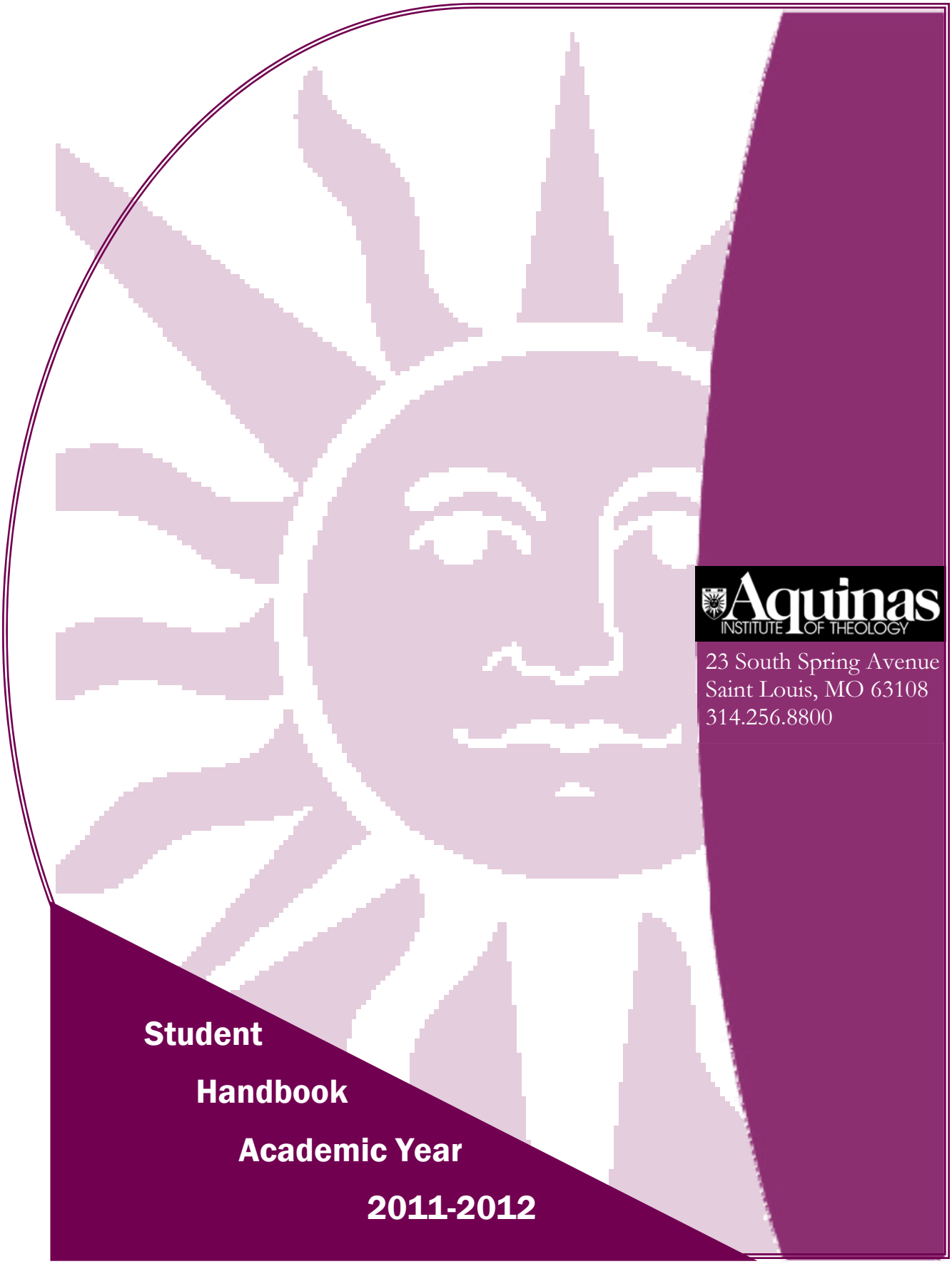

Aquinas INSTITUTE OF THEOLOGY

23 South Spring Avenue
Saint Louis, MO 63108
314.256.8800

Student Handbook Academic Year 2011-2012

Aquinas INSTITUTE OF THEOLOGY

Theology *for Life*

Impelled by the Catholic faith and the Dominican mission, Aquinas Institute of Theology educates men and women to preach, to teach, to minister, and to lead.

STUDENT HANDBOOK

This *Student Handbook* contains policies and procedures pertinent to all students of Aquinas Institute. D.Min., MAPS-CGS and MAPM students are further directed to their respective handbooks for more detailed information regarding their program. In case of conflicting information, the Aquinas *General Catalog* shall be considered the authoritative version.

Revised August 2011

GODSPEED

Welcome to this academic year. Be assured of rich opportunities as you embark upon this leg of the journey.

Some of you are newcomers to AI; others of you joined us semesters ago and have grown in knowledge, gained experience in ministry, and reached deeper in spirituality.

This *Student Handbook* is a bedrock navigational tool to assist you in fulfilling your goals as a student in theology and ministry.

This manual will be your authoritative guide for the duration of your studies among us. Read it thoroughly. Keep it handy. Make use of the information provided to help you succeed.

May the Spirit make fruitful your commitment and animate AI's faculty and staff. Welcome!

Theology *for Life*

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ADMINISTRATIVE OFFICES

President
Fr. Richard Peddicord, O.P.
Donna Burns, Assistant to the President

Academic Dean / Vice-President
Fr. Gregory Heille, O.P.
Mary Ann Steiner, Assistant to the Academic Dean

Finance and Administration
Tom Barbarak, Director
Paula Kaintz, Receptionist, Assistant to the Business Office

Marketing and Communications
Jim Hubbman, Director

Institutional Advancement
Barbara Maynard, Director
Stefani Steinway, Advancement Associate
Diane Henderson, Assistant to Office of Institutional Advancement

Dean of Students
George Boudreau, O.P.

Admissions/Financial Aid
David Werthmann, Director
Stefani Steinway, Recruitment Specialist
Jan Mayer, Assistant to Registrar, Admissions Office, and Director of Financial Aid

Registrar
Julie Quint

DIRECTORS OF PROGRAMS AND ACADEMIC SUPPORT

Director of Field Education
Carolyn Wright

Director of Lay Spiritual Formation
Marian Love

Director of Distance Learning
George Boudreau, O.P.

Director of MA in Theology
Rev. Seán Charles Martin

Director of MA in Health Care Mission
Sr. Jean deBlois, C.S.J.

Director of MAPS in Catechesis of the Good Shepherd
Ann Garrido, D.Min.

Director of MAPS/MSW
Fr. George Boudreau, O.P.

Director of Doctor of Ministry in Preaching
Honora Werner, O.P.

Director of the Apollos Project
Carolyn Wright
Madeleine Chavez, Assistant to the Apollos Project and Field Education Director

Reference Library Staff
Kathleen Tehan, Library Coordinator and Writing Coach
Fr. Vincent Bryce, O.P., Library Assistant

Director of Instructional Technology
Michael Porterfield, Director

ORGANIZATION OF AQUINAS INSTITUTE OF THEOLOGY

Aquinas Institute of Theology is more than the school which you attend. AI is incorporated as a not-for-profit organization in the State of Missouri and is recognized by the IRS as a 501(c)(3) charitable and educational entity. AI is governed by two bodies: the Members of the Corporation and the Board of Trustees. These groups bear legal authority over the school as well as legal responsibility for the school as a civil corporation.

The Members of the Corporation are the members of the Provincial Council of the Dominican Province of St. Albert the Great, under the chairmanship of the Prior Provincial. The duties of the Members include the following:

- to elect the President of Aquinas Institute of Theology and the members of the Board of Trustees;
- to review and approve the annual budget;
- to approve and amend the By-Laws of the Corporation.

The Board of Trustees consists of from five to twenty-five persons, of whom three are *ex officio*: the Prior Provincial and the Regent of Studies of the Dominican Province of St. Albert the Great, and the President of Aquinas Institute. The other Trustees are elected by the Members of the Corporation. The duties of the Board of Trustees include the following:

- to give general oversight to the mission and direction of the school;
- to assist in managing the business and affairs of the Corporation, e.g., approving the budget, overseeing fiscal operations, and approving depositories used by the school and their signatories;
- to recommend candidates for the position of President of Aquinas Institute of Theology to the Members of the Corporation, and to elect the officers of the Corporation;
- to initiate amendments to the By-Laws to the Members of the Corporation.

THE ADMINISTRATION

The day-to-day running of the school is the responsibility of the Administration and Faculty.

1. President

The President is the chief administrative and executive officer of Aquinas Institute, and as such is both administrator and educator, participating with the Academic Dean in the academic leadership of the school. The President is directly accountable to the Board of Trustees and is an *ex officio* member of that Board. The President is appointed by the Members of the Corporation upon the recommendation of the Board of Trustees. The President has final authority and responsibility, subject only to the Board of Trustees, for the proper conduct of all matters, academic, disciplinary and financial, pertaining to the school.

2. Vice-President

The Vice-President acts in the place of the President when the latter is absent or impeded in office. The Vice-President is elected by the Board of Trustees and is ordinarily the person who has been appointed Academic Dean by the President.

3. Academic Dean

The Academic Dean is the chief academic officer of Aquinas Institute and is responsible for all educational activities. The Academic Dean is accountable to the President and ordinarily serves as Vice-President, taking the place of the President in case of absence or incapacity. The Academic Dean is appointed by the President after consultation with the faculty.

4. Director of Finance and Administration

The Director of Finance and Administration serves as the chief budgeting officer and financial administrator. The Director of Finance and Administration is appointed by the President and is ordinarily elected by the Board of Trustees as Treasurer of the Corporation.

5. Dean of Students
The Dean of Students provides a variety of non-academic student services, including new student orientation and facilitating access to SLU services available to AI students. The Dean of Students brings to the Academic Dean any issues that may affect student academic performance and develops placement services for graduating students.

6. Director of Institutional Advancement
The Director of Institutional Advancement is responsible for the development activities of Aquinas Institute. The Director works with the President to implement effective ways to advance Aquinas as a center of theological education, build its reputation in the community and secure resources for its operation and growth.

7. Director of Marketing and Communications
The Director of Marketing and Communications reports to the President and is responsible for advertising, printed material and seeking media coverage. It is the Director's responsibility to see that the Aquinas mission is communicated clearly and consistently to donors, prospective students, the Catholic community, and other constituents.

8. Director of Admissions and Financial Aid
The Director of Admissions is responsible for leading the ongoing development and implementation of student recruitment strategies, enrollment planning, and financial aid, as a reflection of the mission of AI.

9. Registrar
The Registrar is responsible for the maintenance of all student academic records and is accountable to the Academic Dean.

THE FACULTY

Within an academic institution the faculty plays a unique role. It is the faculty along with the administration that provides continuity for the institution and enables the institution to carry out its objectives. The composition of the faculty manifests the specific character of a school. The faculty members have responsibility for their own learning situation, and they must have the competence and freedom to carry out their responsibility.

