Aquinas INSTITUTE OF THEOLOGY | IN THE DOMINICAN TRADITION

2026-2027 Student Handbook and Academic Catalog

Effective July 1, 2026

Aquinas Institute of Theology

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PURPOSE

This Student Handbook and Academic Catalog contains the policies and procedures pertaining to all students of Aquinas Institute. It replaces the Student Handbook, Program Specific Handbooks, and the Academic Catalog. The Student Handbook and Academic Catalog is not to be considered a legal contract between Aquinas Institute of Theology and the student. At the discretion of the school, changes can be made in academic and financial policies in accordance with educational and economic trends.

SECTION 1: ABOUT AQUINAS

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.

Aquinas Institute 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.[1]

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 to carry out its preaching mission. We are charged with fulfilling the Order's *Ratio Studiorum Generalis*, a seven-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 St Dominic Priory, 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 future 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 three signature programs, the Master of Arts in Practical Theology – Health Care Mission, the Master of Arts in Pastoral Studies-Catechesis of the Good Shepherd, and the Doctor of Ministry in Preaching, the only one of its kind in the country.

1 Taken from the entrance antiphon for the Mass of St. Dominic, which reads in Latin: *In medio Ecclesiae aperuit os eius, et implevit eum Dominus spiritu sapientiae et intellectus, stolam gloriae induit eum*. It is translated as "In the middle (or midst) of the Church, he opened his mouth and the Lord filled him with a spirit of wisdom and understanding, clothing him with a robe of glory."

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 attractive 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, guidance services, and the campus transportation system.

Hallmarks of the Aquinas Way

WHAT SETS AQUINAS INSTITUTE APART?

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

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. It is Christ whom we seek in all of our programs, coursework, and campus life. It is Christ whom we seek to share in our efforts to evangelize, by being useful to others in our 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 of Aquinas. His 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 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 men and women from various cultures, backgrounds, and social strata, who form the 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. It is rather 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 the Dominican charism of preaching, we form men and women in a dynamic 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.

History

AQUINAS INSTITUTE OF THEOLOGY: A HISTORY OF TRADITION & INNOVATION

Aquinas Institute of Theology is rooted deeply in the history of the Order of Preachers, founded by St. Dominic de Guzman in 1216. After establishing a community of contemplative sisters in the south of France, he received papal approval in 1216 to form a community of itinerant friars who nourished their preaching through rigorous study, liturgical prayer, and a shared conventual 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, our patron and 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 institutional studies. In the early 1950s, the increasing number of Dominican student brothers, most of whom were preparing for the priesthood, led the Province to open a second campus in Dubuque, Iowa. These two centers became known as Aquinas Institute. Later, all academic programs were consolidated in Dubuque, Iowa.

In the 1960s, Aquinas Institute began to accept its first women religious and lay students. It also became a member of the first ecumenical consortium in the country with the University of Dubuque Theological Seminary and Wartburg Theological Seminary. While in Dubuque it was one of the first Catholic schools of theology to seek and gain accreditation from the Association of Theological Schools (ATS). With theological education changing after the Second Vatican Council, the decision was made in 1979 to relocate the school. Aquinas Institute accepted the invitation of then President of Saint Louis University, Rev. Thomas Fitzgerald, S. J., and moved to St. Louis. Aquinas Institute held its first classes in the former law institute of the University in the autumn of 1981. In its new location, Aquinas Institute grew steadily and by the 1990s there was an influx of students enrolled in its residential and hybrid cohort programs – distance learning programs which combined online coursework with intensive periods of on-campus study and ministerial formation. In 2002 it was decided that once again the school needed more space. In 2006 Aquinas Institute moved into the former Standard Adding Machine building at Spring Avenue and Forest Park Avenue, less than a 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, Aquinas is 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 is also well-known for its program in Catholic health care. Aware of the pressing need for health care professionals who are well-trained in Catholic theology, 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 who made groundbreaking contributions in the field of health care ethics. Another innovative program is its unique hybrid Master of Arts in Pastoral Studies in the Catechesis of the Good Shepherd.

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, rooted in itinerancy, contemplative study, preaching, and commitment to the Church's mission. Our students 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.

