



MOUNT ST. MARY'S SEMINARY
& SCHOOL OF THEOLOGY

CINCINNATI † OHIO

**School of Theology
Student Handbook**

MA Pastoral Ministry

MA Theology

MA Catholic Studies

MA Biblical Studies

Graduate Certificate in Pastoral Ministry

Certificate in Pastoral Ministry

TABLE OF CONTENTS

Contact Information	3
Notice Regarding Documents & Class Material	4
School of Theology Degrees & Certificates.	5-7
Programs and Services	
Alumni Association	8
Archdiocesan Child Protection Policy	8
Athenaeum Chorale	8
Attendance	8
Bishop Fenwick Society	8
Bookstore	8-9
Building Hours	9
Classroom Etiquette.	9
Communication.	9
Drugs, Alcohol and Firearms	9-10
Field Education	10
Financial Aid.	10
Fingerprinting Policy.	10
Fire Emergencies	10
Food Service	11
Graduation	11
Inclusive Language	11
Incompletes	11
Independent Study	11
Internet	11
Library.	11-12
Liturgy.	12
Mentoring	12
Parking	12-13
Populi	13
Project in Ministry	13
Registration	13
Retreats /Days of Reflection	13
Senate Representation.	13
Sexual Harassment Policy	13-14
Snow Days	14
Telephones	14
Theological Reflection	15
Writing Standards	15
Additional Policies	15
Campus Map	16-17

CONTACT INFORMATION

Rev. David Endres, Dean, Athenaeum of Ohio
513.231.2223 x 172

dendres@athenaeum.edu

Rev. Ryan Ruiz, Dean, School of Theology
Academic Advisor to lay students-School of Theology
513.231.2223 x 278

rruiz@athenaeum.edu

Dr. Susan McGurgan,
Director of Lay Ecclesial Formation
Formation Advisor to MAPM/Certificate Students
513.233.6127

smcgurgan@athenaeum.edu

Mrs. Barbara Yoder
Associate Director of Lay Ecclesial Formation
Formation Advisor to MAPM/Certificate Students
513.233.6129

byoder@athenaeum.edu

Ms. Melanie Suer
Administrative Assistant, Deans' Office
513.231.1200

msuer@athenaeum.edu

Ms. Becky Marsh
Administrative Assistant Formation Offices
513.233.6117

bmarsh@athenaeum.edu

Ms. Connie Song, Librarian
513.233.6136

csong@athenaeum.edu

Mr. Nick Jobe, Registrar
513.231.2223

njobe@athenaeum.edu

Bookstore
513.231.3386

bookstore@athenaeum.edu

Meal Reservations
513.231.2223

Fax
513-231-3254

TERMINOLOGY

THE ATHENAEUM OF OHIO was incorporated in the State of Ohio on March 24, 1928 under the direction of the Archbishop of Cincinnati, the Most Reverend John T. McNicholas and is the name under which degrees are awarded and contracts entered into.

The name underwhich the institution is promoted and marketed is MOUNT ST. MARY'S SEMINARY AND SCHOOL OF THEOLOGY. For the purposes of this handbook, the corporate name is used in all instances in which the whole of the institution is referenced and the separate names, "Mount St. Mary's Seminary" and "School of Theology" are used in reference to these separate divisions of the institution.

Important Notice Regarding the School of Theology Documents and Class Materials

All School of Theology publications such as the *Student Handbook*, *Mentoring Guidelines*, *Field Ed*, *Capstone*, and *Project Manuals*, and public or private memos are the work product of Mount St. Mary's Seminary & School of Theology. They are designed for students, faculty, mentors, and supervisors in the context of Mount St. Mary's School of Theology programs. Content may not be posted on web sites, blogs, public bulletin boards, or used outside of the School of Theology without the consent of the Dean or Director of Lay Ecclesial Formation.

Students may not record professors without their knowledge and consent.

Lecture notes, handouts, audio, and PowerPoint files are the intellectual property of the instructor. They may not be used outside of the course context without the instructor's consent. Students in violation of these policies may be dismissed.

Reasonable accommodation will be made for students having special needs related to the learning environment. Please consult with the Dean of the School of Theology in advance of classes.