The faculty as a whole has ordinary responsibility for the overall academic life of the school, subject to the overview of the Board of Trustees, and exercises this responsibility primarily in three areas:

1. Faculty Development

In the area of faculty development, the faculty as a whole shall be aware of and discuss the needs of the faculty both in terms of the evaluation of present faculty and in planning for the future.

2. Curriculum

In the area of curriculum, the faculty as a whole shall be consulted about any major changes. Opportunities will be provided for the faculty to express its concerns about present curriculum and to initiate necessary curriculum changes in the future. It is the responsibility of the Academic Dean to coordinate curriculum development and to seek the advice and consent of the faculty for any major policy changes concerning curriculum.

3. Degree Requirements

The faculty shall also be involved in the area of degree requirements. They are the ones who will work with the students in the various degree programs and ultimately certify that students have completed the necessary work and examinations. The administration of the various degree programs is carried out under the overall coordination of the Academic Dean, but any major changes in the degree programs and admission requirements should be presented to the faculty for its advice and consent.

STUDENT LEADERSHIP

The diversity of the Aquinas Institute student community reflects our ecclesial vision: women and men, religious, clergy, and laity preparing for ministry in the post-Vatican II Church. Beyond the critical thought and dialogue within the classroom, Aquinas students have an active role in creating a learning community through celebration of liturgy, social events, and vital intellectual and personal exchange with faculty and other students.

While there is no formal student government association at present, students are involved in governance in the following ways:

1. Students may serve on the Student Life Committee. The students work with each other to plan and carry out social activities and social justice initiatives.
2. Students may be asked to serve one-year terms with members of the faculty and staff on the Community Events Committee and the Liturgy Committee. The Community Events Committee is responsible for planning and obtaining speakers and for scheduling and arranging regular and occasional events, such as the Aquinas Lecture. The Liturgy Committee works with planning Aquinas liturgies and overseeing the liturgical policy of the school.
3. Students are appointed by the Academic Dean to serve on the *ad hoc* interviewing teams in the recruiting and selection of the faculty.
4. Town Hall meetings may be held periodically with the students to discuss concerns they might have and to plan appropriate action regarding them.
5. Students are periodically asked to participate in other meetings to assess the curriculum and other aspects of Aquinas Institute.

LAY SPIRITUAL FORMATION PROGRAM

The purpose of the Lay Spiritual Formation program is to facilitate the integration of theological study with spiritual, moral, and professional development, and to assist in the discernment and further development of gifts and charisms for ministry. While Aquinas Institute provides the environment and resources for spiritual formation, the student bears primary responsibility for his or her spiritual formation.

Participation in the Lay Spiritual Formation program is required of all lay students enrolled in a first professional degree program, i.e., MAPS, M.Div., MAPM, MAPS-CGS, MAHCM. MA students may choose to participate in the Lay Formation program. When the student requests candidacy for a specific degree program, the Lay Formation Director makes a recommendation to the faculty about the candidate's overall suitability for ministry. Members of religious communities are normally exempted from this requirement because they are required to participate in formation programs sponsored by their congregations or provinces.

The Aquinas Institute Lay Spiritual Formation program has five basic elements:

1. Spiritual and Psychological Assessment
2. Establishment of Personal and Spiritual Formation Goals
3. Lay Formation Seminar
4. Days of Prayer and Reflection
5. Meeting with Formation Director

Consult the Aquinas Institute *General Catalog* for detailed information.

ACADEMIC INFORMATION

ACADEMIC CATALOG

The *General Catalog* is not to be considered a legal contract between Aquinas Institute of Theology and the student. At the discretion of the school, changes can be made in academic and financial policies in accordance with educational and economic trends.

ACADEMIC CALENDAR

The Academic Calendar, which includes binding deadlines, is posted online at the outset of each academic year and then regularly updated on the Aquinas Web site, www.ai.edu. Students should consult the calendar regularly for the most up-to-date information.

NOTICE OF NONDISCRIMINATORY POLICY

Aquinas Institute admits qualified students of any race, color, national and ethnic origin, religion, age, sex, or handicap to all the rights, privileges, programs, and activities generally made available to students of the Institute. Aquinas Institute does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, or handicap in

administration of educational policies, admissions policies, employment policies, scholarship and loan programs, or other school-administered programs.

CATEGORIES OF ADMISSION

Students are admitted to Aquinas Institute either conditionally or unconditionally. Consult the *General Catalog* for descriptions.

CATEGORIES OF STUDENTS

Graduate Degree Students: Students working toward a graduate degree.

Graduate Certificate Students: Students working toward a certificate in a specialized area. Credits earned, to the extent they fulfill requirements of a specific degree program, may be applied to that program.

Non-Degree Students: Qualified students not working toward a graduate degree. A course may be taken for credit, audit, or CEU as indicated in the schedule of courses. Coursework done by non-degree students—if taken for credit—is recorded and may be applied toward a program later declared as well as certified to appropriate institutions.

CHANGES IN REQUIREMENTS

Degree requirements in effect when a student is accepted remain in effect until the completion of the degree. When changes in degree requirements are made, they will be applied only when they are less restrictive than the original requirements. Final determination of this is made by the Academic Dean. *[Note conditions of Continuation Status for exception.]*

ADMISSION TO CANDIDACY[1]

Admission to Aquinas Institute as a degree student does not automatically guarantee admission to a degree *program*. Admission to a degree program is required for graduation. In order to be admitted to a degree program, a student applies for candidacy for that specific program. In order to be admitted to a degree program, a student must:

1. Complete the Proseminar, in which the student will be oriented to the five practices and will begin compiling a portfolio of graduate work that gives testimony to his/her efforts in engaging the practices:
   - excellence in written and oral communication
   - close reading of texts
   - analysis of social context
   - theological reflection
   - collaboration

2. Achieve the cumulative grade point average of 3.00.

3. File an Application for Candidacy along with above portfolio prior to the halfway point of his/her degree program.

4. Meet with the Faculty Candidacy Committee to discuss student's demonstration of basic competency in the practices.

After an all-faculty vote, the Academic Dean will inform the student of one of three decisions:

a) admit the student to candidacy.
   The student proceeds to fulfill the degree requirements.

b) meet with the student to discuss pending matters that need to be addressed before he/she can be admitted to candidacy.
   In the case of pending admission, after the student feels that he/she has addressed these matters in an acceptable manner, then he/she meets with the Academic Dean, and another all-faculty vote is held. Students who choose to continue coursework before this second vote is held, do so at their own risk–aware that they have not yet been admitted to candidacy.

c) refuse admission to candidacy if the student's performance is unsatisfactory.
   "Performance" is understood to include personal and academic behavior, spiritual maturity, psychological health, appropriate social/interpersonal interaction and ministerial professionalism. Students who are refused admission to candidacy are asked to withdraw from the school. A student

[1] Process approved by faculty, December 2004.

who is refused admission to candidacy may appeal the refusal through the Grievance Procedure described in appendix F.

Background Check

To ensure professionalism in the field education program, Aquinas Institute requires a basic criminal background check for field education students in advance of their first placement. The Aquinas Field Education Director will discuss this matter in an orientation meeting prior to SPM-I (Supervised Practice of Ministry).

Continuation Status

A student in a degree or certificate program who is not taking courses during a semester must register for continuation status and pay the required fee. Continuation Status applies to students who are interrupting studies and to students who have completed all course requirements for a degree but have not completed comprehensive examinations, thesis, paper, or other non-coursework requirements. Students who are not compliant with the requirement of continuation status will be assessed a fee of $100 when they return and register for classes. [2]

If a student in a program fails to register for credit or for continuation status in a given semester, the student's file becomes inactive; upon subsequent registration the student will be subject to the program requirements in effect at that time rather than the requirements which were in effect at the time of the student's acceptance into the school. Any new or additional requirements will then have to be met for graduation.

Time Limits

Initially the student must register for coursework within two calendar years of the original acceptance; if this time limit has expired, a new application must be initiated. If a student has registered at least once for coursework at AI, and if more than three years have elapsed since the last registration, the student may be required to reapply.

The MA, MAPS, MA-HCM, MAPM, and dual MAPS/MSW[3] programs must be completed within five years of first registration as a degree-seeking student; the D.Min. program, within six years; the M.Div. program, within seven years of first registration as a degree-seeking student. Certificate programs must be completed within three years of first registration as a certificate student.

Transfer of Credit / Credit for Experience

Credit for work done at another institution may be accepted for credit toward a master's degree. Generally up to a total of six credit hours may be transferred for the MA degree. For the MAPS degree and the M.Div. degree, additional credit may be transferred at the discretion of the Academic Dean. Credit will not be transferred until:

1. an official transcript of a student's record has been sent directly to the Registrar by the institution(s) where the courses were taken and
2. the student has completed at least six credit hours of coursework at AI.

Courses taken at another institution may be transferred for graduate credit only when the courses carry credit applicable to a graduate degree at that institution and when the student has earned a grade of "B" or higher. Courses graded on a pass/fail or credit/no credit, satisfactory/unsatisfactory system are not accepted for the MA degree. They may be accepted for other degrees at the discretion of the Academic Dean.

Credit for experience in ministry may be applied for through the Office of the Academic Dean. Application may be made only after the student has been admitted to AI as a degree-seeking student and has completed six credit hours of coursework.

Credits from other institutions, and/or credit for experience in ministry, accepted toward the MAPS or the M.Div. degree from AI, may not total more than one-third of the credits required by AI for the degree.

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[2] Policy approved by administration, August 2004.

[3] Dual-degree students should check with their MSW adviser for Saint Louis University's policy.

REGISTRATION

General Registration
Both currently registered and newly admitted students are required to receive advising and register in advance of each academic term. All students are advised of the registration dates and procedures by way of the Academic Calendar which is posted on the Aquinas website at the beginning of each semester.

Cohort Registration
For cohort programs at Aquinas, there are two semesters a year. Fall semester is from July 1st through December 31st. Spring semester is from January 1st through June 30th. Students register for courses for a full semester at a time. The date of the Intensive Seminar determines the semester to which an individual course belongs. The schedule for each cohort program indicates the start date, Intensive Seminar and end date of each class.

Late Registration Fee
A registration period, usually lasting 6-8 weeks, is noted on the Academic Calendar prior to each semester. Returning students are required to register for classes during that period. Returning students register after this period are charged a late registration fee of $50. Exceptions to this policy may be granted on an individual basis if students communicate their request to the Registrar no later than one week prior to the end of the registration period.

Course Load
Twelve credit hours per semester is considered a full-time academic load in the MAPS and the MDiv programs; nine credit hours per semester is considered a full-time academic load in the MA and certificate programs.

Changes in Registration
Changes in registration are requested by completing a "Change of Registration" form available from the Registrar. Any change in course registration after the class begins requires approval from the academic adviser and the Academic Dean. After the first five class days of the semester, no courses may be added.

