2020-2021

STUDENT HANDBOOK & ACADEMIC CATALOG

AQUINAS INSTITUTE OF THEOLOGY

A HISTORY OF TRADITION AND INNOVATION

ABOUT AQUINAS

THE AQUINAS WAY

Aquinas Institute of Theology is rooted deeply in the history of the Order of Preachers, founded by St. Dominic de Guzman in 1216. He first established a community of contemplative sisters who devoted themselves to prayer, and in 1216 received papal approval to form a community of itinerant friars who nourished their preaching through rigorous study, prayer, and community life. Within 50 years of the Order's founding, Dominicans had established houses throughout Europe and especially at the new universities of Bologna, Paris, and Oxford. Drawn to the Order were some of the greatest minds of the day, men like St. Albert the Great, St. Raymond of Penyafort, and St. Thomas Aquinas, who is our patron and who was destined to become one of the Church's greatest theologians.

Aquinas Institute of Theology began in 1925 in River Forest, Illinois, as the house of philosophy for the Dominican Province of St. Joseph (Eastern Province). In 1939, the newly established Province of St. Albert the Great (Central Province) made the school its center of studies. In the early 1950s, the increasing number of Dominican student brothers, most of whom were preparing for the priesthood, required the school to expand, so a second campus was established in Dubuque, Iowa. Several years later, these two centers became known as Aquinas Institute. In the 1960s, all academic programs were consolidated in Dubuque, and Aquinas Institute began to accept its first women religious and lay students.

At this same time, Aquinas Institute became a member of the first ecumenical consortium in the country with the University of Dubuque Theological Seminary and Wartburg Theological Seminary. Also in the 1960s, Aquinas Institute became one of the first Catholic schools of theology to seek and gain accreditation from the Association of Theological Schools (ATS). As theological education began to change after the Second Vatican Council, the decision was made in 1979 to relocate the school, and Aquinas Institute accepted the invitation of then President of Saint Louis University, Rev. Thomas Fitzgerald, S. J., to move to St. Louis. Aquinas Institute held its first classes in the former law school of the University in the autumn of 1981. In its new location, Aquinas Institute grew steadily and in 2002 it was decided that the school needed more space where it could accommodate its increasing number of residential students, as well as students enrolled in hybrid cohort programs - programs that combine online coursework with intensive weekends of academic study and ministerial formation. In 2006 Aquinas Institute once again moved, this time into the former Standard Adding Machine building at Spring Avenue and Forest Park Parkway, a short block from Saint Louis University's campus.

In keeping with its Dominican charism, Aquinas Institute has always placed a particular importance on the theological formation of future preachers. Well known for its emphasis on preaching in its Master of Divinity program, it is also recognized internationally for its Doctor of Ministry degree, the only Catholic doctoral program in preaching in the United States. This program draws men and women from dioceses, religious congregations, and other communities in the United States, as well as Europe, Africa, and Asia.

Aquinas Institute has likewise recognized a pressing need in the Church to form theologically well-trained lay leaders in Catholic health care. To respond to this challenge, Aquinas established its successful Ashley-O'Rourke Initiative for Health Ministry Leadership, honoring the memory of Benedict Ashley, O.P., and Kevin O'Rourke, O.P.,— two Aquinas

Institute presidents known internationally for their contributions in the field of health care ethics. Similarly, Aquinas initiated a unique hybrid Master of Arts in Pastoral Studies in the Catechesis of the Good Shepherd.

In 2014, Aquinas Institute celebrated its 75th anniversary as a theological school and in 2016, the Dominican friars celebrated the 800th Jubilee of their founding as the Order of Preachers. Aquinas Institute is proud to carry on the legacy of St. Dominic, St. Thomas Aquinas, and St. Catherine of Siena— with our unique spirituality and particular approach to theology, one that is rooted in itinerancy, study, contemplation, preaching, and a profound sense of ecclesial mission. Our students continue to benefit from this rich and vibrant intellectual tradition, assisted by a faculty and staff dedicated to help students clarify their own vocations as preachers, teachers, ministers and leaders.

MISSION STATEMENT

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.

IDENTITY STATEMENT

Part of the world-wide Order of Preachers, we are a Catholic, Dominican-sponsored graduate school of theology and ministry in St. Louis, Missouri. We are proud that our school bears the name of the great Dominican saint and doctor of the church, St. Thomas Aquinas, one of the most influential theologians in Christian history.

Physically located in the middle of the country, our theological mission finds its home in the middle as well, as we strive to follow in the footsteps of our founder, St. Dominic, who intentionally centered himself in the study of the Word of God and placed himself in the middle of the Church so as to reach out to others in all directions.

Aquinas Institute is a Center of Institutional Studies, designated by the Order of Preachers to form Dominican friars, who are firmly rooted in the rich intellectual tradition of the Order, in order to carry out its preaching mission. We are charged with fulfilling the Order's *Ratio Studiorum Generalis,* a six-year course of study required for all Dominican friars throughout the world. Student brothers from the Dominican Provinces of St. Albert the Great and St. Martin de Porres, all of whom live nearby at the Dominican House of Studies, attend Aquinas Institute for their theological studies and pastoral training.

We serve two distinct, complementary constituencies: Dominican student brothers preparing for ordination to the priesthood and pastoral ministry, as well as priests, religious sisters, lay men and women preparing for careers in service to the Christian community or for advanced academic studies. We welcome diversity and those of other faith traditions.

We offer multiple graduate programs and certificate programs in a variety of formats to accommodate the needs of our students. We are known nationally for two signature programs, a Master of Arts in Health Care Mission and a Doctor of Ministry in Preaching, the only one of its kind in the country.

Aquinas is a close-knit community. As members of the Dominican family, we share life together in a variety of ways including liturgy and worship in our beautiful chapel. We enjoy conversation over meals and at social events. We participate in service programs and social outreach to the wider community, and value forums that provide the opportunity for open and respectful dialogue on important issues and topics.

Situated adjacent to the large and beautiful campus of Saint Louis University, our students have access to all the academic resources of a large Jesuit university. Our students may cross register in

many classes, participate in joint degree programs, and enjoy access to the library, student center, computer centers, health center and guidance services and the campus transportation system.

VISION STATEMENT

Responsive to emerging local and global realities, eager to form theologically and spiritually mature ministers in the Dominican tradition, and working together for the sake of preaching God's transformative Word: Aquinas Institute serves the Church.

HALLMARKS OF THE AQUINAS WAY

What sets us apart from other theology and ministry schools?

Our engagement with and access to our Dominican heritage in the 800-year-old rich intellectual tradition of the Order of Preachers and its extraordinary contribution to the intellectual and pastoral life of the Catholic Church.

At the heart of all our programs is the unique Dominican approach to education that holds as its primary purpose a search for *Veritas*, the One who is Truth himself, Our Lord Jesus Christ, whom we seek to encounter in all of our programs, coursework and campus life, and whom we seek to share through our mission of evangelization, namely to be useful by preaching and teaching for the salvation of every person.

Our theological orientation is informed and built upon the scholarship and intellectual legacy of the Dominicans of the River Forest School of Thomism and its interpretation of our great patron, St. Thomas Aquinas whose study of the Word of God led him to engage the world positively in a pursuit of Truth that was expansive, comprehensive, and all-encompassing.

Aquinas Institute likewise undertakes its intellectual mission in the same spirit of St. Thomas by following his example. We seek the Truth of Christ as it has been revealed to us in the Holy Scriptures and Tradition of the Church and we strive to understand it by our engagement with others, with men and women from various cultures, backgrounds, and social strata, which is the contemporary reality of the Church and the world in our own time and place.

At Aquinas Institute, we place our theological study at the service of what Dominicans call the "Holy Preaching." The Holy Preaching is not a discrete experience confined to a few minutes from the pulpit; rather for Dominicans it is an expression of our shared life, where as a community we seek to make a comprehensive and dynamic response to God's presence in our lives and the world. Building on and from the Dominican preaching charism, we form men and women in a living community where professors and students learn from one another and where those who study with us are well-prepared to go forth into the world, preaching the Good News of Jesus Christ in word and deed.

Academic Catalog and Handbook

This Academic Catalog and Handbook contains the policies and procedures pertinent to all students of Aquinas Institute It replaces the Student Handbook, Program Specific Handbooks, and the Academic Catalog. The Academic Catalog and Handbook 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.

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SECTION ONE

GOVERNANCE

ORGANIZATION AND GOVERNANCE

Aquinas Institute of Theology 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. Aquinas Institute is governed by two bodies: the Members of the Corporation and the Board of Trustees. These groups possess the legal authority, the rights, and the obligations proper for the governance of Aquinas Institute of Theology as a civil corporation.

The Members of the Corporation are the Dominican friars who serve on 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 adopt the statement of mission and philosophy of Aquinas Institute;
- to approve and amend the By-Laws of the Corporation;
- to accept or reject the election of the President of Aquinas Institute of Theology, the members of the Board of Trustees, and the officers of the Corporation.
- to approve or reject the sale, lease, exchange, transfer, or other disposition of all or any part of the real or personal property of the corporation.

The Board of Trustees consists of not more than twenty-five persons, of whom three are ex officio: the Prior Provincial of the Dominican Province of St. Albert the Great, the Regent of Studies of that same Province, and the President of Aquinas Institute. The other Trustees are appointed by the Prior Provincial of the Province of St. Albert the Great or are accepted by the Members of the Corporation after their election by the Board of Trustees. 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 present to the Members of the Corporation for its approval or rejection, the President of Aquinas Institute, other officers of the corporation, and the members of the Board of Trustees;
- to initiate amendments to the By-Laws that must then be approved by the Members of the Corporation.

The Chancellor

Fr. Gerard Francisco Timoner III, O.P., *Master of the Order of Preachers*

Members of the Corporation

Fr. James V. Marchionda, O.P. | *Prior Provincial, Dominican Province of St. Albert the Great (Central Province), and the members of his provincial council*

Board of Trustees

David Wenzel (Chair) | *Saint Louis, Missouri*
Fr. Thomas M. Condon, O.P. (Vice Chair) | *Prior Provincial, Dominican Province of St. Martin de Porres (Southern Province), New Orleans, Louisiana*
Jennie Weiss Block, O.P. | *Coral Gables, Florida*
Angie Doerr| *St. Louis, Missouri*
Craig George | *St. Louis, Missouri*
Steve J. Givens | *St. Louis, Missouri*
Elizabeth Ann Goodwin | *St. Louis, Missouri*
Fr. Samuel Hakeem, O.P. | *Madison, Wisconsin*
Lucie F. Huger | *St. Louis, Missouri*
Jennie D. Latta | *Memphis, Tennessee*
Denis McCusker | *St. Louis, Missouri*
Dan O'Brien | *St. Louis, Missouri*
Fr. Jorge Presmanes, O.P. | *Miami, Florida*
Fr. Marcos Ramos, O.P. | *San Antonio, Texas*
Darryl A. Ross | *St. Louis, Missouri*
Fr. Edward Ruane, O.P. | *St. Louis, Missouri*
Barbara Thibodeau | *St. Louis, Missouri*
Fr. John Rogers Vien | *St. Louis, Missouri*

Ex-Officio

Fr. James V. Marchionda, O.P. | *Prior Provincial, Dominican Province of St. Albert the Great, Chicago, Illinois*
Fr. Kevin Stephens, O.P. | *Regent of Studies, Dominican Province of St. Albert the Great, St. Louis, Missouri*
Fr. Mark E. Wedig, O.P. | *President, Aquinas Institute of Theology, St. Louis, Missouri*

Invited Participants at Board Meetings

Sr. Sara Fairbanks, O.P. | Faculty Representative | *St. Louis, Missouri*
Fr. Michael A. Mascari, O.P. | Academic Dean & Vice President | *St. Louis, Missouri*

SECTION TWO

ADMINISTRATION AND FACULTY

EXECUTIVE ADMINISTRATION

The responsibilities for the day-to-day operations of Aquinas Institute are proper to the Administration.

President

The President is the chief administrative and executive officer of Aquinas Institute and holds academic rank. The President is both an administrator and educator, participating with the Academic Dean in the academic leadership of the school. The President is appointed by the Members of the Corporation upon the recommendation of the Board of Trustees and is directly accountable to the Board of Trustees, on which the President serves as an *ex-officio* member. Subject only to the Board of Members and the Board of Trustees, the President has final authority and responsibility for the proper conduct of all matters, academic, disciplinary, and financial, pertaining to the school, including the hiring of staff members and members of the Regular Faculty.

Fr. Mark E. Wedig, O.P.
PRESIDENT

M.DIV., DOMINICAN SCHOOL OF PHILOSOPHY AND THEOLOGY IN BERKELEY; M.A. (SYSTEMATIC THEOLOGY), GRADUATE THEOLOGICAL UNION; PH.D. (LITURGICAL STUDIES), THE CATHOLIC UNIVERSITY OF AMERICA

Vice President/Academic Dean

The Vice President acts in 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. The Academic Dean holds academic rank and as the chief academic officer of Aquinas Institute is responsible for all educational activities. The Academic Dean is accountable to the President who appoints the Dean after consultation with the faculty.

Fr. Michael Mascari, O.P.
VICE PRESIDENT/ACADEMIC DEAN

M.DIV. /M.A. (THEOLOGY), AQUINAS INSTITUTE OF THEOLOGY; J.D., DE PAUL UNIVERSITY SCHOOL OF LAW; PH.D. (EARLY CHRISTIAN STUDIES), THE CATHOLIC UNIVERSITY OF AMERICA

Executive Director for Operations and Institutional Effectiveness

The Executive Director for Operations and Institutional Effectiveness is charged with responsibilities in two primary areas by overseeing high-level organizational initiatives related to mission effectiveness, strategic planning, external communications, and policy development and

compliance, as well as by managing a wide variety of administrative and business functions necessary for the efficient coordination of internal operations and day-to-day activities. The Executive Director for Operations and Institutional Effectiveness is directly accountable to the President.

Br. John Steilberg, O.P..
EXECUTIVE DIRECTOR FOR OPERATIONS AND INSTITUTIONAL EFFECTIVENESS

M.A. (SPORTS ADMINISTRATION), BALL STATE UNIVERSITY; M.A. (THEOLOGY), AQUINAS INSTITUTE OF THEOLOGY; M.N.A. (MASTER'S OF NON-PROFIT ADMINISTRATION), UNIVERSITY OF NOTRE DAME

ADMINISTRATIVE STAFF

Coordinator of Administrative Affairs/Registrar

The Coordinator of Administrative Affairs oversees the administrative offices and making sure that the President and Academic Dean are able to carry out their responsibilities efficiently and effectively.

The Registrar is responsible for the maintenance of all student academic records and is accountable to the Academic Dean. The Registrar is appointed by the President in consultation with the Academic Dean. The Registrar maintains accurate, systematic, and secure student records, assists the Academic Dean with course scheduling, and oversees all aspects of registration and grading. The Registrar reports to the Academic Dean.

Ms. Mary Urbanek-Mueller
COORDINATOR OF ADMINISTRATIVE AFFAIRS/REGISTRAR

Business Manager

The Business Manager serves as the financial administrator and budgeting officer for Aquinas Institute and is accountable to the President. The duties of the Business Manager include responsibility for the fiscal and accounting operations of Aquinas Institute. The Board of Trustees ordinarily elects the Business Manager as the Treasurer of the Corporation.

Ms. Donna Thro
BUSINESS MANAGER

Coordinator of Enrollment Management

The Coordinator of Enrollment Management develops, coordinates, and evaluates the strategic enrollment management plan of Aquinas Institute, with the responsibility for leading and directing student recruitment and admissions counseling. The Coordinator of Enrollment Management reports directly to the President.

Ms. Jessica Adams
COORDINATOR OF ENROLLMENT MANAGEMENT

Coordinator of Development

The Coordinator of Development assists the President in overseeing the planning, coordination, and administration of all fund development activities, including the annual fund, mail appeals, grant-writing, special events, planned giving, major gifts, and capital campaigns. The Coordinator of Development is directly accountable to the President.

Ms. Erin Hammond
COORDINATOR OF DEVELOPMENT

Coordinator of Communications and Marketing

The Coordinator of Communications and Marketing is responsible for all web-based communications, as well as other digital and printed communications and media relations. It is the Coordinator's responsibility to see that the Aquinas Institute mission is communicated clearly and consistently to donors, prospective students and other constituents. The Coordinator of Communications and Marketing reports directly to the President.

Mr. Michael Winters
COORDINATOR OF COMMUNICATIONS AND MARKETING

Coordinator of Institutional Technology

The Coordinator of Institutional Technology addresses the technological needs of the students, faculty, and staff of Aquinas Institute by providing the hardware, software, and training necessary for effective and successful instruction. The Coordinator of Institutional Technology reports to the Executive Director of Operations and Institutional Effectiveness.

Mr. Tim Roesslein
COORDINATOR OF INSTITUTIONAL TECHNOLOGY

GENERAL STAFF

- Dr. Jennie Weiss Block, *Senior Advisor and Consultant to the President*
- Ms. Diane Henderson, *Executive Assistant to the Coordinator of Development*
- Ms. Mary Frese, *Administrative Assistant to the Coordinator of Enrollment Management*
- Ms. Clare Behrmann, *Assistant Registrar*
- Fr. Harry Byrne, O.P., *Librarian*
- Ms. Donna Fox, *Coordinator of Housekeeping and Maintenance*

THE FACULTY

Within an academic institution the faculty plays a unique role. It has ordinary responsibility for the academic life of Aquinas Institute, subject to the oversight of the Board of Trustees, and with the administration provides continuity so that the school may attain its objectives. The members of the faculty have responsibility for their own learning and scholarship, and possess the competence and freedom to achieve these. The faculty as a whole exercises its responsibility primarily in three areas:

- Faculty Development- the faculty evaluates its current needs and plans for the future.

- Curriculum- the faculty oversees the academic programs, addresses concerns relating to the curriculum, and initiates necessary changes. It is the responsibility of the Academic Dean to coordinate the development of the curriculum and to seek the advice and approval of the faculty for any major policy changes concerning it.

- Degree Requirements- the faculty works with students in their degree programs and oversees their progress, making sure that students have completed the necessary course work and examinations required for their degrees. The Academic Dean coordinates the execution of the various degree programs, but the Dean should seek the advice and approval of the faculty for any major changes in degree programs and admission requirements.

Regular and Visiting Faculty

Dr. Michael Anthony Abril
ASSISTANT PROFESSOR OF SYSTEMATIC THEOLOGY
M.A. (THEOLOGY AND CHRISTIAN MINISTRY), FRANCISCAN UNIVERSITY OF STEUBENVILLE; M.T.S., PH.D., (SYSTEMATIC THEOLOGY), UNIVERSITY

Dr. Nathan Chase
VISITING ASSISTANT PROFESSOR OF LITURGICAL AND SACRAMENTAL THEOLOGY
M.A. (THEOLOGY), M.A. (LITURGICAL STUDIES), ST. JOHN'S SCHOOL OF THEOLOGY-COLLEGEVILLE; M.S.T. (CHURCH HISTORY) KATHOLIEKE UNIVERSIITEIT, LEUVEN, BELGIUM; PH.D. (LITURGICAL STUDIES), UNIVERSITY OF NOTRE DAME

Dr. Stewart Clem
ASSISTANT PROFESSOR OF MORAL THEOLOGY
M.DIV., DUKE UNIVERSITY DIVINITY SCHOOL; PH.D. (MORAL THEOLOGY), UNIVERSITY OF NOTRE DAME

Sr. Sara Fairbanks, O.P.
ASSOCIATE PROFESSOR OF PREACHING AND EVANGELIZATION
M.A. (THEOLOGY), AQUINAS INSTITUTE OF THEOLOGY; PH.D. (SYSTEMATIC THEOLOGY), UNIVERSITY OF ST. MICHAEL'S COLLEGE, THE UNIVERSITY OF TORONTO

Dr. Ann Garrido
ASSOCIATE PROFESSOR OF PREACHING AND EVANGELIZATION
M.DIV., D.MIN., AQUINAS INSTITUTE OF THEOLOGY

Fr. Jay Harrington, O.P.
PROFESSOR OF NEW TESTAMENT

M.DIV., M.A. (SACRED SCRIPTURE), THE CATHOLIC THEOLOGICAL UNION; S.T.L., S.T.D., and PH.D., KATHOLIEKE UNIVERSIITEIT, LEUVEN, BELGIUM

Fr. Gregory Heille, O.P.
PROFESSOR OF PREACHING AND EVANGELIZATION

M.DIV., M.A. (THEOLOGY), AQUINAS INSTITUTE OF THEOLOGY; D.MIN., WESTERN THEOLOGICAL UNION

Dr. Hsin-hsin Huang
ASSOCIATE PROFESSOR OF PASTORAL STUDIES

M.S.W. (SOCIAL WORK), WASHINGTON UNIVERSITY; PH.D. (COUNSELING/COUNSELOR EDUCATION), UNIVERSITY OF MISSOURI—ST. LOUIS

Fr. Michael Mascari, O.P.
ACADEMIC DEAN

M.DIV., M.A. (THEOLOGY), AQUINAS INSTITUTE OF THEOLOGY; J.D., DE PAUL UNIVERSITY SCHOOL OF LAW; PH.D. (EARLY CHRISTIAN STUDIES), THE CATHOLIC UNIVERSITY OF AMERICA

Sr. Juliet Mousseau, R.S.C.J.
PROFESSOR OF HISTORICAL STUDIES

M.A., PH.D. (HISTORICAL THEOLOGY), SAINT LOUIS UNIVERSITY

Fr. Kevin Stephens, O.P.
ASSISTANT PROFESSOR OF BIBLICAL STUDIES

M.DIV., M.A. (THEOLOGY), AQUINAS INSTITUTE OF THEOLOGY;
S.S.B., S.S.L., PONTIFICAL BIBLICAL COMMISSION; S.S.D. ECOLE BIBLIQUE ET ARCHEOLOGIQUE FRANCAISE DE JERUSALEM

Fr. Mark Wedig, O.P.
PRESIDENT AND PROFESSOR OF LITURGICAL THEOLOGY

M.DIV., DOMINICAN SCHOOL OF PHILOSOPHY AND THEOLOGY; M.A. (THEOLOGY),GRADUATE THEOLOGICAL UNION; PH.D. (LITURGICAL STUDIES), ST. JOHN'SCATHOLIC UNIVERSITY OF AMERICA

Dr. Carolyn Wright
ASSISTANT PROFESSOR OF PASTORAL THEOLOGY

M.DIV., AQUINAS INSTITUTE OF THEOLOGY; D.MIN., (CHRISTIAN SPIRITUALITY), WASHINGTON THEOLOGICAL UNION

Faculty and Staff Contact Information

Faculty and staff contact information can be found by viewing their profiles at https://www.ai.edu/discover/faculty-staff-directory.

Allied Faculty

Professors Emeriti

- Fr. Harry Byrne, O.P.
- Sr. Jean deBlois, C.S.J.
- Sr. Joan Delaplane, O.P.
- Sr. Maribeth Howell, O.P.
- Sr. Mary Margaret Pazdan, O.P.
- Sr. Carla Mae Streeter, O.P.

Senior Fellows

- Fr. Charles Bouchard, O.P.
- Fr. Donald Goergen, O.P.
- Fr. Benedict Viviano, O.P.

Adjunct Faculty

- Cameo Anders
- Dr. Todd Butler
- Kathleen Davis
- Tim Eckels
- Marian Love
- Joseph Milner
- Fr. Paul Niemann
- Fr. Scott O'Brien, O.P.
- Msgr. James Ramacciotti
- Fr. Edward Ruane, O.P.
- Lorraine Senci

STUDENT LEADERSHIP

The diversity of the student community reflects the ecclesial vision of Aquinas Institute: women and men, religious, clergy, and laity studying theology and preparing for ministry in the Church. Apart from their active participation in the classroom, Aquinas students assume an essential role in promoting a community of shared learning through the celebration of the liturgy, social events, and interpersonal exchanges with faculty, staff, and other students.

While there is no formal structure of student government, students help to shape the life of the school in various ways:

- Participation on committees- students serve on the Catholic Social Teaching Committee where they work together in planning and carrying out social justice and community initiatives. They also serve one-year terms on the Liturgy Committee, where they help to plan Aquinas liturgies and formulate the liturgical policy of the school.
- *Ad Hoc* interviewing teams- the Academic Dean may appoint students to serve on ad hoc interviewing teams for recruiting and selecting future faculty.
- Listening Sessions- students are periodically asked to participate in other meetings to assess the curriculum and other aspects of life at Aquinas Institute.

SECTION THREE

ADMISSIONS

Application Deadlines

Applicants must submit all requirements for admission by the deadlines indicated below in order to be considered for admission to Aquinas Institute.

https://www.ai.edu/get-started/how-to-apply.

Admission Requirements

Please see the link below for admission to Aquinas Institute as this relates to the following:

https://www.ai.edu/get-started/how-to-apply.

Degree programs:

- Doctor of Ministry in Preaching (D.Min.)
- Master of Divinity (M.Div.)
- Master of Arts (M.A.)
- Master of Arts in Pastoral Care (M.A.P.S.)
- Master of Arts in Pastoral Care-Catechesis of the Good Shepherd (M.A.P.S.-C.G.S.)
- Dual Degree Master of Arts in Theology/Master of Divinity (M.A./M.Div.)
- Dual Degree Master of Arts in Theology and PhD in Health Care Ethics (M.A./Ph.D.)
- Dual Degree Master of Arts in Pastoral Studies and Master of Social Work (M.A.P.S./M.S.W.)

Certificate programs:

- Graduate Certificate in Spiritual Direction
- Graduate Certificate in Thomistic Studies
- Graduate Certificate in Biblical Studies

Special Applicants:

- Non-degree seeking students taking classes either for credit or for audit
- Non-native English speakers or international students
- Priests and religious sisters or brothers who apply to Aquinas

Procedures for Admission

Applications for all programs can be found at
https://aquinasinstitute.populiweb.com/router/admissions/onlineapplications/index

All required materials completed for admission, excluding official transcripts and test scores, should be submitted in the online application.

Transcripts and test scores should be sent to:

Aquinas Institute of Theology
Attention: Coordinator of Enrollment Management
23 S. Spring Ave.
St. Louis, MO 63108

Applicants are responsible for reviewing admission policies, procedures, deadlines, and requirements for programs. Aquinas Institute of Theology cannot assume the responsibility of informing applicants of missing or erroneous materials. Materials submitted in conjunction with an application are part of Aquinas Institute of Theology's application records and cannot be released to the student or a third party. Applications, any supplemental materials, and communication between Aquinas and the applicant is confidential and cannot be released to a third party without the explicit consent of the applicant.

Applicants will be asked to verify the following in their application:

> "I understand that withholding information requested on this application, including attendance at any other institution, or giving false information, including but not limited to false transcripts and/or test scores, may make me ineligible for admission to Aquinas Institute or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all academic work attempted or completed. I certify that I have read, understand, and agree to the terms listed above."

When all admissions materials are received, they are reviewed by the Director of Graduate Enrollment Management. Additional review is required for the following programs as indicated:

- Doctor of Ministry in Preaching: D.Min. Committee
- Graduate Certificate in Spiritual Direction: Program Director

After each application is reviewed, the applicant will receive a written admissions decision.

Types of Admittance

Students are admitted to Aquinas Institute under one of the three following categories

Admitted: Accepted as a student working towards a degree or certificate or as a non-degree student taking courses for credit or audit.

Admitted on Academic Probation: Accepted as a student whose admission dossier indicates the ability to do graduate study, but whose academic profile raises a question about that ability. After

completion of nine credit hours, the Academic Dean will review the student's progress to determine whether the student should be removed from academic probation or be dismissed from the program. To be removed from academic probation, the student must have successfully completed nine credit hours and earn a cumulative GPA of 3.0 or above.

