- Beta Gamma Sigma Honor Society
- Business Ethics Society
- Cameron School of Business Consulting Group
- Faith and Culture Graduate Club
- Finance Society
- Finance Consortium
- Gather Round the Thomist
- Graduate Association of Accounting Professionals (GAAP)
- Women’s Energy Network UST Student Chapter - WEN

### TECHNOLOGY SERVICES

**Webmail**
Webmail is the official communication medium of the University, and it is very important that you check this email account on a regular basis because faculty members use Webmail to contact you regarding your classes and the University may notify you of special occurrences, such as campus closings due to bad weather.

You will need your seven-digit student identification number to set up your Webmail account. You can find this number at the top of your acceptance letter.

**myStThom**
MyStThom is the online portal of the University of St. Thomas that provides students with links to all University services. Your myStThom account allows you to look up course offerings, register for classes, accept financial aid, pay tuition, or set up tuition payment options, etc.

**Blackboard**
Blackboard is a course management system which facilitates the creation and use of online course materials and functions. Using Blackboard, faculty can easily and quickly post syllabi, readings, web links, images, videos, etc. The benefit of Blackboard for students is that it provides anytime, anywhere access to learning materials.

Blackboard allows instructors and students to connect in both a fully online course environment and in the traditional classroom, where Blackboard takes on the role of a digital repository.
TUTORIAL SERVICES CENTER

The goal of the Tutorial Services Center is to help students become more self-sufficient and confident with their learning skills. To that end, the TSC offers comprehensive peer tutoring for students currently enrolled at UST. All tutors must meet specific academic requirements, be recommended by UST faculty, and undergo a certified training program in a variety of academic subjects and general writing skills. The Tutorial Services Center (TSC) is certified by the College Reading and Learning Association (CRLA) under its International Tutor Training Certification Program (ITTCP). The ITTCP recognizes and reinforces successful tutoring services by setting common high standards for tutor skills and training. TSC tutors receive ongoing specialized training and are certified in three areas, Regular, Advanced and Master, depending on their experience.

Besides providing assistance in content areas, tutors help students understand general concepts; for example, what are the elements of fiction or how does a democracy differ from a republican form of government? Though tutors do not edit writing assignments, they guide students through the process, pointing out problems such as unclear thesis statements, grammar errors, and weaknesses in organization and development. The word “tutoring” is often associated with remedial help. However, even students who are doing well in a subject area visit the TSC in order to put the finishing touches on an assignment, to let an objective reader make useful suggestions, or to get confirmation of a job well done. We are happy to provide such reinforcement and to be a part of someone’s academic success.

The TSC also offers monthly workshops in thesis development, paragraph organization, the research paper process, writing a successful essay examination, and identifying academic integrity issues. This information is posted on the TSC Website and in weekly Campus Announcements. Our Website also includes learning links that students may access for further assistance. In addition, the TSC provides experienced tutors for courses offered by the Mendenhall Summer Institute.

As part of the Mendenhall Achievement Center, a complex of centralized services for students, the TSC is committed to student success at the University of St. Thomas. Located in 207 Crooker Center, the TSC is open Monday – Thursday, from 9:00A.M. – 7:00P.M. and Friday, from 9:00A.M. – 2:00P.M. The TSC Website, which provides comprehensive information and answers many student questions, is available on the University’s Website (www.stthom.edu), Offices & Services section. Other contact information is tutoring@stthom.edu and 713.525.3878.

UNIVERSITY CENTER

The John H. Crooker Center is the hub of student extracurricular activities and home of MAC, the Mendenhall Achievement Center.

The Mendenhall Achievement Center provides a variety of services designed to enhance the overall academic experience for students. Services offered by the Center promote and develop skills necessary for students to manage their college studies. Support and information beneficial for success at the University can also be found through the services of the Center.

The Mendenhall Achievement Center was established at the University of St. Thomas in 2008 as the result of a gift to the University from Trini Mendenhall, a former board member of the University of St. Thomas.

The Mendenhall Achievement Center provides a professional support team to assist students in achieving their goals while enrolled at UST. Offices comprising the Center work with each other to provide the most comprehensive approach in assisting students with their needs.

Services within the Mendenhall Achievement Center include Academic Advising, Career Services and Testing, Counseling and Disability Services, and Tutorial Services. The Center is located centrally on the UST campus in John H. Crooker Center. In addition to its central location, students benefit by having these support services in one convenient location.

Additional student offices include the Student Government Association, Student Activities Board, Sport Club Association, the Council of Clubs, Graduate Student Association, Graduate Programming Board and the Graduate Clubs System. Crooker Center is also the location of the Council of Clubs Room, Dining Services and the Ahern Meeting and Banquet Room.
UNIVERSITY SERVICES

UNIVERSITY POLICE AND SECURITY OFFICE

The University Police and Security Office mission is to provide security compatible with the needs and directives of the University and its officials. The University Police and Security Office contributes to campus life by enhancing safety and security through their presence and visibility on UST property and its contiguous geographical area.

DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

The University of St. Thomas publishes specified information on campus crime statistics and security policies, available to current and prospective students and employees, in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f)). A paper copy of this document is available upon request by contacting UST University Police and Security Office at security@stthom.edu.

EMERGENCY PREPAREDNESS

- **Emergency Notification System**
  The University of St. Thomas utilizes an Emergency Notification System (ENS) to communicate important alerts and emergency response information to students, faculty and staff.

- **Student Resources**
  Find out about Residence Life policies and download the Celts Helping Celts Suicide Prevention Guide - What every UST Celt should know about depression and suicidal thinking. A downloadable Pocket Guide is also available.

- **Personal Safety Tips**
  Learn tips for being safe on campus, including officer escorts, blue lights and personal and vehicle safety.

- **Safety & Awareness Events Calendar**
  Learn about safety awareness and training events held on campus.

ESCORT SERVICE

Security escorts are available for students, faculty and staff on campus 24 hours a day, on request. Please call the University Police and Security Office at 713-525-3888 to make arrangements.

PARKING AND BICYCLE REGULATIONS

The Moran Center Parking Garage, located at the corner of West Alabama and Graustark (entrance on Graustark) is available to students, employees and visitors. Parking permits are available each semester as well as a daily parking rate. Permits may be purchased on line.

Street parking is available on and around campus. Be sure to follow all parking regulations and signs.

The University promotes bicycling for ease and the health and environmental benefits. For the safety of the University community, we have adopted the following regulations:

- Bicycles must be parked only at bicycle racks.
- Bicycles may not block pedestrian traffic nor be chained to stairwells or arcade columns. Violators may have their bicycle chained ($25 removal fee) or removed by Security. The University will not be held responsible for damaged locks.
- Riding a bicycle on principal pedestrian sidewalks, through building walkways (inside or outside), or other pedestrian paths is not permitted. Riders are expected to dismount when using pedestrian-only walkways.
- UST Security bike patrol officers are exempt from these limitations when performing official duties. For information, call the University Police and Security at 713-525-3888 or email security@stthom.edu.

UST SHUTTLE SERVICE

The shuttle service is available to students August - May for transportation to local businesses such as nearby grocery stores, pharmacies, museums, the Houston Zoo and the Medical Center for doctors’ appointments.

For questions concerning a van reservation for a club activity, our schedule or our route, call the University Police and Security Office at 713-525-3888.
OVERVIEW

The University of St. Thomas admission process begins when the university receives the application and all supporting documents required by the program. *Applicants must have earned the equivalent of a Bachelor’s Degree from a regionally accredited institution to be eligible for graduate admission to the university.

Complete applications require submission of all supporting documents, official test scores and transcripts. Each graduate program has specific admission requirements. Once all application materials are received, the graduate program will review the application and make an admission decision. Final admission decisions are at the discretion of the graduate program dean or director.

*A limited number of mature applicants who do not hold an undergraduate degree may be admitted to the Master of Divinity or Master of Arts in Pastoral Studies degree programs. Admittance may be granted on the basis of non-credit theological study and/or experiences in ministry. These studies and experiences must demonstrate knowledge and skills that are equivalent to those of persons holding baccalaureate degrees.

INFORMATION FOR ALL APPLICANTS

Required Documents

All applicants are required to submit the following documents:

- Graduate application
- Application fee of $35
- Official Transcripts, in a sealed envelope, from all previous institutions of higher education attended. For applicants that received a foreign degree, a transcript evaluation will be required. See International Applicants section for more information.

In addition to the items above, each graduate program has its own set of admission requirements. See table below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Online Application</th>
<th>Paper Application</th>
<th>Letters of Recommendation</th>
<th>Interview</th>
<th>Test Scores</th>
<th>Essay/Writing Sample</th>
<th>Resume/Work History Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA/MSA/MSF, MIB, MBAE</td>
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<td>•</td>
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<td>•</td>
<td>GRE or MAT test if GPA between 2.75-2.99</td>
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<td>MEd, MAT</td>
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<td>MA Faith and Culture</td>
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<tr>
<td>Master of Liberal Arts</td>
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<tr>
<td>Theology Studies MA</td>
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<tr>
<td>Pastoral Studies MA</td>
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<tr>
<td>Master of Divinity</td>
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<td>•</td>
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<tr>
<td>Master of Divinity (90 hr.)</td>
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<td>•</td>
<td>2</td>
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<td>•</td>
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<tr>
<td>Philosophy MA</td>
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<td>3</td>
<td></td>
<td>GRE</td>
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<td>•</td>
</tr>
<tr>
<td>Philosophy PhD</td>
<td>•</td>
<td>•</td>
<td>3</td>
<td></td>
<td>GRE</td>
<td>•</td>
<td>•</td>
</tr>
</tbody>
</table>
Graduate Examinations
Some programs may require an official graduate test for admission into their programs. Applicants should check with their program at www.stthom.edu/gradadmissions to verify if a test is required for admission. Official test scores must be received directly from the testing agency. The following tests may be required by the graduate programs:

**GRE Services** – 1-800-GRE-CALL/www.ets.org/ UST Institution Code: 6880

**GMAT Services (Cameron School of Business)** – 1-800-GMAT-NOW/www.mba.com/ UST Institution Code: JGH-49-57

**MAT Services** – 1-800-622-3231/www.millersanalogies.com/ UST institution code: 2256

**Deadlines**
Applications should be submitted by the priority deadline to guarantee review by the graduate program. Applications may be reviewed after the deadline on a case by case basis.

**Admissions Decisions**
After receiving the admissions application, fee, and transcripts, and other supporting documents required, the graduate program will review the application and make an official admissions decision. Graduate students can be placed into one of the following categories:

- **Regular Admission** – Student has submitted all of the required documents for admission and met all of the program’s admission criteria.
- **Conditional Admission** – Student has either not submitted all of the required documentation for admission or has not met all of the admission criteria. Graduate programs may have additional requirements upon admission for students admitted in this status.
- **Denial of Admission** – Student has not met the criteria for admission into the program.

**Acceptance Deferral Policy**
A one–year deferral may be granted to new incoming recipients who request to defer enrollment for up to one year due to serious medical difficulties, military service, serious and unforeseen family emergency, or to make a volunteer service commitment not to exceed two semesters. The University of St. Thomas grants a limited number of requests for deferrals.

**Readmission**
Applicants who decide to defer their admission or withdraw their application have two years from their intended start date to reactivate it, barring any changes to the graduate program admission’s standards. Supporting documents and the application fee will remain on file during this period. Any applicants who decide to reactivate after two years will be required to reapply.

**Changing Degree Programs**
Students who wish to pursue a different degree after being accepted to another UST graduate program, must submit a new application and any supporting documents required by the new degree program. The new degree program will make a separate admissions decision and admission is not guaranteed.

**Second Master’s Degree**
Students who wish to pursue a second master’s degree program from UST must submit a new application and any supporting documents required by the new degree program. Students will not be required to submit new transcripts or pay an additional application fee. The new degree program will make a separate admission decision and admission is not guaranteed. The student must meet the degree requirements of the new degree program they are admitted toward.

**Immunizations**
Texas law requires students under the age of 22 (unless they are enrolled in a fully online program) to submit proof of a Bacterial Meningitis vaccine within the last 5 years or submit the appropriate exemption form. The immunization record can be submitted to the Office of Health Promotion & Wellness. Records can be emailed to wellness@stthom.edu or faxed to 713-525-3514.

Contact the office of HPW with any questions about the immunization requirement or the exemption process at 713-525-3513 or email wellness@stthom.edu.
INTERNATIONAL APPLICANTS

Transcripts
International applicants should provide the diploma/degree certificate, which contains the original seal or signature of the school’s registrar/officer. To ensure timely processing, these items should be submitted at the time of application.

Transcript Evaluation
Applicants that earned a degree outside of the U.S must have an evaluation of their credentials. The University of St. Thomas prefers one of the following:

- World Education Services/212-966-6311/www.wes.org
- Global Credential Evaluator’s/979-690-8912/www.gcevaluators.com
- Span Tran Educational Services, Inc/713-789-6022/www.spantran-edu.com
- SDR Education Consultants-713-460-3525/www.usteducation.sdr.credentialconnection.com

It is recommended that applicants request the service to conduct a course by course analysis with GPA calculation. All international applicants must possess the equivalent of a U.S. Bachelor’s Degree.

English Proficiency
International applicants, except those who are from countries where English is the only official language, those that have earned a degree from a regionally accredited US institution, or those that earned a degree in a country where English is the official language of instruction, are required to submit proof of English proficiency. *The University of St. Thomas prefers the following options to verify English proficiency:

- Test of English as a Foreign Language (TOEFL) www.ets.org/toefl UST institution code: 6880
- The TOEFL is required for MED applicants seeking Texas teacher certification
- International English Language Testing System (IELTS): www.ielts.org
- Level 112 issued by the English Language Center (ELS) in Houston, TX: www.els.edu/houston
- Pearson PTE Academic http://pearsonpte.com/PTEAcademic/Pages/home.aspx

Test scores for the IELTS and TOEFL exams are valid for 2 years.

Minimum required TOEFL and IELTS scores for each program:

<table>
<thead>
<tr>
<th>Program</th>
<th>TOEFL (ibt)</th>
<th>IELTS</th>
<th>PTE Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA/MSA/MSF/MIB/MBAE</td>
<td>79</td>
<td>6.5</td>
<td>53</td>
</tr>
<tr>
<td>MEd/MAT</td>
<td>94</td>
<td>7.0</td>
<td>53</td>
</tr>
<tr>
<td>MA Faith and Culture</td>
<td>100</td>
<td>6.5</td>
<td>53</td>
</tr>
<tr>
<td>Philosophy MA</td>
<td>79</td>
<td>6.5</td>
<td>53</td>
</tr>
<tr>
<td>Philosophy PhD</td>
<td>79</td>
<td>6.5</td>
<td>53</td>
</tr>
<tr>
<td>Master of Liberal Arts</td>
<td>100</td>
<td>7.0</td>
<td>68</td>
</tr>
<tr>
<td>Pastoral Studies MA</td>
<td>79</td>
<td>6.5</td>
<td>53</td>
</tr>
<tr>
<td>Master of Divinity</td>
<td>79</td>
<td>6.5</td>
<td>53</td>
</tr>
<tr>
<td>Master of Divintiy (90 hr.)</td>
<td>79</td>
<td>6.5</td>
<td>53</td>
</tr>
<tr>
<td>Theological Studies MA</td>
<td>79</td>
<td>6.5</td>
<td>53</td>
</tr>
</tbody>
</table>

* The English proficiency may be waived for those accepted to the St. Mary’s Seminary (SMS) or by a religious community in consultation with the rector of SMS or the superior of the religious community.
VETERANS OR DEPENDENTS OF VETERANS

The University of St. Thomas is approved to offer eligible veterans and dependents of veterans the academic courses of study published in the University catalog and bulletins. Eligible students must apply for admission to the University following the procedures for their appropriate academic category.

The Director of Veteran Services is the first point of contact for students who are veterans or dependents and can be reached at 713-942-3409. The Registrar, the veterans certifying official, will assist the eligible applicant in processing the documents pertaining to veteran educational benefits, including the initial application for benefits. Once admitted, continuing students who receive these benefits are required to contact the Registrar each semester prior to or during the registration process. The veteran/dependent must also have the approval of the Registrar when making changes to his/her approved courses during any semester of enrollment.
FINANCES

TUITION AND FEES

Tuition and fees are subject to change. Please refer to our Website at www.stthom.edu/businessoffice for current tuition and fees information.

Graduate Tuition per school *(please contact St. Mary’s for their tuition)* (for academic school year 2014–2015)

- CSB, MLA tuition: per credit hour $1085
- MEd tuition: per credit hour $832
- MEd off campus tuition: per credit hour $575
- MAFC tuition: per credit hour $381
- Audit: per credit hour $542

To calculate the per-course tuition charge, multiply the second digit in the catalog number by the appropriate per credit charge. For example: HIST 5313 would have a charge of 3x1085 = $3,255.

Fees *(refundable on same basis as tuition)*

- Activity Fee:
  - Full-time (8 credit hours or more): $82
  - Part-time (less than 8 credit hours): $47
  - Summer term: $27

- Special Fees *(non-refundable)*
  - Advanced-standing Examination, each: $30
  - Application: $35
  - Company Deferment: $50
  - Diploma (copy): $50
  - International Student (student visa holder): $225/yr
  - International Postal Fee: $75
  - Late Registration: $50
  - Late Payment Fee: $100
  - New Graduate Student Fee: $200
  - Official Transcript Fee: $8.25
  - Same Day Transcript Fee: $25
  - Grad Technology Fee: $36

Room and Board

For information on room and board rates, contact the Director of Residence Life at 713–525–3836 or residencelife@stthom.edu.

PAYMENT OF ACCOUNTS

Students should check the status of their account online through myStThom via the University website at www.stthom.edu. Tuition, fees and other charges not covered by loans, grants, scholarships or other means must be paid by the payment deadline for the term for which the student is registering. Students not meeting these deadlines or making these arrangements for payment will be subject to administrative dismissal from the University. The University also reserves the right to dismiss students administratively should they not honor payment arrangements.

The University of St. Thomas e-mail account is the University’s primary means of contact with the student, who should check it regularly for important University updates.

REFUNDS

Refunds will be made to students officially withdrawing according to the schedule posted on the University of St. Thomas website. Note that “day” refers to class days and includes holidays (and Saturdays in the 14 week session).

Students may set up direct deposit for refunds via their myStThom account via the online payment button. Direct deposit refunds will be processed Monday-Friday. Paper checks will only be processed on Fridays and will be mailed out to the student address on file. Students will not be able to pick up refund checks from the Cashier’s Office.

For Fall 2014 15–week (regular) semester: Please see the University of St. Thomas website for other refund dates. Note that “day” refers to class days and includes holidays (and, Saturdays in the 14–week session).
PAYMENT OF TUITION AND FEES

Terms and Conditions
By enrolling at the University of St. Thomas, students understand that they must follow the formal add/drop and withdrawal procedures of the University and that non–attendance does not automatically withdraw them from a course or from the University. Furthermore, enrollment indicates that students agree to pay all collection fees, including reasonable attorney’s fees, which the University may incur if they do not fulfill the payment obligations as set for them by their enrollment. The cost of collection fees may be up to 50% of the balance due.

Payment or payment arrangements are due prior to the start of the semester. Tuition, fees and other charges not covered by financial aid or other means must be paid by the due date. Students not meeting payment deadlines, not making sufficient payment arrangements or not honoring payment arrangements made will be subject to administrative withdrawal from the University.

Cash or Checks
The University accepts cash and checks with the proper identification. Checks returned for any reason will be charged a $25 returned check fee.

Credit Cards
Credit card payments (American Express, MasterCard, Visa and Discover) may be made online via myStThom at www.stthom.edu through a third party servicer. A convenience fee will be assessed for each credit card payment. The University of St. Thomas does not accept credit card payments.

E–Checks
Via myStThom at www.stthom.edu without a convenience fee. E–checks are utilized with the banking information available on most paper checks.

Payment Plans
The University offers a monthly payment plan option administered by QuikPay for tuition, fees, campus housing and meal plans. The plan is an interest free way to pay educational expenses in monthly installments during the academic term. There is a $35 participation fee for each payment plan and a $25 missed payment fee when applicable.

Payment plans must be set up prior to the start of the semester. Payment plans are set up online through the student’s myStThom account via the University’s Website at www.stthom.edu. The student must be registered for the term and have an outstanding semester balance for the term to set up the payment plan. Any anticipated financial aid for the term is deducted from the charges, and the balance is divided among monthly payments for the rest of the term. Payments are made directly via direct debit or direct credit card charge. Credit card payments will be assessed a convenience fee for each transaction. Students who fail to fulfill the obligations they have agreed to under a payment plan are ineligible to enroll in the payment plan in subsequent semesters and may be administratively withdrawn from the University.

Company Deferments
The University allows students to defer tuition and fee charges until the end of the term if they are eligible for employer tuition reimbursement programs. At the time of registration, eligible students must submit to the Office of Student Financial Services a letter from the employer certifying eligibility for the program for the current term as well as the percentage of reimbursement granted. Any percentage of tuition not covered by the employer reimbursement must be paid at the time of registration. Students are required to sign a promissory note and pay a non–refundable $50 fee per deferment by cash or check. Students who fail to fulfill the obligations they have agreed to under a company deferment plan are ineligible to enroll in a company deferment plan in subsequent semesters and may be administratively withdrawn from the University.
The University of St. Thomas believes that qualified students who wish to attend should not be prevented from doing so for financial reasons. Through financial aid programs, the University seeks to put educational costs within the reach of every student qualified for admission. Although the University expects students and families to finance the cost of education to the fullest extent possible, it makes every effort to assist those who need help.

Eligibility for each type of assistance varies, depending on the source of funds. All students attending the University who meet the eligibility requirements listed below qualify for some form of financial aid. Assistance offered by UST includes institutional state grants, low-interest federal loans and work study.

The Office of Scholarships and Financial Aid has counselors available to assist families as they complete the application process. For additional information concerning application procedures, the determination of need, or financial aid programs, contact the Office of Scholarships and Financial Aid at 713–525–2170 or by e-mail at finaid@stthom.edu.

All students who believe they will need assistance to attend UST are encouraged to submit financial aid applications. Application procedures are outlined below.

**Procedure for Filing for Financial Aid**

To apply for financial aid, all applicants must complete the Free Application for Federal Student Aid (FAFSA). UST’s priority financial aid deadline date is April 15; however, to maximize aid eligibility, students are encouraged to complete the FAFSA as early as possible after January 1. Normal processing time of the FAFSA by the Department of Education is approximately 2 weeks.

FAFSA on the Web is a free U.S. Department of Education Website for completing a FAFSA online and submitting it via the Internet. Students must file the Free Application for Federal Student Aid online at www.fafsa.gov. UST’s school code, 003654, must be entered on the form. The FAFSA can be signed electronically if the student obtains a U.S. Department of Education PIN at www.pin.ed.gov.

Other supplemental information will be requested as needed by the Office of Scholarships and Financial Aid. Students must have a completed financial aid file with all necessary documents, be regularly admitted to the University, and have met the minimum Satisfactory Academic Progress before any financial aid awarding may begin.

Financial aid awards are not made prior to admission to the University. Students are encouraged to pursue admission at the earliest possible point but should not wait for an admission decision before beginning the financial aid process.

**Eligibility Requirements**

Students seeking financial aid must:

1. Have a high school diploma, Home School Equivalent or GED equivalent
2. Be admitted as a degree-seeking student
3. Be enrolled for at least half-time
4. Be a U.S. citizen or eligible non-citizen (I–551, I–151, I–94, I–688) or have certificate of naturalization
5. Maintain satisfactory academic progress (details in following section)
6. Not be in default on a federal loan or owe a refund on a federal grant
7. If male, be registered with Selective Service

**Satisfactory Academic Progress (SAP)**

At the University of St. Thomas all students applying for federal financial aid must meet the satisfactory academic progress guidelines as established and in accordance with regulations. Students should be aware that their entire academic record will be considered when determining eligibility for financial aid regardless of whether aid has previously been awarded. However, once a degree is earned a student’s previous academic record will not be considered when determining academic progress. The University’s satisfactory academic progress guidelines have all elements and components of the regulation. This policy is as follows:

Satisfactory academic progress for financial aid purposes is defined as meeting all of the following:

1. Successful completion of 75% of all credit hours attempted
2. Minimum grade point average
   a. Undergraduate: 2.00 GPA
   b. Graduate: 3.00 GPA
3. Requirements for degree must be completed within a specified time: 180 credit hours attempted for undergraduates and 54 credit hours attempted for graduates.

“W”, “I”, and “F” grades will be calculated into the GPA as credit hours attempted with zero qualifying points earned. Courses passed with “P” grades will be counted into courses attempted but not into the GPA.
GRANTS

Grant funds are provided by the University of St. Thomas and by the federal and state governments. Financial aid award packages will include grant funds whenever regulations, University policies and funding levels permit.

Tuition Equalization Grant (TEG): A state-sponsored program for Texas residents who meet state-specified eligibility requirements. Maximum award amount is established annually. TEG awards are contingent on state appropriations.

Teacher Education Assistance for College and Higher Education (TEACH) Grant: For students who agree to serve as a full-time teacher for a minimum of four years in a high-need field in a public or private elementary or secondary school that serves low-income students. Grant will be converted into a Federal Direct Unsubsidized Stafford Loan for any student who does not fulfill the teaching obligation within the required timeframe.

CATHOLIC SCHOOL TEACHER/LAY MINISTER SCHOLARSHIPS

Candidates are teachers in the Catholic schools or parish lay ministers in the Diocese of Galveston-Houston. These scholarships cover one-half of the tuition for one class during the fall or spring semesters. Funding is based on appropriated allocations for the fiscal year. A completed application does not guarantee funding.

LOANS

Loans are often a part of a financial aid award. The following long-term, low-interest loan programs provide students with an opportunity to defer the cost of their education.

Federal Stafford Loan: Unsubsidized low-interest, long-term loans provided by the William D. Ford Federal Direct Loan Program. Students must be enrolled half-time (6 hours to receive loan). Repayment begins six months after graduation or when the student ceases to be enrolled at least half-time.

Graduate Plus Loans (PLUS): Credit-based low-interest loans available to graduate students based on educational cost.

Jewish Family Services Loan Fund: A short-term, interest-free loan program available to all students for any related educational expense. The maximum loan amount is $300. Applications are available in the Business Office.

WORK–STUDY/CAMPUS EMPLOYMENT

The work–study program provides on- and off-campus jobs for students who need help to meet a portion of their living and educational expenses. Funding for the work-study programs is provided by the federal and state governments as well as the University of St. Thomas. Work-study awards are based on need.

Federal Work-Study: A federal program that provides on-campus jobs for qualified students based on demonstrated need and is awarded by the Office of Scholarships and Financial Aid. Students receive paychecks for work performed.

Texas College Work–Study Program: A state funded work-study program for eligible Texas residents. Students receive paychecks for work performed.

Campus Employment: A number of positions are available on campus for students who desire to work. Such positions can be secured through the Career Services Office and are not part of financial aid awards.
FINANCIAL AID APPEALS

Students who do not meet the satisfactory academic progress guidelines will be sent a letter explaining that they are on financial aid dismissal. Students who believe that extenuating circumstances have affected the denial of financial aid have the right to appeal in accordance with the Financial Aid Appeal Process. In order to appeal, the student must complete an appeal form. All appeals must be submitted prior to the twelfth day of classes (census date) for the term in which the student is seeking financial assistance. The Financial Aid Appeal Committee will review the appeal forms and will decide whether to reinstate the student. The committee reserves the right to restrict the number and types of courses a student may take.

Following a reinstatement the Office of Scholarships and Financial Aid will review the student’s grades at the end of the period of reinstatement. The student will be required to complete each semester with a 3.0 GPA. A student who fails to meet this requirement will be denied financial aid for the upcoming semester, and appeals will not be accepted a second time. Repeated appeals are considered a violation of the intent of the satisfactory academic progress guidelines. If a student’s appeal is denied, the student will be required to successfully complete 6 credit hours (of an academic nature) using his or her own financial resources before the committee will review the student’s academic transcript again.

The decisions of the Financial Aid Appeals Committee are final, and subsequent appeals for the current academic term will not be accepted. The Financial Aid Appeals Committee’s decisions may stipulate conditions and restrictions. If they are not followed explicitly, individuals forfeit their financial aid eligibility for the remainder of the academic year.

The Financial Aid Appeals Committee are scheduled to review completed appeal forms prior to the academic year or pending term. Students wishing to participate in the appeals will be notified of their eligibility to appeal and must submit the Financial Aid appeal form to the Office of Scholarships and Financial Aid by the date listed on their notification.

REPAYMENT POLICY

The federal government mandates that students who withdraw from all classes or otherwise fail to complete any attempted classes during a semester may only keep the financial aid they have “earned” up to the time of withdrawal or non attendance. Title IV funds that have been disbursed in excess of the earned amount must be returned by the university and/or the student to the federal government.

The Office of Scholarships and Financial Aid will perform a calculation to determine the amount of aid earned by the student that he or she may keep (for example, if the student attended 25% of the term, the student will have earned 25% of the aid disbursed). The unearned amount (total aid disbursed minus the earned amount) must be returned to the federal government by the university and/or the student. Thus the student could owe aid funds to the university, the government, or both. The Office of Scholarships and Financial Aid will notify and provide instructions to students who are required to return funds to the government.