Courses may be dropped during the first ten class days of the semester without financial penalty. Students who drop courses two to six weeks into the semester receive a partial refund. [See the *Financial Information* section of the *General Catalog*.] After seven weeks into the semester, no refund is issued. After the first ten weeks of the semester, no grading basis for a course may be changed, nor may one withdraw from a course. See the Academic Calendar for notice of these deadlines; see *Academic Standing* for further information.

Cross-Registration
With their adviser's approval, Aquinas students may cross-register for courses at Saint Louis University, Kenrick-Glennon Seminary, Eden Seminary, Concordia Seminary, and Covenant Seminary. Such courses are included in the AI registration without making a separate registration at the other institution, and are accounted as AI tuition.

If a student desires to cross-register for a required course in the degree program, the academic adviser can approve the course if it is an equal course to the requirement. If the student desires to cross-register for a course to use as a substitute for a required course in the degree program, the student must meet with the Academic Dean for approval.

The AI Academic Dean evaluates any provisos or limits on the quantity of cross-registered credits for a student.

Change in Academic Program
If a student wishes to change programs prior to admission to candidacy, the student must meet with the academic adviser to approve the change. The adviser will contact the Registrar and the Academic Dean for updating of records. The academic adviser and the student will decide together if the adviser will continue to work with the student, or if the student should be assigned to a new adviser.

If the student wishes to change programs, but has already applied for candidacy, the student must see the Academic Dean in order to make a change in program.

Students who change academic programs prior to or after admission to candidacy will be subject to the degree requirements of the academic catalog in place at the time they change programs. The time limit to finish the new degree program will be measured from the date of first registration in the original degree program, not from the time of change in program.

Withdrawing from a Course
A student may obtain an authorized withdrawal from a course if the permission of the Academic Adviser is received and if withdrawal is requested prior to the deadline appearing in the Academic Calendar for that semester. Any student wishing to withdraw from a class should contact the Registrar's Office.

Withdrawing from Aquinas Institute of Theology
When a student must withdraw after registering for any term or session, whether the withdrawal is voluntary, requested by the school, or for other reasons, the following regulations apply:

1. A written request or notification of the withdrawal must be made to the Academic Dean.
2. Failure to file the signed request or notification with the Academic Dean's office within one week of the last attendance in class, constitutes an unauthorized withdrawal.
3. Withdrawal from the school or from a course, whether voluntary or enforced, may entitle the student to a refund of tuition, but never of fees. See the *Financial Information* section of the *General Catalog*.

GRADUATION [4]

Students are responsible for determining with their adviser when they will graduate, consulting the Academic Calendar for the Application for Graduation deadline. Before meeting with their adviser, students must obtain an Application for Graduation from the Registrar. When the student and academic adviser have completed the application form, the student submits the form to the Registrar, who completes an official degree audit of the student's progress. The Registrar then submits the application to the Office of the Academic Dean. The Academic Dean presents the candidates for graduation to the faculty for approval.

Students may participate in Commencement under the following conditions:

1. They have completed all requirements except for three credits or fewer.
2. They will not receive a diploma or official copy of their transcript until the credits are submitted.

ACADEMIC STANDARDS

Accreditation
Aquinas Institute is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, and the Association of Theological Schools in the United States and Canada. The Order of Preachers (Dominicans) recognizes Aquinas Institute as a Center of Studies for the Province of St. Albert the Great (Central Province, U.S.A.). Aquinas Institute is a member of the National Catholic Education Association, the Midwest Association of Theological Schools, the Association for Clinical Pastoral Education, the Association of Theological Field Education, the Catholic Association of Theological Field Education, the Catholic Coalition on Preaching, and the Association of Graduate Programs in Ministry.

Credits and the Semester Hour
One credit or semester hour of credit is defined as one lecture, recitation or class exercise fifty minutes per week for one semester. A semester is one half of an academic year, usually fourteen to fifteen weeks.

Continuing Education Units
One continuing education unit (CEU) equals ten contact hours in an organized continuing education experience.

Audit
In an effort to provide new educational opportunities to those who are looking for ways of enriching their lives and providing professional growth in their current ministry, Aquinas offers courses discounted at 50% to those wishing to take courses, but not for credit. All courses are open to Audit status except preaching courses and practicum courses, as well as courses in the D.Min., MAHCM, MAPS-CGS, and MAPM cohort programs.

Those auditing courses are expected to attend class regularly, complete reading assignments and participate in class. No academic credit is given, nor can the classes be converted to credit after the grading basis change deadline each semester. Saint Louis University library privileges and computer lab privileges are not available to audit students. Audit

[4] Policy approved by administration, December 2003.

students may register for courses on a space-available basis and may be asked to withdraw from a full class if a degree-seeking student needs to register for the class.

Grading

Grades are given at the end of each term and are distributed by the Registrar to both the student and academic adviser. The student's academic adviser keeps a progressive checklist of regular advancement toward completion of program requirements. The student's grade record is also maintained in the Office of the Registrar.

Aquinas Institute uses the letter grade system for most courses; the pass/fail system and the satisfactory/unsatisfactory system are used in some courses. Grades are given and computed according to the following standard:

A 4.00 quality points
A– 3.75 quality points
B+ 3.50 quality points
B 3.00 quality points
B– 2.75 quality points
C 2.00 quality points
F No quality points

A, A– These grades represent excellent work characterized by a thorough grasp of readings/ lectures/presentations of course material; a mastery of key concepts and themes; a creative application of learning to contemporary situations; evidence of analysis, synthesis and independent judgment along with collaborative skills; excellent written and oral communication containing insightful explanation; a facility with appropriate methods of research.

B+, B These grades represent high quality graduate work. The work is characterized by a good grasp of readings/lectures/presentations of course material; a mastery of key concepts and themes; evidence of application of learning to contemporary situations; evidence of analysis, synthesis and independent judgment along with collaborative skills; evidence of critical thinking and integration of experience; good written and oral communication with minor improvements necessary in grammar or style; and evidence of appropriate use of methods and resources.

B– This grade represents work that is slightly below the high quality demanded of graduate work. The work may be characterized by a good but slightly inconsistent grasp of the readings/lectures/presentations, as well as course concepts and themes; less evidence of analysis, synthesis and independent judgment along with collaborative skills; less evidence of the application of material to contemporary situations; good written and oral communication skills calling for some improvement; or more limited use of resources.

C This grade represents a lack of achievement in graduate work. The acceptability of the work is questionable and characterized by a limited grasp of reading/lectures/presentations of course material; a limited understanding of key concepts; a minimal ability to apply the knowledge to contemporary situations; weak or inconsistent written and oral communication; limited evidence of analysis, synthesis and independent judgment along with collaborative skills; minimal use of resources.

F This grade represents failure and is characterized by inadequate knowledge of reading/lecture and key concepts; lack of ability to apply material to contemporary situations; lack of analysis, synthesis and independent judgment along with collaborative skills; critical thinking or consistently poor written and oral communication; serious problems with timely submission of assignments or class attendance; inadequate use of resources. If the course is required, the student must repeat the course and earn a passing grade in order to qualify for graduation.

Not computed in Grade Point Average:

AF Failure due to unauthorized withdrawal or excessive absences; assigned at the direction of the Academic Dean.
AU Audit
I Coursework is incomplete at the end of a term: The incomplete must be removed within 60 days of the end of the term or the student receives an "F" for the course. In such a case, no credit will be given for the course. The course may be repeated, provided that the student registers and pays tuition according to the normal procedures of the school. In rare instances the Academic Dean may grant an extension of time because of extraordinary circumstances.
P/F Pass implies a letter grade of "A" through "C"; the course counts toward degree. Failure indicates the course does not count toward degree.

NG Continuation Status
S/U Satisfactory/Unsatisfactory progress in certain courses including thesis and dissertation research for which no regular final grade is assigned.
W Authorized withdrawal from a course before deadline in Academic Calendar. Students may withdraw from any course prior to the deadline if permission of the Academic Adviser and the Academic Dean is obtained. They must follow the procedures outlined by the Registrar's Office.
X Student has not taken the scheduled final examination; may be removed by special examination within six weeks of the end of a term; otherwise the grade is changed to "I" at the Academic Dean's direction.

Academic Standing
To be in good standing, a masters-level student ordinarily must maintain a cumulative grade-point average of 3.0 in the program of study. Doctor of Ministry in Preaching students must maintain a grade of 3.0 in each course in their curriculum. The case of a student not in good academic standing will be reviewed by the Academic Dean to determine a course of action. Aquinas Institute of Theology reserves the right to dismiss a student whose grades do not meet the above academic standard or who demonstrates disruptive classroom behavior in the learning environment or other conduct that in the good judgment of the faculty presents a serious obstacle to ministry. A student dismissed for insufficient grades cannot be readmitted to a degree program. A student faced with dismissal may enter the grievance process if he or she considers the dismissal unjust (See *Appendix F.)* In serious cases of misconduct or violation of policy, Aquinas Institute reserves the right to dismiss students at will without appeal. All cases of dismissal will be documented by letter from the Academic Dean or the President to the student.[5]

Policy Concerning Incompletes
Incompletes are given only for grave causes (such as illness, crisis, or death in the family) and are not given simply because the student is late in completing the work within the semester. A student requesting the incomplete from a professor must give the reasons for the request.

The "Incomplete" grade should be requested by the student along with reasons for the request. The professor is the judge of the appropriateness of the reason and may grant or deny the request for an "Incomplete." The student may appeal a denial to the Academic Dean if the student believes a denial to have been unjustified. The decision of the Dean in this matter is final.

The incomplete work must be completed within 60 days following the day grades are due for the semester. The Registrar notifies the student of the exact date via email.

In cohort programs (D.Min., MAHCM, MAPS-CGS, and MAPM), the incomplete work must be completed within 60 days following the final day of the course as stated in the syllabus.

For reasons equally serious to those described in the first paragraph, the student may request an extension of the time limit from the Academic Dean. Such an extension, however, must be for as short a time as possible and may not, in any case, exceed 30 more days. The decision of the Dean in this matter is final. If the Dean grants an extension, the Dean must notify the professor, and the professor should note that an extension was granted on the "Removal of Incomplete Grade" form.

If the student completes the required work within the deadline, the professor then submits the student's grade to the Registrar using the "Removal of Incomplete Grade" form. The Registrar removes the "I" from the student's record and assigns the grade earned.

If the student fails to make up the work needed to remove an "Incomplete" grade within the established time limit, the student receives an "F" for the course. No credit is given for the course and to obtain credit, the student must repeat the course and obtain a passing grade.

If a student who has not requested an "Incomplete" grade does not complete all the required work for a course, the professor is free to handle the matter in whatever way seems best: either by giving an "Incomplete," by giving a failing grade for the course or by giving a failing grade for the work not completed and computing the course grade on the basis of the grades thus earned.