**MOUNT ST. MARY'S SEMINARY
& SCHOOL OF THEOLOGY**

CINCINNATI + OHIO

Degrees & Certificates

MAB, Master of Arts, Biblical Studies

The Master of Arts, Biblical Studies (MAB) equips students with the knowledge of the scriptural authors and their cultural context necessary to understand the Bible, and with skill in interpreting the Sacred Scriptures in light of the Holy Spirit. The program requires coursework in the Scriptures, Biblical Greek or Hebrew, elective courses in theology, and the development and defense of major research.

The MAB requires an earned bachelor's degree with a 3.0 cumulative GPA for admissions. Students must maintain a 3.25 GPA during their studies in order to be in good standing. After completing all course requirements, students must pass a comprehensive examination consisting of objective and essay-based questions. Students must have daytime availability to take coursework for the MAB.

MAB Degree Requirements

Biblical Greek or Biblical Hebrew	4 credits
Old Testament	9 credits
New Testament	14 credits
Systematic Theology	4 credits
Research Seminar	1 credit
Thesis (50 – 70 pages)	4 credits
Total:	36 credits

MACS, Master of Arts, Catholic Studies

The Master of Arts, Catholic Studies (MACS) is an interdisciplinary study of the Catholic intellectual tradition. Coursework examines Western philosophy from ancient to contemporary, systematic theology, Catechism studies, and electives. The program culminates in either major research (i.e., a thesis) or a comprehensive exam.

The MACS requires an earned bachelor's degree with a 3.0 cumulative GPA for admission. Students must maintain a 3.25 GPA during their studies in order to be in good standing. After all course requirements are complete, students may either take a comprehensive examination consisting of objective and essay-based questions or write a thesis. Students must have daytime availability to take coursework for the MACS.

MACS Degree Requirements

Philosophy	12 credits
Theology	12 credits
Latin or Other Electives	6 credits
Research Seminar* (optional)	1 credit*
Thesis (50 – 70 pages)* (optional)	4 credits*
Total:	30 credits exam /35 credits thesis

MAT, Master of Arts, Theology

The Master of Arts, Theology, (MAT) studies the beliefs and practices of the Roman Catholic Church and the experiences of its members. Program requirements include philosophy (as a preparation for theology, biblical studies, moral theology, Church history, systematic theology, and the development and defense of major research.

The MAT requires an earned bachelor's degree with a 3.0 cumulative GPA for admission. Students must maintain a 3.25 GPA during their studies in order to be in good standing. After completing all course requirements, students must pass a comprehensive examination consisting of objective and essay-based questions. Students may take daytime, evening, or Saturday classes for the MAT.

MAT Degree Requirements

Philosophy for Theological Studies	2 credits
Old Testament	2 credits
New Testament	2 credits
Church History	2 credits
Moral Theology	4 credits
Systematic Theology	12 credits
Electives	6 credits
Research Seminar	1 credit
Thesis (50 – 70 pages)	4 credits
Total:	35 credits

MAPM, Master of Arts, Pastoral Ministry

The Master of Arts, Pastoral Ministry degree provides the core theological courses found in the MAT degree, along with courses in pastoral studies and spiritual, pastoral and personal formation. The MAPM forms professional staff level leaders for the Church and community.

The MAPM requires an earned bachelor's degree and prior experience in ministry or service for admission. Students must maintain a 3.25 GPA during their studies in order to be in good standing. In addition to 33 credit hours, it includes 60 hours of mentoring, 100 hours of supervised Field Education, Theological Reflection, and a Capstone Project. Students may complete the MAPM in three years by taking six credits each semester. It fulfills the prerequisites for men applying to the permanent diaconate. Students may take daytime, evening, or Saturday classes.

MAPM Degree Requirements

Old Testament	2 credits
New Testament	2 credits
Church History	2 credits
Systematic Theology	13 credits
Moral Theology	3 credit
Apostolic Service	1 credit
Pastoral Studies	9 credits

Capstone Project in Ministry	1 credit
Theological Reflection, Field Education & Mentoring	
Total:	33 credits

Graduate Certificate in Pastoral Ministry

The Graduate Certificate in Pastoral Ministry is offered at the main campus. It includes core theology courses along with spiritual, pastoral, and personal formation. The Graduate Certificate requires an earned bachelor's degree and prior experience in ministry or service for admission. It is a good option for those who want to engage in theological and pastoral studies at the graduate level, but who may not want or need to complete a full MA degree.