EXIT INTERVIEW

Loan recipients who graduate, withdraw from the University, or who cease to be enrolled at least half–time are required to complete an exit interview. It is the student’s responsibility to complete his/her interview. Information on how to complete this requirement online may be obtained by contacting the Office of Scholarships and Financial Aid. All University services, including issuance of transcripts and diploma, may be withheld if an exit interview is not completed.

REVISION AND CANCELLATION OF AID

The University reserves the right to review, revise or terminate financial aid awards at any time due to changes in the student’s financial and/or academic status; failure to comply with federal/state laws and regulations, including financial verification/audit procedures; or university policies, including those expressed in these provisions, The Student Handbook or The Financial Aid Policies and Procedures Manual. In addition, financial aid awards are subject to revision should the annual allocation of funds to the University from the federal government or the State of Texas be reduced below anticipated funding levels or should limitations be placed on funds intended for student financial aid purposes.

PROFESSIONAL JUDGMENT

While the method for determining a student’s need for federal student aid is defined by law, the law does give the financial aid administrator the opportunity to use his or her professional judgment in some limited circumstances. Special circumstances might be loss of employment, reduction of earnings, estrangement from parents, divorce or death of parent/spouse. If students believe they have a special circumstance that should be reviewed, they are encouraged to visit with their financial aid counselor.
AID DISBURSEMENT PROCEDURE
Financial aid funding is posted to the student’s account upon verification of enrollment and continued satisfactory academic progress (see Satisfactory Academic Progress), with the exception of Work–Study funds, which students must earn through actual employment. All financial obligations owed to the university will be deducted from any accepted student assistance. Financial obligations are the total amount owed regardless of any existing plan. The Business Office will issue any resulting credit balance to students in the form of a refund. Refunds are not generally available until three or four weeks after classes have begun, students should be prepared to pay any initial expenses.

ALUMNI TUITION WAIVER
Alumni Tuition Waiver offers a 50% tuition discount limited to 12 hours (in a lifetime) applied to additional hours after graduation. Students must submit an application form every semester prior to the beginning of the term the waiver is to be applied. The UST Alumni Discount can only be applied in the same career in which the student graduated. Funding is based on appropriated allocations for the fiscal year. A completed application does not guarantee an award.
ACADEMIC CITIZENSHIP

STUDENT RESPONSIBILITIES
Students are responsible for keeping their own records and for knowing the University’s policies and regulations, those of a general nature as well as those pertaining to their particular program of studies. 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 dean of the school involved or the Registrar.

CLASS ATTENDANCE
The University expects all students to be regular and punctual in class attendance. Frequent unexplained absences may result in a student being administratively withdrawn from the course or in a grade reduction or failing grade, at the discretion of the faculty member, in accordance with the faculty member’s attendance policy included on the course syllabus.

POLICY ON ACADEMIC INTEGRITY
Every offense against academic honesty seriously undermines the teaching-learning process for which the University exists, and such offenses will be dealt with expeditiously according to the following criteria:

Definition: Academic dishonesty includes but is not limited to:

1. Cheating on an examination or test; for example, by copying from another’s paper or using unauthorized materials before or during the test.
2. Plagiarism, which represents as one’s own the work of another, whether published or not, without acknowledging the precise source.
3. Knowing participation in the academic dishonesty of another student, even though one’s own work is not directly affected.
4. 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 faculty member, either a mark of zero for the work in question or the grade of “F” for the course.

Procedures for Cases of Academic Dishonesty
Faculty who consider that they have a valid case of academic dishonesty against a student must inform the student of the charge and penalty in writing, using the Report of Academic Dishonesty Form available from the Registrar. The faculty member will inform the student no later than the date when course grades are due for the semester or other academic session. If necessary, the faculty member will send the student a copy of the report by certified mail. The student has the right to appeal the facts of the charge but not the penalty.

Procedure Without Appeal
1. The original signed report will be submitted for the record to the Registrar, who will keep it in a locked confidential file until the student graduates.
2. The case will be treated as a matter of deferred adjudication; if and when the student graduates, the record will be expunged.

Procedure With Appeal
Appeals vary by program, consult your Academic Dean for procedure details.

Procedure in Second Offense Cases:
1. Initially, second offense cases will be treated according to the procedures outlined above.
2. When a second charge of academic dishonesty has been upheld against a student, the student shall be dismissed from the University without the possibility of readmission. The transcript will note “Dismissed for Academic Dishonesty, Not Eligible to Return,” along with the date.
CODE OF STUDENT CONDUCT

The University of St. Thomas expects a high standard of conduct from all of its students. Appropriate to our Catholic identity, these standards are grounded in the University’s mission statement and the Basilian tradition. The Code of Student Conduct specifies both individual and group behavioral expectations that students must maintain to meet these standards as well as the process followed when these standards are not met. The personal conduct of a student becomes a concern of the University when it contradicts the standards expressed in the Code of Student Conduct. The Office of the Vice President for Student Affairs administers the University’s non-academic regulations listed in the Student Handbook, which can be found on the University of St. Thomas website at www.stthom.edu. All regulations apply equally to both residential and non-residential students. In addition, the University expects its students to obey all local, state and federal statutes.

Questions regarding the Code of Student Conduct may be directed to the Office of the Vice President for Student Affairs (713) 525-3570.

STUDENT COMPLAINTS

Students who have a complaint or concern regarding the programs and services offered by the University of St. Thomas should contact the Vice President for Student Affairs. All formal complaints made to the Vice President for Student Affairs must be in writing and include the name, address, email address (if one exists), and phone number of the concerned individual(s), as well as a description of the issue. No anonymous complaints will be accepted.

Vice President for Student Affairs
University of St. Thomas
3800 Montrose Blvd
Houston, Texas 77006
Phone: (713) 525-3570
Email: studentaffairs@stthom.edu

The Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, Texas 78711
Phone: (512) 427-6101
Website: www.thecb.state.tx.us/
GENERAL ACADEMIC POLICIES

The University reserves the right to modify courses listed in this catalog, to add courses to the list of offerings and to cancel scheduled courses with insufficient enrollment.

ACADEMIC WARNING ANALYSES

The University is concerned when students perform at a deficient level. The Academic Warning Notice was developed to help students in academic difficulty. Faculty members at the University of St. Thomas can now provide interventions to these students through an online referral process known as Academic Warning Notices. Notices can be completed at any point of the semester, but can be especially relevant during the weeks close to midterm examinations. A faculty member completes an online form detailing reasons for the academic difficulty, such as performance or behavioral concerns or deficient skills, and recommends actions for improvement. Once submitted, Academic Warning Notices are emailed to the student, the student’s academic advisor, and the referring faculty member for follow up. Academic Warning Notices do not become a part of students’ permanent records but provide information and awareness so that they may address their difficulty and aid in our campus retention efforts.

ACADEMIC PROBATION

Students who perform at a deficient level may be placed on probation or be dismissed from the University. Students are placed on probation to allow them to refocus their attention and activities to correct their deficiencies. If students do not correct their deficiencies, they may be dismissed from the University. Students who manifest severe deficiencies in their performance may be dismissed without having been on probation.

Graduate students must maintain a cumulative GPA of 3.00 or better in their course work at UST (excluding the School of Theology). Students who have completed nine UST semester credit hours and whose cumulative GPA falls below 3.00 will be placed on academic probation. Students who are on academic probation must earn a minimum 3.00 semester GPA on course work each subsequent semester until the grade-point deficiency is removed. Only course work taken at UST will be applied toward the grade point deficiency. Grade changes made for students on probation will not affect the academic standing for that semester. Students who leave the university on academic probation will be readmitted on academic probation. Academic probation will be posted to the semester in which the cumulative GPA falls below 3.00 and will begin with the first class meeting of the next semester. Academic probation will be noted permanently on students’ academic records.

The Registrar will notify the student’s academic advisor that the student is on probation. A probation hold will be placed on the student’s myStThom account that will be released by the advisor. The advisor will meet with the student and develop a learning contract for the student to remediate the deficient academic performance. Students on academic probation may be required to carry a restricted course load and/or repeat courses as well as perform other activities prescribed by the advisor or dean to address deficiencies. Students unwilling to accept the conditions of their probation will be dismissed. The academic advisor will make recommendations to the appropriate dean or the Registrar concerning the student’s compliance with the learning contract and the need for dismissal.

ACADEMIC DISMISSAL

Students who have manifested severe deficient performance may be dismissed from the University. Students who are on academic probation and earn less than a minimum 3.0 semester GPA will be dismissed from the University. During academic dismissal, students may not enroll, audit or visit classes at the University. Academic dismissal will be noted permanently on students’ academic records.

Students may also be dismissed if they are on probation and are unwilling to accept the conditions of their probation or do not conscientiously fulfill the conditions of their probation. On these matters the student’s academic advisor will make recommendations to the dean or the Registrar.

Other reasons may justify dismissal, including academic dishonesty and violating certain norms of conduct expected of students. (See Student Handbook published by the Office of Student Affairs.)

A student who has been dismissed for academic reasons may apply for readmission to the University after one year. The dean of the student’s school will review readmission applications and sets the conditions for readmission. These may involve the student taking only prescribed courses or a limited load. In all cases the student will be readmitted on a conditional basis and on probation. The student’s academic advisor will monitor the student’s progress in meeting the conditions of readmission set by the Admissions Committee.
Since the majority of graduate students are professionals, the majority of graduate courses are offered in evening. Most courses are offered at least one time during a two-year period.

The unit of measurement for academic work is the credit hour, representing fifty minutes of class lecture or contact time per week for one semester.

Courses are identified by subjects and four-digit numbers. The first digit indicates the level of a course. Graduate level courses are numbered from 5000-9000. The second digit indicates the number of credit hours earned for successful completion of the course. The final two digits indicate the departmental sequence.

The minimum load an graduate student must carry to be considered full-time is 9 credit hours in each regular (fall or spring) semester; and 6 credit hours are considered part-time. The minimum load to be considered full-time for the summer sessions is 6 credit hours.

The University will accept up to six (6) graduate credit hours in transfer from accredited universities toward a graduate degree at the University of St. Thomas, provided that the grade in each course is B or higher. Transfer courses must be equivalent in content and credit hours to the University’s listed curriculum offerings. Applicants are automatically evaluated for transfer credit based on the transcripts they submit as a part of the admissions process. Students wishing to receive transfer credit from foreign institutions must submit translated copies of syllabi. Students who are currently enrolled and wish to enroll in a class at another university for transfer credit at UST must first submit a written request to do so to the graduate school office for their approval.

The University may exempt a student from certain core courses with substitution in order to avoid duplication of content and to permit the student to broaden his or her educational background by taking an alternative course. Such course exemptions are considered on the basis of an appropriate group of closely-related college level courses completed with a grade of B or higher. If you are exempted from a course or if courses are accepted in transfer, it will be noted on your plan of study as Substitution (S) or Transfer (T), respectively.

However, students who already hold a graduate degree from the University of St. Thomas may be required to complete as few as 24 hours to obtain a master’s degree. The number of hours required by the graduate school will depend upon the specific courses completed in the prior graduate program and upon whether they fulfill the specific requirements of the degree to be earned here (between 24 and 36 hours).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.700</td>
</tr>
<tr>
<td>B+</td>
<td>3.300</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.700</td>
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<td>C+</td>
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<td>C</td>
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<td>C-</td>
<td>1.700</td>
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<td>D+</td>
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<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
<tr>
<td>P</td>
<td>Credit earned without affecting on the student’s GPA. See the policy on Pass/Fail Option.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. At the discretion of the faculty member, a grade of “I” may be assigned to a student who has successfully completed [i.e., with at least a passing grade] a majority of the work of the class and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. Upon completion of the work within the next regular semester at the time prescribed by the faculty member (no later than the end of the following regular semester), the faculty member will award the student a letter grade, including the possibility of an “F.” An “I” grade that is not replaced by a letter grade or an “IE” grade will automatically become a grade of “F.”</td>
</tr>
</tbody>
</table>
IE = Incomplete Extended. At the discretion of the faculty member, a grade of “IE” may be assigned to a student for one semester if the situation warrants. The “IE” grade that is not replaced by the end of the semester for which it was issued will automatically become a grade of “F.”

W = Withdrawal or drop from a course without jeopardy or effect on GPA, in the period beginning with the 13th day of classes and ending with the last day of the 11th week of a regular semester. The student must complete an official form from the Registrar’s Office within the specified timelines. Failure to withdraw officially from any or all courses can result in a grade of “F.”

AUD = Audit only; no credits earned.

NGS = No grade submitted. This is a temporary notation used when a faculty member has not submitted a grade by a prescribed deadline. The course grade is pending. The faculty member will report the actual course grade by means of the official Request for Grade Change Form. NGS has no effect on a student’s term or cumulative GPA.

The description and interpretation of the letter grades is as follows:

A, A- = Excellent (unusual and superior achievement)
B+, B, B- = Good (above average, articulate achievement)
C+, C = Satisfactory (average work)
C-, D+, D = Passing (below standard)
F = Failing

The GPA is calculated by adding the total number of grade points earned and then dividing by the total number of hours attempted at the University.

To achieve the minimum GPA required for a degree, the student must have obtained at least twice as many grade points as hours attempted at the University of St. Thomas. Courses taken outside the University of St. Thomas are not calculated in determining grade point averages.

REPEATING COURSES

A student may repeat a course taken at the University if the original grade was lower than “B” (3.000). Course grades for both the original and the repeated attempts will appear on the student’s transcript; however, the grade of the repeated course replaces the original grade in the computation of the GPA, and the credit hours attempted will be counted only once. A transcript notation will indicate repeated courses.

A course taken at the University of St. Thomas may not ordinarily be repeated outside the University. A student may petition the Academic Committee to repeat a failed (or one with a grade below “B”) course at another college or university if compelling reasons prevent repeating the course at UST. If permission is granted, credit hours will transfer to the University, but the original grade of “F” and hours attempted will remain in the computation of the student’s GPA. To replace the original grade of “F” and hours attempted in the GPA computation, a course must be repeated at the University of St. Thomas.

The University of St. Thomas is not obliged to grant credit for any course repeated at another institution for which a student has not received the required approval.

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 will not be allowed to use these courses to replace the courses previously taken at the University.
INCOMPLETE GRADE POLICY
At the discretion of the faculty member, a grade of “I” may be assigned to a student who has successfully completed [i.e., with at least a passing grade] a majority of the work of the class and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. Under the advisement and approval of the faculty member, the student will complete an Incomplete Grade Contract. Upon completion of the work within the next regular semester, at the time prescribed by the faculty member, the faculty member will award the student a letter grade, including the possibility of an “F.” An “I” grade that is not replaced by a letter grade or an “IE” grade will automatically become a grade of “F.”

Students should not re-register for courses in which they have received grades of Incomplete. Before a grade of Incomplete is given, both the instructor and student should complete this Incomplete Grade Contract, stipulating the requirements and completion date that are to be met. An “I” grade can be extended for one additional regular semester (IE grade) at the discretion of the instructor. In each case, the instructor must request this change of the Registrar’s office before the initial “I” grade expires. No course grades may be changed after one year following completion of the course.

COURSE REGISTRATION
Enrollment in any course is subject to approval of the department offering the course in order to ensure that students are adequately prepared for the course level and content. Students should pay careful attention to published course prerequisites and other relevant information in this catalog. Decisions of the department may be appealed to the Academic Committee.

Students should meet with their advisors appropriately to verify that they are registering in accordance with their degree plans. However, students have the ultimate responsibility for all decisions regarding course registration.

ADDING, DROPPING, AND CHANGING CLASSES
Students wishing enrollment changes, such as adds, drops, change of section, change of level (upper and lower division), or change of grading basis (graded, audit, and pass/fail) must follow the deadlines published in the academic calendar for the current semester. Adds, drops and change of section should be completed online using myStThom. All other changes require the appropriate form and must be completed in the Registrar’s office no later than the deadline for 100% refund.

For fall and spring semesters, courses officially dropped through the 12th class day are not recorded on the transcript. From the 13th class day and ending with the last day of the 11th week of each semester, official drops are recorded as “W,” a grade not computed in the GPA. Students should transact all drops before the withdrawal deadline by using mystthom.

WITHDRAWAL FROM THE UNIVERSITY
At any time a student may officially withdraw from the University by completing the appropriate form from the Registrar’s Office, whereupon a “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.

As with dropping an individual course, failure of a student to withdraw officially can result in the awarding of “F” grades for all courses

Students are strongly encouraged to consult with their academic advisors prior to any type of withdrawal. A student who has withdrawn from the University must contact the Graduate Admissions Office regarding readmission.

MEDICAL WITHDRAWALS
Students wishing to secure a medical withdrawal must submit a hard-copy doctor’s note on official letterhead indicating the diagnosis, length of time under the doctor’s care, and the doctor’s recommendation. The student must also submit a personal request to withdraw for medical reasons, either via an Add/Drop form or personal letter. All documentation must be submitted to the Registrar no later than the last day of classes for the applicable term. Refunds will be considered on an individual basis for students who stopped attending classes before October 1 for the fall semester and March 1 for the spring semester. Because the summer term has multiple sessions with different start/end dates, refunds for classes taken in those sessions will be at the discretion of the Registrar. Medical withdrawals may be made after these deadlines with a resulting grade of “W,” but no refunds will be granted.

The Office of Scholarships and Financial Aid will follow federal guidelines in determining refund procedures for all federal programs. Institutional and State Aid that was applied to any tuition charge will be reviewed on a case by case basis and will be subject to reduction and/or cancellation prior to any tuition refund being issued.

Medical withdrawals must be given for all courses in which the student is enrolled. No partial withdrawal will be allowed. Students who have secured a medical withdrawal may not return to the University without their doctor’s written approval.
RESCHEDULING FINAL EXAMINATIONS

A student who is scheduled to take three or more final examinations in one day may petition the dean of the school in which he/she is enrolled to have the overload examination(s) rescheduled. The Dean’s Office will arrange the rescheduling with the faculty member.

ABSENCES FROM FINAL EXAMINATIONS

A student who is compelled by illness or other seriously adverse circumstances to be absent from a semester final examination will receive, at the discretion of the faculty member, the grade of “I” or “F.” A missed final examination resulting in an “I” grade will be made up after the semester has ended.

AUDITING CLASSES

Auditors of courses at UST are classified as non-degree seeking students. Enrollment in a course as an audit student is on a noncredit basis, and a grade of “AUD” will be issued for the completed course. A record of the course audited appears on the transcript if the student completes the course. Change in status between audit and credit is not permitted after the 100% refund deadline. An audit student who misses more than four weeks of classes, consecutively or not, will be reported to the Registrar, and no record of the course will appear on the student’s transcript.

Courses are available for audit at the discretion of the instructor and on a space-available basis. Students may complete and submit an audit registration form at any time during the registration period, but space availability will not be determined until the Friday before the start of the term. The Registrar’s Office will notify students by phone if they have been assigned an audit space. Spaces will be assigned on a first-come/first-serve basis.

Tuition for auditing a course must be paid by the last day of Late Registration for the term in which the course is being offered.

FINAL SEMESTER GRADES

Semester grades and cumulative statistics are available at the end of each semester on myStThom.edu. Faculty members are not authorized to post final grades or release them to students by any other means. Students should review their grades carefully. A course grade may not be changed after one year following completion of the course.

ACADEMIC RECORDS

Official student records reside and are maintained in the Registrar Office. Students are responsible for ensuring the accuracy of their records. Such records include, but are not limited to, personal information, home address, and phone number, degree status, career (level), plan (major) and grades.

ACADEMIC RECORD CHANGES

A student who questions an enrollment record (including a grade) as recorded in the Office of the Registrar has a period of one year, beginning with the end of the term in which the record was entered, to challenge its accuracy. At the end of one year the permanent record will become the absolute record, and changes may not be made.

STUDENT ACCESS TO RECORDS

Students wishing to review their educational records must make written request to the Registrar, listing the items they wish to review. Only records covered by the Family Educational Rights and Privacy Act of 1974 will be made available. The Registrar will respond within 45 working days of receiving the written request.

TRANSCRIPTS

Requests for official transcripts must be made in writing to the Registrar’s Office or submitted online through the Registrar’s website. By law, an official transcript may not be released without the student’s written request. The processing of a transcript request normally takes two working days and is generated at a cost of $8.25 for each official transcript, to be paid at the time of the request. No transcript will be released if a University hold exists on the student’s record. To be official, a transcript must bear the official seal of the University and the signature of the Registrar, and the envelope seal must not be broken. Only official transcripts are sent outside the University. A complimentary student transcript will be provided to each graduating student along with their diploma provided there are no holds on the student’s record.
POLICY ON RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law stating that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that institutions will maintain the confidentiality of student education records.

Under FERPA, the University is free to release information about students categorized as “directory-type information.” Students have the right to restrict the disclosure of this information by completing and submitting a Request to Prevent Disclosure of Directory Information Form to the Registrar’s Office. Once this request has been submitted to the Registrar’s Office, the restriction to disclose directory information will remain in effect until the student submits a request to the Registrar’s office to revoke the original request.

The law gives students the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they believe the decisions of the hearing panel to be unacceptable. Information about the inspection and review process can be obtained in the Registrar’s Office. Copies of the policies and procedures governed by this Act are also available for review in the Registrar’s Office or online at www.stthom.edu/registrar/ferpa.html.

THE SOLOMON AMENDMENT AND FERPA

With reference to a change in the law: Institutions are required to provide directory information on students who are at least 17 years of age, upon request from representatives of the Department of Defense for military recruiting purposes. That information includes student name, addresses, telephone listings, date and place of birth, level of education, degrees received, prior military experience and the most recent school attended.

DEGREE PLANS AND APPLICATION TO GRADUATE

The Academic Advisement Reports are reviewed as part of the student’s intent to graduate. These reports are located in the portal and show the courses a student has taken to complete the degree requirements.

Students must complete the online intent to graduate process according to the following schedule:

- by September 15 for December graduation
- by February 15 for May and August graduation

COMMENCEMENT

Graduates participate in the annual May commencement ceremonies. December graduates are invited to attend Winter Graduation Mass; you may also participate in the following spring commencement. Students completing degree requirements in May or over the summer may also participate in the May commencement ceremonies.

ACADEMIC REGULATIONS FOR VETERANS AND DEPENDENTS

Academic regulations for veterans and dependents of veterans are administered by the Registrar’s office. Eligible veterans and dependents receive monthly payments for their entitlement based on the course work for which they enroll. In compliance with U.S. Veterans Administration regulations, students who receive educational benefits from the VA must meet and maintain certain standards. Students must select courses with care, making certain that each course meets VA requirements. For this reason, students receiving VA educational benefits are required to consult with their academic advisors and submit a copy of a signed degree plan to the VA Certifying Official in the Registrar’s Office. Students must notify the VA Certifying Official of their continued enrollment every semester and also of any changes in their registration during the semester. The following are the requirements that must be met in order to receive VA monthly payments:

1. A student receiving VA educational benefits must pursue a program of single objective only.
2. No course may be taken as a remedial, deficiency or refresher course without proper documentation.
3. Each course must fulfill a requirement for graduation in the degree program.
4. No course may be taken as an “audit” course.
5. No course may be a repeat of a course for which credit has already been received.
6. Each course must be completed and assigned a grade that will be used to compute GPA and count toward the degree. Withdrawal from courses without mitigating circumstances and with the result of no credit or grade being awarded will cause benefits to be terminated retroactively from the beginning date of the semester, creating an over-award and the possible obligation to repay the Veterans Administration.

All students receiving VA educational benefits must maintain “satisfactory progress” by achieving the required minimum cumulative GPA, based on the total hours attempted.
To ensure satisfactory progress, transcripts of those students receiving VA benefits will be monitored at the end of each semester. Should the student complete a semester with a GPA below the required minimum, a warning notice will be given to the student advising that satisfactory progress is not being maintained and that he/she will be placed on academic probation for one semester. A student who incurs academic probation for two consecutive semesters or who incurs academic suspension for any semester shall be reported to the VA regional office as making unsatisfactory progress. VA benefit payments will be terminated due to unsatisfactory progress. A student whose benefits are terminated because of unsatisfactory progress, and who is permitted to re-enroll in the University, must apply to the Veterans Administration to request reinstatement of educational benefits.

**VOCATIONAL REHABILITATION**

The Texas Rehabilitation Commission offers assistance for tuition and required fees to students having certain physical or emotional handicaps, provided vocational objectives selected by the handicapped persons have been approved by appropriate representatives of the commission. Through this state agency other rehabilitation services are available to assist handicapped persons to become employable. Applications for assistance should be made to the nearest rehabilitation office.

**ACADEMIC REGULATIONS FOR INTERNATIONAL STUDENTS**

The International Student Advisor administers academic regulations for nonimmigrant alien students. In addition to complying with the general academic regulations of the University, students from foreign countries who are enrolled on F-1 student visas are required by law to maintain a minimum full-time status (9 credit hours) during every regular semester and to be progressing toward a degree from the University. Such students must obtain the permission of the International Student Advisor before dropping a course, changing majors or programs, or withdrawing from the University. For this reason the enrollment status of all international students is monitored every month. To remain in compliance with the terms of their visa, F-1 students may not work without authorization, nor may they leave the country without obtaining a travel endorsement from the International Student Advisor. A student who fails to comply with the terms of the F-1 visa status will lose the right to enroll in the University until such time as the visa is reinstated by the Bureau of Citizenship and Immigration Services.

**Maintaining F-1 and J-1 Status**

Per immigration regulations, F and J visa holders are required to “enroll and complete a full course of study” every regular semester (Fall and Spring), thus making academic progress towards a degree. Graduate students are required to take a minimum of nine credit hours. Summer enrollment is optional unless it is the student’s first semester at UST. Summer admits must enroll for a minimum of six credit hours in order to maintain their status. A student may take less than nine credits in their final semester or for other reasons mandated by United States Customs and Immigration Services (USCIS). Students are advised to seek guidance from the Office of International Student and Scholar Services (OISSS) for more information.

Immigration does have specifications on how many online/hybrid courses an international student may take. A student who takes more than the appropriate amount of online/hybrid classes will be out of status. To immigration a student that does not physically attend a class automatically becomes a Homeland Security issue.

<table>
<thead>
<tr>
<th>Total number of credit hours</th>
<th>Total number of required credit hours of face-to-face classes</th>
<th>Acceptable number of credit hours of online courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 credit hours</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>12 credit hours</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>15 credit hours</td>
<td>9</td>
<td>6</td>
</tr>
</tbody>
</table>

Additionally, students must obtain permission from an International Student Advisor (ISA) before dropping a course, changing degree programs or withdrawing from the University. The OISSS reserves the exclusive authority in authorizing such requests. Failure to obtain such permission beforehand will result in a direct violation of one’s status, and a termination of their SEVIS record.

Immigration documents such as passports and I-20’s/DS-2019’s must be valid at all times. Passports must be valid for at least six months into the future; I-20’s must be extended before the expiration date. Failure to extend the end date of one’s I-20 will result in a termination of one’s SEVIS record and will be required to apply for reinstatement.
Curricular Practical Training (CPT)
Per immigration regulations, CPT is defined as: temporary employment for F-1 students that is directly related to his or her field of study and is an integral part of the established curriculum.

Eligibility:
Students must have been lawfully enrolled as a student on a full-time basis (graduate 9 hours) for at least one academic year. This means that you must have completed at least two semesters during which you should have established and maintained good F-1 status. If your program requires immediate participation, there are exceptions for some graduate students.

Scope:
International students on an F-1 visa.

Purpose:
To establish a university policy for F-1 students that wish to engage in Curricular Practical Training (CPT).

Definition of CPT: Per federal regulations, it is “temporary employment for F-1 students that is directly related to his or her field of study and is an integral part of the established curriculum.”

Definition of Integral: The employment requirement is applicable to all degree candidates in the program and is necessary for the awarding of the degree; or, the program allows students to earn academic credit for a course that counts towards the degree requirements and the course is specifically designed to award academic credit for an employment experience.

Policy:
CPT will only be approved if the work that the student engages in is a) an integral part of the degree program and b) credit bearing. Students must receive credit; non-credit internships will not be accepted.

The academic department may hold discretion on a) allocating the number of credit hours (1-3) for the employment experience; b) discerning the duration of the experience (one or two semesters maximum); and c) stipulations for the expected learning outcomes from the proposed employment experience.

Students must have been enrolled lawfully as a student on a full-time basis (undergraduate 12 hours; graduate 9 hours) for at least one full academic year. This means that the student must have completed at least two full semesters (Fall and Spring) during which the student has established and maintained good F-1 status. Students are also required to maintain good academic standing in their degree program for one full academic year before CPT eligibility.

Furthermore, each department may determine other requirements that their students must fulfill before being eligible for CPT. For example, a graduate program may require students to complete at least 12 credit hours of specific courses in order to be considered for an internship.

Before a student begins work, the Office of International Student and Scholar Services must receive written and signed documentation from the department chair as well as a completed packet from the student in order to complete any CPT requests. Students may not be able to work lawfully until they receive an updated I-20 with the CPT authorization on the third page.

Restrictions:
CPT consisting of 20 hours or less per week is considered part-time. Any employment over 20 hours per week is considered full-time. Students who engage in one year (12 months cumulative) or more of full-time CPT are automatically ineligible for Optional Practical Training (OPT).