Because of the added expense of processing incomplete grades, the fee for the removal of an incomplete grade is $50.00.

[5] Revised and approved by the Faculty March 28, 2011

Transcripts of Records
Transcripts of the official academic record are made available by the Office of the Registrar only upon the written authorization of the student. Forms to authorize release are available in the Registrar's Office. A student may obtain an 'unofficial' transcript if needed. A student may inspect his or her academic record at any time. *Transcripts of records will not be released if the student's financial account is in arrears.* The first three transcripts requested per year are free; additional copies are $5.00 each.

Release of Records
Aquinas Institute of Theology affirms the concept of personal privacy and confidentiality of records, and adheres to both the letter and the spirit of the provisions of the Family Education Rights and Privacy Act of 1974, as amended, which pertains to higher education. (See policy statement in *Appendix C.*)

Academic Freedom
Aquinas Institute of Theology subscribes to the principles of academic freedom as found in "Academic Freedom and Tenure" (ATS Bulletin, #35, part 5, pages 3-10), except for section III, "Tenure."

Style Sheet for Academic Papers
Students are to consult the most recent edition of the Turabian manual in conjunction with the individual faculty member's syllabus/guidelines for the appropriate format of papers.

Writing Assistance
Writing assistance with research papers is available both through Saint Louis University and Aquinas Institute.

The Saint Louis University Graduate Writing Center is available to any graduate student seeking to improve his or her writing skills. It is staffed by graduate students in the English Department. Students are encouraged to make appointments but walk-ins are also welcome. The center is located in Pius XII Memorial Library 503; (314.977.3231).

The Library Coordinator at Aquinas also serves as Writing Coach. She reads papers for grammar and correctness of footnotes and other style requirements. Available by appointment.

DIRECTED READINGS AND TUTORIALS

1. Distinction between Directed Readings and Tutorials

a. Directed Readings are courses taught privately which are not listed in the regular course offerings in the *General Catalog*. In registering for the course, the appropriate "Directed Readings" number should be used.

b. Tutorials are courses taught privately which are listed in the regular course offerings in the *General Catalog*, but which the student must take "tutorially" because the course will not be offered within the time limit of the student's program. A Tutorial may not be taken in a semester in which the course is scheduled for regular teaching. In registering for the course, the *General Catalog* number and title of the course should be used.

2. Policies and Procedures Regarding Directed Readings and Tutorials

a. Directed Readings
A Directed Readings course shall normally originate from the student who may request a faculty member to guide him/her in such a course. The student shall be responsible for presenting an initial proposal to the professor at the time of the request, altering and revising the proposal until it merits the professor's approval. The student must then fill out a "Directed Readings/Tutorial Contract" (obtainable from Registrar). After the student and the professor have signed the contract, the student must then submit it to the Academic Dean for approval and to the Registrar at the time of registration for the term in which the course will be given.

The professor shall be free to accept or decline the request, without having to give any reason, at any time prior to signing the contract. The syllabus and all requirements shall meet the professor's final approval.

Approval of the student's academic adviser, registration of the course, and recording of completion and grade shall all follow normal procedures for registration and grading. The normal tuition shall be charged.

b. Tutorials

A student may request a faculty member to do an established course tutorially if he/she is impeded from taking the course in the term(s) in which it is usually offered. *The professor shall be free to accept or decline the request, without having to give any reason.*

The syllabus and requirements are those of the regular course offering, with appropriate adjustments for the tutorial format. After the student and the professor have signed the contract, the student must then submit it to the Academic Dean for approval and to the Registrar at the time of registration for the term in which the course will be given.

3. Guidelines for Directed Readings and Tutorials

a) Students should not seek Directed Readings or Tutorials unless there is a truly serious reason for doing so.

b) Professors should not agree to supervise a Directed Reading or Tutorial if to do so would burden them excessively.

c) Professors should ascertain that a student requesting a Directed Reading or Tutorial is truly in need of the course being sought. Principal reasons for justifying the seeking of a Directed Readings or Tutorial would be one or more of the following:

1. The school does not offer sufficient courses in an area of concentration which the student is pursuing;
2. The course being sought is not offered in the *General Catalog*, fits the student's area of concentration, and is truly of special interest to the student;
3. It would be a hardship for the student to take a similar course at another institution within the cross-registration agreements;
4. The student is in need of the course to complete a program and the course will not be offered within the time that the student will be here.

d) Meetings between the student and the professor should be kept at a minimum, so as not to take up an excessive amount of the professor's time. A three credit course normally would occasion three or four meetings within the semester.

e) It should be clearly understood that the burden of the work in such a course is upon the student and that the student is responsible for having the assigned work done for each meeting.

f) Because by the nature of such courses the student's time is unstructured, emphasis should be placed on completing the work for the course on time; the student should be reminded that incompletes are supposed to be given only for grave causes (such as illness, crisis or death in the family) and will not be given simply because the student is late in completing the work.

CONDUCT IN LEARNING ENVIRONMENTS [6]

In accord with the Dominican ideal that truth is best pursued within the community of faith, faculty and students at Aquinas Institute of Theology should conduct themselves in a manner that supports communal pursuit of truth. To better facilitate appropriate participation in both face-to-face and online learning environments, the following community practices are to be observed:

- Faculty and students should participate in discussions thoughtfully, exercising care and compassion in their interchanges. Participants in discussion should tend carefully to their choice of language and also listen attentively to others who are speaking or writing.
- When there are differences of opinion or approach, faculty and students should first acknowledge those aspects of another's position that they find valid or useful before exploring those aspects with which they may differ. Paraphrasing what has been heard and thinking about differences in perspective can provide useful points of entrée into discussion.
- In any interchange, faculty and students should listen carefully to what is being said or written in order to discover new elements. By attending to the context and meaning that is flowing through the group and by opening oneself to new ideas and perspectives, a listener can achieve new insight.

[6] Approved by the Faculty March 28, 2011

- Faculty and students should give everyone equal respect and value the differences in people and their perspectives.
- Faculty and students should be willing to forgive one another for misunderstandings that arise.

ONLINE LEARNING

Fisher's Net/Blackboard
Aquinas automatically enrolls each student in Fisher's Net Campus, an online learning community for theology and ministry students. All course evaluations are completed through Fisher's Net; many classes use Fisher's Net for discussions and assignments. The Internet portions of Aquinas Institute coursework are supported on Blackboard CourseInfo by Fisher's Net at http://fishersnet.blackboard.com. Its Learner's Support Site offers direct links and toll-free telephone support. Further information is available at http://www.fishersnet.net.

LiveText Portfolio System
All students registered in an on-campus or cohort Proseminar course, and all DMin students in Core Homiletic Seminar I participate in the LiveText Portfolio system. LiveText is an assessment tool which will be used throughout degree coursework and the Admission to Candidacy process. It can also be used by the student for one year after graduation to provide a portfolio for future employers. A one-time fee of $100 is assessed to the student for this program.

Guidelines for Online Communication
In all cohort classes, and in many on-campus classes, significant communication takes place via online media. Such media are a great blessing in that they make education and friendship possible at a distance in ways that never existed before. At the same time, these media offer challenges that are not present in ordinary face-to-face communication. For instance, when communications happen online it is difficult to tell when the other party is smiling or frowning, being sarcastic or being serious, joking or genuinely angry, teasing or just tactless. Please observe the following guidelines in online conversation with one another and Aquinas personnel:

- Do not add members of your courses to any listservs that you belong to or mass emails that you send out on a regular basis (e.g. Passing on funny stories, jokes, chain letters, etc.) There is a place on each course site where students can discuss out-of-class matters with each other and share a good story or joke, ask for prayers, etc.
- When writing posts, use standard language (not text-message shorthand) and avoid flaming (hostile or insulting language or all-capital letters. The use of all caps can convey a sense of anger or yelling.) Because it is difficult to italicize on FishersNet, using capital letters for an occasional word to add emphasis is acceptable.
- When posting online, continue to use proper punctuation and capitalization. Avoid "chat room" abbreviations ("ttyl," "lol," etc.)
- Acknowledge those aspects of another's position that you find right, valid, or useful, before naming aspects in which you differ. Paraphrase what you believe they said to convey that you've heard what they were trying to get across before launching into critique.
- Suspend roles and status as much as possible, relating as learning peers.
- Be willing to forgive one another for misunderstandings that may nevertheless arise.
- When attaching a document to a post or submitting a paper, include your last name in the title of the document, as well as some indication of what you are submitting. (e.g. "Smith final history paper" or "Jones assignment 2")
- Respond on time. If possible, let others know when one will be away or unable to participate fully for whatever reason (e.g., work-related travel).
- Observe confidentiality with respect to other people's items unless permission is explicitly given by the author to do otherwise.

If a student or faculty member believes that these learning environment guidelines have been violated, please express concern first to the person breaching the guidelines. If a conflict between two students cannot be resolved, the faculty member should be apprised in order to assist in resolving the conflict. Similarly, if the conflict is between a student and faculty member, the Academic Dean should be apprised.

ACADEMIC ADVISING

At Aquinas Institute of Theology every student, degree or non-degree, is assigned an academic adviser. The role of the academic adviser is to offer guidance to the student regarding program requirements and selection of appropriate courses in accord with the student's academic and professional goals.

Students are asked to formulate academic, professional, and spiritual development goals as they begin their theological study. The Proseminar provides the framework for this process. Advisers assist students in the initial and subsequent formulation of these goals during the regular advising sessions, and they will review each advisee's goals with them on a yearly basis. These goals, in conjunction with their program goals and the five practices, serve as the criteria when the student applies for Admission to Candidacy.

Students bear primary responsibility for their own progress and fulfillment of requirements toward the degree which they are seeking. However, it is the role of the adviser to assist students in carrying out their responsibilities. Because the advisor's role is so important, students are required to meet with their advisors before registration for courses – to review goals, plan for future classes and obtain approval for the following semester's course registration. The following procedures guide the academic advising process:

- Advisers are available to see students by appointment at any time, but especially at registration times;
- It is the student's responsibility to make the appointment to see the adviser;
- The adviser and student should keep a progress record of the student's advancement toward the degree.
- While the student always remains free to choose courses as he/she wishes, the adviser's recommendations should be carefully weighed.
- If the student is experiencing difficulty in academic work, he/she should consult with the adviser as to the best course of action to take;
- If the student is in danger of failure, the adviser is required to inform the Academic Dean of this in order to see if assistance can be given to the student;
- The adviser assists the student in fulfilling the non-course aspects of the student's program: arranging for ministry practica, internships, CPE placement, the taking of comprehensive examinations where required, finding a director for thesis or major paper, and applying for graduation. In some of these instances a person other than the adviser may be more directly involved (e.g., the Director of Field Education, the Director of the MA Program, the Academic Dean); however, the adviser is the person to begin with when the student is unsure.