The Graduate Certificate includes 20 credit hours of graduate theology, 40 hours of mentoring, 100 hours of supervised Field Education, Theological Reflection, and a Project in Ministry. Students may complete the Graduate Certificate in two years, taking 4-6 credit hours each semester. Students may complete the full MAPM within ten years of admittance to the program. The Graduate Certificate fulfills the prerequisites for men applying to the permanent diaconate.

Non-Degreed Certificate in Lay Ministry

The non-degreed Certificate option includes 13 required courses taught at the undergraduate equivalency level, 40 hours of mentoring, 75 hours of Field Education, Theological Reflection, and a Project in Ministry. The Non-degreed Certificate requires a minimum of a High School Diploma or GED for admission. It is offered at the main campus and satellite locations rotating through the Archdiocese on a two-year basis. Students may complete the Certificate in two years, and it fulfills the prerequisites for men applying to the permanent diaconate.

The School of Theology does not grant undergraduate credit; however, Chatfield College, a Catholic Junior College, will offer up to 24 hours of undergraduate credit for the completed Certificate. Other area institutions may also grant undergraduate credit on a case by case basis. Students interested in receiving undergraduate credit should contact the Dean of the School of Theology. Non-degreed Certificate classes at the main campus typically meet on Tuesday evening and Saturday morning. Classes at satellite locations meet Saturday morning and Saturday afternoon.



**MOUNT ST. MARY'S SEMINARY
& SCHOOL OF THEOLOGY**

CINCINNATI + OHIO

Alphabetical Listing of Topics

ALUMNI ASSOCIATION

The Alumni Association includes all graduates and former students of all divisions of Mount St. Mary's Seminary and School of Theology. An Alumni Board, which includes graduates of all divisions, plans activities to serve the needs and interests of alumni and to encourage support for the mission of the Mount St. Mary's. These activities include social events, reunions, fundraising, and support. *The Athenaeum Magazine* is published three or four times a year. It contains news of alumni activities, current students, and faculty.

ARCHDIOCESAN CHILD PROTECTION POLICY

The American Bishops have requested that all participants in ministry formation programs be familiar with the child protection policy for their particular dioceses. The Archdiocese of Cincinnati is using the VIRTUS program for child protection. Participants should contact their parish office for information on training sessions. If your ministry/service places you in contact with minors, you must participate in the child protection program at the ministry site. Field Education locations may require fingerprinting and/or background checks.

ATTENDANCE

Students should attend **ALL** class sessions for each course. Absences should occur only for serious reasons such as a medical or family emergency. Vacations, committee meetings, parish events, and social gatherings are not emergencies. Students should inform the teacher if they must be absent from a class. Absences during a semester, which exceed the number of times the class meets per week, are grounds for failure. The teacher may give a grade of **F** in such cases.

BISHOP FENWICK SOCIETY (BFS)

Tuition and fees do not begin to cover the cost of one's education, and we are grateful for the generosity of benefactors who support the mission of the School of Theology. Bishop Fenwick Society Membership includes all those making an unrestricted annual contribution of \$1,000 or more. Current membership in the BFS has grown to almost 700 members. BFS members are invited to the Annual Recognition Dinner hosted by the Archbishop of Cincinnati, have extended lending privileges at the Maly Memorial Library, and are invited to a reception with reserved seating tickets for the Advent Lessons and Carols Service. Please pray for our benefactors and consider ways that you can offer support. For more information, please contact the Development Office, 231-2223.

BOOKSTORE (Seminary Student Store)

The Seminary Student Store is located on the lower level at the west end of the building. Textbooks will be pre-ordered for students and made available when class begins, though students at the satellite campus may be asked to obtain their text books via another means as indicated by their instructors. In addition to required texts, the store carries a variety of theological, philosophical, spiritual, and literary works. The bookstore accepts cash, personal checks, VISA, or MasterCard. Hours during the academic year are Noon - 1:00 PM Monday-Friday; 6:30 PM - 9:30 PM Monday-Thursday; and 9:00 AM - 12 Noon Saturday. Call 231.3386 or email bookstore@athenaeum.edu.

Cincinnati Campus: Textbooks may be purchased from the bookstore before the first class, or arrive early to purchase them on the first day of class.

BOOK FEES MUST BE PAID PRIOR TO RECEIVING THE BOOKS!

If your parish pays for your textbooks, please be ready to purchase them on the first day of class and arrange for reimbursement from the parish.