For more information regarding CPT, please see an International Student Advisor.

ACADEMIC RECORDS AND TRANSCRIPTS
Students admitted to the University with incomplete academic files must complete their files before December 15th for the fall semester and May 15th for the spring semester. Those who fail to comply with this requirement will be denied registration for subsequent semesters until the files are complete.
The University of St. Thomas offers the following graduate degree programs. Please contact the appropriate graduate school for information.

**Master of Business Administration (MBA)**
**Master of Business Administration of Education (MBAE)**
**Master of Science in Accounting (MSA)**
**Master of Science in Finance (MSF)**
**Master in International Business (MIB)**

Dean, Cameron School of Business  
3800 Montrose Boulevard, Houston, Texas 77006–4626  
Telephone: 713–525–2100, cameron@stthom.edu

Associate Dean, Cameron School of Business  
3800 Montrose Boulevard, Houston, Texas 77006–4626  
cameron@stthom.edu

**Master of Education (MEd)**
**Master of Arts in Teaching (MAT)**

Dean, School of Education  
3800 Montrose Boulevard, Houston, Texas 77006–4626  
Telephone: 713–525–3540

**Master of Arts in Faith in Faith and Culture (MAFC)**

Director, Center for Faith and Culture  
3800 Montrose Boulevard, Houston, Texas 77006–4626  
Telephone: 713–942–5066, cfc@stthom.edu

**Master in Liberal Arts (MLA)**

Director, MLA Program  
3800 Montrose Boulevard, Houston, Texas 77006–4626  
Telephone: 713–525–6951, mla@stthom.edu

**Doctor of Philosophy (PhD)**
**Master of Arts in Philosophy (MA)**

Director, Center for Thomistic Studies  
3800 Montrose Boulevard, Houston, Texas 77006–4626  
Telephone: 713–525–3591, thomistic_studies@stthom.edu

**Master of Divinity (MDiv)**
**Master of Arts Theological Studies (MA)**
**Master of Arts in Pastoral Studies (MAPS)**

Dean, School of Theology  
9845 Memorial Drive, Houston, Texas 77024–3498  
Telephone: 713–686–4345, sms@stthom.edu
CAMERON SCHOOL OF BUSINESS

Beena George, Dean, georgeb@stthom.edu

Vinita Ramaswamy, Associate Dean, vinitar@stthom.edu

44 MASTER OF BUSINESS ADMINISTRATION (MBA)
57 MASTER OF BUSINESS ADMINISTRATION OF EDUCATION (MBAE)
58 MASTER OF SCIENCE IN ACCOUNTING (MSA)
49 MASTER OF SCIENCE IN FINANCE (MSF)
50 MASTER IN INTERNATIONAL BUSINESS (MIB)
The Cameron School of Business (CSB) educates students of diverse backgrounds, teaching professional skills necessary for a changing global economy and instilling a deep appreciation for ethical behavior inspired by the educational tradition of the founding Basilian Fathers.

At CSB, students find a diverse student body, a wide variety of undergraduate and graduate courses, and convenient class times. Located near downtown Houston and the Galleria, CSB is a short commute from most well-known companies around Houston. These businesses provide CSB students with opportunities for internships, networking, and career advancement. Small classes and a low student-to-faculty ratio assure individual attention.

Graduate Business Degree Programs
For currently enrolled graduate students, the Cameron School of Business provides several options to pursue additional graduate degrees. Students would need to be accepted in and fulfill degree plan requirements for each graduate degree they pursue at CSB. Students pursuing concurrent degrees at CSB do not have to duplicate courses required by two or more degrees sought. Since students have the possibility of applying courses from one degree toward the fulfillment of another simultaneous degree, they may be able to reduce the number of total required hours for the concurrent completion of two or more degrees. Interested students should speak with their Academic Advisor to discuss options available and the requirements to be accepted in additional graduate degree programs.

A working professional can manage a full-time job and school with courses conveniently available weekdays, evenings, and Saturdays. CSB offers the following degrees:

- Master of Business Administration
- Master of Business Administration of Education
- Master of Science in Accounting
- Master of Science in Finance
- Master in International Business

A five-year BBA/MBA program is available to undergraduate students pursuing a Bachelor of Business Administration degree at the University of St. Thomas.

The MBA student must complete 27 hours of core courses and 9 hours of electives, for a total of 36 hours. The MBAE student must complete 30 credit hours from the Cameron School of Business and 18 credit hours from the School of Education, for a total of 48 credit hours. The MSA student must complete 30 credit hours of core courses and 6 credit hours of electives, for a total of 36 credit hours. The MSF student must complete 24 credit hours of core courses and 6 credit hours of electives, for a total of 30 credit hours.

Students without adequate business preparation may be required to complete proficiency courses to prepare them for the rigors of the graduate business programs. The proficiency courses required of each student are noted on the plan of study, which is provided to the student for a clear understanding of all course requirements upon entry into the program.

MHA/MBA Degree Program Agreement
By special agreement, students in the Master of Business Administration program at the University of St. Thomas are provided an opportunity to obtain a certificate in Health Care Administration through Texas Women’s University. Students obtain both fundamental set of health services management skills through the MHA at Texas Woman’s University and specialized training provided by the MBA program at the Cameron School of Business. Students first apply and are accepted in the University of St. Thomas Master of Business Administration program. Students who are interested in this option must contact the graduate admissions advisor at the Texas Women’s University in order to determine specific course requirements needed to complete the TWU-HCA courses that will qualify for waiver of required MBA courses.

Cameroon School of Business Mission Statement
Inspired by the Basilian Fathers’ motto of Goodness, Discipline and Knowledge, the Cameron School of Business provides a comprehensive, high quality, ethically oriented business education to a diverse student body enabling graduates to serve as leaders of faith and character in a global economy.

AACSB Accreditation
AACSB’s (Association to Advance Collegiate Schools of Business) mission is to advance quality management education worldwide through accreditation, thought leadership, and value-added services. AACSB accreditation is the mark of quality distinction most widely sought after by business schools—less than 5% worldwide have earned the prestigious achievement. AACSB International is the premier accreditation body for institutions offering undergraduate and graduate degrees in business and accounting. The University of St. Thomas’s Cameron School of Business achieved initial accreditation at both undergraduate and graduate levels by AACSB International in April of 2011.
GRADUATE BUSINESS SCHOOL APPLICATION REQUIREMENTS

Admission to the Cameron School of Business graduate programs is granted to students showing high promise of success. Several academic and professional criteria are considered by the Admissions Committee. All applicants are required to submit an online application, official transcripts of all undergraduate (and graduate work, if applicable), and a current resume. Applicants may also submit a personal essay, along with three official letters of recommendation. Applicants who wish to include work experience in their applications must submit official verifications of employment from the employer’s Human Resources department.

Additionally, a GMAT/GRE score may be required unless the applicant meets certain criteria based on an evaluation of academic performance and work experience. Applicants with a graduate degree will not be required to submit a GMAT/GRE score.

An application fee is also required at the time of submitting an application, unless the applicant has attended a recruiting event hosted by the Cameron School of Business.

CONDITIONAL ACCEPTANCE AND PROFICIENCY REQUIREMENTS

The Cameron School of Business may require admissions proficiency course requirements consisting of two courses – MBA 5X01 (Business Communications and Writing, 3 credit hours) and MBA 5X02 (Quantitative Methods, 3 credit hours). Students must complete each admissions proficiency course with a grade of “B” or higher, before enrolling in any core or elective course.

Applicants to a CSB graduate program must prove having met undergraduate business course proficiencies specified for each CSB graduate degree. These proficiency requirements must be satisfied using coursework previously completed, as verified in the applicant’s transcripts. Upon receiving the Graduate Proficiency Course Waiver Request from an applicant, the applicant’s transcripts will be reviewed and some or all proficiency courses may be waived. Coursework used to satisfy proficiency requirements must be completed in the last seven calendar years from enrollment date. When business proficiency requirements are not met, students will be notified in writing which proficiency courses they are required to complete.

Based on the conditions associated with the student’s admission, the student will be limited in the number of credit hours to be attempted in a semester, until the conditions are removed. In addition, the student will be required to demonstrate academic proficiency by earning at least a “B” in all classes attempted. Academic dismissal will result from failure to do so. Appeals to such dismissal will be reviewed by a Cameron School faculty committee.

TRANSFER CREDIT AND SUBSTITUTION POLICIES

The University of St. Thomas will accept up to six (6) graduate credit hours transferred from accredited universities toward a graduate degree in the Cameron School of Business, provided that the grade in each course is “B” or higher. Transfer courses must be equivalent in content and credit hours to the University’s listed curriculum offerings.

New students at the Cameron School of Business (CSB) must submit a CSB petition form for transfer credit, based on the transcripts they submitted as a part of the admissions process. A decision on transfer credit toward a degree for a new student at CSB cannot be made until after the transcript has been evaluated and a degree plan made.

A student who is currently enrolled in one of the graduate business programs at the Cameron School of Business and wishes to enroll in a class at another university for transfer credit, must first submit a CSB petition form to the pertinent CSB departmental chair for approval. Approval of transfer credit for the non-CSB course must be obtained before enrolling in the non-CSB course.

The University may exempt a student from certain core courses with substitution in order to avoid duplication of content and to permit the student to broaden his or her educational background by taking an alternative course. Such course exemptions are considered on the basis of an appropriate group of closely related college level courses completed with a grade of “B” or higher. If you are exempted from a course or if courses are accepted in transfer, it will be noted on your plan of study as Substitution (S) or Transfer (T), respectively.

Students who already hold a graduate degree from the University of St. Thomas may be required to complete as few as 24 hours to obtain a master’s degree. The number of hours required by CSB will depend upon the specific courses completed in the prior graduate program and upon whether they fulfill the specific requirements of the degree to be earned here (between 24 and 36 hours).
CAMERON SCHOOL OF BUSINESS DEGREE REQUIREMENTS

To earn a graduate business degree, a student must meet the following requirements:
- Complete the required credit hours of graduate coursework (including proficiency courses) as specified for the degree program
- Maintain a 3.0 cumulative GPA for all graduate courses completed
- Complete all degree requirements within six years

DEGREE REQUIREMENTS FOR THE FIVE-YEAR BBA/MBA PROGRAM

To graduate from the five-year BBA/MBA program, a student must meet the following requirements:
- Satisfy graduate business school admissions requirements
- Complete 156 semester hours of coursework (120 hours undergraduate plus 36 hours graduate classes), unless otherwise specified in the student’s acceptance letter
- Maintain a 3.0 cumulative GPA for all graduate courses completed

Note: A student in the BBA/MBA program will receive both the BBA and MBA simultaneously upon successful completion of the five-year program. BBA/MBA students may pursue Accounting, Finance, General Business, and Marketing concentrations only. The graduate concentration must be the same as the undergraduate business major. A BBA/MBA student may choose to double-major and/or earn more than one graduate concentration. When this is the case, one undergraduate major must match one graduate concentration.

“I” GRADE PETITION

A grade of Incomplete (“I”) may be given at the discretion of the instructor to students who are making satisfactory progress in a course but will not be able to complete course requirements by the end of the term. Incompletes are typically given for emergency situations which prevent the student from completing course requirements.

The University of St. Thomas maintains a policy in regards to petitioning for an Incomplete grade (“I”). The complete policy is available to all students through a link on the CSB Campus Guide.

PROBATION AND DISMISSAL

For policies regarding probation and dismissal, see page 30 of the graduate catalog. In addition, the Cameron School of Business allows students to formally appeal dismissals by submitting the Academic Dismissal Appeal Form with supporting documents.
MASTER OF BUSINESS ADMINISTRATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

UST’s MBA program is designed to enable students to draw on all perspectives of business to solve multifaceted business problems. While the curriculum is divided into different disciplines, the overall program stresses the integrative nature of management and the links between various courses and concepts.

CURRICULUM

Excluding proficiency courses, students are required to take 36 credit hours in the program. There are 27 credit hours of core courses, including the capstone course (Applied Strategic Management), and 9 credit hours of elective courses.

MBA ACADEMIC PROFICIENCY COURSES

Students who enter the program with insufficient undergraduate business courses will be notified in writing which proficiency courses they are required to take. Upon transcript reviews, some or all proficiency courses may be waived based on previous studies.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5311</td>
<td>Fundamentals of Financial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 5X03</td>
<td>Fundamentals of Business Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>FINA 5X04</td>
<td>Fundamentals of Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X05</td>
<td>Fundamentals of Microeconomics</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X06</td>
<td>Fundamentals of Macroeconomics</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X07</td>
<td>Fundamentals of Management</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X08</td>
<td>Fundamentals of Marketing</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X09</td>
<td>Legal Environment of Business</td>
<td>1.5</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>

15 Credit Hours

The Cameron School of Business provides a suggested sequence of courses for each program. Please contact your advisor for more information.

MBA Core Courses (27 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5313</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5315</td>
<td>Operations Management and Supply Chain</td>
<td>3</td>
</tr>
<tr>
<td>FINA 5318</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5320</td>
<td>Marketing Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5322</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5325*</td>
<td>Ethical and Moral Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5326</td>
<td>International Economics</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5357</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5370</td>
<td>Applied Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>

27 Credit Hours

* Upon approval from the MSA Chair, MBA students interested in preparing for the CPA exam may be allowed to take ACCT 5399 instead of MBA 5325.
MBA Elective Courses (9 Hours)

Students must complete three elective courses to achieve the required 36 hours of graduate work. The electives may be selected to achieve a concentration (see options below), or a range of general business electives that interest the student may be chosen to earn a general MBA without an area of concentration. As indicated in the above table, students should not wait until all core classes are completed to begin taking electives. Students who seek a second concentration can apply no more than one course from the first concentration to the requirements of the second concentration (a minimum of five courses for two concentrations). If there are no courses common to both concentrations, the student must take three courses (nine hours) for the second concentration.

Note on Out-of-class Electives:

Based on approval from the Department Chair, a student can register for Study Abroad (listed as MBA 5393: Special Topics), Independent Research (MBA 5339), or Internship (MBA 5391) to receive three hours of credit applicable toward his/her concentration. A student seeking a particular concentration may count the Study Abroad course (MBA 5393) offered in the Summer II session toward his/her nine elective hours if the subject matter of the Study Abroad course pertains to his/her chosen concentration (requires approval from the appropriate Department Chair).

Where applicable, a student is allowed to apply only one out-of-class elective toward his/her concentration; he/she can choose either Study Abroad (MBA 5393), Independent Research (MBA 5339), or Internship (MBA 5391) and two other in-class courses. Independent Research courses (MBA 5339) are reserved for students who need an elective but no courses in that concentration are offered in that semester.

AREAS OF CONCENTRATION

Accounting (three of the following courses)
- ACCT 5330 – Advanced Accounting
- ACCT 5331 – Financial Accounting Theory
- ACCT 5333 – Auditing
- ACCT 5353 – Federal Tax Concepts for Individuals
- ACCT 5360 – Governmental/Not-for-Profit Accounting
- ACCT 5362 – Taxation of Business Entities
- ACCT 5366 – Comparative Accounting Practices
- ACCT 5393 – Accounting Information Systems
- ACCT 5395 – Special Topics
- ACCT 5397 – Forensic Accounting
- ACCT 5399 – Professional Ethics and Social Responsibility

(Other courses will be considered, conditional upon approval of the Dean or Department Chair.)

Ethics (three of the following courses)
- ACCT 5399 – Professional Ethics and Social Responsibility
- MBA 5339 – Independent Research
- MBA 5351 – International Management
- MBA 5393 – Special Topics

(Other courses will be considered, conditional upon approval of the Dean or Department Chair.)

Finance (three of the following courses)
- FINA 5319 – Investment Theory
- FINA 5330 – International Finance
- FINA 5331 – Financial Institutions and Markets
- FINA 5332 – Bank Management
- FINA 5333 – Real Estate Investment
- FINA 5336 – Financial Statement Analysis
- FINA 5341 – Futures, Swaps, and Options
- FINA 5346 – Fixed Income Securities
- FINA 5347 – Behavioral Finance
- FINA 5348 – Mergers and Acquisitions
- FINA 5350 – Securities Analysis and Portfolio Management

(Other courses will be considered, conditional upon approval of the Dean or Department Chair.)
Health Care Administration (offered by Texas Woman’s University)

**NOTE:** Students are strongly advised to begin the TWU courses in the fall semester, taking classes in the following preferred order:

- HCA 5001 – Health and Disease (prerequisite for those students without a life-science background)
- HCA 5103 – Foundation of Health Services
- HCA 5483 – Epidemiological Methods (HCA 5001 and HCA 5103 are prerequisites for this course)
- HCA 5193 – Health Law or HCA 5633 – Health Policy Analysis – CHOOSE ONE, each provides three hours credit

Please note that a student interested in this concentration must be registered as a visiting graduate with Texas Woman’s University. To apply as a visiting graduate student at TWU, please complete the Texas Common application online, and mark “non-degree” and “TWU/UST concentration.” See the Graduate Program Manager for more details.

**International Business** (three of the following courses)

- ACCT 5366 – Comparative Accounting Practices
- FINA 5330 – International Finance
- MBA 5337 – Human Resource Management
- MBA 5351 – International Management
- MBA 5355 – Global Marketing
- MBA 5366 – Sourcing Management
- MBA 5367 – Managing and Working in Virtual Teams

(Other courses will be considered, conditional upon approval of the Dean or Department Chair.)

**Marketing** (three of the following courses)

- MBA 5321 – Marketing Applications and Research
- MBA 5333 – Seminar in Marketing
- MBA 5355 – Global Marketing
- MBA 5360 – E-Business Strategies
- MBA 5362 – Entrepreneurship
- MBA 5366 – Sourcing Management

(Other courses will be considered, conditional upon approval of the Dean or Department Chair.)

**Management Information Systems** (three of the following courses)

- MBA 5358 – Systems Project Management
- MBA 5360 – E-Business Strategies
- MBA 5366 – Sourcing Management
- MBA 5367 – Managing and Working in Virtual Teams
- MBA 5368 – Systems Analysis and Design
- MBA 5369 – Data Administration and Database Management

(Other courses will be considered, conditional upon approval of the Dean or Department Chair.)
The Master of Business Administration of Education is designed to provide preparation for professionals with teaching and/or administrative experience in the K-12 system for positions as school leaders.

**CURRICULUM**

Students are required to take 48 credit hours in the program.

### Cameron School of Business Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBAE 5313</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5303</td>
<td>Fundamentals of Quantitative Methods</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5310</td>
<td>Survey of Advanced Business Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5318</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5320</td>
<td>Marketing Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5322</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5325</td>
<td>Ethical and Moral Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5335</td>
<td>Economics for Management</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5363</td>
<td>Entrepreneurship and Negotiation</td>
<td>3</td>
</tr>
<tr>
<td>MBAE 5370</td>
<td>Applied Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**-----------------**

30 Credit Hours

### School of Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 5310</td>
<td>Clinical Supervision</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5315</td>
<td>Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5391</td>
<td>School Law</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 5392</td>
<td>The Principalship</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6330</td>
<td>Administrative Internship – Community</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6331</td>
<td>Administrative Internship – Operation</td>
<td>3</td>
</tr>
</tbody>
</table>

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18 Credit Hours
MASTER OF SCIENCE IN ACCOUNTING (MSA)

MSA PROFICIENCY COURSES

Students who enter the program without undergraduate business courses will be advised about the necessary proficiency courses they are required to take. Upon transcript reviews, some or all proficiency courses may be waived based on previous studies.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 3341</td>
<td>Intermediate Accounting: Assets</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT 3342</td>
<td>Intermediate Accounting: Equities</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT 5311</td>
<td>Fundamentals of Financial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>MBA 5X03</td>
<td>Fundamentals of Business Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>FINA 5X04</td>
<td>Fundamentals of Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X05</td>
<td>Fundamentals of Microeconomics</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X06</td>
<td>Fundamentals of Macroeconomics</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X07</td>
<td>Fundamentals of Management</td>
<td>1.5</td>
</tr>
<tr>
<td>MBA 5X08</td>
<td>Fundamentals of Marketing</td>
<td>1.5</td>
</tr>
</tbody>
</table>

19.5 Credit Hours

MSA Core Courses (30 Credit Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5313</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5330</td>
<td>Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5331</td>
<td>Financial Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5333</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5353</td>
<td>Federal Tax Concepts for Individuals</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5360</td>
<td>Governmental/Not-for-Profit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5361</td>
<td>Seminar in Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5393</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5399</td>
<td>Professional Ethics &amp; Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>FINA 5318</td>
<td>Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>

30 Credit Hours

For students who desire to sit for the CPA exam, the following requirements must be met:

1. Thirty (30) semester hours of upper division accounting courses
2. Twenty-four (24) semester hours of business-related courses

MSA students who do not have undergraduate business degrees must take additional business-related courses to meet this requirement.

Included in the above hours, candidates must have taken:

1. A Board-approved Ethics course (3 semester hours) – ACCT 5399 meets this requirement
2. A Board-approved Accounting and Research Analysis course (2 semester hours) – ACCT 5331 meets this requirement
3. A Board-approved Accounting or Business Communications course (2 semester hours) – MGMT 3320 meets this requirement. This requirement can also be met if students take two of the following: ACCT 5333, ACCT 5366, and ACCT 5362

Accounting Electives (Two courses from the following)

Students are encouraged to take electives in fall and spring semesters.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5362</td>
<td>Taxation of Business Entities</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5366</td>
<td>Comparative Accounting Practices</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5391</td>
<td>Internship in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5392</td>
<td>Independent Study in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5395</td>
<td>Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5397</td>
<td>Forensic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 5315</td>
<td>Operations Management and Supply Chain</td>
<td>3</td>
</tr>
</tbody>
</table>

6 Credit Hours
The Master of Science in Finance is designed to serve the needs of working professionals in the field of finance.

**MSF PROFICIENCY COURSES**

Students who enter the program with insufficient undergraduate business courses will be notified in writing which proficiency courses they are required to take. Upon transcript reviews, some or all proficiency courses may be waived based on previous studies.

- **ACCT 5311:** Fundamentals of Financial Accounting  
  3.0 Credit Hours
- **MBA 5X03:** Fundamentals of Business Statistics  
  3.0 Credit Hours
- **FINA 5X04:** Fundamentals of Finance  
  1.5 Credit Hours
- **MBA 5X05:** Fundamentals of Microeconomics  
  1.5 Credit Hours
- **MBA 5X06:** Fundamentals of Macroeconomics  
  1.5 Credit Hours

Total: 10.5 Credit Hours

**MSF Core Courses (24 Hours)**

- **ACCT 5313:** Managerial Accounting  
  3 Credit Hours
- **FINA 5318:** Financial Management  
  3 Credit Hours
- **FINA 5319:** Investment Theory  
  3 Credit Hours
- **FINA 5330:** International Finance  
  3 Credit Hours
- **FINA 5331:** Financial Institutions and Markets  
  3 Credit Hours
- **FINA 5341:** Futures, Swaps, and Options  
  3 Credit Hours
- **FINA 5346:** Fixed Income Securities  
  3 Credit Hours
- **FINA 5350:** Securities Analysis and Portfolio Management  
  3 Credit Hours

Total: 24 Credit Hours

**Finance Electives (two courses from the following)**

Students are encouraged to take electives in fall and spring semesters.

- **ACCT 5331:** Financial Accounting Theory  
  3 Credit Hours
- **ACCT 5399:** Professional Ethics and Social Responsibility  
  3 Credit Hours
- **FINA 5332:** Bank Management  
  3 Credit Hours
- **FINA 5336:** Financial Statement Analysis  
  3 Credit Hours
- **FINA 5339:** Independent Research  
  3 Credit Hours
- **FINA 5347:** Behavioral Finance  
  3 Credit Hours
- **FINA 5348:** Mergers and Acquisitions  
  3 Credit Hours
- **FINA 5393:** Special Topics in Finance  
  3 Credit Hours
- **FINA 5399:** Internship in Finance  
  3 Credit Hours
- **MBA 5326:** International Economics  
  3 Credit Hours

Total: 6 Credit Hours
The Master in International Business is designed to provide students with the knowledge and skills necessary to be effective problem solvers and decision makers in a global business environment.

**CURRICULUM**

Students who enter the program with insufficient preparation in the business disciplines will be required to take business proficiency courses. Excluding proficiency courses, students are required to take 30 credit hours in the MIB program.

**MIB COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIB 5325</td>
<td>Operations Management and Supply Chain</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5326</td>
<td>International Economics</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5327</td>
<td>Ethical and Legal Issues in International Business</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5330</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5351</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5355</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5360/61/62/63/64</td>
<td>Regional Studies of East Asia, Europe, Latin America, North Africa, or Middle East</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5366</td>
<td>Comparative Accounting Practices</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5377</td>
<td>Government-Business Relations in the Developing World</td>
<td>3</td>
</tr>
<tr>
<td>MIB 5390</td>
<td>Study Abroad (Capstone)</td>
<td>3</td>
</tr>
</tbody>
</table>

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30 Credit Hours
SCHOOL OF EDUCATION

Robert LeBlanc, Dean, leblancr@stthom.edu

Nicole Walters, Associate Dean of the Graduate Programs, waltern@stthom.edu

Rick Krustchinsky, Associate Dean of Undergraduate Teacher Education, krustchi@stthom.edu

53  MASTER OF EDUCATION (MEd)
56  MASTER OF ARTS IN TEACHING (MAT)
MEd PROGRAM

The graduate program in Education began in 1977 and the first Master of Education degree was conferred in December of 1978. In 1980, the University received Texas Education Agency approval for professional (graduate level) certificate programs and the School of Education was established. In 1992, the Texas Education Agency recognized the School of Education as a Center for Professional Development.

The Master of Education Program at the University of St. Thomas is designed to develop master classroom teachers, instructional specialists, professional school counselors, and school leaders who demonstrate the ability to translate and apply educational research in instructional settings. Our program is designed to expand and enrich the content knowledge of thoughtful, ethical practitioners who bring multifaceted perspectives to teach and work in a wide range of culturally diverse environments. The School of Education upholds this academic excellence with a framework of social justice and student identification and awareness of their moral compass.

MASTER OF ARTS IN TEACHING (MAT) PROGRAM

Students have an opportunity to receive initial teacher certification at the graduate level, are eligible for financial aid, and will receive a graduate degree if they complete all 30 hours of the degree plan.

ADMISSIONS

STUDENT ELIGIBILITY

All students must have completed a baccalaureate degree from an accredited institution. All students must also demonstrate the professional qualities and personal commitment necessary for success in a program designed to develop master classroom teachers, instructional specialists, school leaders, and professional school counselors. In addition, all applicants for the Educational Diagnostician Program must hold a valid classroom teaching certificate prior to admission to the program.

To be considered for Regular Admission to the MEd or MAT Program, please complete the following:

• Application and Application Fee
• Complete the Admissions Policy Form
• Official Transcripts (sent institution to institution)
• GRE or MAT scores that meet our admission standards if the admission GPA is between 2.75 and 2.99 (See Alternative Admission Option)
• International students must also submit Test of English as a Foreign Language (TOEFL) Scores and have transcripts evaluated by a transcript service approved by the University

The requirements for the TOEFL IBT are:

• Reading – High 22-30
• Listening- High 22-30
• Speaking- Good 26-30
• Writing- Good 24-30

Although the Texas Education Agency requires the TOEFL scores for students wishing to apply for teacher certification, alternatives for international students NOT seeking certification include:

• A level of 112 issued by the English Language Center, Houston, TX.
• A minimum of 7.0 in each section on the International English Language Testing System (IELTS)

Note: University of St. Thomas has an agreement with English Language Center, Houston, TX.

Students may submit an online application which is available on our website at www.stthom.edu by following the link to Admissions and Financial. Students may contact the School of Education Office at education@stthom.edu for contact information to schedule an appointment with the program director.
CONDITIONAL ADMISSION

If official transcripts are not received before classes start, students may begin the program with a Conditional Admission status. To be allowed to start with Conditional Admission status, students are required to submit (a) application and fee, (b) unofficial copies of the transcripts, (c) meet the admission testing, if needed, as outlined in the admission policy, and (d) submit the MEd Policy Form. Students with a Conditional Admission status may take six (6) graduate hours towards the MEd Degree before Regular Admission is completed.

Submit all materials to:
Office of Graduate Admissions
University of St. Thomas
3800 Montrose Blvd.
Houston, TX 77006-4626

MULTIPLE SPECIALIZATIONS OR MEd DEGREES

Students holding a UST Master of Education degree and desirous of earning an additional specialization resource area/MEd must complete a minimum of 18 hours or all courses that constitute the resource area, whichever is greater. The second resource area and date completed will be added to the transcript; the original degree conferral date will remain unchanged.

Students holding a Master of Education degree from another accredited college or university and desirous of earning an additional specialization resource area/MEd must complete a minimum of 18 hours or all courses that constitute the resource area, whichever is greater. They must also complete the 6 hour core of two research classes. At the discretion of the program director, up to 12 graduate hours may be admitted in transfer from the prior institution(s) awarding the prior Master of Education degree.

In all instances of a second specialization and/or degree, all coursework included in the new resource area and/or degree must be completed in a maximum of eight years.