Admitted on Condition: Accepted without all of the necessary documents at the time of registration but whose profile indicate that the student would be accepted by the school upon completion of his or her dossier. Students admitted on condition may not enroll for more than nine credit hours without completing their application file. Students whose admission dossiers remain incomplete at the end of their first semester of study may be asked to withdraw from Aquinas Institute.

Application for Second Degree

Aquinas graduates seeking a second degree from Aquinas Institute are normally to submit a complete application. Exceptions in favor of an abbreviated application may be made by the Registrar in consultation with the Academic Dean.

Aquinas Institute policy normally allows a student to transfer or obtain advanced standing for up to one-third of required credits from a previous degree earned within five years of application. After discussing with his or her academic advisor courses eligible for transfer or advanced standing, the student may make a formal request for such transfer of credits or advanced standing. The Academic Dean will document a decision to the Registrar. Exceptions to the one-third rule or the five-year rule may be allowed by the Academic Dean.

SECTION FOUR

ACADEMIC PROGRAMS

Aquinas Institute of Theology offers programs that are professional in nature or research-oriented, as well as programs that foster personal development and ongoing spiritual and ministerial formation.

The Doctor of Ministry in Preaching (D.Min.), the Master of Divinity (M.Div.), the Master of Arts in Pastoral Studies (M.A.P.S.), and the Master of Arts in Health Care Mission (M.A.H.CM) are professional degrees. The Master of Arts in Theology (M.A.) focuses on research as well as preparation for teaching and doctoral studies.

DEGREE PROGRAMS

Doctor of Ministry in Preaching

In response to a recommendation of the United States Conference of Catholic Bishops in their 1982 document, *Fulfilled in Your Hearing: The Homily in the Sunday Assembly*, Aquinas Institute of Theology established the first Catholic doctoral program in homiletics in the United States. Its Doctor of Ministry in Preaching assists students in developing and honing their unique gifts as preachers, while preparing them to become teachers and models of preaching in their own settings.

Students in this cohort-based, hybrid program of online study and on-campus intensives in St. Louis form a community of learning where they engage their professors and one another in regular preaching, writing, and self-directed learning projects to attain greater competency and identity in their ministerial vocation. For each course in the program, weekly assignments and internet-supported study enhance a five-day intensive seminar in St. Louis.

After the second year, students take two three-credit elective courses that further their research interests and learning goals, usually with professors at academic institutions other than Aquinas Institute. Upon the completion of these electives and other course requirements, and with the Doctor of Ministry Committee's approval of a final thesis project proposal, the D.Min. candidates register for Thesis Project Research. Ordinarily in the fourth year students proceeds with the research and writing necessary for the thesis project. They are allowed up to six years to complete the degree.

The program seeks to achieve the following degree program outcomes, with the student being able to:

1. Demonstrate quality preaching that effectively creates connections between scripture and a real-life assembly.

2. Demonstrate a habit of preaching preparation grounded in solid biblical exegesis, congregational analysis, sound communication, theory, prayer, and awareness of liturgical context proper to the student's denomination.

3. Demonstrate a habit of preaching evaluation grounded in congregational and peer feedback.

4. Demonstrate a doctoral-level understanding of how the discipline of preaching intersects with and can be enhanced by other related disciplines (namely, systematic theology, biblical hermeneutics, liturgy, history, and communications theory).

5. Demonstrate the ability to conduct both academic and qualitative field research toward addressing a particular problem or opportunity in the discipline of preaching resulting in a thesis project.

6. Demonstrate skills for collaboration with others in the service of the Ministry of the Word.

The D.Min. program requires the completion of eighteen credit hours of required coursework, six credit hours of elective coursework, and a six-credit-hour thesis project. The sequence of required core courses, taken over three academic years, includes the following courses:

Program Content: (30 hours of academic credit)

Year I
Theology of Preaching (3 hrs)
Biblical Hermeneutics and Preaching (3 hrs)

Year II
Core Homiletic Seminar I (3 hrs)
History and Preaching (3 hrs)

Year III
Liturgy and Preaching (3 hrs)
Core Homiletic Seminar II (3 hrs)
Thesis Project Seminar (0 hrs)

As approved by the student's advisor:
Elective Course Work (6 hrs)
Thesis Project Research (6 hrs)

Master of Divinity

The Master of Divinity degree prepares men and women to serve in positions of ecclesial leadership through broad exposure to the theological and pastoral tradition of the Roman Catholic Church. In addition to providing a comprehensive academic formation, the degree assists students in developing ministerial skills and a professional identity, as well as a mature ecclesial spirituality able to sustain the future minister in a life of public leadership.

Upon completion of the M.Div. degree, the student will be able to:

1. Communicate accurately, effectively, and systematically the theological tradition and the pastoral practice of the Roman Catholic Church so as to preach, teach, write, or provide a leadership of service to others in response to present-day needs and concerns.

2. Analyze, assess, and articulate a wide range of theological positions and texts—past and present—in order to express Christian and Dominican tradition in a way that is faithful to its foundations and sensitive to the concerns of the present day.

3. Evaluate and assess present-day and historical situations, concerns, struggles, and debates in light of the broader Christian tradition in order to enter into important contemporary conversations—via research, writing, teaching preaching and/or pastoral ministry—in a way that is sensitive toward people of other contexts, including but not limited to other cultures, perspectives, denominations, religions, or political views.

4. Engage in theological dialogue with others in a professional, constructive manner through collaborative work with peers; through detailed, open, and inclusive research of a broad range of scholarly sources; and through professional-grade writing and publication.

5. Critically integrate, evaluate, and build upon a broad range of perspectives, concepts, and/or theological/philosophical frameworks for teaching research, study, prayer and/or ministry, demonstrating the ability to apply theological learning to practical problems, questions, and challenges.

6. Provide competent pastoral service and/or leadership to individuals and communities to respond collaboratively to practical problems, questions, and challenges through an integrated knowledge of theology and a process of reflection on current concerns.

7. Demonstrate a commitment to pursuing the Truth of Jesus Christ as embraced in the Order of Preachers by preaching the Gospel of Jesus Christ with the Church and for the world.

Program Content: (81 hours of academic credits + 4 spiritual formation units, where applicable)

Integrative Project. At the conclusion of the program, the student should be prepared to make a public presentation of a ten- to twelve page paper that is an integrative expression of the student's theology of ministry. It should identify the key principles that shape the student's understanding of God, Jesus Christ, the Church, the moral life, and Christian worship, as well as how the student sees these principles in relationship to one another and to the ministry the student hopes to undertake. The presentation period of one hour should include time for questions and answers and should take place in Week 11-13 of the semester, before M.A. comprehensives and thesis presentations.

Integrative Studies (3 hrs)
Proseminar (3)
Integrative Project (0)

Philosophical Studies (3 hrs)
Use of Philosophy in Theology (3)

Biblical Studies (9 hrs)
Bible Interpretation (3)
Old Testament Scripture Elective (3)

New Testament Scripture Elective (3)

Systematic Theology (9 hrs)
Introduction to Theology and Theological Method (3)
Christology (3)
Ecclesiology (3)

Moral Theology (9 hrs)
Foundations of Catholic Morality (3)
Ethics of Human Sexuality (3)
Justice and Catholic Social Teaching (3)

Historical Studies (6 hrs)
Church History I (3)
Church History II (3)

Pastoral Theology (10 hrs)
Foundations of Pastoral Care (3)
Foundations of Pastoral Counseling (3)
Principles of Canon Law (2)
Canon Law Marriage (2)

Preaching and Evangelization (4 hrs)
Foundations of Preaching I (2)
Foundations of Preaching II (2)

Liturgical and Sacramental Theology (12 hrs)
Theology of Worship (3)
Christian Initiation (3)
Eucharist (3)
Liturgical Leadership I (baptismal) (2)
Reconciliation (1) *or* Pastoral Care of the Sick (1)

Professional Ministerial Formation (16 hrs)
Supervised Practice of Ministry I (3)
Supervised Practice of Ministry II (3)
Pastoral Year (6)
Clinical Pastoral Education (4)

Where applicable...
4 units - Human and Spiritual Formation

Master of Arts in Theology

The Master of Arts in Theology prepares students to engage in sound theological research and writing. It provides the academic competency required to teach theology at a secondary school and is a prerequisite for those pursuing a doctorate in theology.

Upon completion of the M.A. degree, the student will be able to:

1. Communicate accurately, effectively, and systematically the theological tradition of the Roman Catholic Church so as to preach, teach, write, or provide a leadership of service to others in response to present-day needs and concerns.

2. Analyze, assess, and articulate a wide range of theological positions and texts—past and present—in order to express Christian and Dominican tradition in a way that is faithful to its foundations and sensitive to the concerns of the present day.

3. Evaluate and assess present-day and historical situations, concerns, struggles, and debates in light of the broader Christian tradition in order to enter into important contemporary conversations—via research, writing, teaching, preaching, and/or pastoral ministry—in a way that is sensitive toward people of other contexts, including but not limited to other cultures, perspectives, denominations, religions, or political views.

4. Engage in theological dialogue with others in a professional, constructive manner through collaborative work with peers; through detailed, open, and inclusive research of a broad range of scholarly sources; and through professional-grade writing and publication.

5. Critically integrate, evaluate, and build upon a broad range of perspectives, concepts, and/or theological/philosophical frameworks for teaching, research, study, prayer, and/or ministry, demonstrating the ability to apply theological learning to practical problems, questions, and challenges.

Prerequisites:
12 undergraduate hours in theology and philosophy are required for M.A. applicants. These may be fulfilled once a student is admitted to Aquinas Institute. In such a case, it will ordinarily extend the length of time for completing the degree. At the time of admission, the Dean will inform a student who needs to take additional courses to make up deficiencies. The student should then arrange to make up deficiencies with the assistance of his or her academic advisor.

Program Content: (36 academic credits + Comprehensive Examination, Master's Thesis, and Language Proficiency Examination)

Thesis
As soon as possible, the student should meet with the MA program director to discuss potential areas of research. The program director should work with the student to identify faculty members who could direct the writing of the thesis. The thesis should be between 50 and 75 pages in length. Up to six credit hours may be granted for research needed to prepare a Master's thesis.

Master of Arts Comprehensive Examination
The M.A. Comprehensive Examination provides a theological synthesis for the student who is completing master's level studies in theology. Through the examination process, students are expected to demonstrate a breadth of understanding of theology, to exhibit publicly a clear mastery of specific theological topics, and to recognize the interrelationships among different theological disciplines and methods. The examination has two parts: a four-hour written examination and a one-hour oral examination with a committee of three faculty members.

Language Proficiency Examination
The student must demonstrate through a written examination proficiency in a foreign language (either a classical or modern language suitable to a student's research interests). Requisite language

study should begin early in the program so the student can do research in that language for the thesis. The Language Proficiency may also be met in the following ways, if the student:

- is a non-native English speaker;
- has an undergraduate degree in another language; or
- has successfully passed (with a grade of 'B 'or higher) a graduate level course in a foreign language.

Integrative Studies (3 hrs)
Proseminar (3)
Comprehensive Examinations
Master's Thesis

Biblical Studies (6 hrs)
Bible Interpretation (3)
Scripture Elective (3)

Systematic Theology (6 hrs)
Introduction to Theology and Theological Method (3)
Christology (3)

Moral Theology (3 hrs)
Foundations of Catholic Morality (3)

Historical Studies (6 hrs)
Church History I (3)
Church History II (3)

Electives in Biblical Studies, Systematic Theology, Moral Theology or Historical Theology (12 hrs)
These courses in the four disciplines listed above are chosen with the student's advisor to give breadth of knowledge.

Dual Master of Arts in Theology/Master of Divinity

A student's ministerial objectives may include the acquisition of a Master of Arts in Theology degree as well as a Master of Divinity degree. This is possible through entrance into a dual (M.A./M.Div.) program which, while maintaining the distinctive character and orientation of both degrees, allows for greater integration of the research or professional elements of each. The dual degree requires 18 additional hours of elective coursework (beyond the 81 required credit hours for the M. Div.), a comprehensive examination, proficiency in a foreign language, a Master's thesis and an integrative project. A student interested in this option should consult with his or her advisor.

Dominican Friars Studying for the Priesthood

For Dominican friars who are studying for the priesthood, 23 additional hours of theological coursework and 27 additional hours of philosophy are needed to fulfill the requirements of the *Ratio Studiorum Particularis* for the Provinces of St. Albert the Great and St. Martin de Porres. The following list outlines the program of study for Dominican brothers who are studying for the

priesthood. Their academic advisor may substitute courses where applicable. Other religious congregations may wish to use this list as a template and adapt it for their own students who are studying for the priesthood.

Philosophical Studies (30 hrs)
Use of Philosophy in Theology (3)
Thomas Aquinas: Life, Thought, and Works (3)
Metaphysics (3)
Epistemology (3)
God and Creation in the Thought of Thomas Aquinas (3)
Human Person and Society in the Thought of Aquinas (3)
Christ and Sacrament in the Thought of Thomas Aquinas (3)
Philosophy Electives (Greek, Medieval, and Modern) (9)

Integrative Studies (3 hrs)
Proseminar (3)
Integrative Project (0)

Biblical Studies (21 hrs)
Bible Interpretation (3)
Torah (3)
Prophets (3)
Wisdom/Psalms (3)
Synoptic Gospels (3) – one of the three
Johannine Literature (3)
Pauline Literature (3)

Systematic Theology (18 hrs)
Introduction to Theology and Theological Method (3)
Doctrine of God (3)
Christology (3)
Ecclesiology (3)
Christian Anthropology (3)
Foundations of Spirituality (3) *or* History of Christian Spirituality (3)

Moral Theology (12 hrs)
Foundations of Catholic Morality (3)
Justice and Catholic Social Teaching (3)
Health Care Ethics (3)
Ethics of Human Sexuality (3)

Historical Studies (9 hrs)
Church History I (3)
Church History II (3)
U.S. Catholic History (3)

Pastoral Theology (16 hrs)
Foundations of Pastoral Care (3)
Foundations of Pastoral Counseling (3)
Principles of Canon Law (2)
Canon Law of Marriage (2)

Theology and Spirituality of Marriage and Family (3)
Theology of Priesthood (3)

Preaching and Evangelization (8 hrs)
Foundations of Preaching I (2)
Foundations of Preaching II (2)
Topics in Preaching I (2)
Topics in Preaching II (2)

Liturgical and Sacramental Theology (14 hrs)
Theology of Worship (3)
Christian Initiation (3)
Eucharist (3)
Reconciliation (1)
Pastoral Care of the Sick (1)
Liturgical Leadership II (diaconal) (1)
Liturgical Leadership III (presbyteral) (2)

Professional Ministerial Formation (16 hrs)
Supervised Practice of Ministry I (3)
Supervised Practice of Ministry II (3)
Clinical Pastoral Education (4)
Pastoral Year (6)

Dual Master of Arts in Theology/Doctor of Philosophy Health Care Ethics (Saint Louis University)

Aquinas Institute of Theology and Saint Louis University (SLU) offer a dual M.A./Ph.D. program for students specifically focused on the area of health care ethics. The M.A. at Aquinas Institute provides a strong theological foundation for Ph.D. students in the Catholic concentration of the Ph.D. in Health Care Ethics program at SLU. Students study at Aquinas Institute for the first year, and then begin studies at SLU in the second year.

Program Content: (36 academic credits + Comprehensive Examination and Major Paper)

Master of Arts Comprehensive Examination
As in the M.A. program generally, the Comprehensive Examination provides a theological synthesis for the student who is completing master's level studies in theology. The examination has two parts: a four-hour written examination and a one-hour oral examination with a committee of three faculty members.

Major Paper
The major paper should be 25 pages in length and of publishable quality. As early as possible, the student should meet with the MA program director to discuss possible areas of research. The program director will work with the student to identify potential faculty to direct the writing of the student's major paper.

Biblical Studies (6 hrs)
Bible Interpretation (3)
Scripture Elective (3)

Systematic Theology (12 hrs)
Introduction to Theology and Theological Method (3)

Christology (3)
Ecclesiology (3)
Christian Anthropology (3)

Historical Studies (3 hrs)
Church History I (3) or Church History II (3)

Moral Theology (9 hrs)
Foundations of Catholic Morality (3)
Justice and Catholic Social Teaching (3)
Ethics of Human Sexuality (3)

Electives (6 hrs) – Fulfilled by:
SLU Ph.D. course: Religious Methods in Health Care Ethics (3) *or* Health Care Ethics in the Catholic Tradition (3)
SLU Ph.D. course: Clinical Ethics (3) *o*r Research Ethics (3)

Master of Arts in Pastoral Studies

The Master of Arts in Pastoral Studies degree is ordinarily a two-year program preparing the student for ministry in a variety of pastoral settings. Through coursework in biblical studies, systematic and pastoral theology, integrative seminars, supervised practice of ministry, and other learning experiences, the Master of Arts in Pastoral Studies program seeks to integrate theology and the practice of ministry with the development of an ecclesial pastoral identity.

Upon completion of the M.A.P.S. degree, the student will be able to:

1. Communicate accurately, effectively, and systematically the theological tradition and the pastoral practice of the Roman Catholic Church so as to preach, teach, write, or provide a leadership of service to others in response to present-day needs and concerns.

2. Analyze, assess, and articulate a wide range of theological positions and texts—past and present—in order to express Christian and Dominican tradition in a way that is faithful to its foundations and sensitive to the concerns of the present day.

3. Evaluate and assess present-day and historical situations, concerns, struggles, and debates in light of the broader Christian tradition in order to enter into important contemporary conversations—via research, writing, teaching, preaching, and/or pastoral ministry—in a way that is sensitive toward people of other contexts, including but not limited to other cultures, perspectives, denominations, religions, or political views.

4. Engage in theological dialogue with others in a professional, constructive manner through collaborative work with peers; through detailed, open, and inclusive research of a broad range of scholarly sources; and through professional-grade writing and publication.

5. Critically integrate, evaluate, and build upon a broad range of perspectives, concepts, and/or theological/philosophical frameworks for teaching, research, study, prayer, and/or ministry, demonstrating the ability to apply theological learning to practical problems, questions, and challenges.

6. Provide competent pastoral service and/or leadership to individuals and communities to respond collaboratively to practical problems, questions, and challenges through an integrated knowledge of theology and a process of reflection on current concerns.

Program Content: (48 academic credits +4 spiritual formation units, where applicable)

Integrative Project. At the conclusion of the program, the student should be prepared to make a public presentation of a ten- to twelve-page paper that is an integrative statement of the student's theology of ministry. It should identify the key principles that shape the student's understanding of God, Jesus Christ, the Church, the moral life, and Christian worship, as well as how the student sees these principles in relationship to one another and to the ministry the student hopes to undertake.
The presentation period of one hour should include time for questions and answers and should take place in Week 11-13 of the semester, before M.A. comprehensives and thesis presentations.

Integrative Studies (3 hrs)
Proseminar (3)
Integrative Project (0)

Biblical Studies (6 hrs)
Bible Interpretation (3)
Scripture Elective (3)

Systematic Theology (9 hrs)
Introduction to Theology and Theological Method (3)
Christology (3)
Ecclesiology (3)

Moral Theology (3 hrs)
Foundations of Catholic Morality (3)

Historical Studies (3 hrs)
Church History I (3) *or* Church History II (3)

Liturgical and Sacramental Theology (3 hrs)
Theology of Worship (3)

Pastoral Theology (6 hrs)
Foundations of Pastoral and Ethical Care (3)
Foundations of Pastoral Counseling (3)

Professional Ministerial Formation (6-7 hrs)
Supervised Practice of Ministry I (3)
Supervised Practice of Ministry II (3) *or* Clinical Pastoral Education (4)*
*(If the student chooses to take CPE instead of SPM II, 1 hour of credit will be applied to the General Electives requirement.)

General Electives (9 hrs)
Students will be guided by their advisors to complete their degree program according to theological and ministerial aspirations and goals.

Where applicable...

Human and Spiritual Formation (4 units)

Master of Arts in Pastoral Studies-Catechesis of the Good Shepherd

The Master of Arts in Pastoral Studies with a concentration in the Catechesis of the Good Shepherd is the first degree of its kind in the world. In accord with the Characteristics of the Catechesis of the Good Shepherd #24, the degree is designed to help catechists deepen their knowledge and understanding of scripture and liturgy, as well as heighten their professional development as ministers in the Church. The degree is offered to students in a hybrid cohort format that blends online learning with on-campus intensives in St. Louis.

Upon completion of the M.A.P.S.- C.G.S. degree, the student will be able to:

1. Communicate simply, accurately and effectively the theological tradition of the Church in the ministries of writing (with particular attention to the spiritual insights of children), catechesis and pastoral care.

2. Demonstrate development or deepening of a personal prayer life and a healthy self-awareness in which to root one's study and ministry.

3. Read, analyze, assess, and critique a wide range magisterial and theological texts with particular attention to the scriptural and liturgical traditions of the Church.

4. Read, analyze, assess, and address the spiritual needs of the child.

5. Read, analyze, assess, and critique contemporary cultural contexts to effectively and appropriately bridge the worlds of the tradition, the extension of care and the child's spiritual insights within and for the larger Church.

6. Communicate simply, accurately and effectively the theological and pedagogical approach of the Catechesis of the Good Shepherd.

7. Work collaboratively with ministerial peers in a manner that honors particular gifts, those of self and others, and that respects professional boundaries.

8. Articulate one's operative theology of ministry.

9. Lead individuals (in particular children) and communities in critical, theological reflection about present day events, needs, situations, and practices for the purpose of growth in relationship with God, self, others, and creation.

Program Content: (48 academic credits + 4 spiritual formation units, where applicable)

Integrative Studies (3 hrs)
Proseminar (2)
Integrative Seminar (1)

Biblical Studies (9 hrs)
Bible Interpretation (3)
Hebrew Scriptures (3)
Christian Scriptures (3)

Systematic Theology (6 hrs)
Introduction to Theology and Theological Method (3)
Christology and Christian Anthropology (3)

Pastoral Theology (3 hrs)
Foundations of Pastoral & Ethical Care (3)

Liturgical and Sacramental Theology (6 hrs)
Theology of Worship (3)
Contemporary Issues in Sacramental Theology (3)

Professional Ministry Formation (3 hrs)
Supervised Practice of Ministry I (3)

Catechesis of the Good Shepherd Formation (18 hrs)
Level 1 (ages 3-6) (6)
Level 2 (ages 6-9) (6)
Level 3 (ages 9-12) (6)

Where applicable...
4 units Spiritual Formation

Dual Master of Arts in Pastoral Studies/Master of Social Work (Saint Louis University)

Aquinas Institute of Theology and Saint Louis University School of Social Service offer a dual Master of Arts in Pastoral Studies (M.A.P.S.) and Master of Social Work (M.S.W.) degree.

Through a dual track of coursework, integrative seminars, and fieldwork, the M.A.P.S./M.S.W. graduate will be able to:

1 Communicate accurately, effectively, and systematically the theological tradition and the pastoral practice of the Roman Catholic Church so as to preach, teach, write, or provide a leadership of service to others in response to present-day needs and concerns.

2 Analyze, assess, and articulate a wide range of theological positions and texts—past and present—in order to express Christian and Dominican tradition in a way that is faithful to its foundations and sensitive to the concerns of the present day.

3 Evaluate and assess present-day and historical situations, concerns, struggles, and debates in light of the broader Christian tradition in order to enter into important contemporary conversations—via research, writing, teaching, preaching, and/or pastoral ministry—in a way that is sensitive toward people of other contexts, including but not limited to other cultures, perspectives, denominations, religions, or political views.

4 Engage in theological dialogue with others in a professional, constructive manner through collaborative work with peers; through detailed, open, and inclusive research of a broad range of scholarly sources; and through professional-grade writing and publication.

5 Critically integrate, evaluate, and build upon a broad range of perspectives, concepts, and/or theological/philosophical frameworks for teaching, research, study, prayer, and/or ministry, demonstrating the ability to apply theological learning to practical problems, questions, and challenges.

6 Provide competent pastoral service and/or leadership to individuals and communities to respond collaboratively to practical problems, questions, and challenges through an integrated knowledge of theology and a process of reflection on current concerns.

This dual degree integrates interdisciplinary faculty and curriculum, and offers innovative opportunities for specialized internships. The program provides the framework, skills, and resources for a spiritually motivated faith-based social work practice, and deepens a professional's commitment to social justice based upon the Gospel. Church ministers can obtain clinical professional licensure and cultivate skills for faith-directed service. Students committed to ministry and social work are able to complete the requirements for both degrees in 80 credit hours, rather than the 105 total hours needed to complete each program separately.

Program Content: (35 academic credits + 4 human & spiritual formation units, where applicable)

Integrative Studies (3 hrs)
Proseminar (3)
Integrative Project (0)

Biblical Studies (6 hrs)
Bible Interpretation (3)
Scripture Elective (3)

Systematic Theology (9 hrs)
Introduction to Theology and Theological Method (3)
Christology (3)
Ecclesiology (3)

Historical Studies (3 hrs)
Church History I (3) or Church History II (3)

Moral Theology (3 hrs)
Foundations of Catholic Morality (3)

Pastoral Theology (6 hrs)
Foundations of Pastoral Care (3)
Foundations of Pastoral Counseling (3)

Professional Ministerial Formation (3 hrs)
Supervised Practice of Ministry (SPM) I (3)

General Electives (2)
Students will be guided by their advisors to complete their degree program according to theological and ministerial aspirations and goals.

Spiritual Formation
Human and Spiritual Formation (where applicable) 4 units

The M.S.W. degree consists of 45 credit hours. Please see the Saint Louis University Catalog for the M.S.W. Program Requirements.

Master of Arts in Practical Theology with a Specialization in Health Care Mission

The Master of Arts in Practical Theology with a Specialization in Health Care Mission, which will be launched in the fall of 2021, builds upon the Graduate Certificate in Health Care Mission. It can also be taken concurrently with it. (See Graduate Certificate Programs below.) It is designed to form Catholic health care leaders with theological understanding and spiritual maturity necessary to promote the healing ministry of the Church into the future. Its targeted audience includes mid-level and senior executives, clinicians, and sponsors of Catholic health care systems who desire a fuller theological grounding than is offered by the Certificate and are specifically seeking mission leadership roles. The Certificate courses, when taken for credit, permit the student to complete the M.A. in Practical Theology degree with a Specialization in Health Care Mission.

The M.A. in Practical Theology with a Specialization in Health Care Mission prepares the student to be able to:

1. Foster strategic direction, thinking, and guidance as well as a collaborative spirit for the health care organization to ensure that it is faithful to its purpose, identity and values.

2. Integrate knowledge of Catholic theology, with particular emphasis in ecclesiology and demonstrate skills to manage religious diversity encountered in the health care environment.

3. Cultivate personal spiritual maturity and empower others to advance in their faith experience.

4. Promote ethical behavior throughout the health care institution through a background in organizational and clinical ethics and the Church's social justice tradition.

5. Demonstrate organizational management skills that foster effective communication, business operations, and strategic thinking.

Program Content: (36 academic credits, including 15 credit hours for the Graduate Certificate in Health Care Mission completed online asynchronously, 18 credit hours completed face-to-face or synchronously online, and 3 credit hours completed in a hybrid format with an intensive in St. Louis.)