BUILDING HOURS

Office hours are 8:00 AM until 4:30 PM Monday through Friday. Messages may be left on voice mail at other times. Students are encouraged to contact the offices via email. (See inside cover for email addresses).

During the academic year, when classes are in session, the main building is open from 8:00 AM – 10:00 PM Monday through Thursday, and 8:00 AM – 4:30 PM on Friday. On Saturday, the doors are open from 8:30 AM – 2:00 PM. Typically students will access the building either through the west doors (entrance to the left of the building when facing the façade) or the east door (entrance to the right of the building, by the library), which remains open until 5:00 PM if the library is in operation. Since these entrances involve stairs, if students require the handicap entrance, they should communicate with the Dean of the School of Theology before the start of the semester. Please be mindful of any postings on doorways that might indicate which doors may be accessed at a given time.

Regarding access to the satellite campus facility, this will be limited to classroom hours.

CHORALE

The Chorale sings for selected liturgical events, special occasions, and concerts in the chapel. Membership in this mixed choir is open to all by audition. For more information on auditions, concerts, and appearances, or to offer financial support, contact Dr. Mary Catherine Levri, Music Director, at mlevri@athenaeum.edu.

CLASSROOM ETIQUETTE

Please ask the permission of the instructor and fellow students before taping or recording a class. All courses, whether at the main campus or satellite locations, held in person or via videoconference, are for registered students only. Do not bring a guest or family member to class or allow them to sit in on a videoconference class without prior clearance from the instructor and/or Dean. Call the Dean's office if you know someone who would like to observe a class before registering. Please note that some professors do not allow food or drink in the classroom.

COMMUNICATIONS

Offices will communicate with students primarily via email or phone. Please make sure the Registrar, the Dean, and the Lay Ecclesial Formation Office have current contact information. Please check email regularly. Information on upcoming events can be found on Facebook and

on the institution's website, www.athenaeum.edu. The website offers information on registration, fee schedules, course descriptions, faculty emails, and the institutional calendar.

DRUGS, ALCOHOL, AND FIREARMS

The School of Theology prohibits the possession or use of illegal drugs while present for any activity, class, or occasion at the main campus or satellite locations. Such use or possession warrants expulsion from the institution. Discretion in the use of alcohol at any school-sponsored social event is expected.

Firearms or weapons may not be carried into a class or activity at the main campus or a satellite location. Individuals violating this restriction or making threatening statements to students, faculty, or staff will be dismissed from the School of Theology.

FIELD EDUCATION (Lay Ecclesial Formation)

Field Education is a supervised non-parochial ministry experience of 75- 100 hours. This experience is designed with the approval of the Formation Advisor to expand or develop skills for ministerial growth. Field Education is described in detail in the *Field Education Manual*. Domestic and international mission trips, pilgrimages, or summer youth camps/retreats may not be used for Field Education requirements.

FINANCIAL AID

The School of Theology has a limited amount of financial aid to offer students who are fully admitted to a degree or certificate program. Applications, which require federal tax return information, are available from the Dean's Office and the Lay Ecclesial Formation Office. It is the responsibility of the student to request these applications in early June of each year.

Applications are typically considered once each year, and notifications made prior to the start of the fall semester. Students must request a new form and re-apply each year they wish to be considered for financial aid.

Students who are engaged in catechetical ministry may be eligible to apply for limited support through the Gabrielle Bouscaren Fund administered by the Archdiocesan Office of Evangelization and Discipleship. Application requirements, including deadlines, are available through the OED, 513-421-3131. The School of Theology is not connected in any way with the deadlines, application form and/or decisions regarding the awarding of these funds.

FINGERPRINTING POLICY

If a student's Field Education or Project involves working with children as defined in the Child Protection Decree, the student will be required to complete the orientation program on the decree as well as the criminal background check. The ministry site is responsible for verification of completion of the orientation and background check.

FIRE EMERGENCIES

Cincinnati (Seminary) Campus: In case of a fire emergency, if the alarm does not sound, manually trip the fire alarm button. Once tripped, the alarm system will automatically notify the fire department of a fire. As a fail-safe, the fire department should be notified by calling "911" to report the fire emergency.