VISITING STUDENTS

If a visiting student decides to seek a graduate degree, he or she must then apply for Regular Admission. Courses completed by visiting students may or may not be applied toward a graduate degree. Admission as a visiting student does not guarantee admission as a degree seeking graduate student.

INTERNATIONAL STUDENTS

International students seeking a Master of Education without certification may apply for a waiver if they have no intention of teaching in the United States. Students must sign an agreement that they will not seek certification in the state of Texas.

ADMISSION DECISIONS

Admission decisions are based on the Admission Policy and evidence indicating that the student has the professional qualities and personal commitment necessary for success in the program designed to develop master classroom teachers, instructional specialists, school leaders, and professional school counselors.

Graduate Admissions Guidelines
- Posted baccalaureate or advanced degree GPA of 3.0
- Essay of 250-300 words on career goals and how an MEd will contribute to those goals

Alternative Admission Option
- Posted baccalaureate or advanced degree GPA of 2.75 to 2.99
  - A new GPA will be calculated by UST/SOE admissions office using the last 60 credit hours. If the calculated GPA is 2.75 or higher and below 3.0, the student will be required to submit graduate admission test scores.
  - Students may submit either GRE scores or MAT scores. Required scores for the GRE on the new test are 146 on the Verbal, 145 on the Quantitative, and 3.5 on the Analytical Writing. Older versions of the GRE require a combined Verbal and Quantitative Score of 800 and Analytical Writing score of 3.5. The required score for the MAT score is 394.
- Essay of 250-300 words on career goals and how an MEd may contribute to those goals
- MEd Policy Document

Students are normally informed by email within thirty days of receipt of admissions materials. Admissions decisions may be appealed to the Associate Dean of the Graduate Program in the School of Education. For admission and retention in the program, candidates must continue to demonstrate academic qualities, personal and social qualities, and physical and mental health as indicators of fitness for the profession.
SCHOOL OF EDUCATION SCHOLARSHIPS

In addition to financial aid, the School of Education offers scholarships to students who qualify. Please see the website for current scholarship information and requirements.

REQUIREMENTS

MEd DEGREE PLAN

General requirements for the master of education degree include 36 credit hours of graduate level (5000 or above level course work). Students seeking Texas Education Agency (TEA) certification for are required to have two years teaching experience in a TEA accredited school.

All degree plans must include two specific core courses (6 credit hours) designed to provide the academic foundations necessary for interpretation and application of educational research. No more than four Special Topics or Special Problems courses may be applied to a MEd degree.

To fulfill MEd degree requirements, a total of 36 credit hours of graduate level courses must be completed with an overall grade point average of at least 3.0 (B).

MEd Degree Plan Specialization:
- Bilingual/Dual Language
- Catholic/Private School Leadership
- Catholic School Teaching
- Counselor Education
- Curriculum and Instruction
- Educational Leadership
- Exceptionality/Educational Diagnostician
- Exceptionality/Special Education
- Generalist
- Reading
- Special Education Leadership (PSEL Program)
- Teachers of English to Speakers of Other Languages (TESOL)

ONLINE MASTER OF EDUCATION

The School of Education offers individual courses and complete degrees in an online format. See the University of St. Thomas School of Education website for a current list of available online degrees and courses.

OFF-CAMPUS GRADUATE PROGRAM

The University of St. Thomas has coordinated an outreach program for certified teachers to earn a Masters of Education Degree in a variety of programs. The Masters of Education Degree is offered at approximately 15 off-campus sites located throughout the Houston metroplex every semester. Students work in cohorts and the off-campus cohort courses meet Tuesday, Wednesday and Thursday evenings from 5 - 8 p.m. It is our goal to continue providing the Houston area with qualified and certified educators with Masters of Education degrees.

TIME LIMIT

All requirements for the MEd degree must be completed within the eight year time limit. This includes course work and two years experience in an educational and/or professional setting. Exceptions and waivers may be appealed to the School of Education Advisory Council.

TRANSFER HOURS

The School of Education will accept up to 6 graduate credit hours in transfer from accredited colleges or universities toward a graduate degree with the approval of the MEd Program Director. Once a student is admitted to the MEd program, he/she may not take courses toward a degree or certification from another institution without prior written permission from the student’s MEd Program Director. The transfer of courses after admission will only be considered in support of unique educational experiences. Core courses taken outside the University of St. Thomas School of Education may not be applied toward a degree. Applications for Acceptance of Transfer Hours are available from the School of Education.
The University of St. Thomas Transition To Teaching Program is a 30 hour degree program designed for graduate students who would like to add initial teaching certification to an existing undergraduate degree. Requirements are consistent with Texas Education Agency guidelines. Those interested in pursuing initial teacher certification should consult the pertinent program director.

Those seeking the degree must be employed full-time as a teacher either during or at the end of their degree coursework. Until an individual has passed the pre-admission content test, he or she may not be admitted into the degree program. As full-time teachers, participants are actually teacher interns and receive the guidance and support of a school campus mentor and university supervisor.

All MAT participants are required to take a minimum of two semesters of an internship course. All students must register each semester for a one credit hour internship (EDUC 5191 or EDUC 6391) while teaching as the instructor of record in a classroom.

After registering for an internship course, the participant should contact the Director of Field Experiences in the UST School of Education. This will ensure that a university supervisor will be assigned to the participant for his/her internship.

Teaching certification in Texas is based on two different exams: one for content mastery and one for Pedagogy and Professional Responsibilities (PPR). This program prepares you for the PPR exam and success in the classroom. Content proficiency must be demonstrated on the appropriate Texas Examination of Educator Standards (TExES) prior to beginning the program. Additional exams are required for students certifying in Bilingual Education.

Since students will be practicing professionals, the majority of the graduate courses are offered in the evening and summer sessions. Evening courses typically meet one evening a week. Most summer classes meet either every day for three weeks or twice a week for five weeks. Part time students can expect to take between three to six hours in the spring, summer and fall semesters. In addition, students who are teaching will enroll in a one semester hour internship in the spring and fall semesters.

Requirements to begin the Master of Arts in Teaching:

- Meet requirements for admission to the Master of Education Program
- Demonstrate Subject Mastery by passing the TExES Generalist EC-6 or content areas test in 4-8, 6-12, 7-12, or EC-12
- 30 credit hours completion

ALL-LEVEL (EC-12) SPECIAL EDUCATION INITIAL CERTIFICATE

Applicants for the EC-12 Special Education Certificate at the graduate level are required to complete 24 credit hours plus a one credit Alternative Certification Program (ACP) internship each semester until certified. This certificate prepares candidates to hold a position as a special education co-teacher in a general education program or teach in a program using an alternative curriculum.

BILINGUAL EDUCATION

Bilingual Education EC-6 Supplemental is an alternative certification program at the post-baccalaureate level designed for graduate students who would like to add a bilingual teaching certificate to an existing content area undergraduate degree.

The bilingual/dual language education EC-6 certificate is designed for teaching candidates who are fluent in two languages and are preparing to teach linguistically diverse populations in grades EC-6.

In addition to the EC-6 Generalist, Bilingual Supplemental, and Pedagogy and Professional Responsibility exams, candidates must also complete a Spanish language proficiency examination (BTLPT) and teach in a Texas Education Agency approved bilingual program for one year.

ENGLISH AS A SECOND LANGUAGE SUPPLEMENTAL CERTIFICATE

This program is designed for teaching candidates wishing to teach linguistically diverse students in grade EC-12. This supplemental certificate may be added to any valid Texas teacher certificate. Candidates must teach in a Texas Education Agency approved English as a Second Language setting for one year.
**PROFESSIONAL CREDENTIALS**

The School of Education offers a variety of programs leading to Texas Professional Certificates. Requirements are consistent with Texas Education Agency guidelines and are subject to change. All programs require candidates to hold a Texas Teaching Certificate, have two years of creditable teaching experience as a classroom teacher, and to have completed a master’s degree. In addition to completion of course requirements, candidates must achieve a satisfactory level of performance on state certification examinations in the professional area chosen. Professional certification programs offered include: Educational Leadership (Principal), Educational Diagnostician, Reading Specialist**, and School Counselor*.

* School Counselor candidates do not require a Texas Teaching Certificate.
** Students must already hold a teacher certificate before they can be accepted into the Educational Diagnostician Masters Program.

**OVERVIEW OF PROGRAMS**

**EDUCATIONAL LEADERSHIP**

The Educational Leadership Program leads to a thorough understanding of the nine competencies addressed in the Texas Principal Standards for Certification that align with the national Interstate School Leaders Licensure Consortium Standards. Students are prepared to successfully complete the Texas Principal Certificate Examination at the end of the program. Course work integrates case studies with content and requires significant amounts of writing and presentations in preparation for the role of a campus or district leader. The Principal Certificate is required to hold positions of assistant principal or principal and is frequently necessary for other leadership positions such as a curriculum director or assistant superintendent.

**EDUCATIONAL DIAGNOSTICIAN**

The program leading to a professional educational diagnostician certificate produces ethical and competent individuals who are prepared to assume the role of educational diagnostician in public school settings. It is a 36-hour course of study leading to a Master of Education Degree in Exceptionality. Upon successful completion of this program and the TExES Educational Diagnostician test, individuals will be certified to administer and interpret standardized achievement and cognitive tests, curriculum based assessments and various other individual measurements. Applicants who already hold a master’s degree may apply for certification only.

**READING SPECIALIST**

The graduate program leading to the professional Reading Specialist certificate is designed to produce master classroom teachers with special expertise in the area of reading skill development. The program requires a total of 36 graduate hours beyond initial certification to include 12 hours in reading, 3 hours in literacy strategies, 9 hours of educational foundations, and a minimum of two years teaching experience in an accredited school.

**COUNSELOR EDUCATION**

The Counselor Education Program prepares students to qualify as professional school counselors. The 36 hour Professional School Counselor MEd program is designed for those with 2 years of teaching experience. All of the Counselor Education Program courses probe the dynamics of language, privilege, oppression, interpersonal relationships, including those related to ethnicity, race, class, gender, and distinctive populations. In addition, the Counselor Education Program considers pertinent professional, ethical, and legal issues in professional counseling. Research in professional counseling, role-playing, and in vivo experiences are included in the Counselor Education Program. This program meets the State of Texas course requirements for professional school counselor. These requirements are subject to change by the State of Texas, SBEC, and/or TEA.

**GULF REGION ACADEMY FOR CATHOLIC EDUCATORS (GRACE)**

The GRACE program includes coursework that leads to Master of Education degree with a specialization in Catholic School Teaching. The coursework will include teacher education, teaching in Catholic schools, and core courses specific to the School of Education. Participants live in community while taking courses in the evening and working full-time in Catholic schools. Additional coursework is needed to attain initial certification.

**CURRICULUM AND INSTRUCTION**

Curriculum & Instruction (C&I) coursework maintains high standards, academic rigor, intellectual inquiry, and addresses integrity/ethical issues in educational theory, curriculum evaluation, and research methods by examining historical and contemporary trends. Professionals seek new perspectives, specialized knowledge, skills and motivation to work effectively with administrators, teachers, and diverse populations befitting of a C&I specialist.
DUAL LANGUAGE/BILINGUAL
The Dual Language Master’s of Education Program will prepare master teachers for positions of leadership in strong, additive bilingual programs. Dual Language is a version of bilingual education whose purpose is to accelerate the successful integration of English Language Learners by teaching them in a rigorous program of studies that combines the native languages of the students with meaningful content instruction and systematic introduction to academic English. The goal of the Dual Language Program is to provide students with the tools needed to plan, design, and implement programs that meet the goals and objectives set forth by the Texas Education Agency and the Center for Applied Linguistics to better serve the linguistic needs of students in grades PK-12.

EXCEPTIONALITY: SPECIAL EDUCATIONAL AND/OR EDUCATIONAL DIAGNOSTICIAN
The Master’s of Education in Exceptionality has two program options: Special Education and Educational Diagnostician. The 36 hour Special Education MEd Program prepares individuals with the knowledge and skills to provide the most effective interventions for students with disabilities in public schools. This program is aligned to the TExES Special Education Standards as well as the National CEC Standards for Preparation of Special Educators. Students who already hold a standard Texas teaching certificate will be prepared to successfully complete the Texas Supplemental Special Education Certificate examination at the end of the program.

The 36 hour Educational Diagnostician MEd Program is designed for those holding a valid teaching certificate. The program is aligned to the ten Texas Educational Diagnostician Standards for Certification as well as the National CEC Educational Diagnostician Standards and produces ethical and competent individuals who are prepared to assume the role of educational diagnostician in public school settings. Students are also prepared to successfully complete the Texas Educational Diagnostician Certificate examination at the end of the program. A master’s degree, a valid educational diagnostician certificate, a valid teaching certificate and two years of creditable teaching experience are required to hold a position as an educational diagnostician in the State of Texas.

Course content for the educational diagnostician program focuses on current theories, practices and legal issues in the field of special education as well as the administration, scoring and interpretation of achievement and cognitive tests. In addition, each student will complete a school-based practicum consisting of a minimum of 160 hours of structured, field-based experiences aligned to the Texas educational diagnostician standards.

GENERALIST
The Generalist Program offers the greatest flexibility in course selection. Students select any 10 courses from the MEd, either clusters in a particular area or a sampling of courses from the areas of leadership, special education, dual language and curriculum. This program can be thought of as the MEd equivalent of a master of liberal arts.

PREPARATION OF SPECIAL EDUCATION LEADERS (PSEL) PROGRAM
This grant-funded degree program is a collaborative effort between the University of St. Thomas and Houston-area school districts to respond to the shortage of special education leaders at the Master’s degree level. PSEL candidates complete a 36 credit hour program that will result in a Master of Education and can lead to a principal certification with additional coursework.

TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)
The Master’s of Education in Teachers of English to Speakers of Other Languages (TESOL) prepares master teachers and future leaders for programs where the students enrolled are second language learners. The TESOL program specializes in English language development through content-enriched instruction for language learners in grades K-12 from all linguistic groups. The skills learned in the TESOL program may also be applied when teaching adult second language learners. Second language learners are not required in this program.
CURRICULUM CORE COURSES
MEd candidates must complete six credit hours in core courses designed to provide the academic foundations necessary for the successful application of research. Core courses must be taken in residence at the University of St. Thomas. Students must earn at least a (B-) in order to gain credit.

TEACHING CREDENTIALS
Teaching Credential courses are designed for students who would like to add teaching certification to an existing content area undergraduate degree.

SPECIALIZATION COURSES
Specialization courses are currently offered in all of the masters degree programs. All degree plans are found online at the UST website: www.stthom.edu

COURSES IN ACADEMIC SUPPORT DEPARTMENTS
Several academic departments offer graduate level courses that may be applied towards the MEd degree. Registration for these classes is contingent upon consent of respective departmental chairs and must be approved by the program director.
64 MASTER OF ARTS IN FAITH AND CULTURE (MAFC)
MISSION STATEMENT

The Center for Faith and Culture (CFC) seeks to understand and affect the relationship between the Gospel and the American way of life in relation to God’s ongoing encounter with humanity in the light of faith. Through dialogue it assists participants to live as faith-full citizens of our democratic republic. It brings the Catholic voice to the ongoing conversation about the meaning of life and the liberty and pursuit of happiness we hold in common as Americans.

GOALS

The Center for Faith and Culture endeavors to fulfill its mission by:

• Forming community leaders capable of assisting others in learning how to integrate their faith and way of life in Christ and live as an evangelizing community. The process of formation will incorporate human, spiritual, intellectual and communitarian development of potential leaders.

• Providing leadership candidates with a formation program that incorporates human, spiritual, intellectual and communitarian aspects of development that responds to the demands of living in today’s cultural context.

• Making dialogue the primary mode in which it undertakes its activities and programmatic offerings.

• Giving attention both to theory and practice in its approach to the relationship between Faith and Culture; especially in areas relating to institutions such as education, marriage and the family, science, economics, law, etc.

• Being proactive in ecumenical and inter-religious activities which seek areas of relationship and collaboration with other Christians and non-Christian religions as we seek to fulfill our common desire to serve the One God.

• Exposing participants to the best contemporary thinking on issues related to the ongoing dialogue of Faith and Culture.

ASSUMPTIONS

The principles and objectives of the Center for Faith and Culture are based on the following assumptions:

We believe:

• The Incarnation is God’s process of inculturating his love in human cultures.

• Nothing created takes precedence over the value and dignity of the human person.

• The human person can come to an authentic and full humanity only through culture.

• All cultures, being human creations, are both graced and sinful, thus in need of redemption.

• The Good News of the Christian Gospel constantly renews the life and cultures of fallen humanity.

• The process through which the Gospel penetrates cultures is lengthy and ongoing.

• Inculturation is a process of bringing Divine Love in Christ to all strata of humanity.

• Through the power of the Gospel love, human criteria of judgment, determining values, points of interest, lines of thought, sources of inspiration, and models of life, are affected and transformed.

• The message of salvation builds on human culture, for God has spoken according to the cultures proper to different ages.

FINANCIAL ASSISTANCE

Currently, the Master of Arts in Faith and Culture and the Certificate in Faith and Culture programs are able to provide limited financial assistance in the form of partial scholarships to students. The amount of scholarship assistance varies from semester to semester depending on the amount of generous assistance the Center for Faith and Culture is able to secure for the following year. Students who wish to apply for scholarships will need to submit an application for scholarship assistance. For more information, please contact the Center for Faith and Culture at 713-942-5066 or cfc@stthom.edu.

In addition, limited financial assistance is available through the University of St. Thomas Financial Aid Office. Interested students are encouraged to apply for financial assistance by contacting the Financial Aid Office for a financial aid packet and detailed information about the procedures to follow. Students must be officially admitted into the University before an application for financial assistance can be considered by the Financial Aid Office. Students who do receive financial assistance have an obligation to satisfy all the conditions of the Financial Aid Office. In addition, a student must make timely progress toward their degree. Timely progress is defined as at least one course successfully completed (“B” or better) in residence each consecutive Fall and Spring semester while receiving financial aid at the University. Note that this is only a program requirement and may not satisfy financial aid requirements. Students should always verify their status with a financial aid counselor.

MAFC students who receive scholarship assistance are required to immediately notify the MAFC Program Director anytime the student has a change in enrollment status (i.e. full-time to part-time or vice-versa).
The Master of Arts in Faith and Culture (MAFC) graduate program is designed to form lay professionals, as well as community and church leaders capable of assisting others in the integration of personal and communal faith and the American way of life, as faithful citizens. The MAFC degree provides working professionals, educators, and ministers with an intellectual and practical formation program that responds to the demands of living in today’s cultural context as a people of faith.

The MAFC requires completion of 36 graduate credit hours in the program, consisting of an 18-hour Core Course component, a 6-hour Core Electives component, a 9-hour Area of Concentration (3 Electives), and a 3-hour Service Learning and Leadership Practicum (capstone course). In place of the area of concentration (Electives), 9 hours may be taken from among the Core Electives.

The Area of Concentration is intended to reflect the professional interests and background of the student. These courses may be taken from electives within the MAFC program or from courses in other disciplines within the university with approval from the MAFC Program Director. Possible areas of concentration include:

- Faith and Science
- Faith and Education
- Social and Individual Justice
- Cultural Anthropology
- Diversity and Inclusiveness in the American Context
- Ecumenism and Interreligious Dialogue
- Public Moral Discourse in a Democratic Republic
- Marriage, Parenting, and Relationships
- Faith and Economics
- Faith and Human development

The Service Learning and Leadership Practicum is intended to provide practical objectives and educational methods for forming faithful citizens in parochial, diocesan, or other community settings.

MAFC students must meet admission requirements and submit application materials, including official academic transcripts, letters of recommendation, and an essay describing student objectives and program expectations. Students must also complete an interview and provide a writing sample. Upon acceptance in the MAFC program, students must also attend a Faith and Culture Student Orientation and Retreat.

### CERTIFICATE IN FAITH AND CULTURE PROGRAM

The Certificate in Faith and Culture (Certificate) graduate program is designed for students who wish to enrich their academic or professional careers while earning a recognized credential but who do not wish to pursue an advanced degree in Faith and Culture. The Certificate Program requires completion of 18 graduate credit hours in the program.

Certificate students must:

- Complete and submit application materials and satisfy the CFC Admissions Committee regarding their ability to perform successfully at the graduate course level (see Admission Requirements).
- Attend a Faith and Culture Student Orientation and Retreat.
- Complete all course work in the curriculum as specified. These are not audit courses.

Certificate students may opt to apply to the MAFC program (change of status) before completion of the Certificate program:

- If accepted, Certificate students may transfer up to 18 credit-hours into the MAFC program
- Credit hours may be comprised of the four Certificate core courses (12 hours) and the two Certificate electives (6 hours).
- Students applying for change of status must do so prior to the beginning of the semester in which the change will take effect, but no sooner than the completion of the first nine hours (core courses).

Certificate students transferring to the MAFC program must demonstrate a minimum cumulative GPA of 3.0 or higher in the Certificate program and satisfy all other admission requirements of the MAFC program.

### HOW TO APPLY

The first step is to submit a completed application for admission. You may do so in one of the following ways:

- You may apply online,
- You may come in to see us and pick up an application,
- Or you may call us at (713) 942-5066, and ask us to send you one.
ADMISSION REQUIREMENTS

Applicants cannot be officially considered for admission until all the application requirements are satisfied.

1. Applicants to the Master of Arts in Faith and Culture (MAFC) or the Certificate in Faith and Culture (Certificate Program) must:
   - Possess a bachelor's degree or higher in any field of study from a regionally accredited college or university (or at least be in the final semester of completion), and
   - Submit the following materials to the Center for Faith and Culture.
     - Program Application
     - Three Letters of Recommendation (all from professional or educational sources)
     - One to two-page essay on student goals and expectations for the program
     - Official academic transcripts (sent directly from the academic institutions to the CFC Admissions Committee)

2. Admission is based in part on a combination of undergraduate (or advanced degree) grade point average (GPA), letters of recommendation, an essay on student goals and expectations, a writing sample, and a favorable interview by the CFC Admissions Committee as follows:

   **Criteria A**
   - Hold a baccalaureate degree with a GPA of at least 2.75
   - Three Letters of Recommendation (all from professional or educational sources)
   - Favorable review by the CFC Admissions Committee

   OR

   **Criteria B**
   - Hold an advanced degree from an accredited institution
   - Three Letters of Recommendation (all from professional or educational sources)
   - Favorable review by the CFC Admissions Committee

3. While GRE scores are not required for application to the MAFC program, the CFC Admissions Committee may request these scores and/or additional information from individual applicants in support of academic potential.

4. *Though not required*, applicants are encouraged to submit further documentation in support of their application, such as:
   - Listing of courses completed in American history, Church history, theology, ethics, philosophy, religious education, or other courses considered of particular relevance to faith and/or culture.
   - Evidence of certification through diocesan programs.
   - Other material which would support the candidate’s previous theological or religious education and experience.

5. By way of exception, the CFC Admissions Committee reserves the right to waive specific requirements based on demonstrated overall potential for success.

AFTER YOU APPLY

After the Applicant’s file is complete, the applicant must also:

- Complete an interview with two members of the CFC Admissions Committee. All applicants who meet the basic criteria outlined above will be interviewed. In the case of long distance or undue hardship, this interview may be conducted by phone.
- Immediately following the interview, students provide a written commentary on a subject related to Faith and Culture assigned by the CFC. The commentary is completed on the same day as the personal interview. The purpose of the writing sample is to illustrate student analytical and writing skills.

AFTER YOU ARE ACCEPTED

After being accepted, the student will receive four important documents in the mail.

1. An Acceptance Letter - This contains the UST student ID number and any conditions of the student’s acceptance.
2. A Student Degree Plan - student’s personal program guideline
3. UST Graduate Student Orientation Information
4. Faith and Culture Retreat Information
There are three additional steps:

1. All students are required to set up a stthom.edu email and user account by initially going to peters.thom.edu and following the set-up instructions. All official UST correspondence and emergency notifications are sent to the student’s stthom.edu account only. A student’s university email can then be linked to a personal email account for convenience.

2. Students should contact the CFC to schedule academic advising.

3. After academic advising, students can go to the myStThom portal on the UST website, log in, and select Student Self Service to register online for classes.

The myStThom portal can also be used to access your course schedule and grades, check the status of your financial aid, review your university account, and to access additional online resources such as Blackboard and Webmail. Blackboard is the course management software you and your instructors will share. You can also check your campus email using Webmail.

**FAITH AND CULTURE STUDENT ORIENTATION AND RETREAT**

After admission to the MAFC or the Certificate program, the Center for Faith and Culture (CFC) requires all students to attend 1) the UST Graduate Student Orientation and 2) the CFC Retreat. Attendance at both events is obligatory for new students; attendance at the CFC Retreat is obligatory for returning students.

The UST Graduate Student Orientation, usually held a weeknight prior to the start of the semester, provides students with the opportunity to get to know various services of the university, faculty, and other classmates. The Orientation also provides departmental breakout sessions—in this case with the MAFC director—which provide specific information for new students, including class registration updates, academic advising, off-campus sites and instructions, and an opportunity to meet other MAFC and Certificate program students.

The CFC Retreat, usually held the Saturday prior to the start of fall semester classes, is intended to orient the student to the Faith and Culture programs and to key principles for program success, especially as it relates to dialogue and the cohort concept. The Retreat is also designed to set the tone and direction for spiritual growth and discernment which are characteristic of the MAFC and the Certificate program, and offers an opportunity to meet other students and develop the cohort.

**ABOUT THE ADMISSIONS PROCESS**

All required documents must be received by the Center for Faith and Culture (CFC) prior to consideration by the CFC Admissions Committee.

- The Admissions Committee meets approximately once every two months throughout the calendar year.
- The applicant will be notified in writing of the Admissions Committee’s decision.
- Credentials submitted in support of an application become the property of the Center for Faith and Culture and will not be returned to the student or interested parties.
- If official transcript(s) and references are not received before classes start it is possible under rare circumstances to begin the program with a Conditional Admission Status.* This requires students to submit unofficial copies of the transcripts, and meet all other admission requirements as outlined in the CFC admissions policy.
- A student may be permitted to register as a Visiting Student for only one course prior to Final or Conditional Admission status.
- Admission to the MAFC or the Certificate program does not guarantee graduation or certificate conferral.
- Academic Standards include the successful completion of a final Integrating Presentation for MAFC candidates.

* Students admitted conditionally to the University with incomplete academic files must complete their files before the end of the first half of the semester they were admitted. Those who fail to comply with this requirement will be denied registration for subsequent semesters until the files are complete.

**APPLICATION DEADLINES**

Applicants must be completed and submitted to the Center for Faith and Culture by the following dates:

**Applicants with undergraduate or advanced degrees from within the United States**

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td></td>
<td>April 1 - Priority Deadline</td>
<td>November 1 - Final Deadline</td>
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<td></td>
<td>July 1 - Final Deadline</td>
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</table>

**International Students**

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<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tr>
<td></td>
<td>April 1 - Priority Deadline</td>
<td>October 1 - Final Deadline</td>
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<tr>
<td></td>
<td>June 1 - Final Deadline</td>
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</tbody>
</table>
A student whose application is incomplete may be allowed to register for a course by means of conditional status. This is determined on a case-by-case basis. If all admission requirements are not met by the end of the conditional semester, the student will not be eligible to register for subsequent semesters. A student will be fully admitted into the program upon submission of all required application materials and review by the Center for Faith and Culture (CFC) Admissions Office.

**Application Checklist**

Students may complete an online application (preferred) or contact the Center for Faith and Culture for a paper application and registration packet. The completed Application Packet includes:

<table>
<thead>
<tr>
<th>MAFC Program</th>
<th>Certificate Program</th>
<th>Visiting Students</th>
<th>ADMISSION REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Application Form</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>$35 Application Fee</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Official Transcript(s)*</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Three Letters of Recommendation (only professional or academic references, as opposed to personal, will be considered)</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Essay (student goals and expectations)</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Official TOEFL scores, IELTS scores, or ELS Level 112 Certificate of Completion (International Students only)</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>International Transcript Evaluation (International Students only); Approximate cost of $150</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Optional: Student may also submit other supporting documentation (diocesan program certification, evidence of civic engagement and/or ministerial experience, and/or GRE scores).</td>
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<td>After Application materials are received: (Notified By Letter of Invitation)</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Interview with two members of the CFC Admissions Committee.</td>
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<td>✓</td>
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<td></td>
<td>Writing sample (short response/commentary written on-site immediately following the interview)</td>
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<td>After Admission into the Program: (Notified by Letter of Acceptance)</td>
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<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Attend the Faith and Culture Student Orientation and Retreat</td>
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</table>

* In order for transcripts to be considered “Official”, transcripts must be sent directly to the Center for Faith and Culture by the student’s degree-awarding institution. Further evidence of potential success with course work at the graduate level may be required.