The theology courses indicated below will fulfill the distribution required for the degree program:

Biblical Theology (3 hrs)
Scripture Elective (3 hrs)

Systematic Theology (6 hrs)
Christology (3 hrs)
Christian Anthropology OR Catholic Social Teaching (3 hrs)

Moral Theology (3 hrs)
Foundations of Catholic Morality (3 hrs)

Historical Theology (6 hrs)
Church History I (3 hrs)
Church History II (3 hrs)

Leadership Formation (3 hrs)
Formation for Health Care Mission Leaders I (1.5 hrs)
Formation for Health Care Mission Leaders II (1.5 hrs)

Master of Arts in Health Care Mission

The Executive Master of Arts in Health Care Mission has been designed to cultivate in Catholic health care leaders the theological depth and spiritual maturity necessary to ensure the vitality of the healing ministry of the Church into the future. In its current format, the program will be discontinued in December 2021.

This program is designed as an executive, accelerated two-year cohort-hybrid program that blends online learning with on-campus intensives in St. Louis. Upon completion of the M.A.H.C.M. degree program, the graduate will be able to:

1. Communicate an understanding of Catholic theological tradition as it relates to the Church's mission of healing.

2. Exercise the ability to work with others in identifying and implementing organizational activities that sustain a robust Catholic identity capable of bringing about systemic change.

3. Engage the Catholic social teachings to address the realities of health care today.

4. Demonstrate the ability to grapple with complex ethical issues in the legal, organizational, and policy arenas experienced in the health care ministry.

5. Enter into meaningful and productive discourse with other church leaders (bishops, sponsors, etc.) in promoting and extending the healing ministry of Jesus.

6. Function effectively in health care's highly pluralistic ethical and religious context.

7. Demonstrate the qualities and competencies of transformational leadership (e.g. exercises prophetic voice, servant leadership, transformational change) in service of the healing ministry.

The Master of Arts in Health Care Mission degree combines a strong core of theological studies with ministry experience, integration, and spiritual formation. The students proceed through the program as a cohort forming a learning community where they engage one another and their professors through ten-week courses in interactive online study with assigned readings, study guides, video lectures and posted online threaded discussion of questions or cases. In addition, a number of courses include an on-campus intensive in St. Louis where students and their professor meet for three-and-a-half days of lecture, discussions, casework, and spiritual and leadership formation.

Over the course of the entire program, significant time and attention is paid to the formation of the student, in particular to developing a spirituality for ministry leadership. Students are formed to integrate the theological content of coursework with a deepening awareness of the need to become agents of transformation within Catholic health care and beyond. Students integrate the following four dimensions of a leader's experience:

1. Internal dimension of personal meaning and spirituality (spiritual formation).
2. External dimension of individual actions as a leader (personal/human formation).
3. Culture and shared values of Catholic health care as a ministry (intellectual formation).
4. Business systems and processes through which Catholic health care is conducted (professional leadership formation).

Program Content: (31 academic credits + 5 units formation)

Biblical Studies (3 hrs)
Interpreting Sacred Texts for the Healing Ministry (3)

Systematic Theology (6 hrs)
Practical Theology for Ministry Leaders (3)
Jesus, the Church, and the Healing Ministry (3)

Moral Theology (9 hrs)
Catholic Social Teaching: Foundations and Applications for the Healing Ministry (3)
Health Care Ethics (3)
Organizational Ethics (3)

Liturgical and Sacramental Theology (3 hrs)
Sacraments for the Healing Ministry (3)

Professional Ministerial Formation (6 hrs)
Leadership Competencies for Ministry Leaders (3)
Advocacy, Ethics, and Public Policy (3)

Integrative Studies (4 hrs)
Theology of Ministry/Integrative Seminar (4)

Spirituality for Ministry Leadership (5 units)

Master of Arts in Pastoral Ministry-Oklahoma City

To better serve the Church in areas where there are few accredited ministry training centers, Aquinas Institute offers a distance learning Master of Arts in Pastoral Ministry (M.A.P.M.) degree. The M.A.P.M. degree is a four-year program offered entirely on-site in a given diocese, in this case the Archdiocese of. Oklahoma City.

The M.A.P.M. degree offers a broad overview of the theory and skills needed by parish directors, pastoral associates, campus ministers, religious educators, permanent deacons and others entrusted

with ministry in the Christian community. It is designed to offer the student an integrated experience of academic theology, field education, and spiritual formation for ministry. Students proceed together through the program as a cohort, forming a community of learners that assists them in their integration of the various elements of the program. The degree program in Oklahoma City consists of 15 courses in academic theology and ministry, of which there is a four-month intensive in the supervised practice of ministry (field education). In addition there is a four-hour seminar in spiritual and personal formation

Program Content: (44 academic credits + 4 spiritual formation units)

Integrative Studies (5 hrs)
Proseminar/Introduction to Theology (3)
Integrative Seminar (2)

Biblical Studies (9 hrs)
Bible Interpretation (3)
Hebrew Scriptures (3)
Christian Scriptures (3)

Systematic Theology (9 hrs)
Christology and Christian Anthropology (3)
Theology of Church and Ministry (3)
Theology of God (3)

Historical Studies (3 hrs)
United States Church History (3)

Moral Theology (3 hrs)
Foundations of Morality and Catholic Social Teaching (3)

Liturgical and Sacramental Theology (3 hrs)
Theology of Worship and Sacraments (3)

Pastoral Theology (9 hrs)
Foundations of Pastoral Care (3)
Proclamation for Evangelization (3)
Canon Law for Ministry (3)

Professional Ministerial Formation (3 hrs)
Supervised Practice of Ministry I (3)

Ministerial and Spiritual Formation (4 units)
Formative Spirituality for Pastoral Ministry I (1)
Formative Spirituality for Pastoral Ministry II (1)
Formative Spirituality for Pastoral Ministry III (1)
Formative Spirituality for Pastoral Ministry IV (1)

GRADUATE CERTIFICATE PROGRAMS

To meet the Church's growing need for ministers who are formally trained, Aquinas Institute has developed graduate certificate programs in special areas: health care, spiritual direction, pastoral

care, biblical studies, Thomistic studies, and theology for life These programs consist of 18 graduate credit hours that focus upon specific areas of theology or related disciplines. Graduate credits earned for the certificate may be applied later to a master's degree program. Some certificates, such as pastoral care and spiritual direction, combine theological study with supervised practice of ministry. Those students who have not done graduate studies prior to certificate study may be required to take Proseminar as a prerequisite for certificate study.

Graduate Certificate in Health Care Mission

The Graduate Certificate in Health Care Mission and its correlate MA Specialization, which will be launched in the fall of 2021, are designed to form Catholic health care leaders with theological understanding and spiritual maturity necessary to promote the healing ministry of the Church into the future. The Certificate is especially targeted for mid-level and senior executives, clinicians, and sponsors of Catholic health care systems. The Certificate, which is offered fully on-line asynchronously, can be earned and awarded as a stand-alone for credit/not-for-credit option. The same certificate courses also permit the student to complete the MA in Practical Theology degree with a specialization.

The Certificate/Specialization in Health Care Mission prepares the student wing competencies:

6. Foster strategic direction, thinking, and guidance as well as a collaborative spirit for the health care organization to ensure that it is faithful to its purpose, identity and values.

7. Integrate knowledge of Catholic theology, with particular emphasis in ecclesiology and demonstrate skills to manage religious diversity encountered in the health care environment.

8. Cultivate personal spiritual maturity and empower others to advance in their faith experience.

9. Promote ethical behavior throughout the health care institution through a background in organizational and clinical ethics and the Church's social justice tradition.

10. Demonstrate organizational management skills that foster effective communication, business operations, and strategic thinking.

Program Content (15 academic credits)

Biblical Studies (3 hrs)
Scriptural Foundations of Health Care (3)

Systematic Theology (6 hrs)
Practical Theology for Health Care Mission (3)
Church, Ministry, and Health Care (3)

Moral Theology (3 hrs)
Ethical Issues in Contemporary Health Care (3)

Pastoral Theology (3 hrs)
Organizational Competency for Health Care Mission (3)*

*Advanced standing is possible for established health care leaders.

Graduate Certificate in Spiritual Direction

The Certificate in Spiritual Direction, which is offered in a variety of formats, with some courses being taught either face-to-face on campus or synchronously online and others offered online asynchronously is designed for women and men who are serving as spiritual directors or who are discerning a call to this ministry. The program seeks to develop the student's spiritual and ministerial gifts so that the student may better walk with those who are requesting spiritual guidance. The program is intended for spiritual directors and others serving in a variety of pastoral settings. Those without experience as spiritual directors should show evidence of a call from others to this ministry, commitment to discerning this call, and a willingness to develop the skills needed for spiritual direction. Applicants for the certificate program are expected to have previous experience in receiving spiritual direction. The certificate is not a license to practice spiritual direction but is evidence of training in this area.

Program Content (18 academic credits)

Biblical Studies (3 hrs)
Bible Interpretation (3)

Spiritual Direction (3 hrs)
Spiritual Direction (3)

Historical Studies (3 hrs)
History of Christian Spirituality (3)

Systematic Theology (3 hrs)
Foundations of Spirituality (3)

Practicum (6 hrs)
Practicum I (2) (offered on campus for all spiritual direction students 3rd full week of June every year)
Practicum II (1) (every fall semester)
Practicum III (1) (every spring semester)
Practicum IV (2) (offered on campus for all spiritual direction students 1st full week of June every year)

Graduate Certificate in Thomistic Studies

The Thomistic Studies Certificate is designed for those interested in the theology and philosophy of St. Thomas Aquinas. This certificate provides students with a unique opportunity for a sustained study of St. Thomas in a Dominican theological context. Students with backgrounds in medieval philosophy and history at other academic institutions in our consortium will find that this program contributes significantly to their areas of interest, as will theologians with expertise in early and contemporary theology. This certificate can be completed concurrently with other degree programs at Aquinas Institute

Program Content: (18 academic credits)

Introductory Sequence (9 hrs)
Use of Philosophy in Theology (3)
Thomas Aquinas: Life, Thought, Works (3)
Elective taken at St Louis University in Thomistic philosophy (3)

Seminars on Summa Theologiae (9 hrs)
God and Creation-Prima Pars (3)
Human Person and Society-Secunda Pars (3)
Christ and Sacrament-Tertia Pars (3)

Graduate Certificate in Biblical Studies

The Graduate Certificate in Biblical Studies is designed for those who seek to increase or deepen their understanding of Scripture, who teach Scripture or conduct Bible Studies in their parish settings, or who are active in liturgical or retreat ministries. It is intended to assist students to more fully appropriate the Word of God so that they may communicate it in the various settings of their lives and work.

Program Content: (18 academic credits)

Biblical Studies (15 hrs)
Bible Interpretation (3)
Old Testament Electives (6)
New Testament Electives (6)

Electives (3)
A general elective can replace the Proseminar for those with a graduate theological degree from an accredited institution of higher learning.

Graduate Certificate in Theology for Life

The Theology of Life Graduate Certificate, which will be launched in the fall of 2021, is designed for those who seek to increase or deepen their understanding of Catholic theology and participate in the Catholic intellectual tradition. It is intended for adults who desire to study theology from a broad perspective to live more fully their call to discipleship and leadership in the world in a deeper way. Students who take these six courses as part of a degree program, would not receive this certificate but would include the course work towards their degree.

Program Content: (18 academic credits)

Integrative Studies (3 hrs)
Proseminar (3)

Biblical Studies (3 hrs)
Biblical Interpretation (3)

Systematic Theology (3 hrs)
Introduction to Theology and Theological Method (3)

Liturgical and Sacramental Theology (3 hrs)

Theology of Worship (3)

Moral Theology *or* Spiritual Theology (3 hrs)
Foundations of Morality *or* Foundations of Spirituality (3)

Historical Studies (3 hrs)
Church History I, Church History II, US Catholic Church History, *or* History of Christian Spirituality

SECTION FIVE

ACADEMIC INFORMATION

Academic Calendars

Aquinas Institute operates on a semester -based calendar consisting of three semesters each 14-16 weeks.

Please see the link below for this academic calendar:

https://www.ai.edu/current-students/calendar

The Master of Arts in Health Care Mission has a calendar consisting of two, 21-22 week terms which are then divided into two 8-10 week sessions. It is listed below.

Non-Standard Academic Calendar: 2020-2021

2020

July 4 Fall Term 2020 Begins
July 10 Last day to drop for 100% refund
July 17 Last day to drop for 50% refund
August 8 Feast of St. Dominic
August 15 Assumption of the Blessed Virgin Mary
August 17 Convocation (4:00-7:00)
September 7 Labor Day No Classes*
September 11 MAHCM Fall Term Session I Ends
September 26 MAHCM Fall Term Session II Begins
October 2 Last day to drop for 100% refund
October 16 Applications Due for December Graduation
October 26 Registration for Spring Term 2020 Begins
November 1 All Saints' Day
November 3 Feast of St. Martin de Porres
November 9 MAHCM Fall Term Session II Ends
November 15 Feast of St. Albert the Great
November 20 Registration for Spring Term 2019 Ends
Nov 26-27 Thanksgiving Break No Classes*
November 26 Thanksgiving Day*
December 8 Immaculate Conception
December 11 December Graduation date
Dec 21-Jan 4 Christmas break *

2021

January 1 New Year's Day Solemnity of Mary, Mother of God
January 4 Administrative Offices Reopen
January 9 MAHCM Spring Term Session I Begins
January 15 Last Day to Drop for a 100% Refund
January 18 Martin Luther King Day No Classes *
January 22 Last Day to Drop for a 50% Refund

January 28	Feast of St. Thomas Aquinas
January 28	Aquinas Lecture 7:00
January 29	Aquinas Seminar 10 a.m.
January 29	Applications Due for May Graduation
February 17	Ash Wednesday
March 19	MAHCM Spring Term Session I Ends
March 27	MAHCM Spring Term Session II Begins
March 29	Registration for Fall Term 2021 Begins
April 1	Holy Thursday No Classes*
April 2	Last Day to Drop a Course for 100% Refund
April 2	Good Friday No Classes*
April 4	Easter Sunday
April 5	Easter Monday No Classes*
April 9	Last Day to Drop a Course for 50% Refund
April 29	Feast of St. Catherine of Siena
May 7	Registration for the Fall Term 2021 Ends
May 14	Baccalaureate Mass 11:00; Commencement 7:00
May 31	Memorial Day*
June 4	MAHCM Spring Term Session II Ends

* - Administrative Offices Closed

Academic Departments

Aquinas Institute offers courses in the following disciplines:

Biblical Studies (BIBD)
Human and Spiritual Formation (FRMD)
Preaching and Evangelization (HOMD)
Historical Studies (HSTD)
Liturgical and Sacramental Theology (LITD)
Ministerial Formation (MIND)
Moral Theology (MORD)
Pastoral Theology (PSTD)
Philosophical Studies (PHLD)
Systematic Theology (STHD)

Courses in the EMAHCM and the MAPS-CGS programs have unique course subject identifiers which do not differentiate by academic department:

HCM-T: Health Care Mission Academic Coursework
HCM-F: Heath Care Mission Formation Coursework

CGS-T: CGS Academic Coursework
CGS-F: CGS Formation Coursework

4XX courses (and below) indicate undergraduate level, 5XX courses are graduate, and 6XX courses are doctoral. Undergraduate level courses do not fulfill degree requirements nor do they affect one's GPA.

Academic Programs

Program Directors

Stewart Clem	Ashley-O'Rourke Center for Health Ministry Leadership
Kathleen Davis	Certificate in Spiritual Direction
Gregory Heille, OP	Doctor of Ministry in Preaching
Hsin-Hsin Huang	Master of Arts in Pastoral Studies
Juliet Mousseau, RSCJ	Master of Arts in Theology
Carolyn Wright	Master of Arts in Pastoral Studies – Catechesis of the Good Shepherd and Field Education Director

Residential and Distance Learning Programs

Aquinas Institute offers programs that are available to residential students and also through distance learning.

Aquinas is a member of NC-SARA and is accredited through ATS to provide comprehensive distance learning, with the ability to accept online students from any state with the following exceptions: California, Massachusetts, and Puerto Rico. Students at a distance can earn a degree or certificate in a variety of ways:

Hybrid-cohort: Students in the Doctor of Ministry in Preaching, MAHCM, and MAPS-CGS programs take courses which are online with some work completed at their own pace, some required video meetings, and some group posting work. In addition, all students participate in a required on-campus intensive in St. Louis.

Online-Synchronous: Students in the MA program may participate in the classroom in real time through internet conferencing software, so long as they fulfill the requirements of the Synchronous Learning Policy.

Online-Asynchronous: Students enrolled in one of Aquinas' Graduate Certificate programs participate in their courses online, but typically work at their own pace without real-time interaction.

Cross Registration for Degree Programs

Students may be able to fulfill some degree requirements through cross-registration at one of the schools in which Aquinas Institute participates as a consortium member. No more than 1/3 of the total required credit hours for a degree program may be taken through cross-registration. Academic institutions in the consortium are Saint Louis University, Eden Theological Seminary, Covenant Seminary, and Concordia Seminary.

Change in Academic Program

If a student wishes to change programs, the student must meet with his or her academic advisor. The advisor will contact the Registrar and the Academic Dean for updating of records. Ordinarily, the Academic Dean will assign the student a new advisor. The time limit for completing the new degree program will be measured from the date of the initial registration in the original degree program, not from the date of change in program.

Specific Programs: Human and Spiritual Formation

Human and spiritual formation is a component of the M.A.P.S., M.A.P.S.-M.S.W, and M.Div. degree programs at Aquinas Institute of Theology. The M.A.H.C.M. and M.A.P.S.-C.G.S degree programs have their own individual formation processes, unique to the cohort design of their programs.

Human and spiritual formation is a holistic process that seeks to help students develop a strong foundation for responding to the challenges and opportunities of life in ministry. It is one of the key emphases at Aquinas Institute, which helps form ministers and leaders who are intellectually prepared, spiritually grounded, and ready to enter into appropriate ministerial relationships that will serve the Church and the world.

Lay students in the M.A. degree program or in the Spiritual Direction Certificate program are strongly encouraged to participate in human and spiritual formation. Non-degree students, those already engaged in full-or-part-time ministry as employees or volunteers, and anyone else seeking a basic foundation in spiritual formation in order to deepen and develop their personal faith-life are also most welcome in considering this possibility.

Small communities of students meet for a total of twenty weeks over the Fall and Spring semesters and for a day of reflection each semester. These meetings include student-led prayer and reflection, discussion and sharing of various assigned readings and activities, as well as opportunities to offer support, encouragement, and feedback to one another, with on-campus students and students at a distance participating together. Human and spiritual formation at Aquinas Institute includes the following:

- Self-reflection and self-awareness, which take place by reflecting on the assigned readings each week and discerning their personal/spiritual impact.
- Spiritual and developmental histories and psychological assessments, which are completed by each student during the first year of the formation program to help the student assess his or her readiness and suitability for ministry before beginning Supervised Practice of Ministry. (See the Human and Spiritual Formation Professional Counseling Policies in Section Eleven of this publication.)
- Personal and spiritual formation goals, which are reviewed and self-evaluated each semester in conversation with the student's academic advisor and Field Education Supervisor, who help the student develop a suitable academic and pastoral plan to attain such goals.
- Periodic meetings with the formation director who at least once each semester discusses goals, progress, and any issues or concerns that need to be addressed.

Specific Programs: Field Education

Theological field education provides the student with a comprehensive experience in ministry with regular supervision of pastoral activity and reflection on its meaning. It aims toward a professional standard of performance and brings together astute use of classroom learning, discernment of the gifts of the Spirit, vital self-awareness, and theological reflection. As one of its goals, it seeks to integrate cultural, experiential and theological data. As part of the Field Education program, there are supervised *practica*, clinical pastoral education (CPE) opportunities, and pastoral internships.

Full-Time Program Course Load

Twelve credit hours per semester is considered a full-time academic load in the M.Div., M.A.P.S. (including M.A.P.S.-C.G.S.), and M.A.P.M. programs, nine credit hours per semester is considered a full-time academic load in the M.A. programs; six hours is considered a full-time academic load in the certificate programs; and three credit hours per semester is considered a full-time academic load for the D.Min program. In the case of the two-semester pastoral year required by the M.Div program, 3 hours each semester is considered a full-time academic load.

Duration of Degree Program

Students must complete the M.A. and MAPS programs within five years of their initial registration; students in the D.Min. in Preaching program must complete their programs within six years of their initial registration; students in the M.Div. program may have up to seven years from their initial registration to complete their program.

Should a student need an extension to the above stated times, he or she must complete a "*Petition for an Extension of the Time Period to Complete Degree Requirements #R6,"* found in "Files" in Populi. Such an extension is granted for one academic year.

Continuation Status in Program

A student in a degree or certificate program who is not taking courses during a given semester must register for continuation status and pay the required fee. Students must register for continuation status if they have completed all course requirements for a degree but not the comprehensive examinations, theses, and other non-coursework requirements. Students who do not register and satisfy the requirements for continuation status will be assessed a fee of $100 (in addition to the continuation fee(s) for any missed semesters) when they return and register for classes. If a student in a program fails to register for credit or for continuation status in a given semester, the student's registration will be locked. In order to unlock his or her registration, the student must complete the form, "Petition for Removal of Registration Lock-R5," found in "Files" on Populi. The student will be assessed a penalty fee of $100 in addition to the continuation fee(s) for any missed semester (s). Students whose enrollment is interrupted for three or more consecutive years must submit an application for readmission to Aquinas. The period in which a student is on continuation status is applied toward the duration for completion of his or her degree program.

Program, Thesis, and D.Min. Guidance

Academic Advising

Aquinas Institute of Theology assigns every degree-seeking student an academic advisor. The role of the academic advisor is to offer guidance to the student regarding program requirements and the choice of courses that will further the student's academic and professional goals.

Although students bear primary responsibility for their progress and the completion of requirements toward their degree, their advisor assists them in carrying out these responsibilities. Because the advisor's role is so important, students are required to meet with their advisors before registering for courses – to review goals, plan for future classes, and obtain approval for courses in the upcoming semester. The following procedures below delineate various aspects of the academic advising process:

- Advisors should establish times to see students by appointment, especially during the registration period;
- Students should schedule meetings with their advisors at their earliest opportunity each semester;
- Advisors and students should keep a record of the student's progress toward the degree. Advisors should refer to the Advising Checklist in "Files" on Populi. Advisors may choose to share this checklist with their advisees.
- Students should weigh carefully the recommendations of their advisors, even though they remain free to choose their courses.
- Students should consult with their academic advisor at their first opportunity, if they are experiencing serious difficulties with their academic work.
- Students should inform their advisor immediately if they are in danger of failing a course; and their advisor must inform the Academic Dean with regard to possible options for assisting the student.
- Students should seek first the guidance of their advisors in fulfilling program requirements, including ministry *practica*, internships, and a CPE placement, preparing for comprehensive examinations, finding a director for thesis, and applying for graduation. Sometimes a person other than the advisor may be more directly involved in these processes, such as the Director of Field Education, the Director of the MA Program, or the Academic Dean, but the student should approach his or her advisor first.

Thesis and D.Min. Project Direction

Thesis and D.Min. Project direction are essential parts of a faculty member's responsibility. Students are expected to take the initiative in requesting this assistance from faculty members. If a faculty member lacks the expertise to direct an M.A. thesis or D.Min. project or is otherwise unable to fulfill this request, the faculty member should recommend other faculty members who could assist the student.

Registrar-Related Topics

Grading Scale

Students can find the grades that they have earned for a course on Populi, the student information system. Students may print their grade reports and unofficial transcripts from their Populi account at any time. The Office of the Registrar maintains official grade reports and transcripts.

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

A	=93%	4.0 quality points
A–	=90%	3.7 quality points
B+	=87%	3.4 quality points
B	=83%	3.0 quality points
B–	=80%	2.7 quality points

C+	=77%	2.4 quality points
C	=73%	2.0 quality points
F	<70%	0.0 quality points

Grade Point Average

The grade point average is computed by computing the product for each course (credit hours multiplied by quality points), adding the sum of the products, and dividing by the total number of course hours. The following are not computed in Grade Point Average:

- AU Audit
- I Incomplete. 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 rare instances the Academic Dean may grant an extension of time because of extraordinary circumstances.
- P Pass. Quality points are not given for a grade of "P" in a pass/fail course, nor are the credits for the course included in a student's total credit hours for purposes of computing the Grade Point Average. However, the quality points for a grade of "F" in a pass/fail course are computed, as are the credit hours for the course.
- NG Continuation Status
- W Withdrawal. Authorized withdrawal from a course before the deadline in the Academic Calendar is granted. Students may withdraw from any course prior to the deadline if permission of their Academic Advisor and the Academic Dean is obtained. They must follow the procedures outlined by the Registrar's Office.

Grading Scale Interpreted

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; strong 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/good quality graduate work. The work is characterized by a good understanding of readings/lectures/presentations of course material; a solid grasp 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; very 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 below the quality demanded of graduate work. The work may be characterized by an adequate but inconsistent grasp of the readings/lectures/presentations, as well as course concepts and themes; limited evidence of analysis, synthesis, and independent judgment along with collaborative skills; some evidence of the application of material to

contemporary situations; fair written and oral communication skills calling for improvement; and limited use of resources.

C+, C These grades represent a lack of achievement in graduate work. The work is barely acceptable and characterized by a limited grasp of reading/lectures/presentations of course material; a fair 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; and minimal use of resources.

F This grade represents failure and is characterized by inadequate knowledge of reading/lectures/presentations, as well as key concepts; lack of ability to apply material to contemporary situations; lack of analysis, synthesis, and independent judgment along with collaborative skills; an absence of critical thinking; 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.

AF This grade is given for an unauthorized withdrawal or for excessive absences and is assigned at the direction of the Academic Dean. The quality points for the grade of "AF" are the same as those for an "F."

I*x*, The grade as registered on the student transcript after the incomplete has been removed, with *x* referring to the grade as received.

Grade Reports

For a semester grade to appear on a transcript, a final grade must be entered. If a grade is designated 'In Progress,' after the date that grades are due, as listed on the academic calendar, the student should contact the professor directly.

Auditing Courses

Those who are seeking to enrich their lives or to enhance their professional and ministerial development may audit courses at a discounted rate. Most courses at Aquinas Institute can be taken without credit except practicum, preaching, and cohort courses in the D.Min., M.A.H.C.M, and M.A.P.S.-C.G.S. programs. Students who audit courses are expected to attend class regularly, complete reading assignments, and participate in class. They do not submit any work to be graded by the faculty nor do they receive any academic credit. Such students cannot change registration to "for-credit status" once the deadline has passed. Auditing students may register for eligible courses on a space-available basis, but they may be asked to withdraw from a fully enrolled class in the event that a degree-seeking student needs to register for the class.

Transfer of Credit and Advanced Standing

A student may come to Aquinas Institute with a significant amount of graduate-level credit hours completed in theological or philosophical studies. When that is the case, a student may apply to the Academic Dean for either a transfer of credit or advanced standing. A student in the M.A., M.A.P.S, and M.Div. degree programs may request a transfer of credit for up to one-third of the total program credit hours, which may be granted at the discretion of the Dean. A student in the M.A.,

M.A.P.S., and M.Div. degree program may also request from the Dean advanced standing for previous academic work. Not more than one-third of the credits required in an Aquinas degree program may be transferred or counted for advanced standing.

Transfer of Credit. Courses taken at another institution may be transferred for credit toward a master's degree. In such a case, the course transferred fulfills the course requirement for that degree program, as well as the credit-hour requirements for that program. A graduate-level course taken at another institution can be transferred to an Aquinas program only when the student has earned a grade of "B" or higher for that course. Courses graded on a pass/fail or credit/non-credit, or satisfactory/unsatisfactory system are not eligible for transfer of credit.

To obtain a transfer of credit:

- the student must first discuss with his or her academic advisor the courses that could be eligible for transfer of credit;
- an official transcript of a student's record must be sent directly to the Registrar by the institution(s) where the courses were taken;
- the student must be in good standing at Aquinas Institute with a cumulative average of a 3.0 GPA in the program of study and must have completed at least six credit hours of coursework at AI;
- the student must make an official request in writing for advanced standing to the Academic Dean; and
- the appropriate paperwork must be filed with the Office of the Registrar and the transfer fee paid in Populi.