All students and staff should evacuate the building by the nearest exit. Please refer to the maps located at the main entrances and throughout the building to determine the nearest exit. If power is lost, the emergency lights will light hallways, and all exits will be illuminated. Students are asked to gather on the grass area across from the main chapel in the front of the building. Please be aware of approaching emergency vehicles on the driveways.

Satellite Campus: In case of fire emergency, students should follow the designated evacuation route posted in the facility, as well as any additional instructions from faculty and plant managers.

FOOD SERVICE (Seminary Campus)

When classes are in session, the dining room is available for lunch (12:00 PM) and dinner (6:00 PM) EXCEPT on Wednesday evenings, which is Seminary Community Night. The dining room may also be closed at other times during the academic year for special events. Student tickets must be purchased for **\$10.00 in advance** from Mrs. Erin Kepf in the main office. Please call Mrs. Kepf at (513) 231-2223 by noon to place a reservation for dinner.

Meals are not available without both a reservation and a meal ticket.

GRADUATION

Graduation for all divisions of Mount St. Mary's Seminary and School of Theology is in May. Students planning to graduate in May must complete the thesis, Capstone/Project and formation requirements by April 15th of that year. Students must pay all fees and return all library books before graduation.

RESPECTFUL LANGUAGE AND ETHICAL CODE

The School of Theology presumes that its students will use language that honors the dignity and value of each human person as a child of God, and that they will treat said persons with the respect they deserve. It is also presumed that students will act with integrity in all that they do, aware that their actions not only reflect on themselves, but also on the institution and the Church as a whole.

INCOMPLETES

If a student cannot finish all the work for a course by the end of the term, the course instructor may elect to give the student permission for an incomplete. The deadline for completion of the incomplete work is two weeks after the end of the semester. An instructor may grant an extension beyond this period after consulting with the Dean and notifying the Registrar in writing. If the student's work is not completed within the allotted period, the incomplete becomes permanent.

When an incomplete is reported, the Registrar enters an **I** on the permanent record and treats the **I** as an **F** when calculating the grade point average. After work is completed and the final grade reported to the Registrar, that grade is entered in place of the **I**, and the grade point average is recalculated to reflect the grade change.

INTERNET

The main campus offers wireless service in most areas of the building and the Pastoral Center. This service extends 15 feet outside the building to include porches and verandas. You do not need a passcode to access the wireless internet.

Students may use the internet during class for academic purposes only. Students violating this policy may be dismissed from class.

LIBRARY

Students have borrowing privileges in the Eugene H. Maly Memorial Library, including access to a growing number of online books and journals. The library is a member of the OhioLINK consortium, through which students may borrow items from 90 academic libraries across Ohio. All new students will be given library cards, a library handbook, and a library orientation during the Orientation to Ministry day or via the Dean's office.

Normal library hours when classes are in session are:

Monday, Tuesday, Thursday 8 AM-12 PM and 1:00-10 PM

Wednesday: 8 AM-12 PM and 1-7 PM

Friday: 8 AM-12 PM and 1-5 PM

Saturday: 9-11 AM and 1-5 PM

Sunday: 2-6 PM

Professional library staff is on duty Monday through Friday 8 AM – 12 PM and 1-5 PM. Current hours are always posted by the Library door and on the library website. For information or help call (513) 233-6136, email circ@athenaeum.edu or connect <http://library.athenaeum.edu>.

LITURGY

Non-resident

students are welcome to join the seminary community at prayer as their schedules allow. However, some of the seminary liturgies are not open to the public. Liturgies that are open to non-resident students are noted here, all of which are held in the main chapel. Please note any changes to the times listed here will be found in the weekly Newsletter that is usually posted on the main bulletin board near the refectory.

M, T, TH 12 PM Midday Prayer
 5:00 PM Exposition with Rosary and Vespers

W
 5:15 PM Mass

Wednesday is the seminary's Community Night. Lay Students are welcome to participate in Mass on Wednesdays, but no food or drink service is available in the refectory.

Solemn Vespers are held periodically, usually on the first Sunday evening of the month during the academic year. Advent Lessons and Carols is held annually on the evening of December 7th. These events include the participation of the Chorale and are open to the public.

MENTORING (Lay Ecclesial Formation)

Lay Ecclesial Ministry students will meet regularly with assigned mentors (usually 1-1.5 hours per week). Mentors are experienced pastoral ministers who help participants integrate learning, discern, set goals, and reflect theologically. The mentoring component is described in detail in the *Mentoring Handbook*.