All materials required for application into the MAFC program must be addressed to:

**Attn: CFC Admissions Committee**
Center for Faith and Culture
University of St. Thomas
3800 Montrose Blvd.
Houston, Texas 77006-4626

Telephone: 713-942-5066
Fax: 713-942-5075
Email: cfc@stthom.edu
The Master of Arts Degree in Faith and Culture (MAFC) will be comprised of 36 credit hours, as follows:

I. 18-hour Core Course component,

II. 6-hour Core Elective component,

III. 9-hour Area of Concentration component,

   a. Depending on professional interests and backgrounds, the courses chosen for the area of concentration may be taken from electives within the MAFC program or from courses in other disciplines within the university. Such courses must be approved by the Director of the MAFC program. Potential areas of concentration include
      • Faith and Science
      • Faith and Education
      • Social and Individual Justice
      • Cultural Anthropology
      • Diversity and Inclusiveness in the American Context
      • Ecumenism and Interreligious Dialogue
      • Public Moral Discourse in a Democratic Republic
      • Marriage, Parenting, and Relationships
      • Faith and Economics
      • Faith and Human Development

   OR

   b. In place of an Area of Concentration, 9 hours may be taken from among the MAFC list of Electives. These Electives are designed to complement subjects already treated in a broader way in the Core Courses of the MAFC.

IV. 3-hour Service Learning and Leadership Practicum
# Master of Arts in Faith and Culture (MAFC)

## Year 1 - Fall
- Faith and the Dominant American Culture: 3
- Anthropology/Eschatology: 3
- Christian Spirituality: 3

**Total:** 9

## Year 1 - Spring
- Virtue: Personal and Civic: 3
- Mission of the Church: 3
- Art and Asceticism of Dialogue: 3

**Total:** 9

## Year 2 - Fall
- Core Elective: 3
- Elective: 3
- Service Learning and Leadership Practicum: 3

**Total:** 9

## Year 2 - Spring
- Core Elective: 3
- Elective: 3

**Total:** 9

**Total Credit Hours:** 36

# Certificate in Faith and Culture (Certificate)

## Year 1 - Fall
- Faith and the Dominant American Culture: 3
- Anthropology/Eschatology: 3
- Christian Spirituality OR Elective: 3

**Total:** 9

## Year 2 - Spring
- Virtue: Personal and Civic: 3
- Mission of the Church: 3
- Art and Asceticism of Dialogue OR Elective: 3

**Total:** 9

**Total Credit Hours:** 18

**Core Electives:**
- American Catholicism
- The US Constitution and Bill of Rights
- Faith and Culture in Biblical Texts
- Ecumenism and Interreligious Dialogue in America
- Christian Leadership
- Christ and the Moral Life
- Faith and Science
- Faith and Economics

**Electives (Faith and Culture) **:
- Institutions and Associations in a Democratic Republic: The Way to Authentic Personhood
- Education and Evangelization in the American Context
- Media Ethics
- Marriage, Parenting and Relationships
- Peace Making
- Faith and Hispanic Cultures in the American Context
- Democracy in America: Alexis de Tocqueville
- Popular Culture and the Media
- Church Teachings on Education
- Women’s Revolution in Western Intellectual and Contemplative Traditions
- Roman Catholic Perspective on Ecumenical and Interreligious Movements (summer program in Rome)

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* The MAFC degree and the Certificate Program may be completed on a full-time or part-time basis.

** Depending on student objectives, interest, and background, up to 9 hours may be taken from among the list of Faith and Culture Electives, or an Area of Concentration may be developed from courses in other disciplines within the University, with approval from the MAFC program director and course instructor.
AFTER COMPLETION OF MAFC AND CERTIFICATE COURSES

In the final semester of course work, including the Service Learning and Leadership Practicum, MAFC and Certificate candidates are required to complete successfully the following:

1. **Integrating Presentation.** This **final requirement** is designed to enable students to demonstrate key outcomes critical to the Faith and Culture graduate program. In particular, students must demonstrate an ability to identify, articulate, and build upon elements of the American dominant culture that can be expanded by the vision of the Gospel. Students will choose a Faith and Culture theme, agreed upon by the student and faculty, as the subject of a presentation the student makes before a faculty panel. The presentation is followed by discussion. The length of the presentation is determined by faculty prior to the presentation. Presenting candidates will be evaluated by the faculty panel, and will receive either a Pass or Fail grade. Students who fail this presentation have the option of re-presenting the theme the following semester. Failure to complete this presentation bars the student from graduation.

2. All UST exit requirements, including Application for Graduation.
MASTER OF PUBLIC POLICY AND ADMINISTRATION PROGRAM

Dr. Jon Taylor, Director, MPPA Program, taylorj@stthom.edu
MPPA PROGRAM

The Master of Public Policy and Administration (MPPA) degree program provides an accessible, flexible, and high-quality interdisciplinary graduate education that prepares students for, or advances them in, careers in leadership and management in public service or non-profit administration. The MPPA provides students with three specific track options in order to tailor the degree to specific student interests and/or needs. These tracks are: Generalist, Public Management, and Public Policy. The Generalist Track is a tailored mix of courses. The Public Management Track emphasizes the fundamentals of Public Administration. The Public Policy Track stresses the interdisciplinary nature of policy analysis.

The MPPA has a dual-purpose mission: (1) to train students in areas of public policy formulation, implementation and evaluation, and (2) to train students in the use of current tools and techniques of public management. Additionally, graduates will be encouraged to gain valuable policy analysis/public management skills through exposure to public sector applications in a number of cognate areas, such as Criminal Justice, Health Care Policy, Environmental Policy, and International and Development Policy.

ADMISSION REQUIREMENTS

Applicants cannot be officially considered for admission until all the application requirements are satisfied.

1. An undergraduate degree from a regionally accredited college or university with a GPA of at least 2.75 on a 4.0 scale and an official application to the University of St. Thomas Master of Public Policy and Administration program. The GRE will be required of applicants. The GRE will be waived for students with at least one year experience in the public or non-profit sector.

2. Official transcripts of all college level work sent to the Office of Graduate Admissions. The transcript from the degree granting institution must show proof of a suitable undergraduate degree conferred, although the degree need not be in the Political Science, Public Policy, or Public Administration.

3. Two current letters of recommendation from academic or professional sources submitted on official letterhead or stationery and mailed directly to the Office of Graduate Admissions. Letters are confidential.

4. Resume or Curriculum Vitae.

5. An essay describing the applicant’s academic goals and interests in public policy and/or public administration.

6. An interview with the MPPA program director. In the case of long distance or undue hardship, the interview may be conducted by phone. Once all application materials are received, the applicant will be contacted to schedule the interview.

7. In addition to the application components listed, international students for whom English is a second language should submit a printed Test of English as a Foreign Language (TOEFL) iBT score of 100, IELTS score of 7.0, or successfully complete the ELS, Level 112 exam. Applicants who completed their undergraduate degree at a college or university outside the United States are required to submit an independent evaluation of their degree. The evaluation must include degree equivalency, course-by-course analysis, and cumulative grade point average on a 4.0 scale. Evaluations are accepted from agencies who are members of the National Association of Credential Evaluation Services (NACES). Transcripts written in a language other than English must be accompanied by an official translation. International students are individually responsible for satisfying visa requirements.

APPLICATION PROCESS

Students may apply for entry into the MPPA program by completing the application form available online at www.stthom.edu. Students are admitted on a rolling basis. Priority deadlines for application submission are as follows: July 15 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. A student whose application is incomplete may be allowed to register for a course by means of conditional status. This is determined on a case-by-case basis. If all admission requirements are not met by the end of the conditional semester, the student will not be eligible to register for subsequent semesters. A student will be fully admitted into the program upon submission of all required application materials and review by the MPPA program Admissions Committee.
CONDITIONAL ADMISSION

In rare cases and on a case-by-case basis conditional admission is extended to individuals to give them an opportunity to demonstrate success in graduate education. These students are subject to prescribed course limits. Those students who successfully fulfill the conditions of their admission will be allowed to continue in the MPPA program. Grounds for conditional admission are typically due to past academic performance or preparation.

POST ADMISSION

Once a student is admitted he or she will receive information about how to activate his or her Celt Login ID and instructions on how to register. It is recommended that all new students be advised prior to registering.

ORIENTATION

New student orientation is held in August and January. Students who are admitted in the summer and fall should attend the August orientation and students admitted in the spring should attend the January orientation. Orientation is not mandatory; however, information crucial to success in the MPPA program is presented.

DEGREE REQUIREMENTS AND DEGREE PLAN

Requirements

The MPPA degree requires completion of 36 credit hours, or 12 courses, with an overall grade point average of “B” (3.0 GPA) or better.

Degree Plan

The MPPA is a 36 credit hour degree program. 33 credit hours will be within the MPPA core (18 hours) and degree tracks (15 hours). In addition, a student must complete either a thesis (3 hours) or a professional report (3 hours) in order to fulfill the requirements for the MPPA degree program. Further, students may choose a generalist track, mixing in a variety of courses, or they may choose a Public Management or Public Policy track. Graduation from the MPPA program, therefore, is contingent on the completion of required core courses, degree track courses, and a professional report course or master’s thesis course.

Core Courses (18 semester hours)

The following core courses provide broad training in public policy and administration. These courses cover the fundamental competencies essential for professional practice in the field of public policy and administration.

- MPPA 5302 – Decision Making for Public Policy
- MPPA 5315 – Current Issues in Public Policy and Administration
- MLPOS 5371 – Introduction to Public Administration
- MLPOS 5372 – Public Personnel Administration
- MLPOS 5373 – Public Administration Ethics
- MLPOS 5376 – Public Budgeting and Finance

Professional Report/Thesis (3 semester hours)

Students will choose one of the following options:

- MPPA 5392 – Directed Readings: Professional Paper
- MPPA 5398 – Master’s Thesis
Students will choose one of three tracks for the MPPA degree: Generalist, Public Management, or Public Policy. The courses may be lecture, seminar, blended, or online, depending on the topic and instructor.

**Generalist Track:**

Students who choose the Generalist track will take a total of 15 credit hours from the following MPPA courses and/or relevant graduate-level courses in cognate fields:

**MPPA Courses:**

- MPPA 5301 – Economic Analysis for Public Policy
- MPPA 5303 – Comparative Public Policy and Administration
- MPPA 5304 – Public Leadership: Principles, Practices, & Realities
- MPPA 5305 – U.S. Energy Policy
- MPPA 5306 – U.S. Health Policy
- MPPA 5308 – Government Regulation
- MPPA 5309 – U.S. Science and Technology Policy
- MPPA 5310 – Policy Development and Implementation
- MPPA 5311 – Program Evaluation in Public Management
- MPPA 5312 – Strategic Planning
- MPPA 5313 – Urban and Regional Planning
- MPPA 5314 – State and Local Government Administration
- MPPA 5316 – Federalism and Public Policy
- MPPA 5317 – Social Justice and Public Policy

**Cognate Field-Related Courses:**

- MLENV 5348 – Urban Planning
- MLENV 6353 – Environmental Policy and Law
- MLHIS 6346 – U.S. War and Society
- MLINS 6361 – Global Energy
- MLINS 6366 – International Security
- MLINS 6369 – Seminar in International Development Studies
- MLINS 6370 – Global Health
- MLINS 6377 – Business-Government Relations in the Developing World
- MLMLA 6393 – MLA Seminar (When relevant)
- MLPHI 5312 – Natural Law
- MLPHI 5318 – Bioethics
- MLPHI 5319 – Political and Legal Theory of St. Thomas
- MLPHI 5356 – Political Philosophy
- MLPHI 6366 – Philosophy of Education
- MLPOS 5301 – Statistics for Political Science
- MLPOS 5321 – Immigration Law and Policy
- MLPOS 5332 – Urban Politics
- MLPOS 5338 – Internet and Politics
- MLPOS 5350 – U.S. Congress
- MLPOS 5353 – The Presidency and the Executive Branch
- MLPOS 5354 – Emergency Management
- MLPOS 5355 – U.S. Constitutional Law
- MLPOS 5374 – Public Organizations: Theory and Behavior
- MLPOS 5375 – Federalism and Intergovernmental Relations
- MLPOS 5377 – Administrative Law
- MLPOS 5378 – Employment Law
- MLPOS 6310 – Constitutional Politics
- MLPOS 6391 – Internship in Political Science
- MLPOS 6393 – Special Topics in Political Science (When relevant)
- MLTHE 6324 – Christian Ethics and the Law
- MLTHE 6334 – Social Justice and the Church
Public Management Track:

Students who choose the Public Management track will take a total of 15 credit hours from the following courses and/or relevant graduate-level courses in cognate fields:

**MPPA Courses:**

- MPPA 5303 – Comparative Public Policy and Administration
- MPPA 5304 – Public Leadership: Principles, Practices, & Realities
- MPPA 5311 – Program Evaluation in Public Management
- MPPA 5312 – Strategic Planning
- MPPA 5313 – Urban and Regional Planning
- MPPA 5314 – State and Local Government Administration
- MPPA 5316 – Federalism and Public Policy

**Cognate Field-Related Courses:**

- MLENV 5348 – Urban Planning
- MLMLA 6393 – MLA Seminar (When relevant)
- MLPOS 5301 – Statistics for Political Science
- MLPOS 5332 – Urban Politics
- MLPOS 5338 – Internet and Politics
- MLPOS 5353 – The Presidency and the Executive Branch
- MLPOS 5354 – Emergency Management
- MLPOS 5355 – U.S. Constitutional Law
- MLPOS 5374 – Public Organizations: Theory and Behavior
- MLPOS 5375 – Federalism and Intergovernmental Relations
- MLPOS 5377 – Administrative Law
- MLPOS 5378 – Employment Law
- MLPOS 6310 – Constitutional Politics
- MLPOS 6391 – Internship in Political Science
- MLPOS 6393 – Special Topics in Political Science (When relevant)

Public Policy Track:

Students who choose the Public Policy track will take a total of 15 credit hours from the following courses or from relevant graduate-level courses in cognate fields:

**MPPA Courses:**

- MPPA 5301 – Economic Analysis for Public Policy
- MPPA 5303 – Comparative Public Policy and Administration
- MPPA 5305 – U.S. Energy Policy
- MPPA 5306 – U.S. Health Policy
- MPPA 5308 – Government Regulation
- MPPA 5309 – U.S. Science and Technology Policy
- MPPA 5310 – Policy Development and Implementation
- MPPA 5311 – Program Evaluation in Public Management
- MPPA 5316 – Federalism and Public Policy
- MPPA 5317 – Social Justice and Public Policy
Cognate Field-Related Courses:

- MLENV 6353 – Environmental Policy and Law
- MLINS 6361 – Global Energy
- MLINS 6365 – Development and Democracy
- MLINS 6366 – International Security
- MLINS 6370 – Global Health
- MLMLA 6393 – MLA Seminar (When relevant)
- MLPHI 5318 – Bioethics
- MLPHI 6366 – Philosophy of Education
- MLPOS 5301 – Statistics for Political Science
- MLPOS 5321 – Immigration Law and Policy
- MLPOS 5350 – U.S. Congress
- MLPOS 6391 – Internship in Political Science
- MLPOS 6393 – Special Topics in Political Science (When relevant)
- MLTHE 6324 – Christian Ethics and the Law
- MLTHE 6334 – Social Justice and the Church

TIME LIMIT

Students are required to complete all coursework towards the MPPA degree within 10 years from the date of entry into the MPPA program. The vast majority of students complete the degree in 2-3 years.

COURSE OFFERINGS

The MPPA program lists courses offered by the program, as well as courses offered by departments that meet accreditation requirements. The MPPA director determines the schedule for MPPA courses. The schedule for courses offered by affiliated academic departments is determined by the department’s chair. The MPPA program practices dual enrollment in selected courses. Both upper-level undergraduate students and graduate students may take the class; however, the class requirements differ for graduate and undergraduate students. A student may select classes, either day or evening, based on his or her schedule and interests. Evening sessions will be scheduled to meet once or twice a week from Monday to Thursday. All MPPA courses are listed under the MPPA heading in the appropriate semester course schedule found on the University’s website www.stthom.edu. The University’s academic calendar is available on the University’s website.

NON-DEGREE SEEKING STUDENTS

A student may enroll as a non-degree seeking student provided he or she has earned an undergraduate degree from a regionally accredited college or university and has a cumulative GPA of at least 2.75. To apply as a non-degree seeking student, a student must submit an application and an official transcript from his or her degree granting college or university. The GRE, letters of recommendation, and essay are not required. Upon successful completion of course work the student will earn graduate MPPA credit and may request an official transcript showing course and grade. A non-degree seeking student may enroll in no more than six credit hours per semester.

ADVISING

The Director of the Master of Public Policy and Administration Program is the academic advisor of record for all MPPA students. The advisor serves to monitor degree progress and certify that degree requirements are being met. It is recommended that each MPPA student seek a secondary advisor in his or her concentration.

PROFESSIONAL PAPER OR THESIS

A student must complete either a professional report (3 hours) or a thesis (3 hours) in order to fulfill the requirements for the MPPA degree program. The professional paper is expected to be a public policy or public administration-related case study and can be either quantitative or qualitative in methodology. The thesis can be in the form of either empirical or normative research. The student will complete a professional paper or thesis in consultation with a faculty advisor and must have approval from the MPPA program director and professional paper or thesis faculty advisor before registering for the Professional Paper or Thesis Master’s Option Course. The professional paper or thesis usually occurs in the final semester of the MPPA program, and upon successful completion, will count toward three credit hours of the MPPA degree requirements. For detailed thesis and project guidelines and requirements, please see the MPPA program office.
INTERNSHIP

The MPPA program director collaborates with students to recommend internship opportunities to provide practical knowledge. It is highly recommended that students without prior public or non-profit experience enroll in an internship course. A student may enroll in an internship and receive academic credit. The MPPA director supervises internships; students should contact the MPPA director to inquire about internships. Students are responsible for meeting the MPPA internship course requirements and external internship requirements. When necessary, internship credit will be granted by enrollment in affiliated academic departments’ internship courses.

STUDY ABROAD

MPPA students are encouraged to take advantage of the study abroad opportunities available throughout the year. Graduate credit earned while on study abroad can apply towards degree requirements. It is recommended that a student interested in study abroad speak with the MPPA advisor prior to registering to determine how credit will apply towards the degree requirements. Information about study abroad opportunities is available through the Office of Study Abroad.
MASTER IN LIBERAL ARTS PROGRAM

Dr. Ravi Srinivas, Director, MLA Program, srinivas@stthom.edu
The Master in Liberal Arts Program encompasses a wide range of disciplines in the liberal arts to include the humanities and social sciences. This program, which began in the fall of 1988, is open to all who have an undergraduate bachelor’s degree (GPA 2.5 or better) from a regionally accredited institution. The majority of MLA students admitted earned their undergraduate degree 3-5 years before entering the MLA program. Completion of this program requires 36 credit hours.

This program is an exceptional opportunity for those who would like to obtain a master’s degree and add to their knowledge, especially in areas not covered in their undergraduate education. The MLA program is designed to supplement and enrich a student’s previous education in the liberal arts. Unlike conventional graduate programs with their narrower specializations, the MLA program encourages, in fact by its very nature requires, students to expand their knowledge in various disciplines. The program therefore aims not only at a deeper understanding of each subject studied, but also at an integration of the various aspects of knowledge, art, and life.

In an environment infused by the tradition of Catholic higher education, the MLA program at UST gives students the opportunity to stretch their minds to full capacity, to ponder issues that give full meaning to life and to cultivate wisdom. It invites you to undertake the journey of cultivating the mind in light of truth.

**ADMISSION REQUIREMENTS**

A student cannot be officially admitted into the MLA program until all of the following requirements are satisfied:

1. An undergraduate degree from a regionally accredited college or university and an official application to the University of St. Thomas Master in Liberal Arts program. An applicant’s undergraduate record should show an overall GPA of at least 2.5. In unusual circumstances a GRE or other suitable proof of academic achievement may be required, but in no case will it be considered a substitute for possession of a degree from an accredited college or university.

2. Official transcripts of all college level work sent to the Office of Graduate Admissions. The transcript from the degree granting institution must show proof of a suitable undergraduate degree conferred, although the degree need not be in the liberal arts.

3. Two current letters of recommendation from academic or professional sources submitted on official letterhead or stationery and mailed directly to the Office of Graduate Admissions. Letters are confidential.

4. An essay describing the applicant’s academic goals and interests in the liberal arts.

5. An interview with the MLA program director. In the case of long distance or undue hardship, the interview may be conducted by phone. Once all application materials are received, the applicant will be contacted to schedule the interview.

6. In addition to the application components listed, international students for whom English is a second language should submit a printed Test of English as a Foreign Language (TOEFL) iBT score of 100, IELTS score of 7.0, or successfully complete the ELS, Level 112 exam. Applicants who completed their undergraduate degree at a college or university outside the United States are required to submit an independent evaluation of their degree. The evaluation must include degree equivalency, course-by-course analysis, and cumulative grade point average on a 4.0 scale. Evaluations are accepted from agencies who are members of the National Association of Credential Evaluation Services (NACES). Transcripts written in a language other than English must be accompanied by an official translation. International students are individually responsible for satisfying visa requirements.

**APPLICATION PROCESS**

Students may apply for entry into the MLA program by completing the application form available online at www.stthom.edu. Students are admitted on a rolling basis. Priority deadlines for application submission are as follows: July 15 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. A student whose application is incomplete may be allowed to register for a course by means of conditional status. This is determined on a case-by-case basis. If all admission requirements are not met by the end of the conditional semester, the student will not be eligible to register for subsequent semesters. A student will be fully admitted into the program upon submission of all required application materials and review by the MLA program Admissions Committee.
CONDITIONAL ADMISSION

In rare cases and on a case-by-case basis conditional admission is extended to individuals to give them an opportunity to demonstrate success in graduate education. These students are subject to prescribed course limits. Those students who successfully fulfill the conditions of their admission will be allowed to continue in the MLA program. Grounds for conditional admission are typically due to past academic performance or preparation.

POST ADMISSION

REGISTRATION

Once a student is admitted he or she will receive information about how to activate his or her Celt Login ID and instructions on how to register. It is recommended that all new students be advised prior to registering.

ORIENTATION

New student orientation is held in August and January. Students who are admitted in the summer and fall should attend the August orientation and students admitted in the spring should attend the January orientation. Orientation is not mandatory; however, information crucial to success in the MLA program is presented.

DEGREE REQUIREMENTS AND DEGREE PLAN

I. Requirements
   a. The MLA degree requires completion of 36 credit hours, or 12 courses, with an overall grade point average of “B” (3.0 GPA) or better.

II. Degree Plan
   a. MLMLA Seminars - 9 credit hours (3 courses)
      i. Completion of 9 credit hours of MLA seminars (three courses with MLMLA designation, excluding Thesis/Project courses) is required of all students. Seminars vary each semester in discipline and topic and are open to graduate students only.
      ii. Students choose seminars based on academic goals and interests and may take these at any time prior to degree completion.
   b. Concentration - 18 credit hours (6 courses)
      i. All MLA students complete a concentration in a particular discipline or area of study. Students are required to complete a minimum of 18 credit hours (and a maximum of 21 credit hours) toward their concentration. Demonstration of prior academic proficiency in the chosen area of concentration may be necessary.
      ii. Any credit hours in the concentration beyond the maximum allowed (7 courses, 21 credit hours) will not count toward the MLA degree requirements.
      iv. The Interdisciplinary Studies concentration is recommended for those students with broad interdisciplinary academic interests.
   c. Electives - 9 credit hours (3 courses)
      i. Three additional credit hours may come from a student’s concentration or an elective from another discipline.
      ii. The 6 remaining hours may come from either 2 electives or a thesis or project. Completion of a thesis or project is optional.
      iii. A maximum of 6 credit hours may come from “professional” areas; namely, the Cameron School of Business and the School of Education.
   d. Capstone
      i. Prior to graduation, all MLA students must fulfill the capstone requirement. The capstone may be fulfilled by completing a thesis or project, a substantive research or analytical paper written in a MLMLA seminar, or a written version of a paper presented at a conference.
   e. Transfer credit
      i. A student may transfer no more than six credit hours of graduate level work completed at another regionally accredited college or university in which the student earned a grade of B or better.

III. Enrollment
   a. A student may attend full-time or part-time, as determined by the student’s circumstances.
   b. To return to the program after not enrolling for at least one fall or spring semester, a student must email the MLA program.
TIME LIMIT
Students are required to complete all coursework towards the MLA degree within 10 years from the date of entry into the MLA program. The vast majority of students complete the degree in 2-3 years.

COURSE OFFERINGS
The MLA program lists courses offered by the department that meet accreditation requirements, and the schedule of concentration courses is determined by the academic department. The MLA program practices dual enrollment in concentration courses. Both upper-level undergraduate students and graduate students may take the class; however, the class requirements differ for graduate and undergraduate students. A student may select classes, either day or evening, based on his or her schedule and interests. Evening sessions will be scheduled to meet once or twice a week from Monday to Thursday. All MLA courses are listed under the MLA heading in the appropriate semester course schedule found on the University’s website www.stthom.edu. The University’s academic calendar is available on the University’s website.

MLA SEMINAR COURSES
MLA seminar course topics are selected to provide a variety of academic choices to students and constitute the interdisciplinary nature of the program. Students are encouraged to enroll in seminars that are in keeping with their interests. Professors from academic departments in the Arts and Sciences are invited to teach. Seminar topics are not repeated across consecutive semesters, and there is no guarantee that a seminar will be offered again during a student’s time in the MLA program. Courses taught in the discipline do not require specific background in that discipline. Seminars are restricted to graduate student enrollment only. All seminars are reading and writing intensive. Seminars are offered each fall, spring, and summer semesters.

CONCENTRATION
Areas of concentration are from academic disciplines within the University of St. Thomas School of Arts and Sciences. The areas of concentration are: Applied Music (Vocal and Instrumental), Art History, Catholic Studies, Communication, Drama, English, French, History, Interdisciplinary Studies, International Studies, Irish Studies, Medieval Studies, Philosophy, Political Science, Psychology, Public Administration, Russian Studies, Spanish, Social Justice Studies, Theology, and Women Culture and Society. Students are required to complete a minimum of 18 credit hours and maximum of 21 toward the concentration. The limit of 21 credit hours in the area of concentration reflects the interdisciplinary nature of the degree, which requires students to take courses in multiple disciplines/areas of study within the humanities and social sciences. Students pursuing the Irish Studies, Social Justice Studies, Medieval Studies, Public Administration, and Applied music concentrations will complete a prescribed set of courses.

SECOND CONCENTRATION
Students may elect to pursue a second concentration simultaneously with the first concentration or upon graduation. In order to obtain a second concentration, students are required to complete 12 credit hours (minimum of four courses) in residence (in the program). However, the minimum number of credits required to obtain the second concentration is 18 in a single discipline or area of study. A second concentration in the same discipline or area of study will not be awarded to any student, irrespective of the number of additional credits completed. Upon successful completion of 18 credit hours, the second concentration is listed on the student’s transcript.

NON-DEGREE SEEKING STUDENTS
A student may enroll as a non-degree seeking student provided he or she has earned an undergraduate degree from a regionally accredited college or university and has a cumulative GPA of at least 2.5. To apply as a non-degree seeking student, a student must submit an application and an official transcript from his or her degree granting college or university. Letters of recommendation and essay are not required. Upon successful completion of course work the student will earn graduate MLA credit and may request an official transcript showing course and grade. A non-degree seeking student may enroll in no more than six credit hours per semester.

ADVISING
The Director of the Master in Liberal Arts Program is the academic advisor of record for all MLA students. The advisor serves to monitor degree progress and certify that degree requirements are being met. It is recommended that each MLA student seek a secondary advisor in his or her concentration.
**THESIS AND PROJECT**

The thesis or project is an optional capstone to the MLA program. The student chooses the topic or subject and develops the methodology for completion. The thesis can be in the form of an analytical or research paper. The project can take many forms, such as creative work, original poetry collection or community organized event. The student will complete a thesis or project in consultation with a faculty advisor and must have approval from the MLA program director and thesis or project faculty advisor before registering for the Thesis or Project Master’s Option Course. The thesis or project usually occurs in the final two semesters of the MLA program, and upon successful completion, will count toward six credit hours of the MLA degree requirements. For detailed thesis and project guidelines and requirements, please see the MLA program office.

**INTERNSHIP**

Academic departments and advisors collaborate with students to recommend internship opportunities to provide practical knowledge in the academic discipline. A student may enroll in an internship and receive academic credit. Academic departments supervise internships; students should contact the academic department to inquire about internships. Students are responsible for meeting departmental internship course requirements and external internship requirements.