Advanced Standing. In cases where a transfer of credit is not available, a student may apply to the Academic Dean for advanced standing for degree program requirements. When a student is granted advanced standing, a required course in a particular degree program is waived, but not the number of credit hours required for the degree program. For example, if advanced standing is granted for Introduction to Theology and Theological Methods, a student will not be required to take this course at Aquinas Institute but will be required to take an additional three credit hours in the field of systematic theology.

Advanced standing may be granted at the discretion of the Academic Dean for graduate-level work from another institution. It will not be given for undergraduate work completed or for professional experience. To obtain advanced standing:

- the student must first discuss with his or her academic advisor the courses that could be eligible for advanced standing;
- the student must be in good standing at Aquinas Institute with a cumulative average of 3.0 in the program of study and must have completed at least six credit hours of coursework at AI
- the student must make an official request in writing for advanced standing to the Academic Dean; and
- the appropriate paperwork must be filed with the Office of the Registrar.

Certificate Programs. A student in the Biblical Studies and/or Spiritual Direction Program may be eligible to petition for a transfer of credit or advanced standing for up to three credit hours of course

work. A decision to grant the student a transfer of credit or advanced standing is at the discretion of the academic dean. The requirements for transfer of credit and advanced standing indicated above apply to such a request.

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 assigned for the semester. A student requesting an incomplete from a professor must first submit a "Request for Incomplete Grade" form, found in "Files" on Populi, to his or her Academic Advisor informing the Advisor of the reasons for the request and receiving the Advisor's signature before presenting "the Request for Incomplete Grade form" to the professor. Upon completion of the course work, the professor will submit the 'Request for Incomplete form with the final grade to the Registrar.

After learning the reasons for the request and reviewing any comments by the Academic Advisor, the professor will determine the appropriateness of the request for the incomplete and may grant or deny it on his or her own authority. 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 (or within 60 days following the final day of the course for non-standard term courses).

A student may request a further extension from the Academic Dean in the event that the situation remains grave. Such an extension is granted only in rare instances and may not 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 'Request for Incomplete Grade' form.

If the student completes the required work by the deadline, the professor submits the completed "Request for Incomplete Grade" form to the Registrar, who will remove the "I" from the student's record and assign the grade earned. In such a case, in a spirit of fairness to the other students in the class, the grade received should ordinarily be lower than if the assignment had been turned in on time. If the student fails to make up the work required by the deadline, the student will receive either an "F" for the course or a "0" for the work that was not completed. This decision should be made by the Instructor in consultation with the Academic Dean. No credit will be given for the course and the student will have to repeat the course with a passing grade in order to obtain credit.

A student who has not requested an "Incomplete" grade and who has not completed all the required work for a course will be subject to the decision of the professor. The professor may give the student an "Incomplete," a failing grade for the course, or a "0" for the work not completed

There is a charge of $50.00 for removing an incomplete grade, which must be paid before the final grade is added to the student's transcript.

Double Counting Credits

Students admitted to a graduate program may, within certain guidelines, double-count some courses for credit toward two degree programs taken concurrently. The term "double-counting" refers to the use of a limited number of credit hours toward the requirements of two separate degrees or certificates taken concurrently. The principle of double counting allows the student to complete two

degrees or certificates with fewer total credit hours than would normally be required if both programs were taken independently.

The general maximum number of credit hours that may be double-counted for two Masters degrees is determined as follows: the degree with the fewer credit hour requirements is divided by two, with the result being that this number of credit hours for courses required by both programs may be double-counted in the total number of credits for the longer degree. Culminating experience credits, such as theses, language exams, comprehensive exams, and capstone or integrative projects cannot be double counted. *Practica* credits cannot be double-counted (unless specified by the dual program curriculum).

Admission to an additional graduate degree or certificate program is not automatic. Students must be admitted to both programs by the Academic Dean. Double-counted credits will not be allowed if they diminish the rigor, depth, and academic integrity of either program. Students who wish to add an additional degree or certificate to their course of study may do so by completing the "Petition to Amend the Degree Program #R7," found in "Files" on Populi. If the application requirements for the additional degree differ from those of the student's current program, such students will need to complete an abbreviated application to the second program.

With the exception of the spiritual direction certificate, double-counting is permitted for any courses which fulfill the requirements of both a master's degree and graduate certificate pursued concurrently and for up to five years after the degree or certificate was conferral by Aquinas Institute. Double-counting is not allowed for two graduate certificate programs.

When two master's degrees or a master's degree and certificate are pursued concurrently, the conferral of the two degrees or the degree and certificate is upon the completion of the longer program.

To summarize, no more than half of the credits for a degree with the fewer credit hour requirements may be double-counted in another program, subject to the following conditions:

- The credits must be earned at Aquinas Institute of Theology,
- The credits must not total more than 1/2 of the non-research/non-practicum credits required for the additional master's degree,
- The credits must be approved by the Academic Dean.
- The credits must not be research/practicum credits.
- The credits must be applied toward two programs that are completed within the time allowed.

Where a different policy is in force for dual-degree programs offered by Aquinas Institute and another university, the agreed upon policy of Aquinas Institute and the other university controls.

Unless they are part of a recognized double-degree program or a recognized dual-degree program, courses eligible for a tuition scholarship cannot be used for courses in a second master's degree or a graduate certificate. In such a case, students should see the terms and conditions of their tuition scholarship.

In the event that an alumnus wishes to return to Aquinas to pursue an additional degree or certificate, the alumnus should consult the "Application for a Second Degree" in Section Three of this Handbook.

Withdrawal from a Course

With the permission of the Academic Dean, a student may obtain an authorized withdrawal from a course prior to the deadline on the Academic calendar. After this deadline, a student may not withdraw from a course or change the basis for evaluation, for example, from credit to audit. The student must complete a *Petition for Withdrawal* #R2"" form, found in "Files" on Populi

International students and students who receive financial aid or Stafford loans should discuss the impact of dropping or withdrawing from a course with the Registrar and with the Assistant Registrar since such a withdrawal may affect their visa status or financial aid eligibility.

Students may be eligible for a partial refund of tuition when withdrawing from a course. No fees, however, are refundable. For more information, students should refer to "Withdrawals and Refunds" at. https://www.ai.edu/get-started/affording-graduate-school/tuition-and-fees.

Transcript Request

Transcripts of official academic records are made available by the Office of the Registrar only upon the written authorization of the student. "Official Transcript Request" forms can be obtained on the Aquinas website at: https://resources.finalsite.net/images/v1579100607/aiedu/plavaehiex57bjog3lo4/2018TranscriptRequestForm.pdf. The student may not sign the request form with an e-signature. An 'unofficial' transcript is available at any time on the student's Populi account. For a rush delivery of a transcript, $25.00 will be charged to the student for express/overnight postage. Transcripts will not be released if the student's financial account is in arrears.

Enrollment Verification

Students who require verification of their enrollment as a student of Aquinas Institute should contact the Registrar's Office. An enrollment verification is a document for establishing a student's enrollment status for eligibility for financial aid and/or services related to such things as health insurance, car insurance, subsidized child care, loan deferments and scholarships. An enrollment verification is issued only for the academic term for which it is requested. It is not a transcript, nor does it reflect a complete list of courses or grades for each term. To obtain an enrollment verification, students must be enrolled in classes and not be in arrears of any payment for the given term.

Confidentiality of Student Records

Aquinas Institute of Theology recognizes the personal privacy of students and the confidentiality of records, adhering to both the letter and the spirit of the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), as amended. The full policy can be found in Section Eleven of this document.

On-Line Delivery Systems

Aquinas Institute uses Populi (*pop-you-lee*) as its official student information system. In Populi, students may access their official academic records (unofficial transcripts, semester grade reports),

register for classes, view required texts for classes, receive announcements, view financial aid, print invoices, receipts, and pay their bills. The required and recommended texts for each course can also be found individual course pages on Populi.

Course evaluations are available to students in Populi two weeks before the last day of class and through the grading period. During this time, faculty members are unable to see student evaluations until they submit their final course grades. Similarly, students are not permitted to view their final course grade until they have submitted their course evaluation.

A student may have a lock placed upon his or her Populi account for any of the following reasons: ahead of or during the registration period prior to meeting with his or her academic advisor, poor academic performance, financial account in arrears, missing documentation necessary for enrollment, library books and fees outstanding, and lack of submission of course evaluation. The lock will appear in Populi with instructions for how to have the lock removed.

Academic Status

Categories of Students

Graduate Degree Students: Students working toward a graduate degree, with completed application.

Graduate Certificate Students: Students working toward a certificate in a specialized area, with completed application.

Non-Degree Students: Qualified students not working toward a graduate degree or certificate but who take courses for credit or audit with the approval of their advisor and the Academic Dean. Although they may not be interested in pursuing a degree or certificate program at the present time, such students wish to remain current with respect to theological issues or to increase their professional skills in ministry. Non-Degree Students must fulfill course pre-requisites before taking a course for credit or audit. Coursework done by non-degree students, if taken for credit, is recorded and may be applied toward a degree or certificate program as well as certified to appropriate institutions.

Academic Standing and Probation

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. A student in a program of study will be placed on probation, that is, will not be in good academic standing, if either the student's dossier at the time of admission raises a serious question about the ability to do graduate study or the student's cumulative grade point average drops to less than a 3.0. Doctor of Ministry in Preaching students must maintain a grade of 3.0 in each course in their curriculum.

At the beginning of each semester the Registrar will give to the Academic Dean a list of students who are on probation, and the Academic will send official notice of such status to the student, the student's academic advisor, and the Registrar. In this notice, which may be sent by letter or email, the Academic Dean will indicate what the student must do during the probationary period, as well as the requirements for the removal of probationary status.

Ordinarily, a student on probation should meet at least twice with his or her academic advisor to assess overall progress. The Academic Dean may also wish to meet with the student during this time. For probationary status to be removed, the student must attain a 3.0 cumulative grade point average by the end of the following semester. For cohort students this grade point average must be attained by the end of the calendar year. A student who is on probation may not apply for graduation.

Students receiving federal loans or financial aid must maintain good standing, defined above as a grade average of "B" (3.0), to remain eligible for financial aid. If they fail to do so, they will be allowed one additional semester on probation to return to good standing. If they do not achieve good standing in that semester, they will be ineligible for future aid. They may reapply later, however, once they meet again the academic requirements of their program.

Registration

Both currently registered and newly admitted students are required to meet with their academic advisor and register in advance of each academic term. Registration dates and academic deadlines can be found on the Academic Calendar at https://www.ai.edu/current-students/calendar.

Schedule of Classes

The schedule of classes for on-site courses is available to current students on Populi, at "Home." The schedule of on-site and cohort courses can be found on the Aquinas website at https://www.ai.edu/current-students/class-schedule.

Registration Period and Late Fee

A registration period, usually lasting four to six weeks, is noted on the Academic Calendar prior to each semester. Returning students for residential and cohort programs are required to register for classes during this period. The EMAHCM program registers two times per year. The registration period is listed on the Non-standard Academic Calendar. Returning students who register after the period of registration are charged a late registration fee of $50 per week, up to a total of $250. Students should consult the Academic Calendar concerning these deadlines.

Add/Drop and Changes of Registration

Changes in registration are requested by completing a "Change of Registration (#R1)" form in "Files" on Populi. Any change in course registration requires the approval of the student's academic advisor. After the first five class days of the semester, no courses may be added.

When seeking refunds, students should reference the "Withdrawals and Refunds" schedule at https://www.ai.edu/get-started/affording-graduate-school/tuition-and-fees. No fees, however, are refundable. In the EMAHCM program, students who drop courses are eligible for full or partial refunds for only the first two weeks of the course, due to the shortened length of the courses.

Students who receive financial aid and international students who are at Aquinas Institute on a F-1 Visa are required to maintain a minimum number of registered credits. These students should check with the Registrar's Office or the Assistant Registrar for more information.

Cross-Registration

With their advisor's approval, Aquinas students may cross-register for courses at Saint Louis University, Eden Seminary, Concordia Seminary, and Covenant Seminary. No more than 1/3 of the total required credit hours may be taken through cross-registration. Such courses are reflected on the student's Aquinas Institute record and transcript without there being a separate registration at the other institution; tuition for these courses will be billed through Aquinas and are payable at the same rate and subject to the same tuition and fee policies as all Aquinas Institute courses.

If a student desires to cross-register for a required course in his or her degree program, the academic advisor should review the contents and requirements of the proposed substitution to see if it satisfies the requirements of the Aquinas Institute program. If the academic advisor's opinion is favorable, the student should request that the Academic Dean approve the substitution. It is the responsibility of the student to make certain that he or she does not exceed the limit on cross-registered credits; for this reason, the student should always seek the guidance of the academic advisor so as to remain in compliance with the cross-registration policies of Aquinas Institute.

It should be noted that Aquinas Institute and the other institutions in the consortium may have different policies on cross-registration. For this reason, it is advisable to consult the Registrar with any questions beforehand.

Directed Readings

Courses with three or fewer students are ordinarily taught as directed readings. Such courses are listed in the regular course offerings in Section Ten of this handbook, but are taught by the faculty member as a seminar. The burden of work in such a course is upon the student with significant reading by the student, various writing assignments, and limited formal class time. A three-credit course normally would occasion three or four meetings between the professor and students during the semester. Because the student's time is relatively unstructured, all of the coursework should be completed before the end of the semester.

The Academic Dean will determine whether a directed readings course needs to be taught. Principal reasons for offering a directed readings course are the following:

1. The student needs the course to complete his or her program, and the course will not be offered within the remaining period of the scheduled program.

2. The school does not offer a sufficient number of courses in the semester for the student to fulfill the requirements of his or her program.

3. It would be a hardship for the student to take a similar course at another institution with which Aquinas Institute has a cross-registration agreement.

To register for a directed readings course, the student shall request the course from the Academic Dean after receiving the approval of his or her academic advisor. The Academic Dean will either propose a faculty member to teach the course or inform the student that he or she must find a faculty member to do so. The student will then complete a "Directed Readings Contract," available in "Files" on Populi, to which a proposed course syllabus prepared by the faculty member will be attached. The student will then submit the contract, with the necessary signatures, and the course syllabus to the Academic Dean for approval, who will present it to the Registrar before the period of registration ends. The ordinary procedures for registration should be followed, including the guidance of the student's academic advisor in this process. The normal tuition is charged.

Final Exams/ Graduation

Final Exam Schedule

Each semester, a final exam period is listed in the Academic Calendar. Professors may schedule their final exams during the same time as the regularly scheduled course, or they may work with the students to find a different, mutually agreed-upon time and date.

Graduation

Students who have attained a cumulative grade point average of 3.0 and have completed the requirements of their program may apply for graduation by submitting an "Application for Graduation" form to their academic advisor before the deadline listed in the Academic Calendar. The "Application for Graduation" form is found in "Files" on Populi. After receipt of the "Application for Graduation" form from the academic advisor, the Academic Dean reviews all applications before including eligible students on the list for graduation.

Students may participate in Commencement exercises if they have less than three credit hours of course requirements to fulfill. No diploma or official copy of their transcript will be issued until all of the credit hours required by the program have been successfully completed.

Student Comportment

Class Conduct

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 the communal pursuit of truth. For appropriate participation in both face-to-face and online learning environments, the following practices should be observed:

- Faculty and students should engage in discussions thoughtfully, exercising courtesy, respect, and prudence in their exchanges. Participants in discussion should be aware of their choice of language and should listen attentively to those to whom they are speaking or writing.
- When there are differences of opinion, faculty and students should first acknowledge the strengths of the other's position before presenting their own thoughts.
- In the spirit of our Dominican charism, faculty and students should listen carefully to one another in the hope of acquiring some new insight or perspective.

Video Presentations and Conferencing

When making a video presentation or participating in class activities by video conferencing, students should dress in a manner appropriate to an ordinary classroom setting. They should choose a common or public space appropriate for background visibility, such as an office, den, or living room. Students should avoid personal or private spaces like the bedroom, as well as locations that pose audible or visual distractions like malls, coffee shops, streets, and other sites outdoors. They should not participate while they are in moving vehicles and should try to avoid interactions with other family members, roommates, and pets. Those who participate in a video activity online should be punctual, strive for eye contact, and refrain from eating and drinking, especially alcohol.

Internet and Email

In all cohort classes, and in many on-campus classes, significant communication takes place by means of digital media. Such media provide opportunities for learning at a distance that were not possible in the past. At the same time, these media offer challenges that are not present in ordinary face-to-face communication, especially since one cannot observe the demeanor, body language or facial expressions of the speaker. For this reason, in online conversations with members of the Aquinas community students should follow these guidelines:

- Use standard language when writing a post and proper punctuation and capitalization (not text-message shorthand).
- Avoid chat room abbreviations and all-capital letters, which suggests hostile or insulting language that can convey a sense of anger or yelling.
- Respond to discussions in a timely way. If possible, let others know when you will be away or when you are unable to participate fully.
- Observe confidentiality with respect to the posts and online submissions of others, unless the author explicitly grants permission to do otherwise.
- Engage one another as peers in learning despite any professional rank or status that you may possess.
- Recognize that misunderstandings are possible online and be ready to overlook these when they arise.
- Refrain from adding members of your courses to any listservs that you belong to, nor include classmates in mass mailings that you send to friends and colleagues.

If a student or faculty member believes that these guidelines have been violated, he or she should address their concern with the individual in question. If a conflict between two students cannot be resolved, the faculty member should be informed. Similarly, if a conflict is between a student and faculty member, the Academic Dean should be notified.

Academic Integrity

Aquinas Institute of Theology insists upon honesty and integrity as essential to the study of theology, to the proclamation of God's Word and to the commitment of the Order of Preachers to the pursuit of truth. For this reason, Aquinas Institute will not countenance any instance of academic dishonesty, including plagiarism, cheating, and falsification:

Plagiarism. Plagiarism is the act of presenting others' ideas, language, graphics, or structures of thought as one's own, especially in writing. It includes the failure to provide appropriate documentation that acknowledge one's sources.

Cheating. Cheating involves the use of unauthorized or unethical assistance in completing an assignment. Instances include assistance in taking quizzes or examinations that has not been previous approved, as well as the acquiring, disseminating, or using of tests or other academic materials that belong to an instructor or a member of the staff without their prior consent.

Falsification. Falsification involves misrepresentations of fact for academic gain. Instances include lying to an instructor or deceiving an instructor in matters relevant to a course, fabricating or misrepresenting the documentation or the data involved in carrying out assignments, and fabricating, misrepresenting, or altering without authorization information in academic records belonging to an instructor or to any administrative office within Aquinas Institute.

For the complete Policy on Violation of Academic Honesty, see Section Eleven of this publication.

Student Grievances

Please see the Policy Prohibiting Discrimination and Harassment and Procedures for Student Grievances and Appeals in Section Eleven of this publication.

Change in Enrollment Status

Withdrawal from Aquinas Institute

A student may seek to withdraw from Aquinas Institute after registration. The withdrawal may be voluntary, requested by the school, or for other reasons. Except for withdrawals required by Aquinas Institute, the following provisions apply:

- The student must present to the Academic Dean a completed "Petition for Withdrawal #R2" form, found in "Files" on Populi. (In the event that this form is not presented within one week of the last attendance in class, the withdrawal shall be recognized as an unauthorized withdrawal.)
- A student who withdraws from a course or from Aquinas Institute for any reason may be entitled to a refund of tuition, but not of fees.

Dismissal

If a student is not in good academic standing for two consecutive semesters, the Academic Dean and the program director will determine whether the student should remain in the program. 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 failure to meet the academic standards indicated above 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 Grievance Policy in Section Eleven of this publication.)

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.

Reapplying to Aquinas Institute

Students who have withdrawn from Aquinas Institute of Theology may apply for readmission at any time.

Students who were dismissed for academic reasons may apply for readmission after a period of at least two years from the semester of dismissal. The applicant must be prepared to submit evidence of growth in maturity and responsibility, indicative of capacity to perform graduate level work. Declarations of good intentions are not sufficient. Each application will be considered on its merits.

Students who have been dismissed from Aquinas Institute of Theology because of their behavior or student conduct may not apply for readmission at Aquinas Institute of Theology.

If students have attended other institutions after having withdrawn or been dismissed from Aquinas Institute, they must submit an official transcript from such institutions to be considered for readmission.

Not all credits earned prior to re-application may be eligible for meeting the degree or certificate program requirements of Aquinas Institute.

Graduates who return as Non-Degree Seeking Students

Students who have successfully completed a degree or certificate program from Aquinas Institute may choose to return to audit courses at Aquinas Institute or take a course for credit. To return, graduates of Aquinas must complete the "*Petition for Activation of Non-Registered Student Record #R4"* form, found under "How to Application Requirements: Non-Degree Seeking" at https://www.ai.edu/get-started/how-to-apply

Accommodations for Students with Disabilities

Students who need special assistance due to learning, physical, or medical disabilities on either a short- or long-term basis should contact Disability Services at Saint Louis University (SLU) to negotiate a letter of accommodation. After the SLU letter of accommodation has been presented to the Academic Dean, the student may present the letter to faculty for any course that they choose. For more information on the procedure, including contact information for the Disability Services office, see the full policy found in Section Eleven of this publication.

Accreditation

Aquinas Institute is accredited by 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.) and the Province of St. Martin de Porres (Southern Province, U.S.A.). Aquinas Institute is a member of the Association for Clinical Pastoral Education, the Association of Graduate Programs in Ministry, the Catholic Health Association, the National Association of Catholic Theological Schools, and the National Catholic Education Association.

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SECTION SIX

TUITION AND FEES

Current Tuition and Fee Schedule

Each year the tuition and fee schedule is published on the Aquinas Institute website: https://www.ai.edu/Admissions/Financing-Your-Education/Tuition-and-Fees.

Tuition and fees are approved by the Board of Trustees before the end of the calendar year and published each January.

Payment of Tuition and Fees

All tuition and fees are due at the beginning of the semester or term (both standard and non-standard terms) and are payable in U.S. currency by cash, check, credit card, or bank draft. Students may find their invoice in Populi on the "Financial" tab. Payments by credit card and ACH (Automated Clearing House) can be made directly in the system. There is a 3.1% convenience fee charged for all payments paid by credit card.

To pay by check, students should print the semester (or term) invoice or statement and either mail it with their check to Aquinas Institute or deliver it in person with their check.

Financial Lock and Hold

Diplomas, transcripts, and enrollment verifications will not be released if the student's financial account is in arrears. Students with a financial lock will also not be permitted to register for the next semester.

Payment Plan Options

Aquinas Payment Plan

Payment programs are available for those who need them. The standard Aquinas Institute payment plan requires that students pay 50% of their balance by the first day of class and submit a completed Payment Plan Agreement. The remaining balance is paid via Populi in three increments during succeeding months of the semester. A $50 per semester processing fee is added for those using a payment plan. Students must request this plan each semester (or term).

Employer Reimbursement Payment Plan

Students may be eligible to receive tuition reimbursement from their employers. In such a case, students can apply for the employer-reimbursement payment plan rather than wait to be reimbursed after final grades are posted. To participate in this plan, students should complete "the Employer Reimbursement Payment Plan" form available from the student enrollment coordinator. Verification of the student's employer is required. It should be noted that under this payment plan students remain responsible for their tuition balance and must pay any outstanding balance or a financial hold will be placed upon their account. Students who seek to participate in this plan each

semester (or term) must pay a processing fee, which is due at the beginning of the semester (or term).

Withdrawals and Refunds

Approved withdrawals from a course or from Aquinas Institute of Theology may entitle a student to a tuition refund. Students who have received financial assistance during the semester will receive refunds due only after federal and state regulations have been met. Aquinas Institute financial aid is adjusted according to the refund policy. In the case of withdrawal, fees are not refunded for any reason. Tuition, whether for withdrawal from Aquinas Institute of Theology or from a class, is refunded according to the following schedule, found under "Withdrawals and Refunds" at https://www.ai.edu/get-started/affording-graduate-school/tuition-and-fees.

Fees

Application Fees

An application fee is payable by the student at the time of admission. The fee may vary depending upon the program.

Student Services Fee

The student services fee is payable by students each semester in which a student is enrolled in classes or is on continuation status. This fee is payable to Aquinas Institute for benefits accessible through Saint Louis University. These benefits include, but are not limited to: library access and borrowing privileges, use of the Simon Recreation Center, check cashing privileges, eligibility for health insurance, and use of software and technology resources.

Graduation Fee

The graduation fee is payable by each graduating student, whether the student chooses to participate in commencement activities or not. The fee helps offset the cost of gown rental, diplomas and certificates, location rental, commencement reception, and commencement speaker.

Continuation Fee

Each semester a continuation fee is payable by students who have completed all course requirements for a degree but not the comprehensive examinations, theses, and other non-coursework requirements.

Incomplete Fee

A fee is payable by the student for any incompletes and must be paid before the final grade is added to the student's transcript.

Stafford Loan Fee

A small Stafford loan processing fee is payable to offset the fees incurred by Aquinas Institute in processing federal Stafford loans.

Payment Plan Fee

Payment plan fees pay for the administrative costs and interest on tuition not collected before the beginning of the semester.

Convenience Fee

Students who choose to pay tuition and fees by credit/debit card (either through Populi or in person) are charged a convenience fee of 3.1%.

Saint Louis University Fees

SLU may have additional charges for language labs, music lessons, change of registration or late registration. Please see SLU's policies for applicable fees.

SECTION SEVEN

FINANCIAL AID

Aware of differing financial situations of our students, Aquinas Institute of Theology has a number of kinds of aid from which a comprehensive financial aid package can be created: the Aquinas Scholars Program (merit-based aid), Aquinas Aid (need-based aid), and Federal Stafford Loans. All financial aid is contingent upon the applicant being accepted as a student. The following is a general description of these programs. Detailed information and applications are available from the Assistant Registrar.

Aquinas Institute's Criteria

Aquinas Institute financial aid is awarded on the basis of one of two criteria:

1. Merit-based aid conditioned upon the potential for academic achievement, theological scholarship, and ministerial leadership, which is demonstrated by past academic records, recommendations, written application materials, and a personal interview (the Aquinas Scholar Program), or

2. Need-based aid, which is determined by submission of appropriate documentation (Aquinas Aid and Federal Stafford Loans).

Aquinas Aid is primarily directed to lay students enrolled in a degree program. Full-time lay students are given priority. Ordained ministers and members of religious orders requesting Aquinas Aid should first seek financial assistance from their diocese or religious order. Ordained ministers and members of religious orders who are applying for Aquinas Aid must demonstrate that they have made such a request to their bishop or religious superior and must indicate the level of support that they are receiving from their diocese or religious order by submitting written documentation. Auditors and other students receiving automatic tuition discounts are not eligible for further grants or scholarships.

Application Deadlines

Completed financial aid application forms, available online, and supporting documentation, must be returned no later than March 30th to be assured consideration for the Fall Semester or Fall Term, and no later than November 30th for the Spring Semester or Spring Term. Applications for financial aid are only considered after the applicant has been accepted and confirmed his or her intent to study at Aquinas.

Application Process

Students applying for financial aid must complete the following:

- Application for Financial Aid (General, D.Min., or M.A.H.C.M.)
- Financial Aid Profile
- Individual Degree Program Budget

- Free Application for Federal Student Aid (FAFSA), which can be found on their website: https://studentaid.gov/h/apply-for-aid/fafsa.

Information on merit-based aid through the Aquinas Scholars Program can be found at:

https://www.ai.edu/get-started/affording-graduate-school/aquinas-scholars.

Aquinas information and forms for need-based aid can be found at:

https://www.ai.edu/current-students/financial-resources/need-based-aid.