PARKING

Participants at the Seminary campus will complete an auto registration form each academic year. Large parking areas are available to the west of the Pastoral Center (the red brick building adjacent to the main building) and to the east of the library. Handicapped parking is located between the Pastoral Center and west end of the main building. A handicap accessible entrance is located on the west end of the main building, down a ramp between Fenwick Hall and the west end of the main building (see the map at the end of this document). If you need handicapped accessibility, please contact the Dean's Office. There is no parking fee.

DO NOT PARK in spaces reserved for resident priest-faculty. These reserved spaces are indicated by signs with the priest-faculty members' names on them.

POPULI

New students should contact the Registrar for instructions on how to access the course-management system, Populi. This system is one of the primary means of communication between faculty and students, and will be utilized in a number of different ways for individual courses. Returning students with questions about this system should likewise direct their inquiries to the Registrar's office.

PROJECT IN MINISTRY (Lay Ecclesial Formation)

A Capstone/Project in Ministry is the culminating component of the MAPM and Certificate options. This component includes an assessment of needs and gifts, written proposal, pastoral plan, theological research paper, and final report. The process is described in detail in the Capstone and Project Manuals, in Capstone I/Pastoral Planning, and in Project Workshops offered annually by the Formation Directors.

REGISTRATION

Notice of open registration is sent prior to each semester via email and posted on the website. Registration is complete when payment is submitted by mail (credit card, check or money order), phone (credit card), or in person at the Registrar's office (cash, check, money order, or credit card payment). Late fees apply after a specific date noted on the website. Due to increased merchant fees, a two-percent handling fee is added to credit card payments when the card is not physically present. Call the Registrar's office (513-231-2223) for questions about tuition payment, class schedules, and registration.

RETREATS/DAYS OF REFLECTION FOR MAPM/CERTIFICATE STUDENTS

Every MAPM/Certificate student must attend an annual retreat or day of formation. This requirement may be fulfilled by an event offered by the School of Theology, a parish, or retreat center. Please contact the Lay Ecclesial Formation office before attending, complete the form included in this handbook to record the retreat, and submit the form to your Formation Advisor.

SENATE REPRESENTATION

The Athenaeum Senate, consisting of full-time faculty and student representatives from each division of Mount St. Mary's Seminary and School of Theology, meets once each semester. A lay student serves on the Athenaeum Senate and the Educational Affairs Committee of the Senate. S/he represents the interests of all lay students. The School of Theology office can provide the name and telephone number of the current representative.

SEXUAL HARASSMENT POLICY

Definition:

Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature constitute *sexual harassment* when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions that affect the individual.
3. Such conduct has the intention or effect of unreasonably interfering with an individual's performance or of creating an intimidating, hostile, or defensive working environment.

Sexual harassment may involve persons of the opposite sex or persons of the same sex, but it does not include good faith compliments, normal (in the context of commonly accepted) social interaction, and interaction welcomed by the recipient.

Categories of Sexual Behavior:

The following are for descriptive purposes only and may include other types of behavior.

1. **Physical** - forced sex, kissing, grabbing, touching in non-socially acceptable places (i.e., breasts, buttocks, knees, groin), touching hair, clothes, hugging, caressing, invading space, blocking movement
2. **Verbal** - request for sexual favor with implied or explicit threats or promise of academic or other benefits; degrading, abusive or hostile personal or gender-related remarks; requests for a date; sexist or sexual remarks
3. **Visual** - Posters, drawings, cartoons, or other media which are: sexual and/or sexist in nature, either blatant or subtle and are displayed or used inappropriately; inappropriate eye contact – i.e., staring at breasts, buttocks, “undressing with the eyes.”

All students are entitled to an environment that is free from sexual harassment. If a student is harassed by another student or an individual connected with the School of Theology (i.e., faculty, employee, student,) they should contact the Dean of the Athenaeum as soon as

possible. Such behavior will not be tolerated and will be investigated and dealt with immediately. Proven sexual harassment may be cause for disciplinary action up to and including termination of employment or expulsion from the School of Theology.

SNOW DAYS

In general, the class will meet if the professor can be there. A class list and snow chain are compiled during the first session of each class. Every effort will be made to notify students in the event of class cancellation. With the increased use of video conferencing, class cancellations due to weather may be rare. **Current contact information is essential.** A participant who judges road conditions in his/her area to be too hazardous should notify the professor and stay home. Students are always responsible for work missed.