Thesis and Project Direction is considered a regular part of faculty responsibility. Students are expected to approach faculty members to request their direction of a thesis, paper, or project. Upon being approached by a student to direct a thesis, paper or project, the faculty member should enter into discussion with the student to determine if the faculty member can direct the thesis, paper or project. If it is determined that this cannot be done (either because the faculty member does not feel fully competent about the topic or because the faculty member is too heavily involved in other faculty responsibilities), the faculty member should recommend other faculty or resource persons to the student. Doctor of Ministry advisees are directed to *The D.Min. Handbook*.

PHOTOCOPYING

Aquinas Institute seeks to comply with the amended Copyright Act of 1976 regarding the copying of copyrighted works. Ordinarily, faculty apply for permission to copy materials for courses through Copyright Clearance Center. Students copying materials assume responsibility for photocopying in accordance with the Copyright Law.

The Doctrine of Fair Use guidelines allow a teacher to make *a single copy*, without getting permission, for scholarly research or for use in teaching or preparing to teach a class, of the following works:

- a chapter from a book;
- an article from a periodical or newspaper;
- a short story, short essay or short poem;
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

The teacher or school cannot charge the student beyond the actual cost of the photocopying.

Students in pursuit of their studies would seem to fall under the guidelines for *single copy* for research. However, we remind all students of the following prohibitions:

1. Unauthorized copying may not be used to create, replace or substitute for anthologies, compilations or collective works, whether or not such unauthorized copies are collected and bound together or are provided separately.
2. Unauthorized copies may not be made of "consumable" works, including workbooks, exercises, standardized tests, test booklets, answer sheets and the like.
3. Unauthorized copying may not substitute for the purchase of books, publisher's reprints or periodicals.
4. Unauthorized copying may not be directed by higher authority, such as a dean or head of a department.
5. The same teacher cannot copy the same item without permission from term to term.

Students may use the photocopier in the Main Office for class or personal use between 9:00 a.m. and 4:00 p.m. A charge of 10¢ per copy is assessed. Ordinarily payment should be made at the time copies are made unless prior arrangements have been made with the Director of Finance and Administration. A copier is also available in the Aquinas Library at 10¢ per copy. **The person copying assumes responsibility for photocopying in accordance with the Copyright Law.**

LIBRARIES

AQUINAS REFERENCE LIBRARY

Library hours are posted in advance of each semester or term. Reserve sections, by course, are available each semester; a professor may direct students there for pertinent resources. *Note:* Food and drink are not permitted in the AI Library.

Circulation of Materials

The general policy of the AI Reference Library is that these materials are used in the library. Reference books, current periodicals, and bound periodicals may be photocopied in the library. Reference books, current periodicals, and bound periodicals may be checked out one hour before the library closes for the day. These materials are due during the first hour of the next day that the library is open.

At the discretion of the librarian, older volumes of bound periodicals and highly specialized reference books may be checked out by faculty members for longer periods as determined by the librarian. These are subject to immediate recall by phone if needed by another patron.

ELECTRONIC RESERVE

Faculty members often place course materials on electronic reserve. Consult faculty syllabi for directives on retrieving these materials.

SAINT LOUIS UNIVERSITY PIUS XII LIBRARY

Aquinas Institute faculty, staff, and students have full privileges for the use of all materials and services at both the Divinity Library and the Pius XII Memorial Library of Saint Louis University. Each student, taking a course for credit, is assigned a Saint Louis University identification card and Internet username and password for purposes of accessing the services of Pius XII Memorial Library. Auditing students do not have access to the Saint Louis University facilities.

Faculty members sometimes use the Reserve Room (220) of Pius XII Library. Information is available by calling 314.977.3585.

Circulation policies and procedures are contained in the Pius XII Library Handbook.

Circulation and General Information: 314.977.3087.

Reference/Catalog Information: 314.977.3103.

Reserve Room: 314.977.3585.

OTHER LIBRARIES

AI faculty and students also have full privileges at the following libraries:

Eden Theological Seminary/Webster University Libraries
475 E. Lockwood, Webster Groves, MO 63119 (252.3130)

Kenrick-Glennon Seminary Library
5200 Glennon Drive, St. Louis, MO 63119 (314.792.6100)

St. Louis Public Library
Main Branch. 1301 Olive, St. Louis, MO 63103 (314.241.2288)
Schlafly Branch. 225 N. Euclid, St. Louis, MO 63108 (314.367.4120)

Responsibilities for Borrowed Materials

1. The borrower is responsible for knowing when materials are due and for their prompt return.
2. The borrower is responsible for any loss or mutilation of materials they have borrowed.
3. The borrower is liable for fines for overdue materials and for replacement/repair costs for lost or mutilated materials according to the policies of each library.

FINANCES

PAYMENT OF TUITION AND FEES

Students are required to complete the Registration and Payment Plan Form (the registration form) in order to register for classes at Aquinas Institute of Theology. The form can be found online on the Aquinas website at www.ai.edu/registrationform. The online form includes self-calculating cells for convenience. Students should complete and print the online form. The printed form, together with the required payment (see below), should be submitted to the registrar's office by the due date (ref. below).

Payment Options
Fall term and spring term tuition and fees (the account balance) are required by the respective due dates (ref. below). Students who do not pay their account balance in full by the due date (ref. below) must complete the **Tuition Payment Plan and Agreement** that is part of the **registration form**. There is a $20 per credit hour processing fee if the payment plan option is selected; no interest is charged on amounts paid in installments under the terms of the payment plan. Returned checks and dishonored electronic payments may be subject to a service charge of up to $50.00.

Registration is not finalized until payment is received. Students are required to make payment or submit a payment plan and agreement with the completed registration form – **no other invoices will be sent**.

- Students paying the full account balance may submit a check with the registration form or make full payment electronically on the due date; post-dated checks cannot be accepted. Electronic payments will be processed on the due date (ref. below). Electronic payments may be made by credit card or by electronic debit from a checking or savings account. If the electronic payment option is selected, information required for the completing electronic payment should be provided on the payment plan form.
- For students opting to use the **Tuition Payment Plan and Agreement**, payments will be made according to the schedule in that form.

The Tuition Payment Plan and Agreement
The **Tuition Payment Plan and Agreement** permits students to pay 50% of the account balance by the due date (ref. below). The remaining balance is payable in three installments of one third each due at the end of each month following the month school begins (i.e. for fall term – the last day of September, October and November; for spring term - the last day of February, March and April). Students using the payment plan and agreement are required to make payment electronically by credit card or by automatic debit from a checking or savings account. Payment for summer session classes are due in full at the time of registration. Due to movable start dates, payment due dates for cohorts will be indicated in registration correspondence.

Due Dates

- For the fall term, the registration form must be completed and returned to the registrar's office by the second Friday of August.
- For the spring term, the registration form must be completed and returned to the registrar's office by the second Friday of January.
- For summer session classes and cohorts, the registration form must be completed and returned to the registrar's office by the date indicated in registration correspondence.

Tuition Reimbursement
Students are responsible for the payment of their account balance by the due date (ref. above). If a student receives tuition reimbursement from a third party sponsor (e.g. an employer) the student must make arrangements with that third party to receive the reimbursement. Payment deadlines are not extended due to delays in third party reimbursement. Students waiting for reimbursement are required to pay their account balance in the manner described above. Aquinas does not bill third parties for student reimbursement.

Accounts in Arrears
Grades, diplomas and transcripts will not be released if a student's account is in arrears. Students may not register for a new semester if their account is in arrears.

FINANCIAL AID

A student is responsible for setting an appointment with Director of Financial Aid to discuss financial need. The student must demonstrate financial need and maintain satisfactory academic progress to receive aid. See the *General Catalog* for a more complete description of Stafford (federal) Loans as well as Aquinas Institute scholarships and grants.

RECIPROCAL TUITION AGREEMENT WITH SAINT LOUIS UNIVERSITY
FOR STUDENTS WHO ARE FACULTY OR STAFF OF EITHER INSTITUTION

Tuition remission for cross-registered courses and programs is available under established provisions that detail the terms and limits. Aquinas employees interested in this opportunity are to consult first with their supervisor and then with the AI Registrar. SLU employees are to consult with their supervisor, the SLU Employee Benefits Office, and the AI Registrar.

SERVICES AND FACILITIES

BOOKSTORE

Textbooks, other books and supplies may be obtained through the Saint Louis University Bookstore, located in Busch Center on Grand Avenue. (Reading packets for certain classes may be sold at Aquinas.)

CAMPUS SAFETY

Aquinas Institute cooperates with and uses the Department of Public Safety (DPS) of Saint Louis University, which is dedicated to creating a campus environment that is safe, comfortable and conducive to learning. The department is responsible for safety and security, providing services 24 hours a day, 365 days a year.

Contact Information
DPS is located in Room 9 of DuBourg Hall. The information number is 314.977.2376. The emergency number is 314.977.3000.

Annual Campus Security Report
In accord with federal requirement, *warning reports* of certain crimes are posted publicly for the Saint Louis University Community and crimes on campus are reported in the *University News*. (USDE, Dear Colleague Letter, May 1996, GEN-96-11.) The annual SLU campus security report, required by the Jeanne Clery Act to be available to all students and employees in a university setting, can be found at http://dps.slu.edu/security_report; the Aquinas annual security report can be viewed at http://www.ope.ed.gov/Security.

Security Services
All officers wear the French Blue uniforms. Officers patrol buildings, lock/unlock buildings, enforce parking, etc. The Protective Services Officers are armed. They function essentially as law enforcement officers and are responsible for responding to and investigating all violations of criminal law.

DPS Escort / Assistance Available
The Department of Public Safety of Saint Louis University provides escorts after dark, seven days a week. Do not hesitate to call them, even if you only have a short distance to walk. They can also provide jump starts or assistance if you lock your keys in your car.

CAREER DEVELOPMENT AND PLACEMENT

Aquinas maintains an on-line job listing site (http://www.ai.edu/Resources/JobListings.aspx) to assist students in finding ministry opportunities after graduation. In addition, the Saint Louis University Career Development and

Placement Center, located in the Student Success Center, Busch Student Center Suite 331, offers a broad range of services and programs designed to assist students and alumni in matters relating to career planning, job placement, and career development, e.g., resume writing and interview skills.

AI Student Employment

Students are needed in such areas as graduate assistants for faculty, front desk attendants, summer factotum, and support staff for various departments. Students interested in an Aquinas job should contact the Director of Finance and Administration.

Check Cashing and ATMs

Students with a valid Saint Louis University ID may cash personal checks up to $100 at the U.S. Bank located in Busch Center. Hours are 9:30 a.m. to 5:30 p.m. Monday through Friday. There are eleven ATMs on the university campus.

Emergency Phone Numbers

City: Fire - Police - Ambulance 911
University Public Safety/Emergency 314.977.3000

Snow Emergency

If Aquinas Institute is closed because of snow, the notice will be posted several places: the AI website; our main phone number, 314.256.8800; and the school closings on Channel 4 or Channel 5 in St. Louis.