Types of Aid

Aquinas Scholars

The Aquinas Scholars Program is open to full-time, on-campus students who wish to pursue the Master of Arts in Theology, the Master of Divinity, or the Master of Arts in Pastoral Studies. Awards of merit-based aid through the Aquinas Scholars Program are determined by the Financial Aid Committee. Decisions are based on several factors, including outstanding academic acheivement, a strong record of service to Church-affiliated ministries, a commitment to future ministry in the Church, and leadership ability.

Aquinas Aid

Only students who have been accepted and enrolled in a degree or certificate program are eligible to apply for need-based financial aid. Students who are taking courses as a non-degree seeking student, either for-credit or audit, are not eligible for such aid.

Full-time students are eligible for up to 60% tuition assistance. Part-time students are eligible for up to 35% tuition assistance. These percentages are subject to change, based upon Aquinas Institute's financial aid budget for a given academic year. Full-time and part-time status is determined by the student's degree or certificate program. The Financial Aid Committee determines the type of financial aid available and the amount to be awarded to students who complete the application process.

Federal Stafford Loans

The purpose of the Federal Stafford Loan Program is to provide low cost loans to help students finance their post-secondary education. These loans can be used to pay living expenses, as well as tuition and books. Most graduate students can qualify for a Stafford Loan. A student must reapply for Federal Stafford loans each year. Renewal is dependent upon continued need for aid and maintenance of satisfactory academic progress. Federal aid is available to U.S. citizens or eligible non-citizens who qualify. To apply for a Federal Stafford loan, a student must submit a FAFSA, be enrolled in a degree program at least halftime as defined for each program by Aquinas Institute, and be making satisfactory academic progress. A graduate student may be eligible to borrow up to a maximum of $20,500 annually, with a maximum cumulative loan of $138,500. Federal loan disbursements are based on the number of semesters the student is enrolled in a calendar year. Aquinas Institute charges a $25 processing fee each semester for students applying for Federal loans. If a student ceases study or drops below halftime, there is a six-month grace period. Under these

circumstances, the student should speak to his or her loan servicer and decide on the best repayment plan option. ~~for you~~. After the six-month grace period the repayment period begins.

To begin the Federal loan process, a student must obtain a personal identification number and submit a Free Application for Student Aid (FAFSA): https://studentaid.gov/h/apply-for-aid/fafsa.

Academic Requirements

To remain eligible for financial aid, students must maintain good standing, defined as a grade average of "B" (3.00). If they fail to do so and are thereby placed on academic probation, they will be allowed one additional semester to return to good standing. If they do not achieve good standing in that semester, they will be ineligible for future aid. Such students may reapply, however, if they later meet the academic requirements of their program.

SECTION EIGHT

FACILITIES AND SERVICES

Contact Information and Emergency Numbers

Address and Telephone Number

Building Address:
23 South Spring Avenue
St Louis, MO 63108

The main phone line is 314-256-8800.

Emergency Numbers

In case of emergency please call 9-1-1.

Notify the Front Desk Attendant 314-256-8800 or 314-256-8810 once you have notified emergency personnel.

- St. Louis MPD Non-Emergency: 314-231-1212
- SLU DPS other Non-Emergency: 314-977-2376
- SLU DPS Safety Escorts: 314-977-7433 or (977-RIDE)

Emergency Notifications

Should there be a need to contact students, staff, and faculty in an emergency situation, those who have a verified mobile number in our Populi system will receive a text alert. Aquinas Institute will only text students for emergencies or unscheduled school closings.

Saint Louis University also issues emergency alerts via text message, email, and automated phone call.

Emergency Closings

If Aquinas Institute is closed because of an emergency situation, notice will be posted in several places: Populi; the Aquinas Institute website; our main phone number, 314.256.8800; Facebook, and other social media.

Website

The official website of Aquinas Institute of Theology is www.ai.edu.

Social Media

Aquinas can be found on these social media platforms:

- Facebook: aitheology;
- Twitter: AITheology;
- Instagram: Aquinas_institute

eNews

Aquinas publishes a weekly e-newsletter that is sent out on Monday mornings. Important announcements, event invitations, and job listings can be found in eNews.

Building Hours

Aquinas Institute is open Monday through Friday from 8 a.m. to 4:30 p.m. throughout the school year. During evenings when classes are scheduled, the building remains open until 9:30 p.m. Students are not permitted in the building after the building has been closed. It is likewise prohibited for a faculty or staff member to be alone with a student when the building is closed.

Building and Classroom Usage

Ordinarily, the use of Aquinas' facilities is restricted to Aquinas faculty, students, staff, and those organizations with a special relationship to Aquinas, like St. Dominic Priory. To reserve space, contact the Office of the Director of Operations at steilberg@ai.edu. There may be a fee charged and proof of insurance must be provided.

The classrooms at Aquinas Institute are equipped with video displays to aid with distance learning and on-campus presentations. Requests for use of these resources should be directed to the Manager of Institutional Technology at tech@ai.edu at least 24 hours in advance. Faculty members who would like to use any special technology for the entire semester should make their request as soon as possible to secure availability.

Unscheduled Closings

If Aquinas Institute is closed because of snow or inclement weather, notice will be posted several places: Populi; the Aquinas Institute website; our main phone number, 314.256.8800; Facebook, and other social media.

Holidays

Administrative offices are closed in observation of the following holidays:

Martin Luther King, Jr. Day
Holy Thursday
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day

Thanksgiving Day weekend (Thursday and Friday)
Christmas and New Year's holidays

Institutional Technology and Electronic Services

Wireless Internet

Wireless internet access is available throughout the building. The password is available from the Manager of Institutional Technology or the Front Desk.

Technology Services and IT Assistance

Aquinas Institute of Theology maintains an Office of Institutional Technology responsible for providing technology assistance to students, faculty, and staff. The Coordinator of Institutional Technology for Aquinas Institute is always happy to assist students with their technological questions:

Phone: 314.256.8865
Email: tech@ai.edu

SLU email

Upon enrollment, students at Aquinas Institute are issued an email address through Saint Louis University (username@slu.edu). Email communication from faculty and staff will be sent to students by means of their SLU email address. This email address will be listed as the primary email address in Populi. Aquinas encourages students to update their email and other contact information to their Populi "Info" page.

Students remain responsible for receiving necessary communications from Aquinas Institute, therefore they may choose to forward email to a personal email address. Email forwarding settings are sometimes reset by internet browser updates, so it is recommended that students sign in directly to their SLU email account regularly, at least on a monthly basis.

Computers and Printing

There are computers in the Aquinas library that are connected to the copier in the faculty/staff mailroom. Students may also print directly from USB drives to the copier. In addition, students may use any of the computer labs located on the campus of Saint Louis University.

Scanners and Shredder

In addition to the copier/scanner available at Aquinas, SLU's Pius XII Library has many scanners available for quick scanning. There is a paper shredder in the faculty/staff mailroom.

Photocopies

Students may use the photocopier in the faculty/staff mailroom between 9:00 a.m. and 4:00 p.m. Faculty and staff have priority use of the copier. Those who photocopy material assume responsibility for compliance with copyright law.

The Doctrine of Fair Use guidelines allow a teacher to make a single copy of the following works, for scholarly research or teaching without obtaining permission:

- 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.

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

- 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.
- Unauthorized copies may not be made of "consumable" works, includingworkbooks, exercises, standardized tests, test booklets, answer sheets and thelike.
- Unauthorized copying may not substitute for the purchase of books, publisher's reprints or periodicals.
- Unauthorized copying may not be directed by higher authority, such as a dean or head of a department.
- The same teacher cannot copy the same item without permission from term to term.

Ordinarily, faculty members apply for permission to copy materials for courses through the Copyright Clearance Center of Saint Louis University.

Parking and Transportation

Parking

Parking spots in front of Aquinas Institute on Spring Ave. are reserved for guests only. The front desk coordinator can assist in reserving these spots. Upon arrival, guests must request a dashboard Parking Permit at the front desk. Failure to do so may result in a city parking ticket or the risk of towing.

Although students, faculty, and staff are not permitted to park in the spots adjacent to the Aquinas building, street parking is available at meters on Laclede, Spring, and Forest Park Aves. In addition to paying at the parking kiosks, the ParkMobile app (free for iOS and Android) allows one to pay for parking on a smartphone or tablet.

Parking is also available to all visitors and cross-registered students for $2.00 per hour/$6 per day in a 24-hour period at the SLU garage on Laclede and at the SLU garage at Compton & Olive. Students with a validated ID may purchase parking permits by the semester in the Parking/Card Services Department.

Public Transportation

The Metrolink (both Red and Blue Line) light rail has a stop located on Grand (just south of campus) and connects with Metro buses. A dedicated phone is available at the Metrolink stop so that students and visitors can call SLU Public Safety for a ride to campus outside of Billiken Bus hours. Metro Bus schedules may be obtained on the following website: www.metrostlouis.org.

Safety Escorts at SLU

The SLU Department of Public Safety provides safety escorts to areas on-campus and adjacent to it, including the Grand MetroLink station, through its SLURIDE service.

To request a ride or escort, a student should call 314-977-7433 (977-RIDE) with his or her name, phone number, current location, destination and the number of riders.

Emergency Procedures

Evacuations

In the event of an emergency, evacuate the building in a safe, orderly manner:

- Do not use elevators.
- Evacuate in groups to ensure everyone is able to get out of the building.
- Assist those with physical disabilities.
- Close, but do not lock, doors.

Sheltering in Place

Find a safe location within the building and stay there until an "all clear" announcement is made or until there is an order to evacuate the building. An order to seek "shelter-in-place" may be given because of an active shooter, tornado, or other hazardous conditions. In a severe weather event, it is often advised to put as many walls between you and the outdoors as possible. The lower floor may be the best location, if it is available or accessible.

Active Shooters

In an active shooter situation, be prepared to run, hide, or fight. Determine whether it is best to barricade yourself.

Remain calm. Proceed to a location that can be secured. Check if the door opens outward or inward. If necessary, move something in front of the door to ensure it cannot be forced open. Turn off all lights, silence all phones and wait for further instructions. Keep your silenced phone nearby.

Instruction may come via text, e-mail, telephone phone or digital signage. Do not open the door until you receive instructions from responding authorities.

Emergency Call Buttons

In parking garages and around Saint Louis University's campus, there are emergency call buttons. These emergency call stations are identified by their bright blue lights.

Saint Louis University Services

Aquinas Institute is adjacent to the campus of Saint Louis University and has a unique, cooperative agreement that allows Aquinas Institute students to have access to many of the academic resources and services of a large Catholic university.

SLU Information Technology

Through its partnership with Saint Louis University, Aquinas Institute is also able to provide internet-based access to Pius XII Library's catalog and database resources, student email accounts, media creation labs, and other technology resources.

SLU Writing Services

The University Writing Services located in Busch Student Center and in Pius XII Memorial Library provides students with different kinds of assistance to improve their writing, including guidance on researching topics, grammar, style, and correct forms for footnoting and citations. Students wishing for help with their writing should make an appointment for in-person consultations of 50 minutes. More information can be found at https://www.slu.edu/life-at-slu/student-success-center/academic-support/university-writing-services/index.php.

SLU Recreation Center

Simon Recreation Center at Saint Louis University offers an Olympic-size swimming pool, an exercise room, dance room, weight rooms, an indoor track, as well as handball, racquetball, tennis, and basketball courts. Use of these recreational facilities is included in the student fee for all non-audit Aquinas Institute students.

Services include daily lock and towel checkout, sports equipment checkout, daily racquetball and tennis reservations, exercise consultation, and recreation programs—aerobics, dance, lifesaving, scuba, yoga, CPR, racquetball and tennis classes. For more information call 314.977.3181 or visit the website at https://www.slu.edu/life-at-slu/campus-recreation-wellness/facilities-and-hours.php.

SLU Shuttle

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 Thursday 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 the SLU Mobile App or by visiting https://www.slu.edu/parking/on-campus-transportation/shuttle-services.php.

Libraries

Aquinas Reference Library

The general policy of the AI Reference Library is that reference books, current periodicals, and bound periodicals are to be used in the library but may be photocopied at the faculty/staff copier in the mailroom. However, with the permission of the librarian, such materials 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. Books and articles for individual courses may be reserved in a special section each semester.

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. These are subject to immediate recall by telephone if needed by another patron. Please note that food and drink are not allowed in the Aquinas Reference Library.

Saint Louis University Pius XII Library

Aquinas Institute faculty, staff, and non-auditing students have full privileges for the use of all materials and services at the Pius XII Memorial Library of Saint Louis University. Each student who takes a course is assigned a Saint Louis University ID card and internet username and password for purposes of accessing the services of Pius XII Memorial Library. Circulation policies and procedures are contained in the Pius XII Library Handbook.. More information can be obtained at 314.977.3580 or by visiting https://www.slu.edu/library/index.php.

Members of the Aquinas Institute faculty may place course materials on electronic reserve through the Pius XII Library. Students should consult faculty syllabi for directives on retrieving these materials.

Other Libraries

Aquinas Institute faculty and students have full privileges at the following libraries:

Eden Theological Seminary/Webster University Libraries
475 E. Lockwood, Webster Groves, MO 63119
(314.961.3627) and https://www.eden.edu/contact-us/

St. Louis Public Library

- Main Branch. 1301 Olive, St. Louis, MO 6310
  (314.241.2288) and https://www.slpl.org/contact-us/
- Schlafly Branch. 225 N. Euclid, St. Louis, MO 63108
  (314.367.4120)

Responsibility for Borrowed Materials

The borrower is responsible for knowing the due date for checked-out materials and for ensuring their prompt return. Moreover, the borrower assumes the obligation for any loss or mutilation of materials that have been checked-out. According to the policies of the given library, the borrower is liable for overdue book fines and for replacement/repair costs for lost or mutilated materials. Diplomas and transcripts from Aquinas Institute will not be released until all library fines are paid.

Student Life

The following services help to enhance the life of Aquinas students beyond the classroom and to create a vibrant academic community.

ID Cards

To access the various services of Saint Louis University, students need a Saint Loui University ID card. To obtain an ID card the student must have a banner id and an official form of photo identification (e.g. driver license or passport). 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. Students should contact Parking & Card Services, at the Wool Center, Suite 130. More information can be obtained by visiting https://www.slu.edu/parking/slu-id/index.php . The first ID card is free. There is a replacement fee payable to SLU for any lost or damaged cards.

Bookstore

School supplies and other items needed for study may be obtained through the Saint Louis University Bookstore located in Busch Student Center on Grand Avenue.

Health and Counseling

The Student Health Center is located in Marchetti Towers East, 3518 Laclede Avenue. The center offers on-site out-patient assessment, consultation and treatment. For more information call 314.977.2323 or visit https://www.slu.edu/life-at-slu/student-health/index.php. The University Counseling Center also provides health services to students. For more information please call 314.977.8255 or visit https://www.slu.edu/life-at-slu/university-counseling/index.php.

Health Insurance

Health insurance is offered to Aquinas Institute students through Saint Louis University. For information: https://www.slu.edu/life-at-slu/student-health/university-health-plan.php.

Banking

U.S Bank has a branch on campus on the lower level of Busch Student Center. It offers full banking services, including checking and savings accounts.

SLU Food Services

Saint Louis University features several places for students to eat. Students can visit DINESLU at https://dineslu.sodexomyway.com/ to see operating hours and locations for places to eat.

Extra-Curricular Activities

Liturgy Committee

Students may wish to serve one-year terms with members of the faculty and staff on the Liturgy Committee. The Liturgy Committee plans Aquinas liturgies and oversees the liturgical policy of the school.

Catholic Social Teaching Committee

Students may wish to participate in the Catholic Social Teaching Committee that addresses contemporary issues from the perspective of Catholic social teaching. The Committee invites speakers, celebrates prayer services, and plans events and service-related projects that promote awareness and commitment to the Church's social teaching.

Ad Hoc *Advisors*

The Academic Dean may ask students to serve on *ad hoc* committees and in other groups that are formed to assess curriculum, programming, and other aspects of Aquinas student life.

Liturgical Life at Aquinas

Weekly Eucharist

The Eucharist is celebrated in the Aquinas Institute Chapel every Tuesday at 11:30 a.m., as well as on special feast days and other important occasions in the academic year.

Private Prayer

The Blessed Sacrament is reserved in the Blessed Sacrament Chapel next to the Sacristy. The doors to this Chapel are normally kept closed to allow for private meditation and personal devotions.

Liturgical Ministries

Students, faculty and staff are invited to participate in our worship services as lectors, acolytes, greeters, extraordinary ministers of Communion, cantors, choir members and musicians.

The Dominican Community

The friars of St. Dominic Priory invite faculty, staff and students to join them for their communal celebration of the Liturgy of the Hours and Eucharist. Their liturgies are celebrated in the St. Dominic Priory Chapel at 3407 Lafayette Avenue. The schedule may be found on the following website: https://www.friarly.com.

Sacrament of Reconciliation

The priests on faculty and staff are available by appointment for the celebration of the Sacrament of Reconciliation. St. Francis Xavier College Church also offer opportunities for the Sacrament, Mondays through Fridays from 10:45 am until noon.

SECTION NINE

INTERNATIONAL STUDENTS

Definition

International students are those who require an F-1 Visa in order to attend Aquinas Institute of Theology.

Primary Designated School Officer (PDSO)

The Primary Designated School Officer (PDSO) for Aquinas Institute is the Registrar, with the following contact information:

Mailing Address:

The Registrar
Aquinas Institute of Theology
23 S. Spring Avenue
St. Louis, MO 63108
USA

Email:

registrar@ai.edu

Telephone:

314-256-8800

Applying To Aquinas Institute

International students who wish to apply to Aquinas Institute must fulfill the requirements indicated under "Application Requirements: Additional Requirements for Non-Native Speaking and International Applicants" at the following link: https://www.ai.edu/get-started/how-to-apply

As Students of Aquinas Institute

International students of Aquinas Institute who require an F-1 Visa must make certain that they are in compliance with the following requirements as these are listed under "International Applicant Questions: What is required of me while a student at Aquinas?" at the following link: https://www.ai.edu/get-started/frequently-asked-questions

Disclaimer

This information is intended to provide general guidelines for students who wish to study at Aquinas Institute of Theology. Laws and regulations in the United States are subject to change at any time; therefore, students are encouraged to seek legal or other advice should they be faced with

a situation involving the interpretation of such laws and regulations. Likewise, the degree and academic requirements at Aquinas Institute of Theology are continually under examination, and revisions are possible. This Academic Catalog and Handbook is not a contract; it merely reflects the course offerings and institutional requirements in effect at the time of publication. In no way does this Catalog and Handbook guarantee that such information will remain the same. Students are responsible to remain informed of their rights and responsibilities as international students in the United States and as students of Aquinas Institute of Theology.

It is imperative that any students who plan to study in the United States become familiar with the information available from the Office of Homeland Security on this website: https://studyinthestates.dhs.gov. This website provides valuable information and guidance for the visa application process, initial travel to the United States, and maintaining the student's F-1 Visa status.

SECTION TEN

COURSE DESCRIPTIONS

Courses are listed with course number and title, a description, and the semester hours of credit. Courses fall into these eleven divisions: Biblical Studies, Cross-Disciplinary Studies, Dominican Studies, Preaching and Evangelization, Historical Studies, Liturgical and Sacramental Theology, Professional Ministerial Formation, Moral Theology, Philosophy, Pastoral Theology, and Systematic Theology. Each division is indicated by three letters and each course by a 500 or 600 number, with a prefix letter. All 500 courses are on a Master's level; all 600 courses are Doctoral level courses. Some courses are restricted because of prerequisites, limited maximum enrollment, or ecclesiastical requirements. The schedule of courses for a given term may be obtained from the Registrar's Office.

Biblical Studies

BIB-D502 Bible Interpretation
The question "What does the biblical text mean?" will be the focus as students explore what have become the more significant contemporary approaches to biblical interpretation. The Bible will be viewed variously from the perspectives of the worlds behind, of/in, and in front of the text, using hermeneutical methods ranging from the typological to the historical-critical to the liberationist, post-modern. Textual grounding will be achieved through hermeneutical analysis of select passages in both Testaments. This course is a prerequisite for all Scripture electives. 3 hours.

BIB-D506 Torah/Pentateuch
A literary-analytical and theological study of Genesis, Exodus, Leviticus, Numbers and Deuteronomy. Pentateuchal themes explored include: covenant, wilderness, Exodus, Decalogue, ancient Near Eastern mythological literatures, origin stories and historicity, creation stories and evolution, and ancient Near Eastern cult. Select passages from the Torah will be interpreted through historical-critical, social-scientific, narrative-analytical, and reader-response liberationist lenses. Fulfills a 'core 'Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D513 Prophets
A study of the origin and development of prophecy in ancient Israel/Judah within the context of the Near East. Special attention will be given to the books of the following classical prophets: Amos, Hosea, the three Isaiahs, Micah, Jeremiah, and Ezekiel. Interpretation of the prophetic books will emphasize the historical-critical method along with contemporary social justice, liberation-theological, and feminist approaches. A close reading of selected prophetic texts will round out the course. Fulfills a 'core 'Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D514 Wisdom Literature
A balanced historical-critical and contemporary liberationist study of the Roman Catholic wisdom books: Proverbs, Job, Ecclesiastes, Song of Songs (Canticle of Canticles), Sirach, Wisdom of Solomon, and the wisdom Psalms. Wisdom themes explored include: guidelines for successful living and coping, God and evil, human suffering and sin, sexual love, God as passionate lover, the Wisdom Woman, and wisdom as Israel's religion. Fulfills a 'core 'Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D515 The Psalms
A study of the 150 Psalms and their liturgical use from ancient Israel's time to the present. The Psalter will be re-organized into six prayer genres (praise, trust, wisdom, royal, lament, and thanksgiving), followed by a close historical-critical and reader-response analysis of select Psalms from each prayer genre and sample musical selections from Gregorian Chant to disco. Fulfills a 'core 'Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D521 Synoptic Gospels: The Gospel of Matthew
An analysis of the Gospel of Matthew. Participants in the course will explore its literary structures and distinctive Christological themes. Particular attention will be given to Matthew's use of pre-existing literary and theological sources, the relationship between Matthew and Torah, as well as Matthew's references to prophetic literature. Fulfills a 'core 'Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D522 Synoptic Gospels: The Gospel of Mark
An analysis of the Gospel of Mark. Participants in the course will study the Markan narrative structure and the gospel's distinctive Christology. Particular attention will be paid to the apocalyptic dimension of Mark, the role of the Twelve, as well as the theme of the "messianic secret." Fulfills a 'core 'Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D523 Synoptic Gospels: The Gospel of Luke
An analysis of the Gospel of Luke. Participants in the course will examine its relationship to the other Synoptic Gospels, Luke's use of pre-existing literary and theological sources, and Luke's emphasis on the place of the Gentiles, sinners, and women in the Reign of God. Fulfills a 'core 'Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D537 Johannine Literature
An exploration of the Fourth Gospel for its distinctive witness, literary structures, and theological developments. Participants in the course will analyze selected narrative and discursive pericopae using several models, including narrative, social-scientific, and liberationist criticism. Fulfills a 'core ' Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D538 Pauline Literature
An introduction to the Pauline epistolary genre within the context of the mid-first century Mediterranean world. The course includes an exploration of the seven authentic letters with considerations of literary (narrative and rhetorical), social-scientific, and feminist criticism to understand the theological emphases that are developed for each community. Fulfills a 'core ' Scripture requirement. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D541 Acts of the Apostles
Examination of the Acts of the Apostles as Luke's narrative ecclesiology. Participants in the course will examine the claims to historical plausibility in Acts, its relation to the Gospel of Luke, and its connection to the Pauline mission. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D542 Book of Revelation
A consideration of the literary structures and theological themes of the Book of Revelation. Participants in the course will examine the culture of apocalyptic expectation, and the purposes of symbols and references in the Book of Revelation. Opportunities will be given to engage in comparative studies of other examples of apocalyptic literature contemporary with the Book of Revelation. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D545 Deutero-Pauline Literature
A consideration of the literary forms and the theology of the letters written in the name of Paul after his death (2 Thessalonians, Colossians, Ephesians, 1 Timothy, 2 Timothy, and Titus) in their epistolary, rhetorical, and ecclesial contexts. The course compares the theology, Christology, and ecclesiology of the Pauline homologoumena to that found in the deutero-Pauline letters through close readings of selected pericopae. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D546 The Catholic Epistle
Analysis of the non-Pauline epistolary literature of the New Testament: 1 Peter, 2 Peter, James, Jude, and Hebrews. Participants in the course will analyze the literary structures and distinctive theologies of each letter as expressions and critiques of Jewish Christianity. [Prerequisite: Bible Interpretation] 3 hours.

BIB-D575 Special Studies in Hebrew Scriptures
BIB-D576 Special Studies in Christian Scriptures
Elective courses offered on special topics. Announced in the course schedule. 1-3 hours.

BIB-D599 Directed Readings in Biblical Studies
[Degree students only.] Variable credit.

Cross-Disciplinary Studies

CDS-D500 Proseminar
The Proseminar immerses incoming degree students in a communal exploration and pursuit of practices that are essential for theological study and ministerial formation at Aquinas Institute of Theology: written and oral communication, close reading of texts, analysis of social context, theological reflection, and collaboration. Over the course of the semester, the student will have the opportunity to study and engage these practices so that they become habits. Students will also set goals for future development in each area as part of preparation for the admission to candidacy process. 3 hours.

CDS-D550 Integrative Seminar
A one-credit seminar designed to aid graduating ministry students in articulating, integrating, and evaluating core themes in their operative theology. 1 hour.

Dominican Studies

DOM-D501 Philosophical Foundations of Thomas Aquinas
A survey of the major philosophical emphases and Aristotelian concepts in the theology of Aquinas, from principles of logic and epistemology, to metaphysics and natural theology. (Cross listed with PHL-D501) 3 hours.

DOM-D506 Thomas Aquinas: Life, Thought, Works
An introduction to Thomas Aquinas - his life, thought, and works - and the patristic and medieval background that gives context to his writing. Students will have the opportunity to survey Thomas's works from biblical commentaries to commentaries on Aristotle, from the *Summa Contra Gentiles* and *Summa Theologiae* to poetry. The assessment of Thomas's achievements in their historical context will lay a foundation for later Thomistic study. (Cross listed with PHL-D506) 3 hours.

DOM-D510 God and Creation in the Thought of Thomas Aquinas: a Seminar

A consideration of selected questions from the Prima Pars of Aquinas's *Summa Theologiae*, the philosophical concepts and theological themes in Aquinas's treatment of sacred doctrine, the existence of God, the Trinity, and creation. Aquinas's work will be placed in dialogue with modern science, contemporary cosmologies, and process theologies. [Prerequisite: Thomas Aquinas: Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with PHL-D510) 3 hours.

DOM-D515 Human Person and Society in the Thought of Thomas Aquinas: a Seminar
A consideration of selected questions from the Secunda Pars of Aquinas's *Summa Theologiae*, both the prima/secundae and the secunda/secundae, the philosophical concepts and theological themes in Aquinas's treatment of law, virtue, and grace. Aquinas's work will be placed in dialogue with contemporary personalist and existential philosophies. [Prerequisite: Thomas Aquinas: Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with PHL-D515) 3 hours.

DOM-D520 Christ and Sacrament in the Thought of Thomas Aquinas: a Seminar
A consideration of selected questions from the Tertia Pars of Aquinas's *Summa Theologiae*, the philosophical concepts and theological themes in Aquinas 'treatment of the person and natures of Christ, the resurrection of Christ, and the nature of a sacrament. Aquinas's work will be placed in dialogue with contemporary sacramental and systematic theologians, especially Edward Schillebeeckx. [Prerequisite: Thomas Aquinas: Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with PHL-D520) 3 hours.