**STUDY ABROAD**

MLA students are encouraged to take advantage of the study abroad opportunities available throughout the year. Graduate credit earned while on study abroad can apply towards degree requirements. It is recommended that a student interested in study abroad speak with the MLA advisor prior to registering to determine how credit will apply towards the degree requirements. Information about study abroad opportunities is available through the Office of Study Abroad.
CENTER FOR THOMISTIC STUDIES

Dr. Mary Catherine Sommers, Director, sommers@stthom.edu

92  MASTER OF ARTS IN PHILOSOPHY (MA)
95  DOCTOR OF PHILOSOPHY (PhD)
The Center for Thomistic Studies was founded in 1975 at the University of St. Thomas, a Catholic University founded by members of the Congregation of St. Basil and located in the Diocese of Galveston-Houston. English-speaking Basilians in North America have long been connected with fostering the study of Aquinas, most prominently by founding, along with Etienne Gilson, the Pontifical Institute of Mediaeval Studies at the University of Toronto in 1929. In 1976, at the request of the Center’s principal founder, Fr. Victor B. Brezik, CSB, Professor Anton C. Pegis, formerly president of the Institute of Mediaeval Studies at Toronto, accepted the position of Director of the Center. His was the responsibility for designing the program, acquiring a suitable faculty, and supervising the accumulation of library resources. After Dr. Pegis’ sudden death in 1978, Professor Vernon J. Bourke accepted the position of Interim Director from 1978-80. The official announcement of the opening of the Center occurred in October of 1979 at a symposium to commemorate the 100th anniversary of Pope Leo XIII’s encyclical, *Aeterni Patris*. Graduate courses were first offered in the fall semester of 1980. By this time Fr. Ronald D. Lawler, OFM. Cap. had assumed directorship of the Center. In 1982 he was succeeded by Fr. Leonard A. Kennedy, CSB; in 1987 by Fr. Thomas A. Russman, OFM. Cap.; in 1996 by Interim Director Dr. Jerome Kramer; in 1998 by Fr. John C. Gallagher, CSB; in 1999 by Dr. Christopher Martin and in 2000 by Dr. Daniel McInerny. The current Director of the Center is Dr. Mary Catherine Sommers, who assumed the position in 2002. The MA and PhD programs in the Center for Thomistic Studies received initial accreditation from the Southern Association of Colleges and Schools in 1980 (MA) and 1982 (PhD) and permanent accreditation in 1985 (MA) and 1988 (PhD).

In 1998, as the 20th century neared its end, Pope John Paul II issued an Encyclical Letter, *Fides et Ratio*, in which he called for a re-commitment on the part of philosophers and theologians to the study of the thought of St. Thomas Aquinas, tempered to fit the exigencies of the twenty-first century. In the 17th century, modern philosophy began with a “turn to the subject” that threatened a triumph of idealism over realism as the modern period developed. Addressing this situation in 1879, Pope Leo XIII issued his Encyclical Letter *Aeterni Patris* as a general call to return to realism in philosophy, particularly in the form taught by the Angelic Doctor, St. Thomas Aquinas. This call brought about nothing less than a revival of Thomism, often called “neo-Thomism”, which became one of the principal intellectual forces shaping the circumstances in the Church and the world that led to the Second Vatican Council, 1962–1965. In the aftermath of the Council, many seemed to think that Thomism had done its work, and that thinkers should now turn to the further task of assimilating the best of late modern thought—as influenced by neo-Thomism—in the light of the Council. However, as the 21st century opened, Pope John Paul II directed our attention to the fact that thinkers today, although opposed in other ways, seem to agree that “modernity” is over and a new epoch of “postmodernity” is dawning. Stating clearly that the meaning of “postmodem” in “the philosophical field” has yet to be determined, both in its positive content and in its relation to “the demarcation of the different historical periods” preceding the postmodern epoch, the Holy Father called upon Catholic intellectuals “to reiterate the value of the Angelic Doctor’s insights and insist on the study of his thought.” While Pope Leo XIII well recognized that the modern age had brought with it a secular outlook whose overweening faith in human reason tended to undermine rather than confirm the rationality of religious faith, Pope John Paul II suggested that the transition to a postmodern age presents philosophy with an opportunity to move beyond modernity, and establish a positive meaning for rationality within postmodern intellectual culture. As “modernism” devolved into “Postmodernism”, the Holy Father reaffirmed the perennial value of Thomistic thought and the pre-eminent position of Aquinas among the guides to a correct understanding of the way in which faith builds upon the achievements of human reason. In so doing he challenged us to develop and demonstrate the relevance of the Angelic Doctor’s teaching, and to give a positive bent to the postmodern intellectual culture in which we find ourselves. The Center for Thomistic Studies at the University of St Thomas, Houston, is founded upon the Church’s insistence upon the perennial value of the thought of Aquinas in the new millennium, with a commitment to meet the challenges and realize the opportunities pointed out by Pope John Paul II as the dawn of a new age in philosophy and intellectual culture. The model of constructive cross-cultural dialogue that Aquinas presents in his writings we take as a model for the pursuit of truth across the ages. In our Center, a living Thomism is studied, both steeped in historical knowledge of tradition and engaged with contemporary culture in shaping the future.
ADMISSION REQUIREMENTS FOR CENTER PROGRAMS

REQUIREMENTS FOR ADMISSION, MA PROGRAM
Applicants are admitted to the Center’s MA program in philosophy if the Admissions Committee judges that they will be able to carry out the program successfully. The Admissions Committee consists of the Director of the Center and all Center faculty members. Requirements for admission are as follows:

1. Official transcript of an earned bachelor’s degree, preferably with an undergraduate major in philosophy or in a related liberal arts field. Students in their senior undergraduate year must furnish this evidence as soon as possible after they complete their degree requirements.
2. At least 18 hours of undergraduate philosophy in courses that would prepare the student for the program at the Center for Thomistic Studies. A maximum of 12 hours of graduate work in philosophy may be accepted as transfer credit towards the M.A. degree at the discretion of the Director.
3. An undergraduate grade point average of at least 3.0 on a 4.0 scale.
4. Official transcripts of all academic work after high school.
5. A record of the General Test of the Graduate Record Examination.
6. Letters of recommendation from three professional educators qualified to evaluate the applicant’s academic background and scholastic ability.
7. A writing sample, preferably an essay from a course in philosophy or a related liberal arts field. Students who have written an MA thesis in a related liberal arts field must submit their MA thesis.

REQUIREMENTS FOR ADMISSION, BA/MA PROGRAM
The BA/MA Program in the Philosophy Department and Center for Thomistic Studies allows qualified UST philosophy majors (or double majors) to earn a BA and an MA in philosophy in 5 years instead of the standard 6.5. Students receive the BA after completing all requirements for a UST undergraduate degree and the MA after completing all remaining requirements of the BA/MA Program. Students may apply in their junior year.

Requirements for admission are as follows:

1. At least 18 hours of undergraduate Philosophy.
2. An undergraduate grade point average in philosophy of at least 3.5 and 3.3 overall GPA.
3. Successful completion of CLASS 1331-1332 (Latin) or the equivalent.
4. Two letters of recommendation from members of the UST philosophy faculty.
5. GREs are not required.

REQUIREMENTS FOR ADMISSION, PhD PROGRAM
Applicants are admitted to the Center’s PhD program in philosophy if the Admissions Committee judges that they will be able to carry out the program successfully. The Admissions Committee consists of the Director of the Center and all Center faculty members. Requirements for admission are as follows:

1. Students must have an MA degree in philosophy from the Center for Thomistic Studies or from another institution and be judged by the Admissions Committee to be capable of completing the PhD program. Students from other institutions will be required to complete the Center’s Core Program in Thomistic Studies. A maximum of 12 hours of graduate work in philosophy may be accepted as transfer credit towards the PhD degree at the discretion of the Director.
2. Transcripts of all academic work after high school, submitted directly by the institutions concerned.
3. A record of the General Test of the Graduate Record Examination.
4. Letters of recommendation from three professional educators qualified to evaluate the applicant’s academic background and scholastic ability.
5. A writing sample. Students who have written a thesis as part of their MA program at another institution must provide that thesis as their sample. All others must supply an essay from an MA-level course in philosophy.
6. Fulfillment of the language requirement. Students continuing with MAs from the Center will have already passed the MA-level Latin Examination, but students who have received MA’s from other institutions must pass the MA-level Latin Examination no later than the third semester of doctoral study.

Application forms are available online at the Center website. A $35 fee is required. There is no deadline date for applications, but students are advised to apply as early as possible—no later than February 1 to assure full consideration for scholarships.
INTERNATIONAL STUDENTS
MA students of the Center who will be in the United States on a student visa must take at least nine credit hours or the equivalent per semester to fulfill the visa requirement that they be full-time students. During the final semester of the MA program, such students are required to take only the credit hours needed to complete the MA, even if these are fewer than nine. Students on student visas are usually not allowed to be gainfully employed outside of the University. Applicants must be accepted into the Center before they can apply for their student visas. The application for visa requires the help of the University’s International Student Advisor.

NON-DEGREE STUDENTS
Students taking a course or courses in the Center for Thomistic Studies, even if not proceeding to a degree, must satisfy both the Director and the course instructor concerning their ability to follow with profit the course or courses in question.

FINANCIAL AID
The Center offers two kinds of financial assistance. First, there are scholarships awarded for the complete or partial remission of tuition. Second, there are Center fellowships, awarded to excellent full-time students, which provide assistance over and above tuition remission. Fellowships require of students some service to the Center to be assigned by the Director of the Center for Thomistic Studies. These Center assistantships, however, are not teaching assistantships. All applicants for full-time study are considered for scholarships or fellowships. All awards are based upon merit. The term “merit” includes the student’s suitability for the graduate program in Thomistic studies, as well as excellent academic performance and, for the entering student, strong GRE scores. BA/MA students are eligible for regular UST financial aid, and the Cullen Undergraduate Scholarships in Philosophy.

JOB PLACEMENT SERVICE
Students of the Center who wish to teach at a university or college after they receive their doctorate have available the University’s Career Services and Testing Office located in Crooker Center. This service is designed to afford students assistance in assembling their dossiers and in mailing them to prospective employers. All the members of the Center, and especially the Director, also commit themselves to helping students find positions in academia through their contacts with colleagues in the field.

LIBRARY FACILITIES
The students at the Center have access to two libraries at the University. Doherty Library houses the main University library collection. In addition, books at the Cardinal Beran Library of the University’s School of Theology are available by loan at the main desk of Doherty Library. The Cardinal Beran Library is housed at St. Mary’s Seminary, located on Memorial Drive. Books of both libraries are listed in the Doherty Library catalog. The philosophy collection in the Doherty Library numbers 25,000 volumes, over 11,000 of which are housed in the Hugh Roy Marshall Graduate Philosophy Library. These libraries have extensive on-line resources, including journals and databases. Books may also be obtained on inter-library loan. Students and faculty have exclusive use of the reading room, located on the second floor of Doherty Library. Students may make use of other university libraries nearby, particularly that of Rice University, which also offers a doctoral program in philosophy.

COLLOQUIUM
The Center colloquium takes place on a weekly basis during the academic year. It consists of a short paper and a discussion, presented by a member of the faculty, a visiting lecturer, or a student. Each doctoral candidate is expected to present at least one colloquium during his or her program. Full-time students of the Center are expected to attend the colloquium.
THE AQUINAS LECTURE

Each year, usually in the spring semester, a distinguished scholar is asked to give a lecture on some aspect of the Thomistic tradition. The list of past Aquinas lecturers is as follows:

2014 Rev. Lawrence Dewan, OP – “Thomas Aquinas Wisdom and Human Dignity: Philosophy and Beyond”
2012 Dr. Matthew Levering – “Romans 1:20 and Our Natural Knowledge of God”
2011 Dr. Peter Kreeft – “Thomist Personalism: A Marriage Made in Heaven, Hell, or Harvard?”
2010 Most Rev. J. Michael Miller, CSB – “The Church’s ‘Common Doctor’: Thomas Aquinas and the Contemporary Catholic University”
2008 Msgr. John Wipple – “Thomas Aquinas and the Controversy Concerning Unity of Substantial Form in Human Beings”
2007 Prof. John Rist – “Practical Reasoning after the ‘Fall’”
2006 Avery Cardinal Dulles – “The Apologetics of St. Thomas Aquinas”
2005 Dr. German Grisez – “The Restless Heart Blunder”
2004 Dr. Kenneth Schmidt – “The Texture of Being: Paths of Action, Compass of Discourse”
2003 Dr. Janet Smith – “Why Aquinas Thinks Natural Sex Is Best”
2002 Dr. Alasdair MacIntyre – “Agents, Actions, and the Ultimate Human End”
1997 Rev. Brian Davies, OP – “Aquinas, God, and Being”
1994 Dr. Peter Kreeft – “The Abolition of Natural Law from the Human Heart”
1993 Dr. Mary Rousseau – “Thomistic Personalism and Today’s Families”
1992 Dr. Peter Geach – “Knowledge, Belief, Certainty and Testimony”
1992 Dr. Elizabeth Anscombe – “Practical Truth”
1991 Dr. Ralph McInerny – “The Pagan Basis for the Philosophy of Thomas Aquinas?”
1990 Dr. Paul Sigmund – “The Contemporary Relevance of the Social Thought of Aquinas in Europe and Latin America”
1989 Dr. Thomas Sullivan – “A Major Problem about Religious Belief”
1988 Rev. Albert Moraczewski, OP – “Contemporary Scientists”
1986 Msgr. Edward A. Synan – “St. Thomas Aquinas: His Good Life and Hard Times”
1985 Dr. Francis J. Kovach – “Aquinas and Action at a Distance: An Historical-Critical Analysis”
1983 Dr. Vernon J. Bourke – “Voluntariness and the Insanity Plea”
1981 Dr. Henry Veatch – “Toward a Christian Philosophy of the Humanities”

CENTER ADVISORY BOARD

His Eminence Francis Cardinal George, OMI – Archbishop of Chicago
Most Rev. Wilton D. Gregory – Archbishop of Atlanta
Most Rev. J. Michael Miller, CSB – Archbishop of Vancouver
Most Rev. Joseph A. Fiorenza – Archbishop Emeritus of Galveston-Houston
Rev. Romanus Cessario, OP – Professor, St. John’s Seminary, Brighton MA
Dr. Jude P. Dougherty – Dean Emeritus, School of Philosophy, The Catholic University of America
Dr. Russell Hittinger – Warren Professor of Catholic Studies, University of Tulsa
Judge Carolyn Dineen King – Chief Judge, United States Court of Appeals, Fifth Circuit
Dr. Robert Royal – President, Faith & Reason Institute
Dr. Janet Smith – Fr. Michael J. McGivney Chair of Life Issues, Sacred Heart Major Seminary, Detroit, MI
Dr. David Solomon – Director, Notre Dame Center for Ethics & Culture
Mr. Michael Stude – Trustee, Brown Foundation
Mr. George Weigel – Senior Fellow, Ethics & Public Policy Center
Mr. Kenneth Whitehead – Former U.S. Assistant Secretary of Education for Postsecondary Education

REQUIESCAT IN PACE

Rev. Victor B. Brezik, CSB – Founder of the Center
Rev. Armand Maurer, CSB – Member of the Center Advisory Board
Rev. Richard John Neuhaus – Member of the Center Advisory Board
Dr. Ralph McInerny – Member of the Center Advisory Board
1. **Language - Latin**, pass at MA level

2. **Courses**
   30 hours, of which 18 hours are constituted by the following set of Center core courses and 12 of which are electives.

   **Center Core in Thomistic Studies**
   1. PHIL 5314: Thomas Aquinas on Human Nature
   2. PHIL 5304: Thomistic Metaphysics
   3. PHIL 5338: Thomistic Ethics
   4. A fourth course in Thomistic Philosophy chosen from among the following:
      PHIL 5309: The Life and Works of Thomas Aquinas
      PHIL 5311: Selected Problems in [Thomistic] Epistemology
      PHIL 5312: Philosophy of Natural Law
      PHIL 5317: Philosophy of Nature
      PHIL 5335: Aquinas’ Polemical Writings
      PHIL 5337: St. Thomas on Justice (Secunda Secundae)
      PHIL 5351: The Logical Theory of Thomas Aquinas
      PHIL 5359: Essence and Existence in Aquinas
      PHIL 5362: Aquinas and the Problem of Evil
      PHIL 5363: Law and Grace in Aquinas
      PHIL 5369: Thomistic Political Philosophy
      PHIL 5392: Twentieth Century Thomist Revival
      PHIL 5393: Contemporary Thomism
   5. PHIL 5359: Introduction to Philosophical Latin
   6. PHIL 5340: M.A. Comprehensive Exam Course

   Where necessary, and with the approval of the Director of the Center, students may substitute a three-hour elective for one of the courses not in the Center Core.

3. **MA Comprehensive Exam**
   A. A three credit-hour Comprehensive Exam Course: involves the student in the reading and outlining of twelve (12) books for the MA exam.
   B. A six-hour written examination, divided into two sessions.
   C. A one-hour oral exam administered by three faculty examiners.

4. **Masters Thesis**
   A master’s thesis is required only for those not proceeding on to the doctoral program in the Center. Those pursuing a terminal MA should register for either PHIL 5300 or PHIL 5600.
LANGUAGE REQUIREMENT

All entering students must either pass the Latin examination at the MA level or take PHIL 5359 Introduction to Philosophical Latin in the first year of studies.

THE MA COMPREHENSIVE EXAMINATION

1. The MA Comprehensive Examination is taken at the end of the semester in which the student takes the Comprehensive Examination Course. Students must obtain written permission from the Director of the Center in order to schedule the MA Comprehensive Examination in a semester other than the fourth semester of MA study.

2. The candidate takes the two parts of the six-hour written examination either on the same day or on two consecutive days. The first part of the examination will cover ancient and medieval; the second part will cover early modern, late modern, and recent Thomistic material. Students must take the oral examination within one week of the written examination.

3. The MA Comprehensive Examination is organized by the faculty member designated as the Faculty Coordinator. The Faculty Coordinator is responsible for the MA Comprehensive Course for that academic year. The Faculty Coordinator will solicit written questions from all Center faculty and at least two Center faculty members must grade each question. In consultation with the Director of the Center, the Faculty Coordinator will average the grades on the written test. Students must pass the written test with a minimum grade of “B-” in order to proceed to the oral examination. If a student fails the written examination, she/he must retake the exam within six months.

4. The oral component of the examination lasts one hour and is set by three faculty examiners chosen by the Faculty Coordinator in consultation with the Director of the Center. The three examiners determine the grade for the oral examination. If the candidate passes the oral with a minimum grade of “B-”, the three examiners compare the written and oral grades and then by vote determine an overall grade for the MA Comprehensive Examination. This grade is entered as the grade for the MA Comprehensive Course. If a student fails the oral examination, he must retake it within six months.

BOOK LIST FOR THE MA COMPREHENSIVE EXAMINATION

For this examination the student must choose twelve (12) books from the following menu of options:

Ancient Greek Philosophy (3 works must be chosen, the Republic and Nicomachean Ethics are mandatory)

Required
- Plato, Republic
- Aristotle, Nicomachean Ethics

Additional Text
- Aristotle, Physics or On the Soul

Medieval /Latin Philosophy (3 authors must be chosen, one must be Aquinas)
- Augustine, Confessions or City of God (selections) or Free Choice of the Will and On Christian Teaching
- Anselm, Proslogion
- Aquinas: Metaphysics: De ente et essentia and Summa theologiae Ia, qq.1-7, 12-13, 44-46; Person: Summa theologiae Ia, qq. 75-87; Ethics: Summa theologiae Ia-IIae, qq. 1-20 or Summa theologiae Ia-IIae, qq.55-67, 90-100
- Scotus: Selections
- Suarez: Metaphysical Disputations (selections)
- Poinset: Treatise on Signs or De primo cognito

Early Modern Philosophy (2 authors must be chosen, one must be Kant)
- Descartes, Meditations
- Spinoza, Ethics I, II
- Hobbes, Leviathan (selections)
- Locke, Second Treatise on Government or Essay Concerning Human Understanding (selections)
- Hume, Enquiry Concerning Human Understanding or Enquiry Concerning the Principles of Morals
- Kant, Prolegomenon to Any Future Metaphysics or Grounding of the Metaphysics of Morals or one of the three Critiques.
Late Modern Philosophy (2 authors must be chosen, one from A and one from B)

A. Hegel, Philosophy of Right or Phenomenology of Spirit
   Nietzsche, The Genealogy of Morals
   Kierkegaard, Fear and Trembling or Either/Or
   Heidegger, Basic Problems of Phenomenology or Being and Time or On the Essence of Truth
   Husserl, The Crisis of the European Sciences or Ideas or Cartesian Meditations
   Gadamer, Truth and Method
   Marx, Communist Manifesto and Economic and Philosophical Manuscripts of 1844
   Sartre, Being and Nothingness

   Wittgenstein, Philosophical Investigations, Part I
   Kripke, Naming and Necessity and Identity and Necessity

Recent Thomistic Philosophy (2 authors must be chosen)

Martain, The Degrees of Knowledge or Integral Humanism or Nine Lectures on Ethics and Existence and the Existent and Preface to Metaphysics
Gilson, The Unity of Philosophical Experience or Being and Some Philosophers or Christian Philosophy
Owens, An Elementary Christian Metaphysics
Finnis, Moral, Political, and Legal Theory
Lonergan, Insight
MacIntyre, After Virtue or Three Rival Versions of Moral Enquiry
Simon, Philosophy of Democratic Government

DEGREE REQUIREMENTS – JOINT BA/MA DEGREE IN PHILOSOPHY

The BA/MA Program in the Philosophy Department and Center for Thomistic Studies allows qualified UST philosophy majors (or double majors) to earn a BA and an MA in philosophy in 5 years instead of the standard 6.5. Students receive the BA after completing all requirements for a UST undergraduate degree and the MA after completing all remaining requirements of the BA/MA Program.

THE PROGRAM

30 hours of graduate philosophy including: (1) PHIL 5314 Thomas Aquinas on Human Nature, (2) PHIL 5338 Thomistic Ethics, (3) PHIL 5304 Thomistic Metaphysics, (4) PHIL 5359 Introduction to Philosophical Latin, (5) PHIL 5340 M.A. Comprehensive Exam Course or PHIL 5300 M.A. Thesis, (6) 15 hrs. of electives.

1st year: students take 12 hrs. of graduate philosophy courses, including PHIL 5359 Philosophical Latin, and at least one of the following: PHIL 5314 Aquinas on Human Nature, PHIL 5338 Thomistic Ethics, PHIL 5304 Thomistic Metaphysics.

2nd year: students take 18 hrs. of graduate philosophy courses including either PHIL 5340 M.A. Comprehensive Exam Course or PHIL 5300 M.A. Thesis.
1. Years 1&2:
   a. 10 3-hr. courses, including the CTS core:
      (1) PHIL 5314: Aquinas on Human Nature
      (2) PHIL 5338: Thomistic Ethics
      (3) PHIL 5304: Thomistic Metaphysics
      (4) One course to be chosen from the following:
          • PHIL 5309: Life & Works of Thomas Aquinas
          • PHIL 5311: Selected Problems in [Thomistic] Epistemology
          • PHIL 5312: Philosophy of Natural law
          • PHIL 5317: Philosophy of Nature
          • PHIL 5335: Aquinas' Polemical Writings
          • PHIL 5337: St. Thomas on Justice (Secunda Secundae)
          • PHIL 5351: The Logical Theory of Thomas Aquinas
          • PHIL 5359: Essence and Existence in Aquinas
          • PHIL 5362: Aquinas and the Problem of Evil
          • PHIL 5363: Law and Grace in Aquinas
          • PHIL 5369: Thomistic Political Philosophy
          • PHIL 5392: Twentieth Century Thomist Revival
          • PHIL 5393: Contemporary Thomism
      (5) PHIL 5359: Introduction to Philosophical Latin (if the student does not pass the M.A. Latin Exam upon entrance [3 hrs. of credit-by-examination])
      (6) PHIL 5340: MA Comprehensive Exam Course (Students may also register for PHIL 5603: MA Comprehensive Exam Preparation Course in order to maintain full-time status.)
   b. A passing grade on the M.A. Latin Exam and the MA Written & Oral Comprehensive Exams.
      *M.A. is awarded after completion of these requirements. Progression to PhD studies is dependent upon review by the faculty.*

2. Year 3: 18 hours of additional courses, including PHIL 5334: Contemporary Logic

3. Year 4: PHIL 5605-06: Doctoral Exam Preparation
   Students may register for PHIL 5605 in their 4th semester of studies if they have completed 30 hrs. They should register in PHIL 5606 in all subsequent semesters until their dissertation topic has been approved.
   a. PhD Comprehensive Exam
   b. PhD Latin exam
   c. Additional language exam (Student must pass an exam in French or German. Another language may be substituted at the discretion of the Director of the Center if the student's dissertation work warrants it.)
   d. PhD proposal oral exam

4. Years 5-9: PHIL 6100: Dissertation & PHIL 6600 Dissertation Continuation
STUDENTS ENTERING WITH AN M.A.

1. Years 1 & 2:
   a. 10 3-hr. courses including these elements of the CTS core:
      (1) PHIL 5314: Aquinas on Human Nature
      (2) PHIL 5338: Thomistic Ethics
      (3) PHIL 5304: Thomistic Metaphysics
      (4) One course to be chosen among the following:
          • PHIL 5309: Life & Works of Thomas Aquinas
          • PHIL 5311: Selected Problems in [Thomistic] Epistemology
          • PHIL 5312: Philosophy of Natural law
          • PHIL 5317: Philosophy of Nature
          • PHIL 5335: Aquinas’ Polemical Writings
          • PHIL 5337: St. Thomas on Justice (Secunda Secundae)
          • PHIL 5351: The Logical Theory of Thomas Aquinas
          • PHIL 5359: Essence and Existence in Aquinas
          • PHIL 5362: Aquinas and the Problem of Evil
          • PHIL 5363: Philosophy of Natural law
          • PHIL 5369: Thomistic Political Philosophy
          • PHIL 5392: Twentieth Century Thomist Revival
          • PHIL 5393: Contemporary Thomism
      (5) PHIL 5359 Introduction to Philosophical Latin (if the student does not pass the PhD Latin Exam upon entrance [3 hrs. of credit-by-examination])
   b. PHIL 5334 Contemporary Logic

2. Year 3: PHIL 5605-06: Doctoral Exam Preparation
   Students may register for PHIL 5605 in their 4th semester of studies if they have completed 30 hrs. They should register in PHIL 5606 in all subsequent semesters until their dissertation topic has been approved.
   a. PhD Comprehensive Exam
   b. PhD Latin exam
   c. Additional language exam (Student must pass an exam in French or German. Another language may be substituted at the discretion of the Director of the Center if the student’s dissertation work warrants it.)
   d. PhD proposal oral exam

3. Years 4-8: PHIL 6100: Dissertation & PHIL 6600: Dissertation Continuation

THE PhD COMPREHENSIVE EXAMINATION

1. All course work must be completed before the PhD Comprehensive Examination is taken.
2. Students preparing for the PhD Comprehensive Examination should register for PHIL 5605: Doctoral Exam Preparation I the first semester after completing their coursework and PHIL 5606: Doctoral Exam Preparation II for all subsequent semesters until their dissertation topic has been approved.
3. The PhD Comprehensive Examination is taken during the regular semester following completion of course work. Written permission from the Director of the Center must be obtained to schedule the PhD Comprehensive Examination at a different time.
4. The PhD Comprehensive Examination is organized by the Director of the Center or his or her appointee.
5. The PhD Comprehensive consists of two parts: a twelve-hour written examination, divided into two parts: six hours on ancient and medieval philosophy, six hours on early modern, late modern, and recent Thomistic materials. The candidate will take the written examination on two or three different days within two weeks of each other.
6. Questions will be solicited from all faculty in the Center for the written examination. At least two faculty members will grade each question. In consultation with a senior member of the Center, the Director will average the grades on the written test. Students must pass the written test with a minimum grade of “B” to proceed to the oral examination. If failed, the written exam may be retaken once, but must be retaken within one year of the date of the original exam.
7. The oral examination lasts one hour and must be taken within two weeks of the final part of the written examination. The oral examination is set by three faculty examiners chosen by the Director. The three examiners determine the grade for the oral exam. If the candidate passes the oral with a minimum grade of “B”, the grades on the written and oral portions are compared and the overall grade is determined by vote. If a student fails the oral examination she/he must retake it within one year.
**BOOK LIST FOR THE PHD COMPREHENSIVE EXAMINATION**

For this examination the student must choose twenty-four (24) books from the following menu of options:

**Ancient Greek Philosophy (6 works must be chosen)**
- Plato (Choose 2 works; the Republic is mandatory)
  - Republic (Mandatory) and Symposium or Gorgias or Timaeus or Phaedo
- Aristotle (Choose 3 works. Either Nicomachean Ethics or Politics is mandatory)
  - Nicomachean Ethics or Politics (Mandatory) and Physics or On the Soul or Posterior Analytics or Metaphysics or Nicomachean Ethics or Politics

A sixth work may be chosen from the following:
- Plotinus, Enneads (selections)
- Porphyry & Aristotle, Isagoge & Categories
- Epicurus, Letter to Menoeceus and Principal Doctrines & Sayings
- Cicero, De Officiis

**Medieval/Latin Philosophy (6 works must be chosen)**
- Augustine (1 work must be chosen)
  - Confessions or City of God
- Aquinas (3 works must be chosen. 1 from each group below):
  
  **Group 1:**
  - De ente et essentia and Summa theologiae Ia, q. 1-7, 12-13, 44-46
  - Commentary on Metaphysics (selections)

  **Group 2:**
  - Summa theologiae Ia,q.75-87
  - Commentary on De anima (selections)

  **Group 3:**
  - Summa theologiae Ia-IIae, q. 1-5, 55-67, 90-100
  - Summa theologiae Ia-IIae, q. 1-20
  - Commentary on the Nicomachean Ethics (selections)

2 works must be chosen from the following menu of options:
- Scotus, Selections
- Suarez, Metaphysical Disputations (selections)
- Poinsot, Treatise on Signs or De primo cognito
- Ockham, Selections
- Bonaventure, Journey of the Mind to God
- Averroes, Long Commentary on the De Anima, Bk. 3
- Avicenna, Metaphysics of the Healing or Physics of the Healing, Bk. 117

**Early Modern Philosophy (5 texts must be chosen; one must be by Kant)**
- Descartes, Meditations
- Spinoza, Ethics I, II
- Leibniz, Monadology or New Essays Concerning Human Understanding
- Hobbes, Leviathan (selections)
- Locke, Second Treatise on Government or Essay Concerning Human Understanding (selections)
- Berkeley, Three Dialogues
- Hume, Enquiry Concerning Human Understanding or Enquiry Concerning the Principles of Morals or Dialogue on Natural Religion
- Kant, Prolegomenon to Any Future Metaphysics or Grounding of the Metaphysics of Morals or one of the three Critiques
Late Modern Philosophy (4 works must be chosen, 2 from A and 2 from B)
A. Hegel, Philosophy of Right or Phenomenology of Spirit
    Nietzsche, The Genealogy of Morals
    Kierkegaard, Fear and Trembling or Either/Or
    Heidegger, Basic Problems of Phenomenology or Being and Time or On the Essence of Truth
    Husserl, The Crisis of the European Sciences, Ideas, or Cartesian Meditations
    Gadamer, Truth and Method
    Marx, Communist Manifesto and Economic and Philosophical Manuscripts of 1844
    Sartre, Being and Nothingness
    Wittgenstein, Philosophical Investigations, Part I
    Kripke, Naming and Necessity and Identity and Necessity

Recent Thomistic Philosophy (3 authors must be chosen, Maritain, Gilson and one other)
Maritain, The Degrees of Knowledge or Integral Humanism or Nine Lectures on Ethics and Existence and the Existent and Preface to Metaphysics
Gilson, The Unity of Philosophical Experience or Being and Some Philosophers or Christian Philosophy
Owens, An Elementary Christian Metaphysics
Finnis, Moral, Political, and Legal Theory
Lonergan, Insight
MacIntyre, After Virtue or Three Rival Versions of Moral Enquiry
Simon, Philosophy of Democratic Government

PROCEDURE FOR THE PHD DISSERTATION

1. Qualification for the Writing of the Doctoral Dissertation
   To qualify for the writing of a doctoral dissertation, a student enrolled in the Center’s program must complete all course work, language requirements, and the PhD Comprehensive Exam. In addition, the student must have settled upon a director of the dissertation who has agreed to this role. Normally the director will be a member of the Center faculty. In extraordinary cases, with the approval of the Director of the Center for Thomistic Studies, a student may have an external director, or co-directors at least one of whom is a Center faculty member. When a student has completed all the above qualifications and settled upon a dissertation director, that director will so inform the Center Director who will then confirm the choice and formally notify the student in writing that he or she is a “candidate for the writing of a doctoral dissertation.”