Fax Machines

School fax machines are ordinarily reserved for administrative use. Students who need to send or receive faxes should speak with the Receptionist for instructions.

Student Health and Counseling Service

The center for Student Health Services is located in Marchetti Towers East, 3518 Laclede Avenue. The center offers on-site out-patient assessment, consultation and treatment (314.977.2323). Health insurance, through the University Health Plan, may be obtained by contacting Student Health Services.

Insurance for personal belongings is the responsibility of each individual student.

ID Cards

All full-time and part-time Aquinas students needing to check out material from the Pius XII Library are required to have a Saint Louis University ID card. To obtain an ID card the student must have the proper verification form, which will be provided by the AI Director of Finance and Administration. The ID card must be validated each academic year that a student is registered. The ID can be used on campus as a debit card ("Billiken Bucks") and is the only way to pay for copies at Pius XII Library; contact Parking & Card Services, Room 33 of DuBourg Hall (314.977.2957).

Student Mailboxes

Students registered for courses at AI have a mailbox assigned to them in the building.

Parking

Parking is available to all visitors and cross-registered students for $2.00 per hour at the SLU garage on Laclede and the SLU garage at Compton & Olive. Students with a validated ID may purchase parking permits by the semester in the Parking/Card Services Department, Room 33 in DuBourg Hall. Coupon books for one-day parking in the Laclede Parking Garage at the reduced rate of $6.00 are also available in room 33 of DuBourg Hall (314.977.2957) or through the garage parking attendant. A book of 10 coupons is $60.

Recreation Center

The John E. and Adaline Simon Recreation Center is located on the campus of SLU. All AI students with a SLU ID card are members.

Facilities

6-lane, 40-meter pool with diving well; Swedish saunas and whirlpool; indoor track; 6 full-size multi-purpose courts for basketball, volleyball or tennis; 4 racquetball courts; weight rooms, including Universal and Hydra-Gym equipment; dance room; exercise rooms.

Services
Daily lock and towel checkout; sports equipment checkout; daily racquetball and tennis reservations; weight rooms and exercise consultation; recreation programs—aerobics, dance, lifesaving, scuba, yoga, CPR, racquetball and tennis classes (call 314.977.3969).

TELEPHONE

Office phones are normally reserved for the handling of incoming calls to the school and are not available for student use. See the Receptionist for direction to an appropriate phone.

USE OF AI FACILITIES

Classroom scheduling and use of other AI facilities is handled through the Academic Dean's Office. Ordinarily, use of AI facilities is restricted to Aquinas faculty, students, staff, and certain organizations in cooperative relationships with Aquinas. Outside groups will be required to sign an insurance waiver along with the agreement for use of facilities.

TRANSPORTATION

Billiken Bus Line
The SLU Billiken Shuttle provides free transportation between the Frost and Health Sciences Center campuses. The shuttle bus makes regularly scheduled stops at various locations on both campuses Monday through Friday from 7:00 a.m. to 7:00 p.m. The shuttle operates on days when Saint Louis University undergraduate classes are in session. Schedules may be obtained from various locations on the Frost campus, including the Office of Student Life, Public Safety and the Busch Center Information Desk (call 314.977.7128).

Metro Bus
Stops at Grand and Lindell, on the East Side of Grand. Connections may be made throughout the city (call 314.231.2345).

MetroLink
This light rail runs from Belleville, Illinois, through downtown and to Lambert International Airport. It stops at Grand Avenue, just south of campus, and connects with Metro buses. A dedicated phone is available at that stop so that students and visitors can call SLU Public Safety for a ride to campus outside of Billiken Bus hours.

LITURGY AND PRAYER

Prayer at Midday/Service of the Word
Celebrated Mondays and Wednesdays at 11:30 a.m. in the AI Chapel.

Eucharistic Liturgy
Celebrated Tuesdays at 11:30 a.m. in the AI Chapel. Special feasts are celebrated at other times; please watch for announcements.

Liturgical Ministries
Students, faculty and staff are invited to participate in the worship services as lectors, acolytes, preachers, greeters, extraordinary ministers of Communion, cantors, choir members and musicians. Contact the Student Liturgy Coordinator.

Invitation from the Dominican Community
Additionally, the friars of St. Dominic Priory invite faculty, staff and students to join them for the communal celebration of the Liturgy of the Hours and Eucharist. Their liturgies are celebrated in the St. Dominic Chapel located in the lower level of Jesuit Hall. Check the liturgy bulletin board for the current schedule.

Private Prayer
The Blessed Sacrament is reserved in the tabernacle in the AI Chapel. Therefore, the doors to the Chapel are normally kept closed to allow for private meditation and personal devotions.

Sacrament of Reconciliation
The priests on faculty are available by appointment for the celebration of Reconciliation.

APPENDIX A

POLICY ON DRUGS

Possession of stimulants, depressants, narcotics or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, is forbidden by state and/or federal law and not permitted at Aquinas Institute of Theology or on any Saint Louis University property. The selling, bartering, exchanging or giving away of such drugs to any person not intended to possess them is illegal and prohibited.

Any student engaged in such activities will be subject to arrest by law enforcement agents and will seriously jeopardize his/her status as a student at this institution.

APPENDIX B

POLICY ON AIDS AND HIV INFECTION

The American Bishops, addressing the AIDS/HIV crisis, have said:

> Our response to persons with AIDS must be such that we discover Christ in them and they in turn are able to encounter Christ in us. Although this response undoubtedly arises in the context of religious faith, even those without faith can and must look beyond suffering to see the human dignity and goodness of those who suffer.

In accord with statements of the American Catholic Bishops, *The Many Faces of AIDS* (Washington: Administrative Board of the U.S. Catholic Conference, November 1987) and *Called to Compassion and Responsibility: A Response to the HIV/AIDS Crisis* (November, 1989), Aquinas Institute recognizes the serious ethical and social questions raised by the AIDS epidemic and affirms the following:

1. Aquinas Institute of Theology does not discriminate against persons who have AIDS, Aids Related Complex (ARC), or who have tested HIV positive, nor will testing for HIV infection be required or requested for admission. Aquinas Institute will not deny admission to an HIV-infected applicant unless the Academic Dean concludes, on the basis of sound medical and scientific evidence, that the applicant's infection would prevent her or him from completing essential program requirements and that no reasonable accommodation could be made that would enable the applicant to complete those requirements. Similarly, no currently enrolled student will be dismissed or denied any privileges or rights enumerated in the Aquinas *General Catalog* solely on the basis of an HIV infection.
2. Determination of the suitability of HIV-infected persons for ordination to the priesthood shall be made by the sponsoring diocese or religious community. Suitability of HIV candidates for ordination to ministry in denominations other than Roman Catholic shall be made by that denomination in accord with its own standards and policies.
3. Because known or suspected victims of HIV infection have been subjected to discrimination or abuse, information concerning any Aquinas student, faculty or staff member with HIV infection shall be maintained in strictest confidence and divulged only to the extent required to protect the common good or as otherwise required or permitted by law.
4. Aquinas Institute of Theology will not advise other students, faculty or staff of the presence of HIV- infected persons. All inquiries from the public media regarding the actual or suspected presence of HIV-infected individuals in the Aquinas community shall be referred to the President's Office.
5. Aquinas Institute will not deny employment to an HIV-infected applicant on the basis of that infection unless the President concludes on the grounds of sound medical and scientific evidence that the applicant's infection would prevent him or her from performing essential job duties and that no reasonable accommodation could be made that would enable the applicant to perform such duties. Sick days and leaves of absence will be granted to all eligible employees in accordance with Aquinas Institute's regular policy on sick leave and leaves of absence in the Aquinas staff and faculty handbooks.
6. Aquinas Institute encourages complete education about transmission, occurrence and prevention of HIV infection. Information on safety precautions and procedures are available from the Office of Risk Management on the Frost Campus of Saint Louis University. Those desiring testing are urged to contact the Saint Louis University Student Health Service, which provides screening for HIV infection as well as information about testing services in the St. Louis area. Counseling regarding HIV infection is available through the Counseling Center on Frost Campus.
7. This statement is based upon and intended to be in essential agreement with the Saint Louis University Policy on AIDS, issued June 5, 1991.

APPENDIX C

POLICY REGARDING CONFIDENTIALITY OF STUDENT RECORDS

Regarding Current Students
All student information is confidential and for the use of Aquinas Institute only. In no case will lists of student or faculty names be made available to any company or agency, except as required by law or by regulations of accrediting agencies. [See *Appendix E*.]

Regarding Alumni
No information, including addresses and phone numbers, will be released for any former student. We will, however, offer to forward mail sent to us for former students, or to contact former students to let them know that someone is trying to reach them.

Exception
The only exception to this policy regards *inquiries by legitimate financial institutions and authorized governmental agencies* who are dealing with student loans. All inquiries regarding such information should be referred to the Director of Financial Aid.

APPENDIX D

POLICY ON HARASSMENT AND SEXUAL MISCONDUCT

(Revised version approved by Board of Trustees, May 10, 2002.)

Aquinas Institute strives to create and maintain a working and learning environment that is safe, appropriate and reflects the Institute's values of human dignity and respect for all individuals. To this end, Aquinas Institute prohibits sexual harassment and other forms of sexual misconduct by any person and in any form. All other forms of unlawful harassment or discrimination based on any protected factor are also prohibited, including racial and ethnic slurs. It is the responsibility of every member of the Aquinas Institute community to help ensure that harassment or discrimination on the basis of any impermissible factor does not occur.

Sexual Harassment Defined
Sexual harassment is a form of illegal sex discrimination. It is a violation of charity and justice and will not be tolerated by the Institute. Sexual harassment may occur where there is unwelcome conduct of a sexual nature, and/or unwelcome conduct is directed at someone because of his/her sex, including unwelcome sexual advances, requests for sexual favors, and other verbal and physical behavior that is sex-related and/or denigrates a person because of his/her sex, when:

> Submission to such conduct is made explicitly or implicitly a condition of an individual's employment or is used as a basis for an employment decision affecting the individual; or is made explicitly or implicitly a term or condition of a student's academic status or is used as a basis for evaluating a student's performance; or
>
> The harassment is sufficiently severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or a student's educational performance and/or creates a hostile, intimidating or offensive work or educational environment.

By way of example, such behavior may include, but is not limited to, unwelcome touching, sexually explicit comments, continual sexual innuendo and off-color jokes, promising a benefit in exchange for sexual favors or threatening to take detrimental action if an individual does not agree to a sexual request, using sexually degrading words to describe an individual, inappropriate e-mails, voice mail messages and/or the display of sexually suggestive or degrading objects or pictures.

Such behavior is prohibited on campus, as well as in any off campus instructional or ministerial site where the faculty member or student is acting on behalf of Aquinas Institute or in fulfillment of academic or ministerial training requirements.