DOM-D564 Dominican Mystics
In this course representative selections from the writings of Albert the Great, Thomas Aquinas, Mechtild of Magdeburg, Catherine of Siena, and Meister Eckhart will be read and discussed. Particular attention will be given to their cultural context, use of imagery, spirituality, and theology. (Cross listed with PST-D564 and STH-D564) 3 hours.

DOM-D566 Thomas Aquinas Today
A special study in philosophic theology, this course explores the crisis in philosophy and possible breakthroughs in the crisis using the interiority analysis of Bernard Lonergan. This approach will be contrasted with other forms of Aquinas Studies such as classical Thomism and Transcendental Thomism. Cognitional theory and epistemology will be addressed, with special attention to the implications of the study for theology. Seminar format. [Prerequisite: The Use of Philosophy in Theology, Thomas Aquinas: Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with STH-D566 and PHL-D566) 3 hours.

DOM-D575 Special Studies in the Dominican Tradition
Elective courses offered on special topics. Announced in the course schedule. 2-3 hours.

DOM-D599 Directed Readings in Dominican Studies [Degree students only.] Variable credit.

Human and Spiritual Formation

FRM-D501 Human and Spiritual Formation I
The focus of Formation I is lay ministerial identity in the Church and in the world, with a particular focus on spiritual formation and development for lay ministry. Development in Christian faith is explored along with attending issues of spiritual and psychosocial development. Attention is given to individual and spiritual growth by exploring the elements of a mature spiritual life and the

processes that contribute to the formation of a full spiritual life. Students will engage in personal spiritual assessments and develop spiritual and ministerial goals for further growth and development. 2 units.

FRM-D502 Human and Spiritual Formation II
The focus of Formation II is the development of explicit personal and spiritual formation goals, along with strategies to accomplish those goals. There is an emphasis placed on spiritual, behavioral, and developmental assessment in order to establish goals and indicate capacities and resources for ministry. The assessment process will be done through St. Louis Behavioral Medicine Institute by psychologists who deal with religion and psychology. BMI does the majority of assessments for seminarians, religious orders, and other schools of theology and ministry in the area. 1 unit.

FRM-D503 Human and Spiritual Formation III
The focus of Formation III is exploring the process of discernment pertaining to gifts, call and ministry, and applying the discernment process to individual context. Emphasis will be placed on the participants 'ability to challenge and support each other in spiritual growth, community building, and collaboration. Students will continue to review and update formation goals.
1 unit.

FRM-D504 Human and Spiritual Formation IV
The focus of Formation IV is dialogue in the areas of interpersonal and communal issues influencing those who lead and minister in the name of the Church. Participants will present and discuss choices and challenges in lay ministry both ecclesial and secular. Reading and reflection will be on major topics concerning the issues of gender, power, lay ecclesial ministry, spirituality of work in the secular world, stress, burnout, sexuality, conflict, and collaboration. Ongoing evaluation of formation goals will be focused on ministry or work beyond Aquinas Institute. 1 unit.

Homiletics

HOM-D500 Foundations of Preaching I
HOM-D503 Foundations of Preaching II
These two courses are intended for beginning preachers. Students will learn and practice a contemplo-studeo-praedico model for preparation and delivery of preaching through the seasons and rites of the liturgical year. They begin annually in Fall term and are taken in consecutive Fall and Spring terms. [Prerequisite: Bible Interpretation] 2 hours each course.

HOM-D510 Topics in Preaching I
HOM-D515 Topics in Preaching II
Students who have completed the entire Foundations of Preaching cycle engage in an advanced master's level study of the theology, craft, and praxis of preaching vis-à-vis a topic chosen for the semester by the professor. [Prerequisite: Foundations in Preaching I and II] 2 hours each course.

HOM-D560 Evangelization of Culture
This seminar seeks to fathom the fundamental aspect in Christian preaching of promoting justice and peace-doing specifically in terms of what the two most recent popes have termed the "evangelization of culture." The seminar employs a conversational model of adult learning, with emphasis on weekly reading and discussion, and a short final integrative paper. [Cross listed with STH-D560] 3 hours.

HOM-D575 to HOM-D576 Special Studies in Homiletics

Elective courses offered on special topics. Announced in the course schedule. 2-3 hours.

HOM-D599 Directed Readings in Homiletics
[Degree students only.] Variable credit.

Historical Studies

HST-D500 Church History I: Patristic and Medieval
An exploration into the history of Christianity from the end of the apostolic age to the eve of the Reformation, with emphasis on religious, social, cultural, and intellectual developments. Primary sources and other historical data, theological statements, preaching, and manifestations of popular piety understood as documents of history provide students with the historical framework for investigating topics that are treated elsewhere through systematic, liturgical, and pastoral analysis. 3 hours.

HST-D501 Church History II: Reformation to the Present
An exploration of Christian Church History from the Reformation to the present, with emphasis on the religious, social, cultural, and intellectual forces that continue to shape Christianity. Primary sources and other historical data, theological statements, preaching, and manifestations of popular piety understood as documents of history provide students with the historical framework for investigating topics that are treated elsewhere through systematic, liturgical, and pastoral analysis. 3 hours.

HST-D550 U.S. Catholic History
An inquiry into the social and religious history of the American Catholic people from the colonial period to the present with emphasis on the United States. Attention is directed to representative persons, groups, institutions, and to the social and political ramifications of Catholics situated in a pluralistic society. The use of primary source material is integral to this course. 3 hours.

HST-D560 History of Worship
A select historical and theological study of Christian liturgy from its origin through the Reformation. Special attention will be given to the impact of culture on liturgical forms and theology. [Prerequisite: Theology of Worship] (Cross listed with LIT-D560) 3 hours.

HST-D570 History of Christian Spirituality
A study of the prominent figures and major themes found in the history of Christianity. Special emphasis is given to prayer and service to the world that proceeds from the spirituality of persons and historical and cultural eras. Attention is directed toward the growth of the Christian Spiritual Tradition from its origins to the present, and its contribution to the religious formation of the human person. 3 hours.

HST-D575 to HST-D576 Special Topics in Historical Studies
Elective courses offered on special topics. Announced in the course schedule. 2-3 hours.

HST-D599 Directed Readings in Historical Studies [Degree students only.] Variable credit.

Liturgical and Sacramental Theology

LIT-D501 Theology of Worship

An introductory course on liturgical forms of prayer, the theological foundations of Christian worship, and the place of liturgy in Christian life, with special emphasis on postconciliar developments. This course is a prerequisite for all other liturgy courses. 3 hours.

LIT-D511 Christian Initiation

A survey of the history and theology of the rite of Christian initiation with an in-depth study of the revised RCIA. Attention will be given to the emerging issues of initiation such as the baptism of children, the order of the initiation sacraments, and the age of confirmation. [Prerequisite: Theology of Worship] 3 hours.

LIT-D512 Eucharist

A study of the origins and history of Eucharistic liturgy and theology, with special focus on the Eucharistic prayer, changing patterns of participation, and the evolution of ministries. [Prerequisite: Theology of Worship] 3 hours.

LIT-D513 Reconciliation

The history and theological development of sacramental reconciliation. Special attention will be given to contemporary rites and ministries. [Prerequisite: Theology of Worship] 1 hour.

LIT-D514 Christian Year / Christian Prayer

A study of the liturgical year that provides the framework and the rhythm for liturgical prayer. In addition to the study of the Roman calendar, special consideration will be given to the celebration of the Liturgy of the Hours. [Prerequisite: Theology of Worship or permission of instructor] 3 hours.

LIT-D515 Christian Worship and the Arts

This interdisciplinary seminar will examine the place of music, architecture, and art in Christian worship. The goal of the course is to place in dialogue the Church's teaching on music and the arts, the demands of ritual, and developments in the world of art and music. Issues of appropriate musical forms, changing norms of beauty, contemporary problems of imaging God and Church, and cultural differences will receive special treatment. [Prerequisite: Theology of Worship or permission of instructor] 3 hours.

LIT-D516 Pastoral Care of the Sick

The history and theological development of the Pastoral Care of the Sick. Special attention will be given to contemporary rites and the diversity of ministries involved. [Prerequisite: Theology of Worship] 1 hour.

LIT-D520 Liturgical Leadership I (Baptismal)

A practicum especially for lay leaders of prayer: a hands-on approach to the rites that non-ordained ministers may expect to lead in the various ministerial situations in which they may be involved. [Prerequisite: Theology of Worship] 2 hours.

LIT-D522 Liturgical Leadership II (Diaconal)

A practicum designed for those preparing for ordination as a Deacon in the Roman Catholic Church.
[Prerequisite: Theology of Worship] 1 hour.

LIT-D523 Issues in Contemporary Sacramental Theology

A study of sacramental theology with particular emphasis on the contemporary understanding and recovery of sacramental vision encompassing Christ, Church, and the Church's ecclesial ritual actions that are called sacraments. [Prerequisite: Theology of Worship] 3 hours.

LIT-D530 Practica in Sacred Music
Three semesters are devoted to issues important to church musicians. Topics include Gregorian chant, church documents on music and liturgy, ritual music, music and culture, working with parish staff, budgeting, and working with volunteer choirs.
3 hours.

LIT-D542 Liturgical Leadership III (Presbyteral)
A course examining and putting into practice liturgical ministry for those preparing for ordination in the Roman Catholic Church. [Prerequisite: Theology of Worship] 2 hours.

LIT-D550 Choral Literature and Techniques II
This course continues the survey of choral repertoire with special attention to contemporary ritual music.
[Prerequisite: Choral Literature and Techniques I] 2 hours.

LIT-D560 History of Worship
A select historical and theological study of Christian liturgy from its origin through the Reformation. Special attention will be given to the impact of culture on liturgical forms and theology. [Prerequisite: Theology of Worship] (Cross listed with HST-D560) 3 hours.

LIT-D575 to LIT-D576 Special Studies in Liturgical Theology
Special topics in liturgy consisting of modules, such as marriage rites, ordination rites, funeral liturgies, liturgy and justice, liturgy and culture. 1-2 hours.

LIT-D599 Directed Readings in Liturgical Theology [Degree students only.] Variable credit.

M.A. in Theology Special Courses

MAR-D596 M.A. Comprehensive Orientation
This is an introduction to the M.A. Comprehensive Examination process, its distinctive characteristics, requirements and goals for all students in the M.A. program and M.A./M.Div. program. 0 hours.

MAR-D597 M.A. Continuation Status
Students who have completed all course requirements for the M.A. in Theology but have not completed comprehensive examinations, thesis, major paper, or other non-coursework requirements. 0 hours.

MAR-D598 M.A. Thesis Research
Students who choose the thesis option in the M.A. Program may receive 1 to 6 hours of credit for their thesis. Language study should begin early in the M.A. Program when this option is chosen.

Professional Ministerial Formation

SUPERVISED PRACTICE OF MINISTRY (SPM)
The basic field education placements, SPM I and II, include five hours per week of ministry at a ministry site; one-hour appointments with a competent on-site supervisor that take place every other week; and a weekly theological reflection seminar facilitated by a member of the Field Education faculty. The advanced field education placement for lay M.Div. students, SPM III, follows a similar

framework and includes eight to ten hours per week of ministry. In each course, students negotiate written learning contracts specifying a ministry, an on-site supervisor, and learning goals. Evaluations are completed based on the student's learning goals. In the weekly seminar, students learn a method of theological reflection that takes into account Christian tradition, culture, and personal experience. In the context of pastoral case studies, students develop the habit of integrating theology with experience.

CLINICAL PASTORAL EDUCATION (CPE)

CPE is an intensive summer- or semester-long experience of process education at an accredited CPE site under the supervision of a certified CPE supervisor. The basic unit of CPE is integral to the M.Div. program, and is an option in the M.A.P.S. program. In CPE, students learn the skills of pastoral ministry in a professional context of individual and group supervision. Students may apply to CPE programs accredited nationally or internationally by the Association for Clinical Pastoral Education or the United States Catholic Conference.

INTERNSHIPS

Several field education internships are available, according to a student's program of study. Internships are arranged through the Director of Field Education in consultation with the student's academic advisor. All internships include field placement with qualified supervision. The student and supervisor enter into a written learning contract specifying learning goals and ministerial responsibilities for the internship. Written evaluation is based on the fulfillment of these goals and responsibilities. The number of graduate credits received depends upon the duration and content of the internship. SPM and CPE are prerequisites for most internships. Internships listed in this catalog include Pastoral Year and Diaconal Ministry Practicum.

MIN-D503 Clinical Pastoral Education

CPE is a 400+ hour internship in professional pastoral care completed under an accredited CPE supervisor. Through clinical experience at assigned sites, frequent supervision, group process, and focused topics of study, students are able to enhance their learning and skills in pastoral reflection, identity, and competence. An annual fall orientation hosted by the Director of Field Education assists students in selecting and applying to CPE programs that will best meet their needs. [Prerequisite: SPM I & II, permission of instructor for those taking CPE in lieu of SPM II, Human & Spiritual Formation I & II] 4 hours.

MIN-D510 Supervised Practice of Ministry I

This course places students in a field education setting aligned with their professional ministerial interest, for five hours a week, in partnership with a qualified supervisor. The SPM student and supervisor jointly structure and evaluate the student's ministry experience and meet bi-weekly (six times/semester) for theological reflection. In addition, the student participates in a weekly course seminar with other SPM I students. In the seminar, students learn and practice professional ministerial skills and methods of theological reflection through selected readings and case study presentations. [Prerequisite: Foundations of Pastoral and Ethical Care, Human and Spiritual Formation I & II] 3 hours.

MIN-D511 Supervised Practice of Ministry II

SPM II is a continuing field education course for students who have completed SPM I. Participating students are expected to continue serving five hours per week in a ministry placement with bi-weekly (six times/semester) meetings for supervision. Class seminars are devoted to further developing and enriching the student's professional skills and habit of theological reflection through the presentation of case studies and discussion of related readings. [Prerequisite: SPM I] 3 hours.

MIN-D514 Youth Ministry – Principles of Youth Ministry
MIN-D515 Youth Ministry – Practices of Youth Ministry
MIN-D519 Youth Ministry – Foundations of Ministry Leadership
MIN-D521 Youth Ministry – Skills for Christian Leadership
MIN-D522 Youth Ministry – Pastoral Care
MIN-D523 Youth Ministry – Prayer and Worship
MIN-D524 Youth Ministry – Justice and Service
MIN-D525 Youth Ministry – Evangelization and Catechesis

M.A.P.S. students who choose to focus in youth ministry may take courses through the Center for Ministry Development's Youth Ministry Certificate program at an approved site (outside the state of Missouri). This ministry education program equips leaders with the knowledge, skills, practical tools, and techniques needed for creative and comprehensive ministry with youth. The courses may be taken as a two-year cycle, or on an individual basis. Aquinas Institute grants graduate credit for each course after the student completes the certificate and graduate credit assignments. 1 hour each.

MIN-D516 Pastoral Year I
MIN-D517 Pastoral Year II
This internship offers students in the Master of Divinity program the opportunity to discern and test their vocation to ministry within the context of faith community. Components of the course are similar to those described in Supervised Practice of Ministry, but adapted and expanded to meet the growing ministerial leadership capacities of the student. Each course includes two all-day workshops, communal theological reflection (D516 –an on-campus component usually in November; D517 - an asynchronous online component throughout the semester), the creation of a lay committee, and regular preaching. [Prerequisite: SPM I & II, CPE, and Foundations of Preaching] 3 hours each semester.

MIN-D541 Diaconal Ministry Practicum
A structured practicum experience designed to assist the transitional deacon in taking on the functions of ordained ministry, especially preaching and presiding. Participants serve in a parish setting with regular supervision, while meeting in a theological reflection seminar at Aquinas. Enrollment restricted to students ordained to the diaconate in the Roman Catholic Church. [Prerequisite: Pastoral Year, Liturgical Leadership II] 1 hour.

MIN-D550 Supervised Practice of Ministry III
SPM III is a continuing field education course for students who have completed both SPM II and a unit of CPE. Participating students are expected to serve in a leadership capacity in a ministry placement for at least eight hours per week with regular supervision. Bi-weekly class seminars are devoted to further developing the student's professional ministerial skills, especially the facilitation of theological reflection. [Prerequisite: SPM II, and CPE] 3 hours.

MIN-D561 Spiritual Direction Practicum I
MIN-D562 Spiritual Direction Practicum II
MIN-D563 Spiritual Direction Practicum III
MIN-D564 Spiritual Direction Practicum IV

These courses are taken in consecutive semesters beginning with the one week intensive in June. involving the practice of spiritual direction with directees and reflecting on this experience with a

supervisor. Students who focus their studies in spiritual direction take this course in their last full year of study. [Prerequisite: Spiritual Direction] 2 hrs each (Practicum I & IV); 1 hr each (Practicum II & III).

Certificate & Master's Continuation Status

MIN-D595 Certificate Continuation Status. 0 hours.
MIN-D596 M.A.P.S. Continuation Status. 0 hours.
MIN-D597 M.Div. Continuation Status. 0 hours.
MIN-D598 M.A./M.Div. Continuation Status. 0 hours.
When a student in a program does not register for credit in a given semester, the student must register for Continuation Status. If a student fails to register for Continuation Status, upon subsequent registration the student will be subject to the program requirements in effect at the time rather than the requirements that 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.

Moral Theology

MOR-D500 Foundations of Catholic Morality
A study of the foundations of Catholic morality: its biblical bases, its historical development, its major foci, and its methodologies for moral decision-making and problem solving. Particular attention is given to the relationship between faith and morality, the challenge of Christian discipleship, natural law tradition, the anthropological grounding of Catholic morality, and the questions pertaining to human freedom, knowledge, virtue, and conscience. 3 hours.

MOR-D528 Justice and Catholic Social Teaching
A study of the papal encyclicals and other documents that have come to be known as "Catholic Social Teaching." Particular attention is given to the meaning of justice in the Catholic tradition, the common good, human rights, war and peace, and economic justice. [Prerequisite: Foundations of Catholic Morality] 3 hours.

MOR-D570 Health Care Ethics
A study of the ethical issues encountered in health care today. Particular attention is given to informed decision-making, the use/non-use of life-sustaining interventions, genetic and reproductive interventions, resource allocation, managed care and health care for-profit. [Prerequisite: Foundations of Catholic Morality] 3 hours.

MOR-D571 Ethics of Human Sexuality
A study of the ethical issues attendant to human sexuality from the perspective of the Catholic tradition. Particular attention is given to the principal terms in the contemporary debates on sexual morality in the Church and society. [Prerequisite: Foundations of Catholic Morality] 3 hours.

MOR-D575 Special Studies in Moral Theology
Elective courses offered on special topics. Announced in the course schedule. 2-3 hours.

MOR-D599 Directed Readings in Moral Theology
[Degree students only.] Variable credit.

Philosophy

PHL-D500 The Use of Philosophy in Theology
A study of the interaction between philosophies and theologies, both past and present. Particular attention is given to the philosophical principles and ideas necessary for understanding the various theological perspectives present in today's Church. 3 hours.

PHL-D501 Philosophical Foundations of Thomas Aquinas
A survey of the major philosophical emphases and Aristotelian concepts in the theology of Aquinas, from principles of logic and epistemology to metaphysics and natural theology. (Cross listed with DOM-D501.) 3 hours.

PHL-D506 Thomas Aquinas: Life, Thought, Works
An introduction to Thomas Aquinas - his life, thought, and works - and the patristic and medieval background that gives context to his writing. Students will have the opportunity to survey Thomas ' works from biblical commentaries to commentaries on Aristotle, from the *Summa Contra Gentiles* and *Summa Theologiae* to poetry. The assessment of Thomas' achievements in their historical context will lay a foundation for later Thomistic study. (Cross listed with DOM-D506) 3 hours.

PHL-D510 God and Creation in the Thought of Thomas Aquinas: A Seminar
A consideration of selected questions from the Prima Pars of Aquinas '*Summa Theologiae*, the philosophical concepts and theological themes in Aquinas 'treatment of sacred doctrine, the existence of God, the Trinity, and creation. Aquinas 'work will be placed in dialogue with modern science, contemporary cosmologies, and process theologies. [Prerequisite: Thomas Aquinas Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with DOM-D510) 3 hours.

PHL-D515 Human Person and Society in the Thought of Thomas Aquinas: A Seminar
A consideration of selected questions from the Secunda Pars of Aquinas '*Summa Theologiae*, both the prima/secundae and the secunda/secundae, the philosophical concepts and theological themes in Aquinas 'treatment of law, virtue, and grace. Aquinas 'work will be placed in dialogue with contemporary personalist and existential philosophies. [Prerequisite: Thomas Aquinas Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with DOM-D515) 3 hours.

PHL-D520 Christ and Sacrament in the Thought of Thomas Aquinas: A Seminar
A consideration of selected questions from the Tertia Pars of Aquinas '*Summa Theologiae*, the philosophical concepts and theological themes in Aquinas 'treatment of the person and natures of Christ, the resurrection of Christ, and the nature of a sacrament. Aquinas 'work will be placed in dialogue with contemporary sacramental and systematic theologians, especially Edward Schillebeeckx. [Prerequisite: Thomas Aquinas: Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with DOM-D520) 3 hours.

PHL-D566 Thomas Aquinas Today
A special study in philosophic theology, this course explores the crisis in philosophy and possible breakthroughs in the crisis using the interiority analysis of Bernard Lonergan. This approach will be contrasted with other forms of Aquinas Studies such as classical Thomism and Transcendental Thomism. Cognitional theory and epistemology will be addressed, with special attention to the implications of the study for theology. Seminar format. [Prerequisite: The Use of Philosophy in Theology, Thomas Aquinas: Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with STHD566 and DOM-D566) 3 hours.

PHL-D575 to PHL-D576 Special Studies in Philosophy
Elective courses offered on special topics. Announced in the course schedule. 2-3 hours.

PHL-D599 Directed Readings in Philosophy
[Degree students only.] Variable credit.

Pastoral Theology

PST-D500 Foundations of Pastoral and Ethical Care
This course is designed to explore the historical and contemporary directions of pastoral care and to help in the formulation of appropriate ethical and professional responses to various situations in pastoral ministry. 3 hours.

PST-D503 Vowed Life in Religious Community
This course traces the historical development of vowed religious life in the Catholic Church and explores the meaning of the vowed life in the contemporary world. It is particularly intended for those in initial formation for religious life. 3 hours.

PST-D504 Spiritual Direction
This course explores the Christian tradition of offering wise spiritual guidance to those seeking to develop their personal spiritual lives through advancing in holiness and overcoming those obstacles that interfere with such growth. Professional and ethical guidelines will be part of the course study. 3 hours.

PST-D510 Adult Christian Formation
This course is an introduction to adult development theory as relevant to life-long growth in Christian faith and the challenge of ongoing conversion. The course will examine theories and other forms of the experiential process of faith development. [It is recommended that LIT-D511, Christian Initiation, be taken before this course.] 2 hours.

PST-D520 Canon Law - Principles
A study of the nature of law, the history of Canon Law, and an overview of the content of the 1983 Code of Canon Law, especially Books I and II. 2 hours.

PST-D521 Canon Law - Marriage
Introduces students to those portions of the Code of Canon Law pertaining to the preparation of couples for marriage and the annulment of marriages. [Prerequisite: Canon Law - Principles or permission of instructor] 2 hours.

PST-D533 Foundations of Spirituality
This course is a systematic study of the two-fold foundation of an integrated, incarnational spirituality: the anthropological component and the grace component. Central to this course is the study of conversion in its religious, moral, psychic, and intellectual forms. Theological and moral virtue will be explored as they engage the human, as well as the Gifts, Fruits, and Charisms of the Holy Spirit, and the Beatitudes. Religious phenomena of our day, such as the occult, new ageism, and fundamentalism will be addressed. Contemporary spiritual writers will be evaluated. (Cross listed with STH-D533) 3 hours.

PST-D534 The Marian Tradition and Contemporary Spirituality
Mary, the mother of Jesus, is the first of the disciples. This course will explore the history of her place in the Christian community, and her graced human response to the activity of God in her

life. Her response will then be studied as it presents patterns for our own spiritual growth personally and ecclesially, amidst the questions of our time. Marian pronouncement, art, and apparitions will be part of the study. (Cross-listed with STH-D534) 3 hours.

PST-D537 Foundations of Pastoral Counseling
This course introduces and examines the main theories and practical skills used in offering pastoral counseling in various ministerial situations. [Prerequisite: Foundations of Pastoral Care or Spiritual Direction] 3 hours.

PST-D540 Ecotheology and Spirituality
Theological, ethical, and spiritual ramifications of human interactions with the rest of creation will be explored. The implications of the new cosmology for theology and spirituality will also be considered. (Cross listed with STH-D537) 3 hours.

PST-D553 Theology and Spirituality of Marriage and Family
This course gives an overview of the Roman Catholic Church's theological, liturgical, and spiritual understanding of marriage and family, with an emphasis on the marriage rite, contemporary teachings, and pastoral considerations. 3 hours.

PST-D555 Premarital Preparation and Counseling
An introduction to pre-marital and re-marital counseling techniques as well as inventories that help identify gifts and areas for growth in the couple's relationship. Particular attention will be given to inventories that satisfy requirements for marital preparation in the Roman Catholic Church. 1 hour.

PST-D561 Domestic Violence Counseling
This course helps students to identify the signs of violence and abuse in the family dynamic and to survey counseling techniques for ministry with persons in these families. 1 hour.

PST-D564 Dominican Mystics
In this course representative selections from the writings of Albert the Great, Thomas Aquinas, Mechtild of Magdeburg, Catherine of Siena, and Meister Eckhart will be read and discussed. Particular attention will be given to their cultural context, use of imagery, spirituality, and theology. (Cross listed with DOM-D564 and STH-D564) 3 hours.

PST-D565 Sacramental and Theological Foundations of Ministry
This course examines the theological and sacramental foundations of contemporary Christian ministry, with a special emphasis on ministry in the Roman Catholic Church. Students will survey the evolution of ministry from biblical times to present, examine the sacraments of Baptism and Orders as a foundation for contemporary theologies of both lay and ordained ministry, and explore new ministerial questions surfacing in the Church today. 3 hours.

PST-D566 Theology of Priesthood
This course includes a study of the history and theology of priesthood as situated within the broader context of ministry within the Church; an examination of current Church documents on the priesthood; and a consideration of the contemporary challenges of priesthood, with special reflection upon the place of priesthood in religious institutes. Enrollment restricted to students in proximate preparation for ordination to the presbyterate in the Roman Catholic Church. 3 hours.

PST-D567 Theology and Ministry of Teaching

This course invites seasoned and new teachers to reflect from theological and ministerial perspectives on their own teaching practices, and to discern the theology that is embedded and proclaimed through their teaching practices. Students will explore and develop their teaching practices so that they may more faithfully and effectively mediate God through their ministry. (Cross-listed with STH-D567) 3 hours.

PST-D570 to PST-D579 Special Topics in Spiritual Direction
Various topics will be explored in separate courses offered periodically. Prayer, discernment, images of God, retreat direction, group spiritual direction, spirituality of the body, various approaches to spiritual direction (Ignatian, Dominican, etc.) and other topics will be the focus of different module courses. 1-2 hours.

PST-D580 Ministry with the Aging
This course studies and discusses the psychological and sociological considerations for understanding and responding to the needs of aging adults, the role of aging people in the community, the unique spiritual concerns of aging adults, a spirituality for aging, and the pastoral challenges for the church in its ministry with the aging and their families. 2 hours.

PST-D581 Marriage Counseling
This course introduces the student to pastoral counseling initiatives that address the marital relationship in crisis in a variety of situations. The premise of the course is that a healthy marital relationship invites formation through mutual love and respect. It also provides an overview of marriage counseling techniques and inventories that help to identify gifts and areas for growth in the marital relationship. 1 hour.