Accreditation and Membership

Aquinas Institute is accredited by the Association of Theological Schools (ATS) in the United States and Canada.

The Order of Preachers (Dominicans) recognizes Aquinas Institute as a Center of Institutional 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 participant in SARA (State Authorization Reciprocity Agreements) and a member of the National Association of Catholic Theological Schools, the National Association for Lay Ministry, the United States Association of The Catechesis of the Good Shepherd, and the Catholic Health Association.

SECTION 2: 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 Bylaws of the Corporation;
- To appoint and remove the President of Aquinas Institute of Theology;
- To elect and remove members of the Board of Trustees; and
- 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 four are ex officio: the Prior Provincial of the Dominican Province of St. Albert the Great, the Regent of Studies of that same Province, the Prior Provincial of the Dominican Province of St. Martin de Porres, and the President of Aquinas Institute. The other Trustees are either appointed by the Prior Provincial of the Province of St. Albert the Great or the Prior Provincial of the Province of Saint Martin de Porres, or they 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 and the members of the Board of Trustees; and
- To initiate amendments to the Bylaws that must then be approved by the Members of the Corporation.

Members of the Corporation

Fr. Louis S. Morrone, OP | *Prior Provincial, Dominican Province of St. Albert the Great (Central Province), ex officio*

Members of the Provincial Council of the Dominican Province of St. Albert the Great

Board of Trustees

Dan O'Brien, Chair | *St. Louis, Missouri*
Barbara Thibodeau, Vice-Chair | *St. Louis, Missouri*
Fr. Louis S. Morrone, OP | *Prior Provincial, Dominican Province of St. Albert the Great (Central Province), Chicago, Illinois, ex officio*
Fr. Mark Wedig, OP | *Prior Provincial, Dominican Province of St. Martin de Porres (Southern Province), New Orleans, Louisiana, ex officio*
Fr. Vincent Dávila, OP | *Regent of Studies, Dominican Province of St. Albert the Great (Central Province), St. Louis, Missouri, ex officio*
Fr. Thomas Schaefgen, OP | *Regent of Studies, Dominican Province of St. Martin de Porres (Southern Province), St Louis, Missouri*
Fr. Vincent Dávila, OP | *President, Aquinas Institute of Theology, St. Louis Missouri, ex officio*
George Avila | *Keller, Texas*
Angie Doerr | *St. Louis, Missouri*
Cheryl Erman | *St. Louis, Missouri*
John Ferrara | *St Louis, Missouri*
Fr. Patrick Hyde, OP | *Bloomington, Indiana*
Michael A. Meyer | *Lebanon, New Jersey*
Diane Olson | *Kansas City, Kansas*
Fr. Carl Paustian, OP | *Memphis, Tennessee*
Brian P. Reardon | *Springfield, Illinois*
Kathy Sommers | *St. Louis, Missouri*
Patrick Toole | *Westport, Connecticut*
Br. Joseph Trout, OP | *Chicago, Illinois*
Kristin Tucker | *St. Louis, Missouri*
Brian Yanofchick | *Rehoboth Beach, Delaware*
Dr. Carolyn Wright | *Faculty Representative*, *St. Louis, Missouri*

Invited Guests of the Board of Trustees

Fr. Michael A. Mascari, OP | *Academic Dean & Vice President, Aquinas Institute of Theology, St. Louis, Missouri*
Brian Matz | *Associate Dean for Academic and Institutional Assessment, St. Louis, Missouri*
Donna Thro | *Executive Director of Business Affairs, Swansea, Illinois*

SECTION 3: ADMINISTRATION AND FACULTY

Executive Administration

The responsibilities for the day-to-day operation 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. Vincent Dávila, OP
President
MA/MDiv (Theology)Aquinas Institute of Theology; MA (Philosophy), Saint Louis University; PhD (Historical Theology), The University of Notre Dame

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 Regular Faculty.