Reporting Procedure
If any faculty member, employee or student believes he/she is being sexually harassed or is being subjected to any other form of sexual misconduct, unlawful harassment or discrimination, or if any member of the Aquinas Institute community observes or is aware of such conduct by or of others, the incident should be reported immediately. If the allegation involves a faculty member or a student, it should be reported to the Academic Dean. If the allegation involves the Dean or any employee who is not a member of the faculty, it should be reported to the President. If it involves the President, it should be reported to the Chair of the Board of Trustees. No member of the faculty, administration or staff at any level has the authority to take any action against any employee or student that is unlawfully harassing, discriminatory or involves any other form of unlawful misconduct.

All reports of alleged harassment will be investigated and will be handled, to the extent possible, in a confidential manner. No person who is the subject of such a complaint shall conduct such an investigation. Disclosure regarding such matters will be on a need-to-know basis, consistent with the rights of all persons involved, and with the obligation of the Institute to investigate the report and, when necessary, to take prompt and appropriate remedial action up to and including termination or expulsion.

Where there are serious allegations of harassment or sexual misconduct (in particular, but not limited to, sexual misconduct involving minors), the accused may be suspended pending investigation of the allegations. In appropriate circumstances, the allegations will also be reported to law enforcement officials, in accordance with applicable laws.

Allegation Involving Minors
Allegations of professional misconduct that involve minors shall be reported immediately to the President, who will inform the Chair of the Board of Trustees. Together, they will inform the accused person of this allegation, and of the school's responsibility to report such allegations to civil authorities in accord with applicable state and local laws. If the accusation is deemed to be serious and credible by the President and Board Chair, the accused shall be immediately suspended from all professional duties pending outcome of investigation by civil authorities.

If the allegation involves the President, it shall be reported to the Chair of the Board, who will convene a committee of three additional Board members. Together, they will inform the President of the allegation and determine what additional steps, including referral to civil authorities, shall be taken. If the accused is a priest, deacon, or member of a religious institute, his or her religious superior shall be notified of the allegation and of steps that have been taken in response. Substantiated instances of sexual harassment or other misconduct may result in termination, according to provisions of the faculty and staff handbooks.

Filing a complaint or reporting sexual harassment will not prejudice the position or status of a staff member or student, nor will it affect future employment, compensation, work assignment or status.

Prohibition Against Retaliation
Aquinas Institute will not tolerate any improper retaliation against any student, faculty member or employee who makes a good faith report or complaint about perceived acts of discrimination, sexual harassment or other sexual misconduct, or who cooperates in the investigation a complaint regarding allegations of such conduct.

Aquinas Institute will take appropriate remedial action against any member of the Aquinas Institute community who is found to be engaging in any kind of unlawful harassment, discrimination, retaliation or related misconduct, whether the misconduct in question is directed towards another member of the Aquinas Institute community, or towards others while an individual is acting on behalf of Aquinas Institute. Violations of this policy may subject individuals to disciplinary action up to and including immediate termination or expulsion.

APPENDIX E

POLICY ON DISCLOSURE OF EDUCATIONAL RECORDS

Aquinas Institute will require written consent from students to disclose information from education records *except* when:

1. The information is "Directory Information." The following information is considered Directory Information: Name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, photograph, class schedule, and class roster.

   If a student does **not** want any Directory information released, the student must inform the Registrar in writing before the completion of the first full week of classes in the Fall or Spring semester, or before the end of the first

full day of class in the Summer semester. The student should state the kinds of information he/she does not want released.

2. The information is requested by school officials who have a legitimate educational interest in the records.

   A school official is a person employed by Aquinas Institute in an administrative, supervisory, academic or research, or support staff position, a person elected to the Board of Trustees, a person employed by Aquinas Institute to perform a special task, such as an attorney or auditor, or a person employed by the Saint Louis University Campus Security.

   A school official has a legitimate educational interest if the official is performing a task specified in his/her job description or contract agreement, performing a task related to the student's education, performing a task related to the discipline of a student, providing a service or benefit relating to the student's family, such as financial aid, job placement, or counseling, or maintaining the safety and security of the campus.
3. The information is requested by officials of another school in which a student seeks or intends to enroll.
4. The information is requested by certain officials of the U.S. Department of Education, the Comptroller General, or State and local educational authorities in connection with an audit or evaluation of certain state or federally supported education programs.
5. The information is connected with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the aid, or to enforce the terms and conditions of the aid.
6. The information is specifically required by state or local officials by a state law adopted before November 19, 1974.
7. The information is needed by accrediting organizations to carry out their functions.
8. The information is needed to comply with a judicial order or a subpoena.
9. The information is needed in a health or safety emergency.
10. The information is needed by organizations conducting certain studies on behalf of Aquinas Institute.

APPENDIX F

PROCEDURES FOR STUDENT GRIEVANCES AND APPEALS

In order to ensure the rights of students and to protect students against prejudiced or capricious academic evaluations, improper breaches of confidentiality, and limitations upon freedom of expression, the following procedures are established:

1. The student shall take responsibility to discuss any grievance with the faculty member against whom the grievance is directed. The student may also ask his/her faculty adviser to act as a mediator.
2. If the grievance is not resolved to the student's satisfaction at level one, the student shall submit a written statement of the grievance to the Academic Dean within 30 days. After determining the accuracy of the facts presented in the written statement, the Dean shall render a decision and propose any necessary remedies within 14 days.
3. If the grievance is still not resolved to the student's satisfaction, the Dean may refer it to the Faculty Development Committee (if the faculty member against whom the grievance is made is a member of the Committee, he or she shall be replaced by another faculty member of the student's choosing). The Committee shall make a recommendation to the President, whose decision in the matter shall be final.
4. If the grievance is directed against the Academic Dean, the President shall refer it directly to the Faculty Development Committee, which will make its recommendation to the President for a final decision.
5. If the grievance is directed against the President and is not able to be satisfactorily resolved between the student and President, the student may ask the Academic Dean to present it to the Faculty Development Committee. The Committee's decision shall be final, although the President has the right to appeal the Committee's decision to the Executive Committee of the Board of Trustees. The Board's decision shall be final.
6. This policy does not cover financial grievances, which shall be first addressed to the Director of Finance and Administration. If the matter is not satisfactorily resolved, it may be presented in writing to the President, whose decision will be final.

APPENDIX G

AMERICANS WITH DISABILITIES ACT:

CONTEXT OF TEACHING-LEARNING

(Passed by the Faculty on September 12, 2005.)

Students with needs for special assistance due to learning, physical or medical disabilities on either a short- or long-term basis should contact the Academic Dean. Additionally, students should confer with their professors within the first two weeks of class to inform them that accommodations may be requested.

The following guidelines give the procedures through which special accommodation and/or auxiliary aids are provided to students with disabilities admitted to study at Aquinas Institute of Theology. For the purpose of these guidelines, "special accommodation" and "auxiliary aids" refer to those provisions, services and aids designed to facilitate the higher education of qualified students with disabilities.

1. All requests for special accommodation and auxiliary aids should be directed to the Academic Dean. Provision of aid will be based upon an individual student's need. Ordinarily, accommodations will be developed in consultation with the faculty member for whose course the accommodations are being sought. Accommodations or aids that impose an undue hardship on the campus, the members of the academic community or the Institute, or that require modification of academic standards, programs, or coursework may be declined.
2. To be considered for an accommodation or aid, the student must meet the following requirements:
    a. The student must meet with the Academic Dean and discuss his/her needs.
    b. The student must have a disability and submit current proof of the disability.
3. To secure appropriate accommodations or aid, the student must contact the Academic Dean at least six weeks prior to the start of classes.
4. If students experience harassment or discrimination because of their disability, they should contact the Academic Dean.

APPENDIX H

POLICY ON VIOLATION OF ACADEMIC HONESTY

(Passed by the Faculty on September 11, 2006.)

Aquinas Institute of Theology holds honesty and integrity as primary goods related to the study of God's revelation and to the Order of Preachers' commitment to the proclamation of the truth. Academic dishonesty thwarts this purpose.

Definitions
Academic dishonesty includes *plagiarism*, *cheating*, and *falsification*: [7]

Plagiarism
Plagiarism entails the presentation of others' ideas, language, graphics, or structures of thought as one's own. It includes the failure to provide appropriate documentation to acknowledge one's sources.

Cheating
Cheating involves the use of unauthorized or unethical assistance in completion of assigned work. Instances include unauthorized assistance in taking quizzes or examinations and the acquisition, dissemination, or use of tests or other academic materials belonging to an instructor or a member of the staff without prior approval.

Falsification
Falsification involves misrepresentations of fact for academic gain. Instances include lying to or deceiving an instructor in matters relevant to a course, fabrication or misrepresentation of the documentation or the data involved in carrying out assignments, and the fabrication, misrepresentation, or unauthorized alteration of information in academic records belonging to an instructor or to any administrative unit within the Institute.

[7] The definitions of plagiarism, cheating, and falsification are derived and adapted from the Policy on Academic Honesty of the College of Arts and Sciences of Saint Louis University (St. Louis, Missouri).

Procedures
Should a faculty member discover what is suspected to be an instance of academic dishonesty, the following procedure will take place:

1. The faculty member will notify the student and the Academic Dean of the suspicion.
2. The student has three days to respond to the faculty member regarding the allegation.
   After the three days, if the faculty member remains convinced that plagiarism has occurred, the faculty member and the Academic Dean will consult to determine the credibility of the allegation.
3. Should the allegation be found credible:
   - The faculty member assigns the relevant assignment zero credit.
   - The Academic Dean notifies the student that the allegation has been found credible.
     a) The Academic Dean will keep a record of all cases of academic dishonesty found to be credible.
     b) The Academic Dean may, depending on the seriousness of the offense or any history of previous offenses, impose a penalty on the student, including probationary status or dismissal from the Institute.
4. Should the allegation not be found to be credible, the faculty member is to grade the work as submitted without prejudice or penalty to the grade of the relevant assignment or of the course as a whole.

Appeals
Students who wish to dispute the matter further are to follow the procedures for Student Grievances and Appeals in the Student Handbook (Appendix F, from number 3).

APPENDIX I

ACCEPTABLE USE OF TECHNOLOGY POLICY

(Approved by the Administrative Staff on June 8, 2007, amended by the Faculty Assembly on March 28, 2011.)

1. Purpose. The purpose of this statement is to make users aware of Aquinas' policies and procedures for the proper use of electronic communication and the internet and to assure that all users are safe and secure while they use technology in their teaching, learning, researching, communicating and working at Aquinas Institute. Each student, faculty member or staff member is responsible for knowing and understanding these policies and procedures so that technology is used for appropriate and lawful purposes and does not compromise the confidential records, the security of the network, reputation, policies or mission of the Institute.