PST-D582 Addictions
This course examines the interrelationship of the physical, emotional, spiritual and social aspects of addictions along with the implications for the addicted individual, his/her family, and dependence, diagnosis, prevention, and treatment methods. 1 hour.

PST-D583 Crisis Counseling
An examination of the meaning of a crisis either in one's own life or in the life of a person the student is assisting. Appropriate ways in which a constructive resolution of the crisis might be achieved is explored. Special emphasis is given to the areas of divorce, suicide, rape, and accidents. 1 hour.

PST-D584 Anger, Guilt, Depression
This course introduces the student to the basic human emotions of anger, guilt and depression and pursues knowledge into the positive and negative dynamics of these emotions upon personal health, relationships, work and pastoral sensitivity. 1 hour.

PST-D585 Grief Counseling
A study of the process and stages of grieving and the implications for pastoral counseling. The class emphasizes grief as a normal human emotional response to changes in one's life and personal/family systems. Special emphasis is given to grief as a potential growth experience. 1 hour.

PST-D586 Multi-Cultural Issues in Counseling
This course introduces students to some of the unique qualities in the pastoral counseling relationship as expressed in gender, ethnicity, culture, race, and orientation issues. The course provides a look at the differences, similarities, and power in the pastoral counseling environment. 1 hour.

PST-D587 to PST-D589 Special Studies in Pastoral Theology
Various topics will be explored in separate courses offered periodically. Announced in the course schedule 1-3 hours.

PST-D599 Directed Readings in Pastoral Theology [Degree students only.] Variable credit.

Systematic Theology

STH-D503 Introduction to Theology and Theological Method
This introduction to the discipline of systematic theology leads students through an examination of fundamental issues such as faith, revelation, scripture, tradition, doctrine and dogma, doctrinal hermeneutics, and theological method. The course also introduces students to selected classical, modern, and contemporary theologians along with the different methodologies they use. The course aims to create a foundation for further course work in systematic theology, and to assist the student in developing a basic theoretical framework essential for investigating theological issues critically to formulate appropriate pastoral responses. 3 hours.

STH-D506 Doctrine of God
The mystery of God and the way we articulate this mystery is of fundamental importance for Christian life and theological reflection. This course explores the doctrinal meaning of the Trinitarian formula in its historical development and the contemporary issues surrounding its understanding and practice in Christian life today. [Prerequisite: Introduction to Theology and Theological Method] 3 hours.

STH-D516 Christian Anthropology
This course is a systematic theological reflection on the mystery of humanity in light of the mystery of Christ, with focus on the Christian symbols of creation in the image of God, original sin, grace, and heaven. [Prerequisite: Introduction to Theology and Theological Method] 3 hours.

STH-D521 Christology
An introduction to Christology, the study of Jesus the Christ. This course presents the belief of the Church and theological reflection concerning Jesus as the revelation of God. It examines the structure and development of Christology in the New Testament and subsequent tradition, as well as identifying issues in contemporary Christology. [Prerequisite: Introduction to Theology and Theological Method] 3 hours.

STH-D524 Vatican II and Its Significance Today
Almost fifty years later, the Second Vatican Council is recognized as the most important ecclesial event in Catholicism since the Reformation. Vatican II's theological and pastoral vision challenges the Church today to engage in ongoing reform, Christian unity, and the renewal of the social order. This course studies the events and teachings of Vatican II and their significance for the Church today. A number of the conciliar documents will be examined in light of themes such as liturgical renewal, collegiality, the relationship of the local churches to the universal church, inculturation, religious freedom, evangelization, the role of the laity, the call to Christian unity, inter-religious dialogue, and the social mission of the Church. [Prerequisite: Introduction to Theology and Theological Method] 3 hours.

STH-D532 Ecclesiology

A study of the nature and mission of the Church and the role it plays in the mystery of salvation revealed for all peoples in Jesus Christ. This course focuses on ecclesiological method and how theologians engage in a critical and systematic study of the Church. It surveys those major biblical, doctrinal, and theological themes used in history to define the Church. In addition, the course studies the unique contributions of Vatican II and themes such as communion, ecclesiology, collegiality, the laity, and the role of Mary in the Church. The course also studies how issues such as globalization, the changing shape of ministry, evangelization, ecumenism, and the experiences of women and the poor, among others, are prompting new theological insights on the nature and mission of the Church today. [Prerequisite: Introduction to Theology and Theological Method] 3 hours.

STH-D533 Foundations of Spirituality
This course is a systematic study of the two-fold foundation of an integrated, incarnational spirituality: the anthropological component and the grace component. Central to this course is the study of conversion in its religious, moral, psychic, and intellectual forms. Theological and moral virtue will be explored as they engage the human, as well as the Gifts, Fruits, and Charisms of the Holy Spirit, and the Beatitudes. Religious phenomena of our day, such as the occult, new ageism, and fundamentalism will be addressed. Contemporary spiritual writers will be evaluated. (Cross listed with PST-D533) 3 hours.

STH-D560 Evangelization of Culture
This seminar seeks to fathom the fundamental aspect in Christian preaching of promoting justice and peace-doing specifically in terms of what the two most recent popes have termed the "evangelization of culture." This seminar employs a conversational model of adult learning, with emphasis on weekly reading and discussion, and with a short final integrative paper. (Cross listed with HOM-D560) 3 hours.

STH-D534 The Marian Tradition and Contemporary Spirituality
Mary, the mother of Jesus, is the first of the disciples. This course will explore the history of her place in the Christian community, and her graced human response to the activity of God in her life. Her response will then be studied as it presents patterns for our own spiritual growth personally and ecclesially, amidst the questions of our time. Marian pronouncement, art, and apparitions will be part of the study. (Cross listed with PST-D534) 3 hours.

STH-D535 Theology of World Religions
A study of the major religions of the world in light of the Christological focus of Jesus as "Savior of all Nations." The areas of revelation, inculturation, ecumenical relations, mission, and evangelization will be explored. Seminar format. [Prerequisite: Christology or permission of professor] 3 hours.

STH-D537 Ecotheology and Spirituality
Theological, ethical and spiritual ramifications of human interactions with the rest of creation will be explored. The implications of the new cosmology for theology and spirituality will also be considered. (Cross listed with PST-D540) 3 hours.

STH-D561 Contextual Theology
This course is an exploration of the methods whereby one does theology in culture and context-sensitive modes. It provides a survey of theologies located in Latin America, Africa, and Asia, giving some consideration to Central/Eastern European and North American contexts as well. [Prerequisite: Introduction to Theology and Theological Method] 3 hours.

STH-D564 Dominican Mystics
In this course representative selections from the writings of Albert the Great, Thomas Aquinas, Mechtild of Magdeburg, Catherine of Siena, and Meister Eckhart will be read and discussed. Particular attention will be given to their cultural context, use of imagery, spirituality, and theology. (Cross listed with DOM-D564 and PST-D564) 3 hours.

STH-D565 Theology of Grace
"Grace" is the Christian symbol that expresses the relationship between God and the world and, specifically, the relationship between God and humanity. In this seminar significant texts from the tradition as well as from contemporary theological currents will be analyzed, with close attention to the methods used and the implications of each theology for Christian praxis and spirituality. [Prerequisite: Introduction to Theology and Theological Method] 3 hours.

STH-D566 Thomas Aquinas Today
A special study in philosophic theology, this course explores the crisis in philosophy and possible breakthroughs in the crisis using the interiority analysis of Bernard Lonergan. This approach will be contrasted with other forms of Aquinas Studies such as classical Thomism and Transcendental Thomism. Cognitional theory and epistemology will be addressed, with special attention to the implications of the study for theology. Seminar format. [Prerequisite: The Use of Philosophy in Theology, Thomas Aquinas: Life, Thought, Works and Philosophical Foundations of Thomas Aquinas] (Cross listed with PHL-D566 and DOM-D566) 3 hours.

STH-D567 Theology and Ministry of Teaching
This course invites seasoned and new teachers to reflect from theological and ministerial perspectives on their own teaching practices, and to discern the theology that is embedded and proclaimed through their teaching practices. Students will explore and develop their teaching practices so that they may more faithfully and effectively mediate God through their ministry. (Cross-listed with PST-D567) 3 hours.

STH-D575 to D576 Special Studies in Systematic Theology STH-D587 to D589 Special Studies in Systematic Theology
Elective courses offered on special topics. Announced in the course schedule. 1-3 hours.

STH-D599 Directed Readings in Systematic Theology [Degree students only.] Variable credit.

SPECIALIZED COHORT PROGRAMS

Doctor of Ministry Courses

STH-D603 Theology of Preaching
Students work together towards submitting a term paper that describes their operative theology of preaching from an advanced understanding of biblical, historical, theological, and pastoral disciplines. This paper includes a treatment of anthropology, theology, and Christology in terms of the theological spectrum of dialogical to sacramental imagination. Students also are expected to demonstrate deepened theological awareness of the preaching act. 3 hours.

BIB-601 Biblical Hermeneutics and Preaching
This seminar provides an introduction and analysis of historical criticism (historical-critical and social scientific methods), literary criticism (narrative and rhetorical methods), and contemporary reader-response criticism (liberationist and feminist methods) as these methods have been utilized in the Church and in the academy. Participants have opportunities to become partners in dialogue with historical, literary, and contemporary reader-response methods and process-oriented hermeneutics. They also create several homilies/sermons to illustrate the integral relationship of methods and hermeneutics for the preacher and the holy preaching. 3 hours.

HOM-D605 Core Homiletic Seminar I
HOM-D606 Core Homiletic Seminar II
The two core homiletic seminars are given as the third and sixth courses in the six-course core sequence. Students will read, critique, and synthesize significant books in contemporary homiletic literature. Areas of study include communication and homiletic theory, literary form and biblical preaching, congregational analysis, preaching on social and moral issues, women's issues in preaching, preaching in culturally diverse contexts, and the spirituality of the preacher.

During the Doctor of Ministry in Preaching program, students are expected to preach on a regular basis with a particular congregation. During core homiletic seminars, each student will present for discussion audio-video and written case studies of their preaching. Written case studies include an exegesis of the congregation, hermeneutical and theological interpretation of the scriptural texts, a learning goal, rationale for homiletic form and approach, a complete text of the preaching, a summary of response from a congregational feedback group, and personal reflections of the preacher. 3 hours for each course.

HST-D602 History and Preaching
This seminar is a journey through the history of preaching which enables the student to explore representative homilies, sermons, preaching events, and those who generated them from the early Christian period to the present era. The study is designed to examine the enduring and variable dimensions of preaching from era to era, as well as the dominant models of preaching and the spirit of the age in each given context, with a view to a more enlightened comprehension of contemporary preaching experience. 3 hours.

LIT-D604 Liturgy and Preaching
Preaching within liturgy takes a number of forms. One of the most important is that of the homily, an act of liturgical preaching interpreting life through the scriptures proclaimed and integral to the liturgical act as a sacramental action. Such preaching engages a concrete, local assembly, gathered for a particular act of worship, at a particular moment in the Church year. This course explores the relation of preaching to liturgy and pursues in-depth analysis of liturgical rites from the point of view of liturgical preaching. 3 hours.

HOM-D607 Thesis Project Seminar
The sessions of this seminar address the goal and formulation of the Doctor of Ministry in Preaching thesis project, appropriate research methodology, and the Doctor of Ministry in Preaching style sheet. Students will present initial ideas for their thesis project to the seminar for constructive critique, and they will begin writing their formal thesis project proposal. The choice of electives will be discussed, and faculty thesis-project advisors will be assigned. 0 hours.

HOM-D608 DMin Elective I
HOM-D609 DMin Elective II

Two elective courses are required. Elective study may be interdisciplinary and is directed toward completion of the proposed Doctor of Ministry in Preaching thesis project. Doctoral courses may be chosen at accredited seminaries or graduate schools. With the approval of a doctoral-level "Elective Course Contract" by the Program Director and the Academic Dean, master-level courses may be augmented for elective study, or directed reading and writing electives may be negotiated. 3 hours for each elective.

DMR-D697 D.Min. Continuation Status
After one year of thesis project research, the D.Min. Candidate must register each succeeding fall and spring term for continuation status. The D.Min. Thesis Project ordinarily will be completed in no fewer than three and a half and no more than six years from the date of admission to the first course in the program. 0 hours.

DMR-D698 Thesis Project Research
After completion of electives and approval of the thesis project proposal, the D.Min. Candidate will register for Thesis Project Research, allowing up to one year of thesis project direction and writing. 3 hours.

Master of Arts in Pastoral Studies - Catechesis of the Good Shepherd Courses

CGS-F511 Catechesis Formation Level I (The 3-6 Child)
CGS-F512 Catechesis Formation Level II (The 6-9 Child)
CGS-F513 Catechesis Formation Level III (The 9-12 Child)

In addition to 30 credit hours of theological study at Aquinas, students earn 18 credit hours for completing the three CGS formation courses recognized by the National Association of the Catechesis of the Good Shepherd. Courses can be taken before or during the student's theology courses at Aquinas and should be taken in sequence. At each level, the catechist explores the biblical and liturgical themes introduced to the child in the age group and receives assistance in creating materials, setting up an atrium, and preparing an album of presentations suitable for children in that level. CGS formation courses are offered internationally in a variety of formats and a diversity of settings. In order to receive graduate credit, the course and personal album must meet the standards of Aquinas Institute and the National Association for "CGS Coursework at a Graduate Level."

CGS-T500 Proseminar
The Proseminar immerses incoming degree students in a communal exploration and pursuit of practices that are essential for theological study and ministerial formation at Aquinas Institute of Theology: written and oral communication, close reading of texts, analysis of social context, theological reflection, and collaboration.
Over the course of the semester, students will have the opportunity to study and engage these practices so that they become habits. 2 hours.

CGS-T501 Bible Interpretation
This course explores the meaning of the biblical text by examining a number of contemporary approaches to biblical interpretation. Particular attention will be given to exploring the meaning behind the text, of/in the text, and in front of the text. 3 hours.

CGS-T502 Intro to Theology

This course provides a foundation for and introduction to the discipline of theology, theological study and ministerial formation. Through an examination of the fundamental issues of theological study, and through the five practices that will be employed throughout the program, students will develop a foundational framework for engaging in critical theological reflection. This framework is developed in relation to the preaching mission of the Church, in light of Dominican spirituality. 3 hours.

CGS-T503 Hebrew Scriptures
This course offers a close examination of selected texts of the Hebrew Scriptures (i.e., the Old Testament) based on literary, hermeneutical, theological, historical, cultural, and geographical aspects, and the faith of communities which have shaped and continue to shape this literature. 3 hours.

CGS-T504 Theology of Worship
Sacramental theology reveals a God who acts in history and in time, who allows creation to bring forth the divine, and who has entered fully into the human condition. This class studies such theology with particular emphasis on the contemporary understanding and recovery of a sacramental vision encompassing Christ, Church, and the Church's ritual actions that are called sacraments. The course also explores the place of corporate worship in the life of the Church, the liturgical reforms of Vatican II, as well as the theology and role of the assembly and of liturgical leadership. 3 hours.

CGS-T506 Foundations of Pastoral and Ethical Care
This course is designed to explore the historical and contemporary directions of pastoral care and to help in the formulation of appropriate ethical and professional responses to various situations in pastoral ministry. 3 hours.

CGS-T507 SPM
Supervised Practice of Ministry includes no fewer than five hours per week of ministry for twelve weeks at a definite site; seven bi-weekly, one hour appointments with a competent, on-site supervisor; and a classroom seminar facilitated by the Director of Field Education and C.G.S. staff. Each student negotiates a written learning contract specifying a ministry, an on-site supervisor, and learning goals. In the classroom seminar, students learn a method of theological reflection that takes into account personal and communal experience, Christian tradition, and culture. In the context of pastoral case studies, students develop the habit of integrating theology with experience. 3 hours.

CGS-T510 Christian Scriptures
This study of selected texts of the Christian New Testament stresses reading and interpretation based on contemporary methods and approaches. It provides a careful examination of the form, content, and function of these texts, first in their original literary, historical, social, cultural, and religious contexts, then in their application for Christian ministry today in the contexts of liturgy, evangelization, catechesis, pastoral care, and prayer. 3 hours.

CGS-T522 Christology and Christian Anthropology
This course presents the belief of the Church and theological reflection concerning Jesus as the revelation of God. It examines the structure and development of Christology in the New Testament and subsequent tradition, as well as issues in contemporary Christology. The course includes systematic reflection on the implications for understanding the mystery of humanity in light of the mystery of Christ. Among the anthropological considerations are creation in the image of God, sin, grace, and heaven. 3 hours.

CGS-T523 Contemporary Issues in Sacramental Theology
This course builds on the foundation laid in the Theology of Worship course. After a review of the sacraments of healing and vocation, it examines issues of personal morality, social justice and spirituality raised by the ideals and values symbolized in all seven sacraments. It concludes with readings that connect the sacraments with a variety of ecclesial and social concerns. 3 hours.

CGS-T524 Integrative Seminar
A seminar designed to aid graduating ministry students in articulating, integrating, and evaluating core themes in their operative theology. 3 hours.

MAPS-CGS Spiritual Formation Courses

CGS-F501 Spiritual Formation I
CGS-F502 Spiritual Formation II
CGS-F503 Spiritual Formation III
CGS-F504 Spiritual Formation IV
CGS-F505 Spiritual Formation V
CGS-F506 Spiritual Formation VI
CGS-F507 Spiritual Formation VII
CGS-F508 Spiritual Formation VIII

Master of Arts in Health Care Mission Courses

HCM-T500 Practical Theology for Ministry Leaders
This course introduces incoming EMAHCM students to a set of practices that are essential for theological study and ministerial formation at Aquinas Institute of Theology. Students will engage these practices as they examine fundamental issues of theology such as faith, revelation, scripture, tradition, doctrine and dogma, and theological method, especially as these are encountered and relate to the healing ministry of the Church. The course aims to create a foundation for further course work in systematic theology, and to assist the student in developing a basic theoretical framework essential for grappling with theological issues in the context of Catholic health care. 3 hours.

HCM-T512 Interpreting Sacred Texts for the Healing Ministry
This course is an exploration of the dynamic interaction between God, human persons, and the universe captured specifically in the Bible and in other sacred texts. Examining a number of contemporary approaches to biblical interpretation sets the context for studying the meaning behind the text, of/in the text, and in front of the text. The study of text interpretation opens to an examination of how different world views provide various responses to the mystery of suffering and healing. 3 hours.

HCM-T526 Jesus, the Church and the Healing Ministry
This course explores the Christian understanding of what God has done, is doing and promises to do in Jesus through the community called Church. As a people called and sent to bear witness to the mystery of salvation revealed for all people in Jesus the Christ, the Church is the privileged place where reflection on the Christ and the enactment of his proclamation of the Reign of God continues in time and space. Drawing on multiple sources (Scripture, magisterial teachings, theological writings and Christian praxis) we will examine the Church's faith in Jesus, the Christ, and how this faith structures the Christian community's mission to the world, specifically in the ongoing work of the healing ministry of Jesus. 3 hours.

HCM-T536 Catholic Social Teaching: Foundations and Applications for the Healing Ministry

This course examines basic themes of the Catholic moral tradition and of modern Catholic social teaching as they relate to the ministry of Catholic health care. Some of these core concepts include the human person as moral agent, human freedom, the role of conscience, the use of Scripture and natural law in moral theology, the common good, human rights, principles of justice, and the importance of critically and prayerfully reflecting on human experience in developing practical wisdom. As we examine and explore this tradition we will continually ask the "so what" question with regard to our obligations as leaders in a public ministry of the Church, and to the role of Christian moral arguments in an increasingly pluralistic, secular, and interdependent culture and global community. 3 hours.

HCM-T540 Health Care Ethics

This course examines a number of important ethical issues encountered in health care today. While the primary context for considering the issues is Roman Catholic teaching, this perspective is contrasted with secular, philosophical approaches that are prevalent in discussion of these issues. 3 hours.

HCM-T550 Sacraments for the Healing Ministry

This course explores Catholic health care institutions as sacraments of God's compassion from a theological perspective, and it will help them to perceive themselves as participants in this broadly sacramental ministry of the Church. The course will begin with an introduction to some of the ways that Christians might differ in their religious sensibility. An overview of the contemporary Catholic understanding of sacraments will be followed by a brief study of Catholic Sunday worship, formally called the eucharistic liturgy but informally known as the mass. The sacraments will then be looked at from the perspectives of psychology, sociology, morality and spirituality. After treating the sacrament called Anointing of the Sick, the course will conclude with an overview of spiritual care as an essential component of health care in an institutional setting. 3 hours.

HCM-T560 Advocacy, Ethics, and Public Policy

(former title: Ethical Issues in Health Care and Public Policy)

This course is intended to familiarize the student with a variety of issues raised by the development and implementation of health policy in the United States. Students who successfully complete this course will be able to describe the main elements of American health care policy, (Medicare, Medicaid, private insurance, health reform, the Affordable Care Act) and explore some of the ethical challenges raised by US health care policy. In addition, the student will be able to evaluate aspects of American health care policy in light of Catholic Social Teaching and know how to use mission to help Catholic healthcare organizations respond strategically to health policy, establish positions on health policy, and influence policy through advocacy. 3 hours.

HCM-T565 Organizational Ethics

This course will examine the methods, principles, and practical ways to address organizational ethics (OE) in Catholic healthcare organizations. OE, relatively new to applied and health care ethics is the source of intrigue to most serious students of ethics. OE must be seen in the context of clinical bioethics issues within Catholic health care and Catholic Social thought. With the use of a case study method, this seminar will offer an opportunity to explore what is unique to OE; how to distinguish OE from other areas of applied ethics; and how to study and address OE in Catholic healthcare organizations. The participant will understand how the method for OE requires significantly different skills than those found in clinical bioethics. Most importantly, the participants

will reflect on whether organizational ethics in health care has any special considerations when applied to Catholic healthcare organizations. 3 hours.

HCM-T566 Leadership Competencies for Ministry Leadership
This course explores the principles and practices of exercising leadership within one's ministry in healthcare by integrating knowledge of self/identities and one's roles within the context of the organization's culture and structure. The course examines the history of the discipline called leadership, the various discourses leading in the healthcare arena today, and encourages students to find their voices as they lead from both formal positional authority as ministry leaders and through their informal authority as people of faith. Leading today requires growth and development in emotional intelligence and the cognitive abilities to articulate and practice within the complexity of multi-professional work. The ability to exercise leadership requires a deepening spiritual presence that allows leaders to co-create a holding environment in which to work within healthcare. The course utilizes various methods and tools integrating Ken Wilber's four-quadrant approach: the internal and external of ourselves and organizations or collectives. 3 hours.

HCM-T570 Theology of Ministry/Integrative Seminar
A seminar designed to aid graduating ministry students in articulating, integrating, and evaluating core themes in their operative theology. This course involves a critical exploration of the theologies of ministry. A core task in this course is to examine the character and nature of ministry, with a keen eye toward understanding the designation of the term "ministry." Significant attention is given to the character and nature of health care ministry, especially to the question of lay ministry in correlation with institutional mission and identity. Of distinct interest is the question of how mission and identity gets handed on from sponsoring congregations to largely lay-run health care organizations. 4 hours.

HCM-F501 Spirituality for Ministry Leadership I
HCM-F502 Spirituality for Ministry Leadership II
HCM-F503 Spirituality for Ministry Leadership III
HCM-F503 Spirituality for Ministry Leadership IV
HCM-F503 Spirituality for Ministry Leadership V
HCM-F503 Spirituality for Ministry Leadership VI
HCM-F503 Spirituality for Ministry Leadership VII
HCM-F503 Spirituality for Ministry Leadership VIII
HCM-F503 Spirituality for Ministry Leadership IX
HCM-F503 Spirituality for Ministry Leadership X

These formation courses address foundational practices and skills employed by successful ministry leaders. Through prayer, readings, theological reflection, and facilitated discussions around case studies students engage real situations and share the practices that support their personal integration of virtues, authentic spirituality and leadership competencies. 5 units

Master of Arts in Pastoral Ministry Courses

MPM-T500 Proseminar/Introduction to Theology
This course provides a foundation for and introduction to the discipline of theology, theological study and ministerial formation. Through an examination of the fundamental issues of theological study, and through the five practices that will be employed throughout the program, students will develop a foundational framework for engaging in critical theological reflection. This framework is developed in relation to the preaching mission of the Church, in light of Dominican spirituality.

The course will provide some practical orientation to the Blackboard system of online educational tools and to the wisdom community model of cohort learning. 3 hours.

MPM-T501 Bible Interpretation
The question "What does the biblical text mean?" will be the focus as students explore significant contemporary approaches to biblical interpretation. Students will be introduced to key Church documents discussing biblical interpretation. The Bible will be viewed variously from the perspectives of the worlds behind, of/in, and in front of the text, using a variety of hermeneutical methods. Students will engage in hermeneutical analysis of select passages in both Testaments. 3 hours.

MPM-T505 Hebrew Scriptures
This course offers a close examination of selected texts of the Hebrew Scriptures (i.e., the Old Testament) based on literary, hermeneutical, theological, historical, cultural, and geographical aspects, and the faith of communities which have shaped and continue to shape this literature. 3 hours.

MPM-T510 Christian Scriptures
This study of selected texts of the Christian New Testament stresses reading and interpretation based on contemporary methods and approaches. It provides a careful examination of the form, content, and function of these texts, first in their original literary, historical, social, cultural, and religious contexts, then in their application for Christian ministry today in the contexts of liturgy, evangelization, catechesis, pastoral care, and prayer. 3 hours.

MPM-T515 Ministry in the Scriptures
Selected texts from both the Hebrew Scriptures and the Christian New Testament will be examined using contemporary methods and approaches of biblical scholarship. The literary, hermeneutical, theological, historical, cultural, geographical and religious contexts of the texts will focus on application for Christian ministry today in the contexts of liturgy, evangelization, catechesis, pastoral care and prayer. 3 hours.

MPM-T522 Christology and Christian Anthropology
This course presents the belief of the Church and theological reflection concerning Jesus as the revelation of God. It examines the structure and development of Christology in the New Testament and subsequent tradition, as well as issues in contemporary Christology. The course includes systematic reflection on the implications for understanding the mystery of humanity in light of the mystery of Christ. Among the anthropological considerations are creation in the image of God, sin, grace, and heaven. 3 hours.

MPM-T527 Theology of Church and Ministry
This course examines the nature and mission of the Christian Church and the role it plays in the mystery of salvation revealed for all people in Jesus Christ. It focuses on major doctrinal and theological themes used in history to define the identity of the Church and the development of ministry. This course includes a study of a theology of ministry, with origins in the mission of Christ and his Church, which continues in multiple forms by the power of the Holy Spirit released in baptism and orders. 3 hours.

MPM-T530 Theology of God
A historical and systematic study of the triune being of God, this course will focus on the classical development of the theology of the Trinity and the contemporary attempt to recover

the meaning of the Trinitarian doctrine in light of contemporary questions and concerns. 3 hours.

MPM-T535 Critical Moments in Church History
This is a survey of Christian church history, especially in the West, from the end of the apostolic age to the present. Particular emphasis is placed on the interaction of the social, cultural, and intellectual context of history with the religious, political, and ecclesial development. The study of primary sources and theological statements, sermons, and manifestations of popular piety understood as "documents" of history provide students with a historical framework for investigating topics that continue to shape contemporary Christian life. 3 hours.

MPM-T545 Morality: Personal and Social
This course introduces students to the basic methods and theological presuppositions of Roman Catholic morality, including the way we understand the human person, human freedom and human acts, the moral virtues, the relationship between morality and spirituality, and the importance of grace and the gifts of the Holy Spirit in the moral life. There will be opportunity to apply the principles being learned to specific moral issues, especially those of concern to the local church. This course includes an introduction to Catholic social teaching. 3 hours.