TELEPHONES

Students should observe the appropriate mobile phone etiquette in class. Turn all mobile devices off or set to silent before class. Do not leave class to make or receive a phone call except in cases of emergency. If you are expecting an urgent message, please notify the professor of that possibility before class begins.

THEOLOGICAL REFLECTION: (Lay Ecclesial Formation)

MAPM and Certificate students complete two units of theological reflection. Unit I is offered during Orientation to Theological Studies for newly-accepted students in August. Students who do not attend Orientation to Theological Studies will receive an assignment to complete. Theological Reflection II is offered in the spring or summer each year to students completing at least 50% of Field Education. See the Theological Reflection Manual for details.

THESIS

For students enrolled in a degree program that requires a thesis (MAB and MAT) or includes it as an option (MACS), information pertaining to the thesis writing process can be found in the School of Theology's "Thesis Guide." This guide is found on the Maly Library website - <https://library.athenaeum.edu/thesis>.

WRITING STANDARDS

Formal papers should follow the guidelines in the latest edition of A Manual for Writers of Term Paper, Theses, and Dissertations, by Kate L. Turabian. The Maly Library website offers guidance: <http://library.athenaeum.edu/citation>.

Plagiarism, or using the words or ideas of others without credit (whether intentional or accidental), must be avoided.

The Craft of Research by Booth, Colomb, and Williams (U. of Chicago Press, 1995), 166-70, gives clear examples of plagiarism of ideas, as well as of words. The direct quotation of words must be set off with quotation marks or block indentations. Indirect plagiarism occurs when summaries and paraphrases are too similar in word and style to the original, even if the source is cited. Plagiarism of ideas occurs when someone else's ideas are used, and that person is not credited. This is a clear obligation.

Plagiarism may be grounds for disciplinary action, including dismissal from the School of Theology. The Maly Library offers this information:

<http://library.athenaeum.edu/citation/plagiarism>

No paper or assignment used to complete a requirement for one course may be submitted to complete a requirement in a different course without the consent of the faculty members involved.

The Athenaeum Academic Integrity policy may be found in the tab from this link:

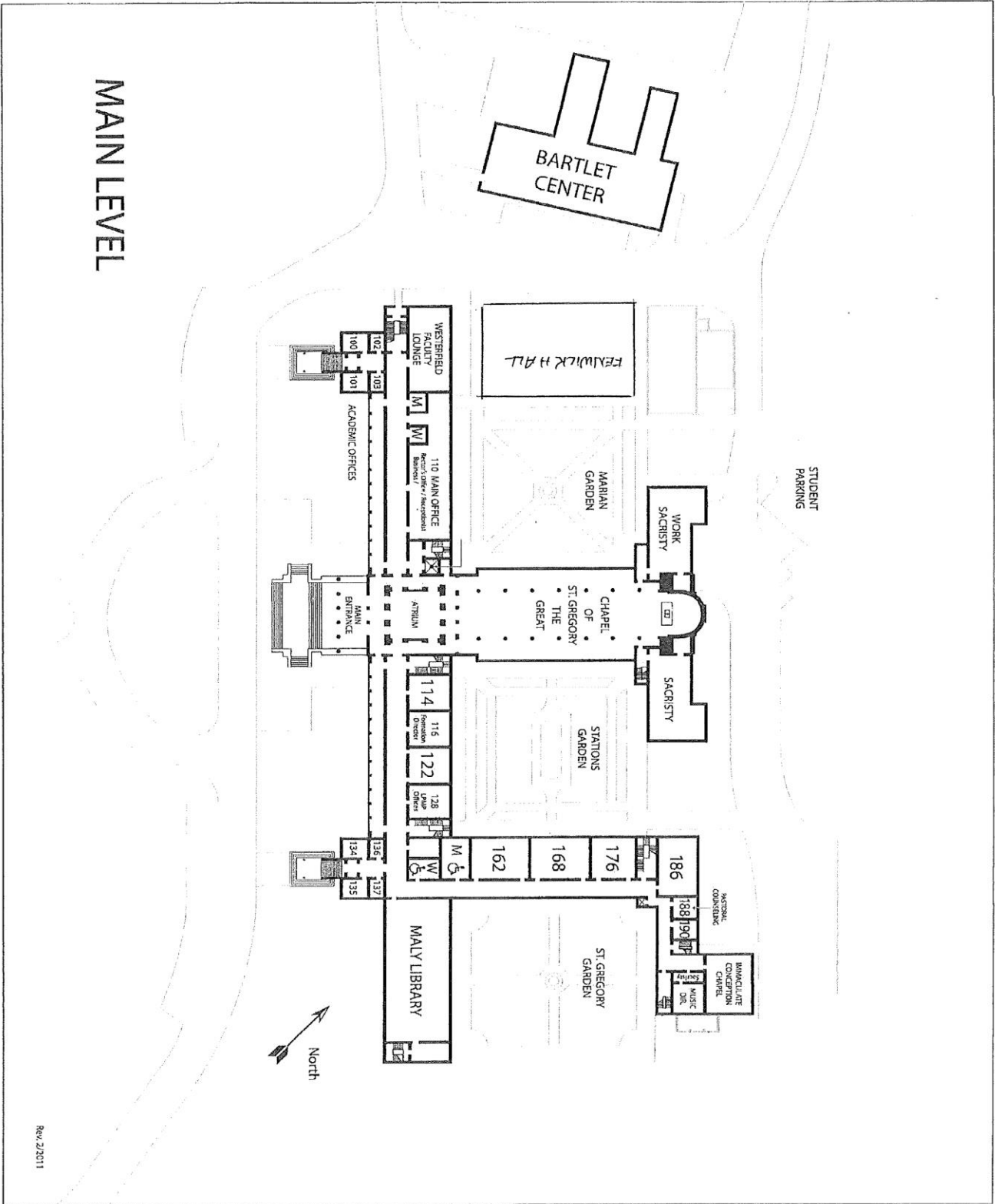
<http://library.athenaeum.edu/citation/plagiarism>