2. The Dissertation Proposal
   A student must present a dissertation proposal for defense within five semesters after completing all PhD coursework.

3. The Dissertation Board
   In consultation with the student and the dissertation director, the Director of the Center will appoint two members of the Center faculty to serve as a dissertation board under the chairmanship of the dissertation director. Upon appointment to the dissertation board, each member appointed will receive from the Center Director a copy of the dissertation proposal. Normally, this board will review the dissertation proposal and later act as readers of the completed dissertation.

4. Review of the Dissertation Proposal
   From the date of the completion of appointments to the dissertation board, the board will be given up to two weeks to read the proposal. During this time the student is encouraged to meet with each member of the dissertation board in order to discover and to remedy any deficiencies individual dissertation board members may find in the proposal prior to the formal dissertation proposal review. At the end of the two-week review period, the Center Director sets a time for the formal Dissertation Proposal Review. This formal review will be an oral interview of the candidate by the dissertation board, in which the candidate answers questions about the dissertation proposal by all three members of the dissertation board. They in turn give their advice and recommendations about the proposed dissertation. This review shall last no more than one hour, at the end of which the members of the board will vote on the proposal. Approval of the dissertation proposal must be unanimous. If any member disapproves, the student will revise the proposal and undertake a second review. If the second review is rejected by two or three members of the board, the student must develop a different dissertation proposal. If only one member disapproves, the student may request that the Director of the Center replace the member who has rejected the proposal with another member of the Center faculty, who then evaluates the proposal and reports the results of his evaluation to the dissertation director for appropriate action. Once the dissertation director has informed the Director of the Center that a three-member dissertation board has approved the dissertation proposal, the Director of the Center will notify the student in writing that he or she is officially qualified to begin writing a PhD dissertation.
5. Writing of the Dissertation
Dissertations are to be written in accordance with the Center Style Sheet. Beginning with the date of the official notice of the dissertation proposal approval by the Center Director, the candidate has five years within which to complete the dissertation text. At the discretion of the dissertation director, the student can be given a one-year extension of this time limit. Any additional extension can only be given by the Center Director upon the recommendation of the dissertation director.

When the dissertation is completed to the satisfaction of the dissertation director, the student will submit the approved text in triplicate to the director. At this point, the dissertation director will distribute a copy to the other members of the dissertation board and notify the Center Director in writing that this has been done. From the date of the formal notification to the Center Director, the members of the dissertation board have five weeks to read the dissertation in full. The Center Director will then call a meeting of the dissertation board and the student so that the board may either suggest revisions or approve the dissertation be sent to the external examiner. Ordinarily the student will revise the text to the satisfaction of the board before the dissertation is sent to the external examiner. In the extraordinary case that one member of the board rejects the text, and good faith efforts on the part of the candidate to meet his or her objections fail, the student may ask, through the dissertation director, that the Director of the Center appoint a fourth reader. If the fourth reader approves the dissertation for defense, that reader will replace the dissenting reader on the dissertation board and the thesis will go forward to defense. Unanimous approval to go to defense--from either the original or revised board--is required before the dissertation can proceed to defense.

7. The External Examiner
Once approved by the dissertation board, the Director of the Center, in consultation with the dissertation director, will appoint an external examiner, knowledgeable in the field of the dissertation, from outside the Center and the University of St. Thomas. The external examiner will read the dissertation and submit a brief written report. If the examiner finds the dissertation worthy of going to oral defense, it will. If the examiner does not, the student will amend the dissertation and it will be resubmitted to the examiner. If good faith efforts at emendation fail, then the Director of the Center will appoint a second external examiner, whose decision about whether or not the dissertation can go to defense will be final.

Public and oral defense of the dissertation is the only method for formal, final approval of the doctoral dissertation and the granting of the degree. When the dissertation has been approved by the dissertation board, three copies of the text as approved (i.e., containing any revisions required by the dissertation board) are submitted to the Center Director, who then appoints an examination board and sets the time of the public defense. The examination board consists of at least six members: the three members of the dissertation board which approved the dissertation going to defense; at least two other voting members appointed by the Director of the Center; and a non-voting president of the examination board. One of the voting members of the examination board will be the external examiner. At the time and place appointed by the Center Director, the defense of the dissertation will begin with the external reader presenting his report to the examination board in closed session. Then the public examination will begin. It will take not less than one hour, and not more than two hours. At the conclusion of the defense, the examination board will thank the student and go into closed session for discussion and vote. A majority vote in favor will constitute a pass. By majority vote, the examination board may recommend or require changes in the written dissertation which must be made before the PhD degree is awarded. In the event that the dissertation is failed, a further vote to prorogue the dissertation will be taken. A majority vote to prorogue directs the candidate to make whatever adjustments are necessary, according to the directions set out by the examination board. A prorogued dissertation must be defended within one year. If there is a majority vote against proroguing the dissertation, it is failed with no possibility of resubmission.
The following is a list of courses offered since 2006:

5302 - American Philosophy: Peirce, James, Dewey
5304 - Thomistic Metaphysics
5305 - Philosophy of Religion: Faith & Reason
5309 - Life & Works of Thomas Aquinas
5312 - Philosophy of Natural Law
5314 - Thomas Aquinas on Human Nature
5317 - Philosophy of Nature
5319 - The Political and Legal Theory of St. Thomas Aquinas
5320 - Aristotle's Posterior Analytics
5322 - Islamic Background to Thomistic Philosophy
5329 - Analytical Thomism
5334 - Contemporary Logic
5335 - Thomistic Metaphysics: Aristotle & His Predecessors
5338 - Aquinas' Polemical Writings
5339 - Introduction to Thomistic Ethics
5340 - Comprehensive Course Exam
5341 - Theory of Human Action
5344 - The Virtues
5345 - Bioethics
5348 - Philosophy of Religion: Existence of God
5349 - Thomas Aquinas: The Problem of Evil
5357 - Metaphysics: Aristotle & His Predecessors
5359 - Philosophical Latin
5362 - Modern Moral Philosophy
5370 - Tolerance & Hospitality
5379 - Evil
5390 - An Introduction to Latin Philosophical Paleography
5393 - Contemporary Thomism
6393 - ST: Augustine & Aquinas
6393 - ST: Essence & Existence in Aquinas & His Commentators
6393 - ST: Edith Stein
SCHOOL OF THEOLOGY

Dr. Sandra Magie, Academic Dean, smagie@stthom.edu

Dr. Lawrence DiPaolo, Jr, Associate Dean, dipaoll@stthom.edu

110 MASTER OF DIVINITY ORDINATION TRACK (MDIV)
114 MASTER OF DIVINITY NON-ORDINATION TRACK (LMDIV)
116 MASTER OF ARTS IN THEOLOGICAL STUDIES (MA)
118 MASTER OF DIVINITY DUAL DEGREE
AFFILIATIONS

The University of St. Thomas School of Theology is a member, sponsor or affiliate of the following:

- Academy of Homiletics
- American Academy of Religion
- American Theological Library Association
- Association of Catholic Colleges and Universities
- Association of Continuing Higher Education
- Association of Governing Boards of Universities and Colleges
- Association of Graduate Schools in Ministry
- Association of International Educators
- Association of Texas Graduate Schools
- Association of Theological Field Educators
- Catholic Association of Theological Field Educators
- Catholic Biblical Association
- Catholic Library Association
- College Theology Society
- Catholic Theological Society of America
- Commission on Religious Studies
- Conference of Southern Graduate Schools
- Council of Independent Colleges
- Council of Southwestern Theological Schools
- Independent Colleges and Universities of Texas
- Midwest Association of Theological Schools
- National Association for Lay Ministry
- National Association of Graduate Admissions
- National Association of Independent Colleges and Universities
- National Association of Professors of Hebrew
- National Catholic Educational Association
- National Federation of Liturgical Commissions
- North American Academy of Liturgy
- Society of Biblical Literature
- Society of Christian Ethics
- Southwest Commission on Religious Studies
- Southwest Liturgical Conference
- Southwest Theological Library Association
- Texas Catholic Historical Society
- Texas Library Association

The University of St. Thomas School of Theology is accredited by:

ATS (the Association of Theological Schools in the United States and Canada)
http://www.ats.edu

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
http://www.sacscoc.org

The University of St. Thomas School of Theology and Center for Pastoral Studies at St. Mary’s Seminary makes an effort to include in the School of Theology Catalog and the USTST Student Handbook accurate and current information on policies, services, programs and procedures of the University. However, the School of Theology reserves the right to make changes considered expedient for its general well-being or that of any of its constituencies. Furthermore, the provisions of the School of Theology Catalog do not constitute an irrevocable contract between any student and the School of Theology and all provisions contained herein remain subject to revision at any time for any reason and without prior notice. The School of Theology at St. Mary’s Seminary (USTST) may have some provisions that differ from those on the UST Main Campus.

The University of St. Thomas is committed to providing equal educational opportunities without regard to race, religious belief, gender, national origin, ancestry, age, disability, marital status, political affiliation, veteran or Vietnam Era veteran status as those terms are defined under applicable law.
MISSION STATEMENT

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.

History of the School of Theology at St. Mary’s Seminary
The School of Theology and the Center for Pastoral Studies are located on the campus of St. Mary’s Seminary, 9845 Memorial Drive, Houston, Texas. St. Mary’s Seminary was established in 1901 by Bishop Nicholas Gallagher in La Porte, Texas and moved to its current location in 1954. The School of Theology was established in 1968 when the theology department of St. Mary’s Seminary became part of the University of St. Thomas.

Set within the residential Memorial area of suburban Houston, the Seminary spans approximately fifty acres replete with natural beauty. Candidates for the diocesan priesthood reside at St. Mary’s Seminary as they progress through an extensive program of priestly formation. Lay students pursuing theological degrees, including those leading to ordination to the permanent diaconate and for service as lay ecclesial ministers, commute to the campus for their studies. The Bishop Nold Educational Center, completed in 2001, houses the academic classrooms, a lounge, a multi-media auditorium, and administrative offices.

ST. MARY’S SEMINARY

St. Mary’s Seminary is a theologate that exists for the personal, spiritual, academic and pastoral formation of men preparing for ordination to the Roman Catholic priesthood. St. Mary’s enables ordination candidates to grow in holiness and develop into pastoral leaders who will serve the Church as priests after satisfactorily demonstrating their competence and willingness for effective ministry.

The Seminary promotes the full, integral personal growth of each student and emphasizes the development of skills in collaborative ministry. Students who are candidates for the diocesan priesthood reside at St. Mary’s Seminary and are involved in an extensive program of priestly formation. This spiritual formation program is coordinated with the academic and pastoral education provided by the School of Theology and is based on the Program of Priestly Formation of the U.S. Conference of Catholic Bishops. The specific purpose of the seminary formation program is to foster the human and spiritual maturity of the candidates as they grow in their relationship with the person of Jesus Christ and in their desire to serve the People of God in their local diocese.

CENTER FOR PASTORAL STUDIES

The Center for Pastoral Studies is designed to academically and pastorally prepare a student for a leadership role in the Catholic Church. It offers a Master of Arts in Pastoral Studies Program (MAPS), which is designed to help develop the academic and pastoral skills necessary for professional service in church ministries.

Diaconate Program.

The UST School of Theology at St. Mary’s Seminary is committed to providing the solid academic formation necessary for excellence in ministry. Part of this commitment is lived out in diaconal formation for the state of Texas. The USTST diaconal program is in full conformity with the United States Conference of Catholic Bishops. The academic portion of the Diaconate Program is under the umbrella of the School of Theology’s Center for Pastoral Studies.

LIBRARIES

THE CARDINAL BERAN LIBRARY AT ST. MARY’S SEMINARY

Located on the campus of St. Mary’s Seminary, and owned by the Archdiocese of Galveston-Houston, the Cardinal Beran Library is the principal theological resource for the School of Theology. The Cardinal Beran Library building was blessed by His Eminence Joseph Cardinal Beran, Archbishop of Prague, April 17, 1966.

The cornerstone reads:

*The lips of the priest are to keep knowledge, and instruction is to be sought from his mouth, because he is the messenger of the Lord of hosts.*

Malachi 2:7
CARDINAL BERAN LIBRARY

Regular Hours
Mon. – Wed.  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

Hours when classes are not in session
Mon. – Fri.  8:30 am – 5:00 pm

Summer Hours (closed the month of July)
Mon. – Fri.  8:30 am – 5 pm
Sat. – Sun.  closed

It is best to check with the librarians for specific hours during breaks.

Students and faculty of USTST have full access to the Doherty Library and campus resources located on the University of St. Thomas Main Campus. Although the two libraries have separate automation systems, users on both campuses have access to holdings of each.
DEGREES OFFERED

SCHOOL OF THEOLOGY

Please refer to the program sections of this catalog for specific admission requirements for each degree.

Candidates for priesthood or diaconal ordination must complete a program conforming to the most recent guidelines established by the U.S. Conference of Catholic Bishops.

MASTER OF DIVINITY

The Master of Divinity is a professional degree program designed to develop the academic, spiritual and pastoral skills necessary for ministerial leadership in the Roman Catholic Church. The 126 hour program is intended for individuals preparing for ordination to the Roman Catholic priesthood. The 90 hour program is intended for non-ordination candidates.

BACCALAUREATE IN SACRED THEOLOGY

The University of St. Thomas School of Theology at St. Mary’s Seminary, Houston, Texas, USA, is affiliated with the Ecclesiastical Theological Faculty of St. Mary’s Seminary & University, Baltimore, Maryland, USA for the purpose of granting the Baccalaureate in Sacred Theology degree. The STB is a first-level ecclesiastical degree intended to offer seminary students an integrated, solid, and complete program of Roman Catholic theology. As such, its aims are more academically directed than the civil Master of Divinity (MDiv), by definition a graduate professional degree. Courses in the STB program are designed to present an introduction to the scientific and academic study of theology, to enable each graduate to pursue further studies in the sacred sciences and to exercise appropriate responsibility in the Church. Candidates for this degree must be admitted to the ordination track Master of Divinity program.

PRE-THEOLOGY PROGRAM

The UST School of Theology at St. Mary’s Seminary offers a pre-theology program designed for non-traditional seminary students. This program follows the USCCB’s Program of Priestly Formation (PPF), which states that the “pre-theologate should provide a coordinated program that supplements the needs of candidates in five principal areas: human and spiritual growth, intellectual and pastoral formation, and community living” (210). Since candidates in this program will complete the ordination Master of Divinity program, they must be sponsored by a bishop.

MASTER OF ARTS

The Master of Arts, with a concentration in theological studies, is an academic degree program designed to cultivate the skills necessary for academic theological study and scholarly research. This program seeks to develop the academic skills necessary to prepare the student for doctoral research and academic communication of theological concepts.

CENTER FOR PASTORAL STUDIES

MASTER OF ARTS IN PASTORAL STUDIES

The Master of Arts in Pastoral Studies, a professional degree program conforming to the latest guidelines issued by the USCCB, is designed to provide academic formation for pastoral ministry in the Church. This degree program provides a solid theological foundation as well as the basic pastoral skills necessary for ministry in a variety of settings.

DIPLOMA IN PASTORAL THEOLOGY PROGRAM

The Diploma (a non-degree program) is designed to help develop the academic and pastoral skills necessary for ordination as a permanent deacon in the Catholic Church and for other ecclesial and lay ministries.
APPLICATION PROCESS

GRADUATE DEGREE APPLICANTS
Students applying for admission to one of the graduate programs at the School of Theology normally must hold a BA or a BS from an accredited college/university or an equivalent degree.* Students whose first language is not English may be required to hold a passing score on the TOEFL. Separate applications must be submitted for each program to which a student seeks admission. For additional requirements consult the specific degree programs. *A limited number of mature applicants who do not hold an undergraduate degree may be admitted to the Master of Divinity or Master of Arts in Pastoral Studies degree programs. Admittance may be granted on the basis of non-credit theological study and/or experiences in ministry. These studies and experiences must demonstrate knowledge and skills that are equivalent to those of persons holding baccalaureate degrees.

NON-DEGREE APPLICANTS
Applicants seeking admission as non-degree students must meet the University of St. Thomas School of Theology’s entrance requirements. The Admissions Committee and the course instructor must be satisfied of the applicant’s ability to perform at course level. Non-degree students taking courses for transfer of credit to another institution are responsible for complying with the transfer policies of the institution from which they are seeking credit. The School of Theology will, upon request, provide course profiles to the institution considering transfer of credit. Non-degree seeking students who wish to change their status to degree-seeking must apply for change of status prior to the start of the semester in which the status change will take effect.

INTERNATIONAL APPLICANTS
Eligibility for study in the United States is coordinated with the Admissions Department at UST. International applicants must contact the International Student Advisor on the UST Main Campus at 713-525-3503. Applicants holding a student visa (F1) will be considered for admission as full-time students only, and must intend to earn a degree at the University of St. Thomas Graduate School of Theology. To be classified as a full-time graduate student, an individual must enroll in at least 9 credit hours per semester. International applicants must submit all necessary admission forms and documents by June 1 for fall semester and by November 1 for spring semester. All required information must be on file prior to admission to the University.

VETERANS AND DEPENDENTS OF VETERANS
The University of St. Thomas is approved to offer eligible veterans and dependents of veterans the academic courses of study published in the University catalog and bulletins. Eligible students must apply for admission to the University following the procedures for the Graduate School of Theology.

The University Office of Veteran Affairs is under the supervision of the Registrar. The Veteran Affairs Advisor will assist the eligible applicant in processing the documents pertaining to veteran’s educational benefits, including the initial application for benefits. Once admitted, continuing students who receive these benefits are required to contact the Office of Veteran Affairs each semester prior to or during the registration process. The veteran must also have the approval of the Office of Veteran Affairs when making changes to his/her approved courses during any semester of registration. For additional information on the enrollment of veterans and dependents, refer to the section entitled “Academic Regulations for Veterans and Dependents” in the UST Graduate Catalog.
GRADUATE APPLICATION CHECKLIST

Consult the degree program for clarification of specific requirements:

- Completed Application Form.
- Personal essay outlining the applicant’s goals for the program*
- B.A. or B.S. degree from an accredited college/university or an equivalency. Check the specific program for minimum GPA.
- Official transcripts from all colleges or universities attended, including the final semester with degree posted; official transcripts must be mailed directly to the School of Theology from the issuing institution. All transcripts from colleges and universities outside the US must be evaluated by an accredited evaluation agency whose report is then submitted to the School of Theology.
- Two letters of recommendation: one academic/professional and one personal.*
- Listing of courses completed in theology, ethics, philosophy, or religious education.*
- Any evidence of certification through diocesan programs.*
- Any other material which would support the candidate’s previous theological or religious education and experience.*
- If applicable, written request for transfer of credit.
- Students whose first language is not English may be required to hold a passing score on the TOEFL.

* Waived for students accepted into St. Mary’s Seminary Program for Priestly Formation or for those accepted as candidates for the permanent diaconate. Credentials submitted in support of an application become the property of the School of Theology and cannot be returned to students or interested parties.

DIPLOMA APPLICATION CHECKLIST

Consult the degree program for clarification of specific requirements:

1. Completed Application Form.
2. Transcript from accredited secondary school or GED. Official transcripts from all colleges and universities attended. Official transcripts must be mailed directly to the School of Theology from the issuing institution.
3. Approval of sponsoring agency, if applicable.
4. Students whose first language is not English may be required to hold a passing score on the TOEFL.

Credentials submitted in support of an application become the property of the School of Theology and cannot be returned to students or interested parties.

ADMISSION PROCESS

All required documents should be received in the Dean’s office prior to consideration by the Admissions Committee.

- The Admissions Committee of the School of Theology meets approximately once a month throughout the calendar year.
- The applicant will be notified in writing of the Admissions Committee’s decision.
- Credentials submitted in support of an application become the property of the School of Theology and cannot be returned to the student or interested parties.
- Admission to the School of Theology does not necessarily imply acceptance for degree candidacy.
- A student will be permitted to register for only one course prior to completing the full admission process.
- Students admitted provisionally to the University with incomplete academic files must complete their files before the end of the semester they were admitted. Those who fail to comply with this requirement will be denied registration for subsequent semesters until the files are complete.

STUDENT RESPONSIBILITIES

Students are responsible for keeping their own records and for knowing the University’s policies and regulations, those of a general nature as well as those pertaining to their particular program of studies. 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 dean of the school involved or the Registrar.
GENERAL ACADEMIC POLICIES

SEMESTER GRADE REPORTS
All students who take a course for credit will be assigned a grade at the end of the semester. Semester grades and cumulative statistics are available at the end of each semester on http://mystthom.edu. Faculty members are not authorized to post final grades or release them to students by any other means. Students should review their grades carefully. No course grades may be changed after one year following completion of the course. Academic reports of diocesan seminarians are mailed to the bishop and vocation director of each seminarian. The Rector of St. Mary’s Seminary also receives a copy of the academic report of each student. Religious order seminarians will have their grade reports mailed to their religious Superior. Grade reports for candidates for the permanent diaconate will be sent to the Director of the Permanent Diaconate. In compliance with the Family Educational Rights and Privacy Act of 1974 as amended, each seminarian/deacon candidate is required to sign a release of information form. Signing such form indicates consent for these records to be released to the above named individuals.

MASTER OF DIVINITY ORDINATION TRACK (MDIV)

PROGRAM DESCRIPTION
The Master of Divinity is a professional degree program designed to develop the academic, spiritual and pastoral skills necessary for ministerial leadership in the Church. The program is available to students preparing for ministry, particularly candidates for ordination to the Roman Catholic priesthood.

Candidates for the Roman Catholic priesthood must complete a 126-hour program that conforms to the guidelines of the Program of Priestly Formation established by the United States Conference of Catholic Bishops. Students in this program must have the approval of their Bishop or religious superior. In addition diocesan seminarians must be admitted to St. Mary’s Seminary.

For information about St. Mary’s Seminary Program for Priestly Formation please direct inquiries to Rector, St. Mary’s Seminary, 9845 Memorial Drive, Houston, Texas 77024, or go to www.smseminary.com.

Admission Requirements
• Acceptance into St. Mary’s Seminary or appointment by one’s religious superior.
• BS or BA degree from an accredited college/university or an equivalent degree.
• Transcripts (including final semester, with degree posted) sent directly by the issuing institution to the UST School of Theology.*
• Minimum undergraduate cumulative GPA of 2.0 on a 4.0 scale.
• Thirty (30) hours of undergraduate philosophy (with a minimum of 2.0 on a 4.0 scale).
• Twelve (12) hours of undergraduate theology (with a minimum of 2.0 on a 4.0 scale).
• Completed Application Form.
• Candidates who are not citizens of the United States must present an appropriate visa from the U.S. Bureau of Citizenship & Immigration Services. Applicants should consult with the International Student Advisor at the University of St. Thomas for further information.

* Transcripts from institutions outside the United States must be evaluated by an accredited evaluation agency.

DEGREE REQUIREMENTS
Completion of 126 credit hours with a minimum cumulative average of C (2.0). The 126 credit hours include 104 credit hours of required courses, 12 credit hours of elective courses and 10 credit hours of required pastoral field education.*

* Ecclesiastical authorities of candidates for sacramental ordination may specify additional requirements in academics and in pastoral field education. Students are responsible for consulting the directives of ecclesiastical superiors in such matters.
MASTER OF DIVINITY ORDINATION TRACK

LANGUAGE REQUIREMENTS
There is not a language requirement from USTST for attaining the MDiv degree, however most dioceses require their students to become conversant in Spanish.

TRANSFER OF CREDIT
Courses completed with a minimum of C (2.0) at the post-baccalaureate level at an accredited institution may be accepted toward the fulfillment of MDiv requirements. A maximum of 50 hours of credit earned at other institutions may be transferred.

TIME LIMIT
Program requirements must be completed within ten years of initial registration.

EXIT PROCEDURE
The exit procedure for the Master of Divinity Ordination Program will be the satisfactory completion of an oral outcomes examination given in the final semester of student’s study.

CORE REQUIREMENTS

Sacred Scripture (8 courses)
  Biblical Method
  Pentateuch
  Old Testament Writings
  Prophets
  Synoptics
  Pauline Literature
  Catholic Letters
  Johannine Literature
  22 Credit Hours

Historical Studies (4 courses)
  Church History I
  Church History II
  Patristics
  American Catholicism
  12 Credit Hours

Systematic Doctrine (5 courses)
  Revelation and Faith
  The Triune God
  Mary/Piety
  Theological Anthropology
  Ecclesiology
  15 Credit Hours

Moral Theology (5 courses)
  Fundamental Moral Theology
  Justice
  Bioethics
  Spirituality
  Marriage and Sexuality
  15 Credit Hours

Practical Theology (5 courses)
  Introduction to Theological Studies
  Introduction to Pastoral Counseling
  Colloquium I
  Parish Management I
  Integrative Seminar
  12 Credit Hours
Liturgical/Sacramental (9 courses)
  Introduction to Liturgy
  Sacraments of Initiation
  Eucharist
  Theology of Ministerial Priesthood
  Reconciliation and Anointing
  Presidential Leadership:
  • Baptism, Marriage, Funerals
  • Eucharist
  • Reconciliation and Anointing

  15 Credit Hours

Canon Law (4 courses)
  Introduction to Canon Law
  Canon Law: Teaching and Sanctifying
  Canon Law of Marriage
  Declarations of Nullity

  10 Credit Hours

Homiletics (2 courses)
  Introduction to Homiletics
  Advanced Homiletics

  4 Credit Hours

Pastoral Field Education
  Educational Ministry I and II
  Social Ministry I and II
  Clinical Pastoral Education (summer course)
  Supervised Pastoral Internship I and II*

  10-22 Credit Hours

Electives (4 courses)

  12 Credit Hours

TOTAL CREDIT HOURS = 126 HOURS

* Requirement based on individual dioceses.
## MDIV Ordination Track Program

### Course Sequence:

#### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Biblical Method</strong></td>
<td>1 hour</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Theological Studies</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Pentateuch</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Fundamental Moral Theology</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Synoptics</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Liturgy</strong></td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>15 hours</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revelation and Faith</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Church History I</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Patristics</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Sacraments of Initiation</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Prophets</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>15 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Triune God</strong></td>
<td>4 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Old Testament Writings</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Church History II</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to Canon Law</strong></td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Spirituality</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Educational Ministry I</strong></td>
<td>1 hour</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>16 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Summer After Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Pastoral Education</strong></td>
<td>6 hours</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>6 hours</strong></td>
</tr>
</tbody>
</table>

#### Pastoral Year*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervised Pastoral Internship I</strong></td>
<td>6 hours</td>
</tr>
<tr>
<td><strong>Supervised Pastoral Internship II</strong></td>
<td>6 hours</td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>12 hours</strong></td>
</tr>
</tbody>
</table>

*Requirement varies for individual dioceses and religious orders.