MPM-T547 Supervised Practice of Ministry I
Supervised Practice of Ministry includes no fewer than five hours per week of ministry for twelve weeks at a definite site; seven bi-weekly, one hour appointments with a competent, on-site supervisor; and a classroom seminar facilitated by the Director of Field Education and M.A.P.M. staff. Each student negotiates a written learning contract specifying a ministry, an on-site supervisor, and learning goals. In the classroom seminar, students learn a method of theological reflection that takes into account personal and communal experience, Christian tradition, and culture. In the context of pastoral case studies, students develop the habit of integrating theology with experience. 3 hours.

MPM-T550 United States Church History
An inquiry into the social and religious history of the American Catholic people from the colonial period to the present with emphasis on the United States. Attention is directed to representative persons, groups, institutions, and to the social and political ramifications of Catholics situated in a pluralistic society. 3 hours.

MPM-T551 Theology of Worship and Sacraments
Sacramental theology reveals a God who acts in history and in time, who allows creation to bring forth the divine, and who has entered fully into the human condition. This class studies such theology with particular emphasis on the contemporary understanding and recovery of a sacramental vision encompassing Christ, Church, and the Church's ritual actions that are called sacraments. The course also explores the place of corporate worship in the life of the Church, the liturgical reforms of Vatican II, as well as the theology and role of the assembly and of liturgical leadership. 3 hours.

MPM-T553 Proclamation for Evangelization
In light of the Church's call to evangelize culture, this course fosters an excellence in the ministry of the Word. An introductory course directed toward the broad, non-liturgical dimension of preaching in the Church, it is a basic exploration of the theology and methodology of preaching in varied situations and includes practice within the class setting. Reflection on the Dominican notion of "becoming the sacred preaching" is highlighted. 3 hours.

MPM-T560 Foundations of Pastoral Care
This course is designed to explore the historical and contemporary directions of pastoral care and to help in the formulation of appropriate ethical and professional responses to various situations in pastoral ministry. 3 hours.

MPM-T563 Church Polity and Law for Ministry
This introductory course acquaints students to the legal life and structures of the Roman Catholic Church as experienced in parish settings. Students examine the role of law in the life of the Church; methods of interpreting law; membership in the Church; the rights of Christians; diocesan and parochial structure; procedures; and property. The parish is the context for these topics. 3 hours.

MPM-T565 Catholic Social Teaching in American Context
This course is a study of the papal encyclicals and other documents that have come to be known as "Catholic Social Teaching." Particular attention is given to the meaning of justice in the Catholic tradition, the common good, human rights, war and peace, and economic justice. The course will also consider specific issues encountered in the application of Catholic social teaching by the Church in the United States today, with a particular concern for local church challenges. 3 hours.

MPM-T570 Integrative Seminar
The Integrative Seminar is designed to enable students to critically review, assess, and integrate the major theological themes and ministerial experiences addressed during the course of the degree program. Through a personal and communal appropriation of both the Christian theological tradition and the experience of pastoral ministry, the student will work to articulate an operative theology of pastoral ministry. 4 hours.

MPM-F501 Formative Spirituality for Pastoral Ministry I
MPM-F502 Formative Spirituality for Pastoral Ministry II
MPM-F503 Formative Spirituality for Pastoral Ministry III
MPM-F504 Formative Spirituality for Pastoral Ministry IV

This course extends over the entire length of the M.A.P.M. program. This seminar is concerned with fostering a deeper awareness of each person's spirituality and the role of conversion in Christian life. It also emphasizes the development of ministerial identity and the foundations of spirituality for ministerial service in the Church. It builds on the students 'skills in individual and group theological reflection. The members of the cohort, as well as the Formation Director, play an important role in shaping the dynamics of this formation experience.

SECTION ELEVEN

POLICIES

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, on any Saint Louis University property, or at any Aquinas Institute sponsored event.

The selling, bartering, exchanging or giving away of such drugs to any person not intended to possess them by physician's or dentist's prescription is illegal and prohibited.

Any student engaged in such activities will be subject to arrest by law enforcement agents, as well as subject to suspension and/or expulsion from Aquinas Institute of Theology.

For assistance and information on issues relating to drugs, please contact the Student Health and Counseling Center at (314) 977-2323.

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.

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.

- 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.

- This statement is based upon and intended to be in essential agreement with the Saint Louis University Policy on AIDS, issued June 5, 1991.

POLICY ON ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

(Passed by the Faculty on November 12, 2015)

Students with needs for special assistance due to learning, physical, or medical disabilities on either a short- or long-term basis should contact Disability Services at Saint Louis University (SLU) to negotiate a letter of accommodation. Additionally, students must confer with their professors and the director of student services at Aquinas Institute within the first two weeks of class or at such other time that accommodation has been approved. A copy of the SLU accommodation letter is to be given to professors and the Academic Dean if accommodation is 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.

All requests for special accommodation and auxiliary aids should be directed to Disability Services at SLU. Provision of aid will be based upon an individual student's need. Ordinarily, accommodation will be developed in consultation with the Program Director, Disability Services at SLU.

To be considered for an accommodation or aid, the student must meet the following requirements:

The student must meet with Disability Services at SLU and discuss his/her needs at least six weeks prior to the start of classes.

The student must have a disability and submit current medical documentation of the disability to the Office of Disability Services at SLU.

Upon receiving an accommodation letter from Disability Services at SLU, the student must have the letter approved by the Aquinas Institute Academic Dean.

Aquinas Institute administration reserves the right to deny any accommodation deemed beyond the scope of the Institute's capabilities and/or size. Accommodation 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 by Aquinas Institute administration.

It is the sole responsibility of the student to request accommodation or aid through Disability Services at SLU, and have the letter approved by the Academic Dean at Aquinas Institute. Aquinas Institute cannot otherwise grant accommodation or aid to a student.

If students experience harassment or discrimination because of their disability, they should contact the Academic Dean.

It is always at the student's discretion to use or not use the letter of accommodation in any or all classes.

A student will never be required to disclose his/her disability outside of the Office of Disabilities at SLU.

Accommodation letters will never disclose a disability, only the accommodation granted to the student.

Disability Services
disability_services@slu.edu
314-977-3484
Fax: 314-977-3486
Busch Student Center, Suite 331 (part of Student Success Center)
20 North Grand Boulevard
St. Louis, MO 63103
http://www.slu.edu/x24491.xml

NOTICE OF NONDISCRIMINATORY POLICY

Aquinas Institute of Theology admits qualified students of any race, color, national and ethnic origin, religion, age, sex, or disability to all the rights, privileges, programs, and activities generally made available to students of the Institute.

Aquinas Institute of Theology does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability or age in administration of educational policies, admissions policies, employment policies, scholarship and loan programs, or other school-administered programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Office of the Academic Dean
Fr. Michael Mascari, O.P.
23 S. Spring Ave.
St. Louis, MO 63108
314-256-8852

For further information on notice of non-discrimination, visit https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

(Approved by the USDE Office of Civil Rights on 3 December 2015; adopted by the President of Aquinas Institute 4 December 2015)

Aquinas Institute of Theology (the "Institute") is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the Institute to maintain an educational and work environment free from all forms of unlawful discrimination and harassment.

To that end, the Institute strictly prohibits and does not tolerate unlawful discrimination or harassment by or against any of its employees, students, or applicants for employment or admission on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, marital status, pregnancy, or other characteristic protected by federal or state law. The Institute prohibits all unlawful discrimination in the school environment, including all academic, extra-curricular, and school-sponsored activities.

Students experiencing or witnessing any perceived act of discrimination and/or harassment in violation of this policy are encouraged to immediately report it in accordance with the Institute's Grievance Procedure, below. All employees of the Institute are required to promptly report incidents of unlawful discrimination, whether verbal, physical or otherwise, of which they become aware by whatever means, pursuant to the Grievance Procedure below. All Institute personnel who observe student-on-student or staff-to-student discrimination based on race, color, national origin, sex, disability, age or otherwise are required to intervene to stop the discrimination, unless circumstances would make such an intervention dangerous. All members of the Institute community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the Institute. The Institute will investigate all formal and informal complaints of discrimination and/or harassment.

The Institute does not disclaim any right it might otherwise lawfully have to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

Discrimination

Unlawful discrimination may occur when an individual is treated less favorably with respect to the terms and conditions of employment or education, or with respect to the individual's receipt of employment or educational benefits, because of his or her membership in a protected class. Accordingly, all employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, benefits and any other terms and conditions of employment, will be made without regard to the employee's or applicant's race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, marital status, pregnancy, age, physical or mental disability, medical status, covered veteran status, or any other characteristic protected by federal or state law. Similarly, all education-related programs and activities, including but not limited to admissions, financial aid, academic programs, research, and other extracurricular activities, will be administered without regard to the student's race, religion, national or ethnic origin, sex, sexual orientation, gender identity, marital status, pregnancy, age, physical or mental disability, medical status, covered veteran status, or any other characteristic protected by federal or state law.

Sexual and Other Unlawful Harassment

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of

employment or academic success.

• Submission to or rejection of the advance, request or conduct is used as a basis for employment or academic

decisions.

- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering

with work or academic performance by creating an intimidating, hostile or offensive work environment.

The Institute will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault, impeding or blocking movement, or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending

inappropriate adult- themed gifts, leering or making sexual gestures).

Harassment on the basis of race, color, national origin, sex, disability, age and/or other characteristics protected by law is also prohibited. Such harassment often takes a similar form to sexual harassment and includes harassment that is:

(314) Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).

(315) Physical (for example, assault or inappropriate physical contact).

(316) Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).

These listed are illustrative only, and not exhaustive. No form of harassment will be tolerated.

Complaint Procedure

The Institute's complaint procedure addresses complaints of discrimination based on race, color, and national origin, sex, disability and age including complaints of harassment. The Institute's policies prohibit discrimination in the school environment, including all academic, extra-curricular and school-sponsored activities. The Institute encourages any student who feels that he or she has been unlawfully discriminated against or harassed, to report the incident promptly. The Institute requires any employee who observes or is otherwise aware of an incident of unlawful discrimination or harassment, to report the incident promptly. To assist in the investigation, the Institute may request that a complaint be made in writing with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Although the Institute may request the submission of a written complaint, an oral complaint is sufficient to initiate the procedures set forth

under this policy. All incidents of discrimination witnessed or otherwise reported must be documented by the designated officers listed below.

Complaints should be made orally or in writing to any of the following people, who are the Institute's designated officers for investigating complaints and implementing the Institute's policy against unlawful discrimination and harassment:

1. Complaint by Student or Prospective Student/Applicant:

Academic Dean
Fr. Michael Mascari, O.P.
Rm. 103
23 S. Spring Avenue
St. Louis, MO 63108
(314)256-8852
mascari@ai.edu

2. Complaint by Employee or Prospective Employee/Applicants:

Academic Dean
Fr. Michael Mascari, O.P.
Rm. 103
23 S. Spring Avenue
St. Louis, MO 63108
(314)256-8852
mascari@ai.edu

President
Fr. Mark Wedig, O.P.
Rm. 102
23 S. Spring Avenue
St. Louis, MO 63108

- 256-8802
  wedig@ai.edu

If the person making a complaint feels uncomfortable directly reporting to an individual identified above, he or she may make a report to any of the other individuals identified, regardless of whether he or she is a student, employee or prospective student or employee. Further, in the case of a complaint by an Institute employee, a complaint may also be made to the employee's supervisor. A supervisor who receives a complaint of unlawful discrimination or harassment, or observes or is otherwise aware of an incident of unlawful discrimination or harassment, shall promptly inform the appropriate designated officer, as set forth above.

In cases involving potential criminal conduct, the Institute will determine whether appropriate law enforcement or other authorities should be notified.

Complaints of discrimination and/or harassment on the basis of disability, age, sex, race, color, or national origin may be filed at any time with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut, Suite 320, Kansas City, Missouri 64106, (816) 268-0550.

Investigation and Corrective Action

The Institute will investigate and prepare an investigatory report in connection with each reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt and professional manner by individuals trained in complaint investigation and who are knowledgeable about the Institute's obligation to comply with laws prohibiting discrimination in the Institute's programs. In determining cases, the Institute adheres to a preponderance of evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred) consistent with Title IX standards). Absent extraordinary circumstances or the unavailability of parties or witnesses, investigations will take place over a period of no longer than ten (10) business days. Unless prohibited by applicable privacy laws, written notice of the outcome of the investigation will be provided to the parties within five (5) business days of the completion of the investigation.

Procedure

Once a complaint is filed, the designated officer will alert the other two designated officers. All three will first take action to stop the discrimination immediately. The three designated officers will read any relevant reports or documents pertinent to the allegations and conduct an interview with the complainant. The accused will then be interviewed and both parties will be allowed the opportunity to present witnesses. Any additional witnesses identified will also be interviewed. Following the interview process, the three designated officers will confer to determine if unlawful discrimination or harassment occurred, and/or if a hostile environment exists. (A hostile environment may be created when an employee or student feels uncomfortable or scared to be in his or her work space or learning environment due to offensive behavior, intimidation or abuse by an Institute employee or a peer.). Based on their findings, the designated officers will decide the appropriate action moving forward, including whether disciplinary action must be taken, and prepare an investigatory report. The investigatory report shall include: (1) the name and applicable race, national origin, sex or age of the alleged victim and, if different, the name and race, sex and age of the person reporting the allegation; (2) the nature of the allegation, a description of the incident, and the date and time (if known) of the alleged incident; (3) the names and applicable races, sex and age of all persons alleged to have committed the alleged discrimination, if known; (4) the names and applicable races, sex and age of all known witnesses to the alleged incident; (5) any written statements of the reporter, the victim (if different from the reporter), the accused student(s), and any known witnesses; (6) the outcome of the investigation; and (7) the response of Institute personnel and, if applicable, the date any incident was reported to law enforcement.

Confidentiality

It is required that all individuals involved in a grievance proceeding maintain the confidentiality of information obtained during a grievance to the greatest extent possible, including the names of the parties, alleged witnesses, and other information received during the processing of a complaint.

Corrective Action

If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the Institute will initiate prompt corrective and remedial action, as appropriate under the circumstances. Sanctions for employees for a violation of policy may include: termination; suspension; disciplinary probation; mandated counseling; alcohol and/or drug education programs; and/or other employment sanctions. Sanctions for students for a violation of policy may include: expulsion; suspension; disciplinary probation; mandated counseling; alcohol and/or drug education programs; restrictions of campus privileges including participation in student activities; and/or other education sanctions. If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the Institute, corrective action within reasonable control of the Institute and as appropriate under the circumstances will be initiated.

If termination of a faculty member is contemplated, the applicable rules governing dismissal for serious cause will be followed.

Retaliation Prohibited

The Institute prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of unlawful discrimination or harassment or is involved as a witness or participant in the complaint or investigation process.

In order to protect a Reporting Party and facilitate the Party's continued access to Institute employment or educational programs and activities, the Institute may offer the following protective measures:

- Imposition of an on-campus, no-contact directive;
- Rescheduling of exams or assignments;
- Providing alternative course completion options;
- Change in class schedule, including the ability to withdraw from a course without penalty;
- Change in employee's work schedule or job assignment;
- Limit of an individual's access to certain Institute facilities or activities pending the outcome of the matter;
- Voluntary leave of absence;
- Providing academic support services;
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy.

The Institute encourages any individual who believes he or she has been subject to unlawful retaliation, or observes or is otherwise aware of an incident of unlawful retaliation in violation of this policy, to report the incident promptly pursuant to the complaint procedure identified above. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of unlawful retaliation in violation of this policy.

Right to Appeal

An employee or student who is found to have engaged in unlawful discrimination, harassment or retaliation in violation of this policy shall have the right to appeal the decision. Similarly, the complainant may appeal the decision.

If the academic dean was the Institute's designated officer responsible for handling the complaint, the appeal must be made to the president or the president's designee. If someone other than the academic dean was the Institute's designated officer responsible for handling the complaint, the appeal must be made to the academic dean. The appeal may address the decision of whether unlawful discrimination, harassment or retaliation occurred, and it also may address the corrective action imposed.

The appeal must be submitted in writing within ten (10) working days after the written notification of the results of the investigation. The appeal should describe with specificity why the findings or corrective action imposed were not reasonable based upon the evidence and information made available to the investigator and/or the Institute official who made the decision regarding the corrective action.

The president or academic dean who is deciding the appeal may receive or consider additional information if he or she believes such information would aid in the review of the appeal. This right to appeal shall not entitle the appellant to a new or second investigation. The appeal should be granted only if the president or the academic dean who is deciding the appeal concludes that the findings were not reasonably based on the evidence and information available to the investigator, or

that the corrective action imposed was not reasonably based upon the evidence and information available to the Institute official who made the decision regarding the corrective action.

The president or the academic dean who is deciding the appeal will provide the decision to the individual who submitted the appeal within 30 days of receipt of the written appeal. The decision of the president or the academic dean who is deciding the appeal is final.

During the time of the appeal and review, any corrective action taken as a result of the original complaint may be implemented and enforced.

Comprehensive Training
Arrangements have been made to provide training on implementing and enforcing Federal anti-discrimination and anti-harassment laws and the Institute's policy and procedures prohibiting discrimination and harassment and grievance procedure to all Aquinas Institute of Theology faculty and staff within sixty days of approval of the Office for Civil Rights of these policies and procedures.

POLICY REGARDING CONFIDENTIALITY AND DISCLOSURE OF EDUCATION 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.

Regarding Alumni
No information, including addresses and phone numbers, will be released for any former student.

Directory Information
Aquinas Institute will require written consent from students to disclose information from education records unless the information is considered "Directory Information."

The following information is considered Directory Information:
Name, address, telephone number, email, date of birthday (excluding year), field of study, participation in officially recognized activities, degrees received (and years), awards received, and photograph. 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.

Exceptions

1. Inquiries by legitimate financial institutions and authorized governmental agencies who are dealing with student loans or legal proceedings. All inquiries regarding such information should be referred to the Business Director or the Registrar.

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.

3. 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.

4. The information is requested by officials of another school in which a student seeks or intends to enroll.

5. 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.

6. 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.

7. The information is specifically required by state or local officials by a state law adopted before November 19, 1974.

8. The information is needed by accrediting organizations to carry out their functions.

9. The information is needed to comply with a judicial order or a subpoena.

10. The information is needed in a health or safety emergency.

11. The information is needed by organizations conducting certain studies on behalf of Aquinas Institute.

PROCEDURES FOR STUDENT GRIEVANCES AND APPEALS

Presented for faculty assembly approval by the faculty development committee, 16 October 2014.

The Right of Fair and Equal Evaluation of Students

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of faculty members and is solely and properly their responsibility. It is essential for the academic standards of Aquinas Institute and for the integrity of the degrees conferred by the school that the professional judgments of faculty members not be subjected to pressure or other interference from any source.

It is necessary, however, that any course grade be based on evidence of student performance, that students have access to the evidence, that instructors be willing to explain the basis upon which grades are determined, and that grades be determined in accordance with guidelines which are to be announced in the syllabus or during the first quarter of a course term.

Grade Appeals

The following procedures are available only for review of alleged capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student's work. Capricious grading, as that term is used herein, is limited to one or more of the following:

The assignment of a grade to a particular student on some basis other than performance in the course.
The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other equivalent student in that section.
The assignment of a grade by a substantial departure from the instructor's announced standards in the syllabus or first quarter of a course term.

A student who believes a final course grade is capricious may seek clarification in writing within three months after the grade has been assigned by the instructor, and where appropriate, redress as follows:

The student shall confer with the instructor, informing the instructor of questions concerning the grade and seeking to understand fully the grounds and procedures used in determining the grade. The aim is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.

If after consultation with the instructor the student believes that a grade is capricious, the student will consult the academic dean, who in turn will consult with the instructor and student separately or together in an attempt to reach a resolution of the matter.

If this matter has not been resolved to the satisfaction of the student, the student may submit to the academic dean a formal letter of grievance with supporting documentation within thirty days of the end of the pertinent class. The grievance must provide documentation that the instructor's policies were not adhered to, that the student was not informed of the policies, or that the grade was capriciously assigned. The letter should include a description of the complaint, the relationship of the grievance to the instructor's syllabus or oral instructions, channels already pursued to resolve the grievance, pertinent documentation, and a summary of the relief sought.

The grievance committee will be convened by the academic dean in a timely manner and will conduct interviews with both the student and the teacher and review all pertinent documentation on the issue. This committee shall recommend to the academic dean whether the grade should stand or be changed and shall notify both the student and the instructor of its recommendation. The academic dean shall then render a decision and notify all parties, and a written record shall be kept at all stages of the appeals process.

Other Grievances

In order to ensure the rights of students in relation to faculty prejudice, improper breaches of confidentiality, and limitations upon freedom of expression, the following grievance procedures are established:

- 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 or her faculty advisor to act as a mediator.
- If the grievance is not resolved to the student's satisfaction at level one, the student shall submit a written statement of the grievance with supporting documentation to the academic dean within thirty days of the incident. After investigating the accuracy of the facts presented in the written statement, the academic dean shall render a decision and propose any necessary remedies within fourteen days of the submission of the grievance.

- If the grievance is still not resolved to the student's satisfaction, the student may appeal to the grievance committee by submitting a letter to the academic dean within three months of the end of the course.
- If the faculty member against whom the grievance is made is a member of the committee, a substitute committee member will be appointed by the academic dean. If the grievance is directed against the academic dean, the president shall refer it directly to the grievance committee, which will make its recommendation to the president for a final decision.
- If the grievance is directed against the president and is not able to be satisfactorily resolved between the student and president, the student will submit a letter of formal grievance and supporting documentation to the academic dean to present to the grievance 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 executive committee's decision shall be final.

- 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.

Distance Learning Students

Aquinas Institute students who study in distance education programs, whether asynchronous, synchronous or hybrid, shall follow the process indicated above to register student grievances and to seek appeal from decisions that the student believes to be unsatisfactory.

In the event that the student files a complaint with Aquinas Institute that is not resolved at the institutional level, the student may appeal to Aquinas Institute's SARA state portal entity, as noted at the NC-SARA website found at: https://www.nc-sara.org/news-events/sara-complaint-process.

The state portal entity for Aquinas Institute is the Missouri Department of Higher Education and Workforce Development, located at PO Box 1469, Jefferson City, MO 65102-1469. Upon the student's appeal to this office, the home state portal entity notifies NC-SARA and the SARA state portal of the student's location. The institution home state portal entity has ultimate authority on SARA complaints and provides the final resolution of the matter.

Protection of the Instructor's Rights

The decision of the grievance committee may not be used as a cause for any disciplinary action or for dismissal of a faculty member before the expiration of a contract period. All pertinent evidence considered by the grievance committee shall be made available to the president when taking independent disciplinary action concerning an instructor according to school procedures.

Committee Procedure for Handling an Academic Grievance

In extenuating circumstances, the chair of the faculty development committee—serving as the grievance committee—may adjust the following procedures to insure a fair and impartial hearing.

The grievance committee functions to facilitate the consideration of matters relating to student academic grievances. The committee is composed of the faculty members and chair of the faculty development committee, excluding the academic dean. Meetings are scheduled by the chair as needed, and to the extent possible the process will be expedited for students whose academic standing is in question.

The grievance committee serves as a hearing committee to address a specific grievance and also serves to assess and make recommendations regarding grievance procedures. The committee chair provides written reports summarizing activities and findings of the committee to the academic dean or, as the case may be, the president or the executive committee.

The academic dean assures that written grievances include required supporting documentation, provides for secretarial support to the committee, receives and acts upon the recommendations of the committee in consultation with its chair, and informs the student, the president, and the committee of the final disposition of a grievance.

The committee chair sets a timetable of meetings, provides members with documentation, presides at meetings, arranges for individuals to appear before the committee for the purpose of clarifying and responding to questions regarding the submitted written statements, approves and distributes committee minutes, compiles and submits a formal written report with recommendations, and confers with the academic dean regarding the report and recommendations.

In its signed report to the academic dean, the committee is to briefly present the grievance and supporting documentation, the activities of the committee pertaining to the case and including the dates and purposes of meetings and the persons interviewed, and the findings and recommendations of the committee. In the case of grade appeals, the report will state the committee's recommendation whether a grade be upheld or changed, answering whether the instructor adhered to her or his stated policies, whether the student was adequately informed of these policies, and whether the student was given the opportunity to correct deficiencies.

All parties are to maintain confidentiality regarding grievances, documentation, proceedings, and recommendations.

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:

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.

Procedures
Should a faculty member discover what is suspected to be an instance of academic dishonesty, the

following procedure will take place:

a) The faculty member will notify the student and the Academic Dean of the suspicion.

b) The student has three days to respond to the faculty member regarding the allegation.

c) 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.

Should the allegation be found credible:

a) The faculty member assigns the relevant assignment zero credit.

b) The Academic Dean notifies the student that the allegation has been found credible.

1. The Academic Dean will keep a record of all cases of academic dishonesty found to be credible.
2. 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.

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.

ACCEPTABLE USE OF TECHNOLOGY POLICY

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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: https://www.slu.edu/its/policies.

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:

1. Participate thoughtfully, with care and compassion. Listen to what's behind each person's words, as well as to the words themselves.
2. 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).
3. 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.

4. 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.
5. Suspend roles and status. Give everyone and their opinions equal respect and value the differences in people and opinions.

    1. Be willing to forgive one another for misunderstandings that may arise.
    2. 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.

HUMAN AND 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:

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.
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.

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.

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.

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.

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.

RECIPROCAL TUITION REMISSION AGREEMENT BETWEEN SAINT LOUIS UNIVERSITY AND AQUINAS INSTITUTE INCLUDING MATRICULATION IN DEGREE PROGRAMS BY STAFF OF EITHER INSTITUTION

(Approved September 20, 1997 and July 1, 2013)

In keeping with the cross-registration program between SLU and Aquinas, faculty or staff of SLU may cross-register for courses in Aquinas Institute on the same basis as they register for SLU courses, once they have been determined to be eligible for tuition remission by the University. This tuition would be credited to SLU at SLU rates. Reciprocally, faculty or staff wishes to take courses offered by SLU may register for these courses as they register for courses in Aquinas Institute, with the tuition credited to Aquinas at Aquinas rates. For faculty or staff of either institution wishing to pursue a degree program in the other institution, the following more explicit conditions apply:

1. Once a faculty or staff member decides to pursue a degree offered by the other institution, and before taking more than 12 credit hours, he or she should consult with the Department Chair (at SLU) or the Academic Dean (at Aquinas) and make a formal application, paying any necessary fees, to the degree program. After acceptance, the student should continue to cross register from the employing institution into the degree-granting institution, accumulating necessary credit hours toward the degree. The degree granting institution will maintain a file, but not a separate transcript during this period.

2. When the student has accumulated 2/3 of the necessary credits for the degree through cross-registration, these credits will be accepted as transfer credits and the student must begin registering through the degree-granting institution. At this point, the tuition remission benefit will cease, and the student will be billed at the rates according to the financial aid policies of the degree-granting institution.

3. The following programs are excluded from this agreement: Aquinas Institute personnel may not pursue a degree under this agreement in the professional schools, i.e. degrees in Nursing, Allied Health and MSW or MBA degree, or a degree in Law or Medicine. Saint Louis University personnel are excluded from pursuing certificate programs in Aquinas Institute.

As a further condition on this agreement, it must be understood that, under present tax regulations, in the case of graduate level courses the tuition remission benefit in question must be reported by the institution granting this benefit, and the student is liable to tax on the amount of the tuition benefit.

This agreement is also subject to review should any changes in the tax law, or in federal regulations governing fringe benefits, work a hardship to either party.