ADDITIONAL POLICIES

Policies on academic requirements, tuition, access to student records, grievance procedure, academic standing, grading, class attendance, transfer of credits, and auditing classes can be found in the catalog of the Mount St. Mary's Seminary and School of Theology,

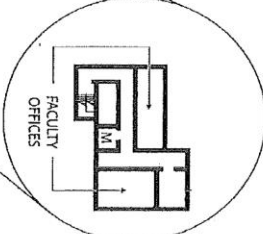
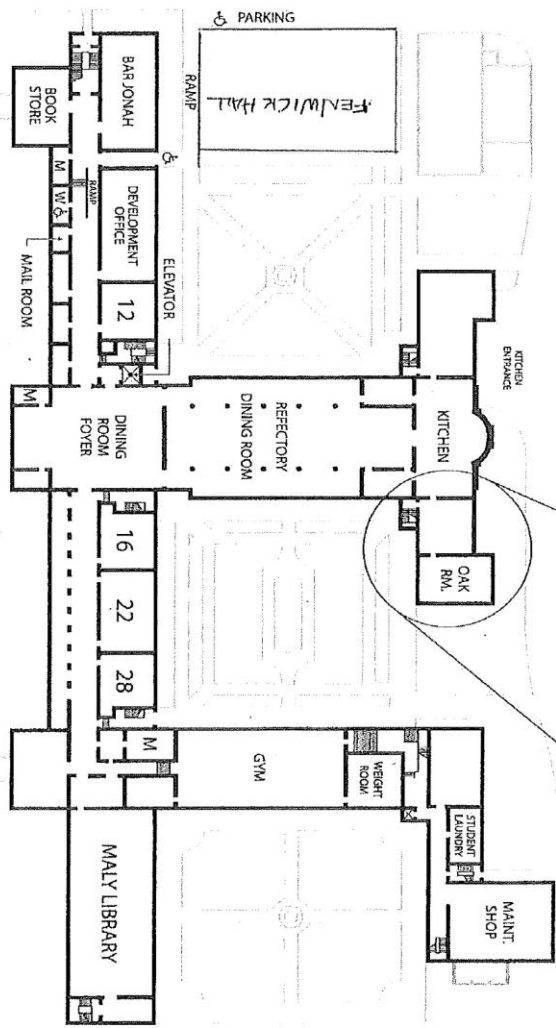
www.athenaeum.edu.

MAIN LEVEL



Rev. 2/2011

LOWER LEVEL



MEZZANINE LEVEL

Rev. 2/2011