#### Third Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Theological Anthropology</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Marriage &amp; Sexuality</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Catholic Letters</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Advanced Homiletics</strong></td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Social Ministry I</strong></td>
<td>1 hour</td>
<td></td>
</tr>
<tr>
<td><strong>Presidential Leadership:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Baptism, Marriage, Funerals</strong></td>
<td>1 hour</td>
<td></td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>16 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Fourth Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eucharist</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Declarations of Nullity</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Presidential Leadership:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eucharist</strong></td>
<td>1 hour</td>
<td></td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Johannine Literature</strong></td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Hours</strong></td>
<td><strong>15 hours</strong></td>
<td></td>
</tr>
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#### Second Semester

<table>
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<tr>
<th>Course</th>
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<td><strong>Parish Management</strong></td>
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<tr>
<td><strong>Canon Law: Sacraments</strong></td>
<td>2 hours</td>
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<tr>
<td><strong>Reconciliation &amp; Anointing</strong></td>
<td>2 hours</td>
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<tr>
<td><strong>Integrative Seminar</strong></td>
<td>2 hours</td>
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<tr>
<td><strong>Presidential Leadership:</strong></td>
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<tr>
<td><strong>Reconciliation &amp; Anointing</strong></td>
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<tr>
<td><strong>Elective</strong></td>
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<td><strong>Total Semester Hours</strong></td>
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MASTER OF DIVINITY NON-ORDINATION TRACK (LMDiv)

PROGRAM DESCRIPTION
The 90-hour Master of Divinity is a professional degree program designed to develop the academic and pastoral skills necessary for ministerial leadership. The program is available to students preparing for lay ecclesial ministry in the Church or pastoral leadership in Catholic or other Christian denominations. Candidates must complete a 90-hour program that provides a solid academic foundation in combination with supervised pastoral practice.

Admission Requirements
• B.A. or B.S. degree from an accredited college/university or an equivalent degree.
• Transcripts (including final semester, with degree posted) sent directly by the issuing institution to the UST School of Theology.*
• Minimum undergraduate cumulative GPA of 2.0 on a 4.0 scale.
• Eighteen (18) hours of undergraduate theology and/or philosophy (with a minimum of 2.0 on a 4.0 scale) or its equivalent.
• Two letters of recommendation: one academic/professional and one personal.
• Completed Application Form.
• Listing of courses completed in theology, ethics, philosophy, or religious education.
• Any evidence of certification through diocesan programs.
• Any other material which would support the candidate’s previous theological or religious education and experience.
• Candidates who are not citizens of the United States must present an appropriate visa from the U.S. Bureau of Citizenship and Immigration Services. Applicants should consult with the International Student Advisor at the University of St. Thomas for further information.

*Transcripts from institutions outside the United States must be evaluated by an accredited evaluation agency.

DEGREE REQUIREMENTS
Completion of 90 hours with a minimum cumulative average of C (2.0). The 90 credit hours include 70 credit hours of academic courses, 12 credit hours of electives and 8 credit hours of Pastoral Field Education.

TRANSFER OF CREDIT
Courses completed with a minimum of C (2.0) at the post-baccalaureate level at an accredited institution may be accepted toward the fulfillment of LMDiv requirements. A maximum of 36 hours may be accepted as transfer credit for the LMDiv program.

TIME LIMIT
Program requirements must be completed within ten years of initial registration.

EXIT PROCEDURE
The exit procedure for the 90-Hour Master of Divinity degree is the satisfactory completion of an oral outcomes examination given in the final semester of the student’s study.

CORE REQUIREMENTS

Sacred Scripture (5 courses)
  Pentateuch
  Synoptics
  Pauline Literature
  Two of the following:
    Prophets, Old Testament Writings or Johannine Literature
15 Credit Hours

Historical Studies (3 courses)
  Church History I
  Church History II
  American Catholicism
9 Credit Hours
Systematic Doctrine (4 courses)
- Theological Anthropology
- The Triune God
- Mariology and Popular Piety
- Ecclesiology
  12 Credit Hours

Moral Theology (4 courses)
- Fundamental Moral Theology
- Bioethics
- Justice
- Marriage and Sexuality
  12 Credit Hours

Practical Theology (4 courses)
- Introduction to Theological Studies
- Introduction to Pastoral Counseling
- Colloquium I
- Integrative Seminar
  9 Credit Hours

Liturgical/Sacramental (3 courses)
- Introduction to Liturgy
- Sacraments of Initiation
- Eucharist
  8 Credit Hours

Canon Law (1 course)
- Introduction to Canon Law
  2 Credit Hours

Pastoral Field Education (3 courses)
- Field Education I
- Field Education II
- Clinical Pastoral Education
  8 Credit Hours

Electives (5 courses)
  15 Credit Hours

TOTAL = 90 Credit hours
MASTER OF ARTS IN THEOLOGICAL STUDIES (MA)

ADMISSION REQUIREMENTS

• B.A. or B.S. degree from an accredited college/university or an equivalent degree.
• Transcripts (including final semester, with degree posted) sent directly by the issuing institution to the UST School of Theology.*
• Minimum undergraduate cumulative GPA of 3.0 on a 4.0 scale.
• Eighteen (18) hours of undergraduate theology and/or philosophy (with a minimum of 3.0 on a 4.0 scale) or its equivalent.
• Two letters of recommendation: one academic/professional and one personal.
• Completed Application Form.
• Listing of courses completed in theology, ethics, philosophy, or religious education.
• Any evidence of certification through diocesan programs.
• Any other material which would support the candidate’s previous theological or religious education and experience.
• Candidates who are not citizens of the United States must present an appropriate visa from the U.S. Bureau of Citizenship & Immigration Services. Applicants should consult with the International Student Advisor at the University of St. Thomas for further information.

* Transcripts from institutions outside the United States must be evaluated by an accredited evaluation agency.

PROGRAM DESCRIPTION

The MA is a 36-hour degree program that provides solid academic grounding in the classical theological disciplines of Biblical Studies, Church History, Sacramental Theology, Systematic Moral and Systematic Doctrine. The program establishes a broad foundation upon which the student can develop the academic skills necessary to teach at a high school or undergraduate level or to pursue doctoral research and scholarship.

DEGREE REQUIREMENTS

Completion of 36 hours of MA transcripted courses with a minimum cumulative GPA of B (3.0). The 36 hours include 30 hours of required courses and 6 hours of elective courses. In total, 6 YMA-level courses must normally be completed.

LANGUAGE REQUIREMENT

All candidates must demonstrate successful completion of two semesters of undergraduate level modern or classical foreign language prior to the completion of the Master of Arts Program. This can be demonstrated by course work or proficiency testing provided by the School of Theology. Candidates who anticipate pursuing doctoral studies in Sacred Scripture are strongly encouraged to take two semesters of both Greek and Hebrew.

TRANSFER CREDIT

A maximum of 9 credit hours may be accepted toward the Master of Arts (Theological Studies) degree, provided there is a true equivalency with the School of Theology course offerings.

TIME LIMIT

Program requirements must be completed within ten years of initial registration.

EXIT PROCEDURES

The exit procedure for the Master of Arts degree requires the student to pass an exam designed to assess his/her ability to analyze and synthesize material, to draw upon Sacred Scripture, Tradition and the work of contemporary theologians as appropriate; to organize this material into a coherent and well-developed answer; to retain the substance of this answer; and to write, from memory, a version that will be evaluated by faculty.
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CORE REQUIREMENTS

Sacred Scripture (3 courses)
   Pentateuch
   Synoptics
   Any YMS or YMA Scripture course
   9 Credit Hours

Historical Studies (2 courses)
   Patristics
   Christianity: Historical Survey
   6 Credit Hours

Systematic Doctrine (3 courses)
   Revelation and Faith
   Christology
   Any YMA Doctrine course
   9 Credit Hours

Systematic Moral Theology (1 course)
   YMA Principles and Issues in Roman Catholic
   Moral Theology
   3 Credit Hours

Sacramental Theology (1 course)
   YMA History and Theology of the Sacraments
   3 Credit Hours

Electives
   Any 2 YMA courses
   6 Credit Hours

TOTAL = 36 Credit Hours
MASTER OF DIVINITY DUAL DEGREE

For students in the 126-hour MDiv program the University of St. Thomas School of Theology offers a dual degree program leading to the conferral of the Master of Divinity (MDiv) and Master of Arts (Theological Studies) degrees.

The applicant must meet the admissions criteria of both the MA and the 126-hour MDiv programs. Please refer to the individual degree sections of this catalog for the admissions criteria. In addition, all graduate level work done at UST prior to enrolling in the MA program must show a cumulative GPA of 3.0. The applicant must apply for the joint program before completing 36 hours of the Master of Divinity Program. The applicant must submit a separate application for each program.

LANGUAGE REQUIREMENT

All candidates must demonstrate successful completion of two semesters of undergraduate level modern or classical foreign language prior to the completion of the program. This can be demonstrated by course work or proficiency testing provided by the School of Theology. Candidates who anticipate pursuing doctoral studies in Sacred Scripture are strongly encouraged to take two semesters of both Greek and Hebrew.

DUAL DEGREE REQUIREMENTS

Completion of 126 total credit hours including:

- 36 hours at the MA level with a minimum cumulative GPA of B (3.0) in these courses:
  - 6 hours of Systematic Doctrine taken at the MA level
  - 9 hours of Sacred Scripture taken at the MA level
  - 6 hours of Church History taken at the MA level
- 3 hours of Moral Theology taken at the MA level
- Minimum cumulative GPA in MDiv only courses of C (2.0).

TIME LIMIT

Program requirements must be completed within ten years of initial registration.

EXIT PROCEDURES

Students must complete the exit procedures for both the MDiv and MA programs.

COURSE DESCRIPTIONS

Master of Divinity, Lay Master of Divinity, Master of Arts

Course Numbers

<table>
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<tr>
<th>Y</th>
<th>= courses taught at St. Mary’s Seminary in the MDiv, LMDiv, and MA programs</th>
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<td>CU</td>
<td>= Diaconate/Diploma courses</td>
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</tbody>
</table>
CENTER FOR PASTORAL STUDIES

Dr. Sandra Magie, Academic Dean, smagie@stthom.edu

Dr. Lawrence DiPaolo, Jr, Associate Dean, dipaoll@stthom.edu

122 MASTER OF ARTS IN PASTORAL STUDIES (MAPS)
MASTER OF ARTS IN PASTORAL STUDIES

CENTER FOR PASTORAL STUDIES

DEGREE PROGRAMS

MASTER OF ARTS IN PASTORAL STUDIES (MAPS) PROGRAM DESCRIPTION

The Master of Arts in Pastoral Studies (MAPS) is a 36-hour professional degree program designed to provide academic formation for pastoral ministry in the Church. The degree program provides a solid theological foundation as well as the basic pastoral skills necessary for ministry in a variety of settings. The program is oriented toward persons who are or who desire to be involved in full-time professional pastoral ministry, including those preparing for Lay Ecclesial Ministry or the permanent diaconate in the Catholic Church. Theological reflection, ongoing fieldwork, and a pastoral project all contribute to the pastoral orientation of the program.

Candidates for diaconal ordination and lay ecclesial ministry in the Catholic Church will undertake a program conforming to the most recent guidelines established by the U.S. Conference of Catholic Bishops. Courses are offered in a variety of convenient times and venues.

ADMISSION REQUIREMENTS

+ B.A. or B.S. degree from an accredited college/university or an equivalent degree.*
+ Transcripts (including final semester, with degree posted) sent directly by the issuing institution to the UST School of Theology.**
+ Minimum undergraduate cumulative GPA of 2.0 on a 4.0 scale.
+ Two letters of recommendation: one academic/professional and one personal.
+ Completed Application Form.
+ Personal essay outlining the applicant's goals for the program.
+ Listing of courses completed in theology, ethics, philosophy, or religious education.
+ Any evidence of certification through diocesan programs.
+ Any other material which would support the candidate's previous theological or religious education and experience.
+ Candidates who are not citizens of the United States must present an appropriate visa from the U.S. Bureau of Citizenship & Immigration Services. Applicants should consult with the International Student Advisor at the University of St. Thomas for further information.

* A limited number of mature applicants who do not hold an undergraduate degree may be admitted to the MAPS program. Admittance may be granted on the basis of non-credit theological study and/or experience in ministry. These studies and experiences must demonstrate knowledge and skills that are equivalent to those persons holding baccalaureate degrees.

** Transcripts from institutions outside the United States must be evaluated by an accredited evaluation agency.

DEGREE REQUIREMENTS

Completion of 36 credit hours with a minimum cumulative GPA of 2.3.

TRANSFER CREDIT

A maximum of 9 hours can be accepted as transfer credit, provided there is a genuine equivalency with School of Theology course offerings. Courses completed with a minimum of 2.7 (B-) at the post-baccalaureate level in accredited institutions may be accepted toward the fulfillment of MAPS requirements.

TIME LIMIT

Program requirements must be completed within ten years of initial registration.

EXIT PROCEDURES

Students will complete an oral examination demonstrating their ability to apply knowledge of Sacred Scripture, systematic, moral, and liturgical theology, and Church history to questions and pastoral problems typically arising in a parish situation.
MASTER OF ARTS IN PASTORAL STUDIES

CORE CURRICULUM

1. History of the Church
2. Patrology
3. Theology and Themes in the Old Testament
4. Gospels
5. Paul and His Letters
6. Foundations of the Catholic Faith
7. Trinity and Incarnation
8. Anthropology and Eschatology
9. Mission of the Church
10. Sacraments in Parish Life
11. Moral Theology
12. Elective

In addition to the regular curriculum, the Institute for Pastoral Studies at St. Mary’s Seminary offers a variety of pastoral skills workshops and institutes, conducted by experienced ministers. The institute covers such topics as Pastoral Leadership and Administration (including volunteer management), Youth Ministry, Catechesis and Sacramental Preparation, Social Ministry, Hispanic Ministry, Family Ministry, Spiritual Guidance, Ministry and Civil Law, and Structures of the Catholic Church.

GRADUATE COURSE DESCRIPTIONS

SACRED SCRIPTURE

CG 5302: Theology and Themes in the Old Testament 3 credit hours
This course orients students to the major themes of creation and exodus, covenant and prophecy, law and wisdom in the Old Testament. Consideration is given to the development of Israelite monotheism and the development of Messianic expectations in Israel.

CG 5315: Gospels 3 credit hours
This graduate introduction to the Gospels (Matthew, Mark, Luke and John) will focus on the text of each of these Gospels and their respective literary, historical and social contexts. The course will begin with an overview of the OT traditions that the canonical Gospels build upon. Following an introduction to the canonical Gospels, special attention will be given to key texts that will help to provide a greater understanding of the teaching of Jesus as well as insight into the theological perspective of each of the individual evangelists. Attention will also be given to the origin and growth of these Gospels and the communities they address within the context of early Christianity. Included is the study of how each gospel is fashioned in such a way so as to make them unique and effective in deepening the faith of their own particular churches and of us today as well. This is a Roman Catholic approach to the Scriptures in light of Dei Verbum that makes use of the critical tools of contemporary biblical scholarship of historical, literary, theological (that includes the spiritual) and pastoral interest.

CG 6310: Paul & His Letters 3 credit hours
This course will explore the rich variety of New Testament letters attributed to the Apostle Paul in their early Christian contexts. Attention will be given to specific and key biblical texts and major theological themes as well as foundational events and experiences that gave rise to this life-giving faith witness. The methodology makes use of the important tools of contemporary biblical scholarship of literary, historical, theological and pastoral significance and interest.

SYSTEMATIC MORAL THEOLOGY

CG 5305: Moral Theology 3 credit hours
This course explores the foundations and development of Catholic moral theology. Emphasizing methodology and traditional Catholic approaches, this course focuses on the role of the human person as moral agent. The course includes lecture, moral case studies and seminar discussions.

LITURGICAL/SACRAMENTAL

CG 5307: Sacraments in Parish Life 3 credit hours
This course is an introduction to the Church’s public worship through the seven sacraments. It will focus upon the systematic historical and theological frameworks within which the principles and practice of the sacraments developed. The principles of sacramental theology will be explored with particular regard to catechesis and pastoral practice, with some attention to the relevant canon law.
HISTORICAL STUDIES

CG 5310: Church History 3 credit hours
This course introduces the history of the Church from its Jewish roots to the present. Particular attention is paid to the geographical expansion of the Church, its engagement with various cultures, and the relations between Church and state.

CG 5312: Patrology 3 credit hours
Patrology, or the study of the early Fathers of the Church, is in a very real sense the study of ourselves. The Fathers, not having the benefit of first-hand experience of Our Lord, relied upon testimony of those who had, i.e. tradition. The study of Patrology is the story of our beginnings as a Catholic Church and is an endeavor which connects us to both our earliest traditions and provides us with the foundations of our doctrine.

SYSTEMATIC DOCTRINE

CG 5304: Foundations of the Catholic Faith 3 credit hours
This course explores the possibility and fact of revelation in Israel and Christ; its mediation in Scripture (inspiration, inerrancy, canonicity, and exegesis) and tradition; its reception in faith and expression in doctrine; faith and reason; the method and tasks of theology; and the role and importance of religious experience and of the teaching office of the Church.

CG 5322: Trinity and Incarnation 3 credit hours
This course presents the mystery of the Triune God revealed in the mission of Christ and the gift of the Spirit. Special attention is given to: the transformation of Jewish monotheism by New Testament revelation; the tandem development of trinitarian and christological doctrine in the patristic Church; a systematic perspective on the Triune God, the person and work of Christ, and the work of the Holy Spirit; and the pastoral implications of the Catholic doctrine of God and Christ. Prerequisite: Sacred Scripture.

CG 5323: Anthropology/Eschatology 3 credit hours
This course introduces the basic themes of theological anthropology: the creation of human beings to the image and likeness of God, and the original integral order of creation; the Fall, the reign of sin, and the problem of suffering; revelation, grace and freedom, and our cooperation with God’s work of redemption; and realized and future eschatology. Prerequisite: Sacred Scripture.

CG 5324: Mission of the Church 3 credit hours
This course presents the origins of the Church in the mission of the Messiah, and the development of Christian understanding of the mystery of the Church. Special attention is given to the ecclesiology of Vatican II: the mystery of the Church with its hierarchical and charismatic gifts, the communion of saints, the Catholic Church’s commitment to ecumenism and religious liberty, and the mission of the Church today. Some consideration will also be given to Catholic social teaching as an articulation of the Church’s mission. Prerequisite: Sacred Scripture, Church History.

THEOLOGY AND PRAXIS

CG 5325: Introduction to Christian Spiritualities 3 credit hours
This course seeks to provide a foundation for the study of Christian Spirituality by exploring classic texts from a variety of Christian traditions. The course is an overview of the broad range of historical contexts starting with New Testament spirituality, progressing through medieval mysticism and including contemporary spiritual writers. It will include lectures, seminar and presentations.

CG 7313: Faith and the Dominant American Culture 3 credit hours
This course seeks to develop an appreciation of the strengths and challenges of the dominant American way of life: its vision, its values, representative character types in situations, codes of behavior and symbols in relation to a Catholic Christian worldview. Students will employ a reflective process to understand the implications of the enculturation of the Gospel in the American cultural context and the implications of living life in the Spirit. Some consideration will also be given to the challenges of religious pluralism. One of the Scripture courses is recommended prior to taking this course.
<table>
<thead>
<tr>
<th>Ms. Cecilia Abbott</th>
<th>Mr. Andrius R. Kontrimas</th>
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<tbody>
<tr>
<td>Msgr. James Anderson, STD</td>
<td>Mr. Raymond A. LeBlanc</td>
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<tr>
<td>Rev. Edward Baenziger</td>
<td>Mr. Harry Mach</td>
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<tr>
<td>Mr. Philip Bahr</td>
<td>Mr. George Martinez</td>
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<tr>
<td>Rev. Patrick Braden, CSB</td>
<td>Mr. Oniel Mendenhall</td>
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<tr>
<td>Rev. Michael A. Buentello, CSB</td>
<td>Mr. John Niemann</td>
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<tr>
<td>Mrs. Lois Davis</td>
<td>Mr. Stanley Paur</td>
</tr>
<tr>
<td>Ms. Azar Delpassand</td>
<td>Rev. Joseph Pilsner, CSB</td>
</tr>
<tr>
<td>His Eminence Daniel Cardinal DiNardo</td>
<td>Rev. Stephen Reynolds</td>
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<tr>
<td>Dr. Herbert P. Edmundson, Jr.</td>
<td>Mr. Reynaldo Reza</td>
</tr>
<tr>
<td>Mr. Michael Fleming</td>
<td>Ms. Denise Castillo-Rhodes</td>
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<tr>
<td>Ms. Lois Folger</td>
<td>Ms. Mary Ricciardello</td>
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<tr>
<td>Ms. Marcia Galatas</td>
<td>Mr. Gary Rosenthal</td>
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<tr>
<td>Rev. Anthony Giampietro, CSB</td>
<td>Rev. Thomas Rosica, CSB</td>
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<tr>
<td>Mr. George Goolsby</td>
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<tr>
<td>Ms. Paula Savage Hansen</td>
<td>Mr. Michael Stuart</td>
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<tr>
<td>Mr. Curtis Huff</td>
<td>Mr. Ignacio Torras</td>
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<tr>
<td>Dr. Robert R. Ivany</td>
<td>Mr. Jesse Tutor</td>
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<tr>
<td>Mr. Michael Jain</td>
<td>Mr. Don Wang</td>
</tr>
<tr>
<td>Ms. Gloria Kalman</td>
<td>Mr. Fred Zeidman</td>
</tr>
</tbody>
</table>

* Current as of publication date
President
Dr. Robert Ivany

Provost
Dr. Dominic Aquila

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Dr. Dominic Aquila
Rev. Joseph Pilsner, CSB
Dr. Dr. John Starner
Dr. Beena George
Dr. Vinita Ramaswamy
Dr. Robert LeBlanc
Dr. Nicole Walters
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Dr. Sandra Magie
Dr. Lawrence DiPaolo
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Dr. Ravi Srinivas
Mr. James Piccininni
Mr. Lee Holm
Dr. Constantina Michalos
Dr. Terry Hall
Dr. Hans Stockton
Dr. Michelle Simms
TBA
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Rev. Donald Nesti, CSSp
Ms. Lori Gallagher
Dr. Poldi Tschirch

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Mr. Arthur Ortiz
Ms. Lynda McKendree
Mr. Phillip Butcher

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Mr. Randy Graham
Ms. Susan Rose
Ms. Brandy Shaw
Ms. Ginni Whitten

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Ms. Susan Bradford
Ms. Laura Dozier
Ms. Deborah Crofoot-Morley
Ms. Roya Esfandi
Ms. Diane Thornton
Ms. Meredith McCrary
Ms. Jessica Rush

Vice President for Academic Affairs
Dean, School of Arts and Sciences
Associate Dean, School of Arts and Sciences
Dean, Cameron School of Business
Associate Dean, Cameron School of Business
Dean, School of Education
Director of Graduate Student Services
Dean, School of Theology
Associate Dean, School of Theology
Registrar, Dean of Academic Records
Dean, Extended of Extended Programs
Dean, Libraries
Interim Director, Academic Advising
Director, Tutorial Services
Director, Honors Program
Director, Center for International Studies
Director, Initiative for University Excellence
Director, Center for Thomistic Studies
Director, Catholic Studies Program
Director, Center for Faith and Culture
Director, Center for Irish Studies
Dean, School of Nursing
Vice President for Enrollment Management
Assistant Vice President for Enrollment Management
Dean, Scholarships and Financial Aid
Director of Admissions and Veteran Services
Vice President for Finance
Assistant Vice President, Facilities Operations
Director, Human Resources
Treasurer
Controller
Director, Resource Development
Vice President for Institutional Advancement
Senior Development Director, Institutional Advancement
Director of Development, Annual & Constituent Relations
Senior Director, Development
Director, Advancement Services
Senior Director, Gift Planning
Campaign Director
Senior Director of IA Communications
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Mr. Mark Henderson Director, Instructional Technology Services
Ms. Joanna Palasota Director, Administrative Computing
Mr. Tony Reyna Director, Computing Infrastructure Services

Marketing Communications
Ms. Vickie Alleman Vice President for Marketing Communication
Ms. Sandra Soliz Assistant Vice President for Marketing Communication
Ms. Marionette Mitchell Director, Creative Services

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Mr. Gary McCormack Vice President for Institutional Research
Ms. Joanna Palasota Director, Institutional Research

Student Affairs
Ms. Patricia McKinley Vice President for Student Affairs
Rev. Michael Buentello, CSB Director, Campus Ministry; University Chaplain
Dr. Rose Signorello Executive Director of Counseling and Disability Services
Ms. Debby Jones Assistant Director, Counseling and Disability Services
Mr. Matthew Prasifka Assistant Vice President of Campus Life and Auxiliary Operations
Mr. Todd Smith Director, Athletics and Men’s Basketball Coach
Ms. Jessica Domann Director, Recreational Sports and Senior Woman Administrator, Athletics
Ms. Lindsey McPherson Assistant Vice President for Student Success and Dean of Students
Ms. Lindsey Jackson Director, Career Services & Testing
Mr. Marquis Gatewood Director, Residence Life and Conference Housing
Ms. Amanda Villanueva Assistant Director, Student Activities
Ms. Debra Moyer Assistant Director of Health Promotion & Wellness
Mr. Lee Vigil Director, Student Evangelization, Campus Ministry
Ms. Elsie Biron Director, Catholic Outreach, Campus Ministry
Mr. James Tate Director, and Chief of Campus Police
FULLTIME FACULTY


Angelina Chambers, 2012. Professor and Associate Dean, Nursing. BS (1976) Skidmore College; MS (1981) Yale School of Nursing; PhD (2006) University of Texas Medical Branch.


Elizabeth Coscio, 2002. Associate Professor, Spanish; Department Chair, Modern and Classical Languages; Director, Spanish Program; Cullen Foundation Chair in Spanish. BA (1969) University Of Houston; MA (1986) Rice University; PhD (2001) University of Houston.

Emily Couvillon, 2012. Assistant Professor, Public Services Librarian. BA (2010) Tulane University; MS (2012) The University of Texas at Austin.

Tracey Covey, 2012. Assistant Professor, Chemistry and Physics. BS (2001) University of Dallas; PhD (2007) University of Utah.


John Deely, 1999. Professor, Philosophy; Rudman Chair in Graduate Philosophy. BA (1965), MA (1966) and PhD (1967) Aquinas Institute School of Philosophy.


Lawrence DiPaolo, 2006. Associate Dean and Assistant Professor, School of Theology. BA (1989), and MA (1990) University of Chicago; MA (2000) and PhD (2006) Loyola University, Chicago; STL (2013) St. Mary’s Seminary and University, Baltimore.


Ramón Fernández, 1983. CPA, CFP, CMA, CIA. Assistant Professor, Accounting. BA (1979) University of St. Thomas; MBA (1983) University of Houston.


Serena Flores, 2012. Assistant Professor, Education; Chair, Counselor Education Program. BS (2006), MS (2008), PhD (2012) Texas A&M Corpus Christi.


Emiliano Gonzalez, 1999. Professor, Education; Chair, Graduate Curriculum and Instruction Program. BA (1987) University of Texas-Austin; MEd (1994) University of Texas-Pan American; PhD (1998) Indiana University.


Terry Hall, 1993. Associate Professor, Philosophy; Director, Honors Program. BA (1971) and MA (1975) Oklahoma State University; PhD (1990) Catholic University of America.


Claire M. McDonald, 1984. Professor, Drama; Department Chair, Fine and Performing Arts. BA (1977) Rice University; MFA (1983) University of Texas.

Jo Meier–Marquis, 2005. Associate Professor, Psychology; Department Chair, Psychology; Director, Freshman Symposium. BA (1994) University of Texas, San Antonio; MA (1995) and PhD (1999) Southern Methodist University.


Donald S. Nesti, CSSp, 1994. Professor, School of Theology; Director, Center for the Study of Faith and Culture. BA (1959) and BD (1964) St. Mary’s Seminary, Norwalk; MA (1976) University of Pittsburgh; STL (1966) and STD (1970) Pontifical Gregorian University.


Ellis L. Nordyke, 1974. Professor, Biology; Co–Director of Pre–Health Professional Program. BS (1968), MS (1970) and PhD (1972) University of Houston.


Hassan M. Shirvani, 1986. *Professor*, Economics, Finance and Decision Information Sciences; Chair, Cullen Foundation in Economics. BS (1972) London School of Economics and Political Science; MS (1975) and PhD (1979) Harvard University.


Ravi Srinivas, 1993. *Dean*, Extended Programs; *Associate Vice President for Academic Affairs*; *Associate Professor*, Environmental Studies. BS (1985) Bangalore University; MS (1988) Baylor University; PhD (1994) State University of New York, Syracuse.

John W. Starner, 1998. *Associate Dean of Arts and Sciences*; *Associate Professor*, Mathematics. BS (1971) MA (1972) and PhD (1976) University of New Mexico.


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