2. Safety of resources. All computer resources ("resources" means hardware, software, software licenses, peripherals and network connections) are the property of the Aquinas Institute and are to be protected from unauthorized access, use, modification, destruction or disclosure. An active terminal should not be left unattended for any extended period of time, such as, overnight or while the user is away from their office for several hours, especially the computers in the common areas on the first floor. If someone else uses or learns a user's password or username that information should be changed immediately. Each user is responsible for activity performed using the user's name and password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents without prior authorization.

3. Privacy. Users do not have an expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on the Institute's computers, whether or not the matter is designated as private or confidential. In regards to online learning, the Institute strives for academic privacy in the discussion boards and emails, but again there is no guarantee of absolute privacy. The Institute reserves the right to access all files or data contained on any institutional affiliated source, including but not limited to email messages, personal file directories and internet usage and material at any time and without prior notice. Computer files may also be subject to search if prompted by court officials.

4. Software License Restrictions and Copyright Laws. Most proprietary software licenses have legal restrictions prohibiting unauthorized use or copying their software. The Office of Instructional Technology tries to ensure that the proprietary software is up to date and complies with licensing requirements. Only personnel authorized by the Office of Instructional Technology may install software onto any institutional computer, connect any hardware or other equipment to any institutional computer, or move or change any Institute computer equipment. Furthermore, information posted, viewed or downloaded from the internet may be protected by copyright, trademark, piracy or other

laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use or (2) based on express permission given by the copyright owner or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of the information. *It is each user's responsibility to comply with applicable copyright and other legal restrictions and posted use or permission guideline.*

5. Web Policies. Personal web pages cannot have any official or official-appearing institutional logo or branding. They should not appear to be representing Aquinas Institute of Theology or one of its subsidiaries and may not claim to represent a collective or official position of Aquinas Institute. No student or employee may use or display official Aquinas Institute branding on any personal or outside web page without the express written permission from the Aquinas Institute's president. Finally, no student or employee may post any written word or photos regarding another person without that person's express permission. In no case may Aquinas students, faculty or staff post words or photos that may be considered offensive or demeaning to another person.

6. Virus protection. All files originating from outside sources, including files obtained over the internet, must be checked for possible computer viruses before being downloaded onto institutional computers. Until such time as Aquinas has the capacity for automatic institutional anti-virus updates, the virus software on each computer must be manually updated by each user. Failure to do so jeopardizes not only the user's work, but the data security of the entire institution. All users must contact the Office of Instructional Technology before downloading any suspect file that may pose a risk to the network. All users, including students, must have antivirus installed on their laptops before joining the wireless network. Any computer suspected of peer-to-peer activity or suspect files will not be joined to the wireless network because such action for the most part is illegal and includes questionable files or if a computer is suspect of engaging in peer-to-peer activity, the computer will be taken off the network and subjected to disciplinary action and possible legal action.

7. Responsible internet usage. Any unauthorized use of the internet is prohibited. Unauthorized uses include, but are not limited to posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer. While the institution permits reasonable use of its internet connection for personal reasons (subject to the privacy policy noted above), such use should not interfere with an employee's work responsibilities, diminish an employee's work efforts, or disrupt the work of other users. For this reason, extended use of the Internet for personal reasons during an employee's work hours is generally inappropriate. All communication, regardless verbal or electronic, must comply with the employee handbook and student policy in regards to sexual harassment or inappropriate behavior. In case of inappropriate behavior, there will be consequences proportionate to the offense. Users may not use e-mail to widely broadcast "chain letters", "bulk" email (or "spam," meaning more than fifty recipients at one time). Mail "bombing" (i.e., electronic mail messages to other accounts with the intent of disrupting the recipients' use of their accounts) and sending unwanted, frequent or extremely large messages, is prohibited. Electronic communication may not be used for personal monetary gain or outside commercial purposes or for any political purpose, unless approved by the Institute. All electronic mail sent in the name of Aquinas Institute must contain the true identification information of the sender. The forging of return addresses is called spoofing. Spoofing of an email address is not permitted. Tampering with email headers is prohibited.

8. Safeguarding institutional information. A user may never provide confidential, proprietary or restricted information about Aquinas over the Internet without the institution's prior written consent. This includes but is not limited to information about employees, students, organizational structure, strategic plans, and financial data. Since it is possible for users to hide their true identity on the internet, contacts made over the internet should not be trusted with any institutional information, whether confidential or not, unless a due diligence process has first been performed. Information obtained from the internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the internet provide information that is accurate, complete, current or even legal. Aquinas neither monitors nor controls information accessible through the internet and cannot be held responsible for its content or use. Students are responsible for assessing the quality of information obtained on the internet, especially if it is used for academic purposes.

9. Compliance is required. When students register for class, when faculty sign contracts, and when other staff agree to employment, they also agree to adhere to these use policies. Violation of the policy may result in discipline, up to and including termination of employment or dismissal from the Institute. Alumni and other constituents may lose privileges to use the Institute's

electronic communications. Aquinas Institute reserves the right to refuse internet or network service to any student, faculty or staff member if in its judgment allowing such service would jeopardize the Institute or its mission.

10. Other Affiliations. Since many faculty, staff and students of Aquinas Institute of Theology have a St. Louis University email accounts for academic purposes, we must also adhere to their acceptable use policies too. These policies can be found at: http://www.slu.edu/x30374.xml.

11. Conduct in Online Learning Environments. Please refer to the Policy on Conduct in the Learning Environment.

To better facilitate appropriate participation face-to-face and online, the following community practices will be in place:

- Participate thoughtfully, with care and compassion. Listen to what's behind each person's words, as well as to the words themselves.
- Respond on time. If possible, let others know when you will be away or unable to participate fully for whatever reason (work-related travel or vacation) during parts of the course.
- Keep confidential other people's items (unless permission is explicitly given by the author to do otherwise).
- Acknowledge those aspects of another's position that you find right, valid or useful, before exploring those aspects in which you differ. Paraphrase what you believe they said before you think about how your perspective differs.
- Creatively investigate what is being said to discover new elements. Attend to the context and to the meaning that is flowing through the group. Be willing to be open to new ideas, possibilities, and ways of being.
- Suspend roles and status. Give everyone and their opinions equal respect and value the differences in people and opinions.
- Be willing to forgive one another for misunderstandings that may arise.
- When writing posts, please use standard English, not text message language.

Acknowledgements

Adapted by Tom Walker of Fisher's Net from the following sources:

Holmdahl, John. "Suggested attitudes for enabling us to maximize positive synergistic outcomes and to minimize difficulties as we work together." Society for General Systems Research, 1986.

Johnson-Lenz, Peter and Trudy. "Community of inquiry and practice: On wholeness and meaning in the virtual workplace."

O'Fallon, Terri, and Gregory Kramer. "Learning from Online Dialogue."

Aquinas Institute acknowledges with gratitude Luther Seminary and University of Missouri- St. Louis whose acceptable use policies helped shape ours.

APPENDIX J

LAY SPIRITUAL FORMATION PROFESSIONAL COUNSELING POLICIES

(Approved by the President and Academic Dean on November 3, 2008.)

Based on a student's Developmental Assessment report from St. Louis Behavioral Medicine Institute, or other issues of concern brought to the Formation Director's attention as they arise, professional counseling can be recommended and in some cases required. In order to attend to the well-being of the student, his/her effectiveness in ministry, the people who will be served by the student, and the integrity of Aquinas Institute of Theology programs, accountability on the part of the student is essential. The policies regarding counseling and accountability are stated below:

1. In some cases the Academic Dean, in consultation with the Formation Director, will authorize that a student may remain in the program while seeking professional counseling, and that it must begin prior to registering for Supervised Practice of Ministry I.
2. In other cases the Academic Dean, in consultation with the Formation Director, will ask a student to leave the program temporarily to address issues of concern prior to registration for SPM I.

3. If it is required and the student agrees to seek counseling, written authorization by the student is necessary for the counselor to share information with the Formation Director regarding the student's consistency, effort and progress. Particular details about the sessions will not be shared. This may be communicated by telephone, but a written report on the counselor's letterhead is preferred at least once a semester. The Formation Director will communicate as needed with the Academic Dean.
4. Future course registration, including, as the case may be, participation in SPM I, will depend on communication from the counselor to the Formation Director stating that the student has been attending sessions, has made effort and progress, and is at a 'readiness' level to move forward in ministry formation. No particular details about the sessions will be shared. The Formation Director will communicate the outcome to the Academic Dean.
5. If upon returning to the program ongoing professional counseling is recommended, then the Formation Director will continue to request from the counselor information regarding the student's consistency, continued effort and progress. A written communication at least once a semester is required. The Formation Director will communicate as needed with the Academic Dean.
6. If the student chooses not to pursue required counseling, or is inconsistent or noncompliant based on information received from the counselor, the Formation Director will communicate this to the Academic Dean who may require the student to leave the program.

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HELPFUL NUMBERS

Archdiocese of St. Louis **314.792.7000**
Busch Student Center, SLU **314.977.2820**
Bookstore, SLU Barnes & Noble **314.531.7925**
Cab (Yellow Cab/County Cab) **314.993.8294**
(Laclede Cab) **314.652.3456**
Campus Ministry, SLU **314.977.2425**
Career Services, SLU **314.977.2828**
Coffee (Bean 1, Busch Student Center) **314.977.1624**
Computer Lab (McDonnell Douglas Hall , Room 2030) **314.977.8309**
Counseling Services, SLU **314.977.2323**
Emergencies # for SLU **314.977.3000**
Escort (Campus Safety) **314.977.7433**
Fax (Aquinas Institute) **314.256.8888**
Food, SLU campus (Fusz Hall Food Court) **314.977.1549**
(Au Bon Pain, Busch Student Center) **314.977.1611**
(Ameren Café, Cook Hall) **314.977.1501**
Gym (Simon Recreation Center, SLU) **314.977.3181**
Health Services, SLU **314.977.2323**
Walgreen Take Health Care Center (www.takecarehealth.com) **866.825.3227**
Hospital, SLU **314.577.8000**
Humphrey's Restaurant **314.535.0700**
IT / e-mail / Tech Support, Aquinas **314.256.8878**
ID Cards (through SLU) **314.977.2957**
Jesuit Hall **314.633.4400**
Kenrick Seminary **314.792.6100**
Library, Aquinas Institute **314.256.8809**
Library, SLU (Pius XII) **314.977.3580**
Media Center, SLU **314.977.2919**
Medical Insurance (through SLU) **314.977.7168**
Metro St. Louis (Public Transit) **314.231.2345**
Metro St. Louis (Public Transit) Illinois **618.271.2345**
Parking Services, SLU **314.977.2957**
Pickleman's Gourmet Café **314.802.7410**
Public Safety (SLU Security) **314.977.2376**
St. Dominic Priory (at Jesuit Hall) **314.633.4400**
St. Francis Xavier College Church **314.977.7300**
U.S. Post Office (Laclede) **314.436.6853**
Western Union **800.325.6000**
Writing Center (graduate level), SLU **314.977.3231**

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