Fr. Michael A. Mascari, OP
Vice President / Academic Dean
MA/MDiv (Theology), Aquinas Institute of Theology; JD, De Paul University School of Law; PhD (Early Christian Studies), The Catholic University of America

Associate Dean for Academic and Administrative Assessment

The Associate Dean for Academic and Administrative Assessment works with the Executive Team of Aquinas Institute of Theology to ensure that the school is carrying out a comprehensive plan for

institutional evaluation and assessment. This position primarily oversees Aquinas' Institutional Effectiveness Plan (IEP) which delineates the processes by which the school gathers and analyzes evidence of the accomplishment of the Aquinas Institute mission, as demonstrated through key outcomes in its academic and administrative programs and activities. With the Executive Team, this position urges Aquinas Institute to develop a culture of continuous, data-driven improvement by formalizing timelines, procedures, and collaboration among offices. The Associate Dean for Academic and Administrative Assessment sits as an *ex officio* member of the Academic Assessment Committee and a regular participant in Coordinator's meetings and reports dually to the Academic Dean and President of Aquinas Institute of Theology.

Brian Matz
Associate Dean for Academic and Administrative Assessment
ThM (Historical Theology), Dallas Theological Seminary; PhD (Historical Theology-Early Christian Studies). Saint Louis University; PhD and STD (Social Ethics), Katholieke Universiteit Leuven

Executive Director of Business Affairs

The Executive Director of Business Affairs is charged with responsibilities in two primary areas by serving as the financial administrator and budgeting officer for Aquinas Institute, 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 of Business Affairs is directly accountable to the President. The Board of Trustees ordinarily appoints the Business Manager as the Treasurer of the Corporation.

Donna Thro
Executive Director of Business Affairs
MAPS, Aquinas Institute of Theology

Administrative Staff

Director of Development

The Director 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 Director of Development reports directly to the President.

Erin Hammond
Director of Development

Coordinator for Residential Recruitment

The Coordinator for Residential Recruitment is part of the Aquinas Institute Enrollment Team and oversees all recruitment and admissions for the MDiv, MA, and MAPS on-campus residential programs. The Coordinator also assists in animating residential life at Aquinas. Key to this position is establishing strategies for lay student recruitment and admissions counseling, managing financial aid strategy for such students, and working collaboratively with the Coordinators for Admissions and Financial Aid, Student Affairs, and Marketing and Communications. This position reports directly to the Vice President and Academic Dean.

Michael Greve
Coordinator for Residential Recruitment

Coordinator of Admissions and Financial Aid

The Coordinator of Admissions and Financial Aid serves as a kind of "clearing house" for all admissions and financial aid processes at Aquinas Institute, by working closely with the Coordinator of Residential Recruitment and the directors of the different signature programs at Aquinas. The Coordinator assists in the process of admission and enrollment of students by tracking inquiries, maintaining accurate records on enrollment, and overseeing the financial aid program. The Coordinator of Admissions and Financial Aid reports directly to the Vice President and Academic Dean.

Diane Parker
Coordinator of Admissions and Financial Aid

Registrar and Coordinator of Institutional Reporting

The Registrar and Coordinator for Institutional Reporting oversees the accuracy and security of all student records and develops and executes a plan to support the academic and personal development of students enrolled in the regular academic programs. Working collaboratively with the Academic Dean and the Department of Academic Affairs, the Registrar develops and implements both short-term and long-term strategies to ensure the smooth functioning of the Registrar's office, especially as this pertains to preserving records, ensuring the accurate audit of current student records and assisting students and faculty on matters of enrollment and course registration. As Coordinator this individual assists the Academic Dean, prepares contracts for adjunct faculty members, as well as collects and maintains records and data relating to student academic activities for purposes of internal and external reporting. The Registrar and Coordinator of Institutional Reporting reports to the Vice President and Academic Dean.

Mary Beier
Registrar and Coordinator of Institutional Reporting

Coordinator of Student Affairs

The Coordinator of Student Affairs at Aquinas Institute of Theology manages mission-driven student services and activities to enhance student well-being, learning, development, and communication. Key responsibilities of the Coordinator include crafting an overall plan for student affairs that includes event planning, religious gatherings, ministerial vocational services, campus resources, and social activities to foster a strong, supportive, and welcoming community for theological students. Among the Coordinator's responsibilities are developing and executing a plan for student-centered communication that follows all student affairs. Finally, the Coordinator serves as a liaison for the Administration and the Praedicare Lay Community. The Coordinator for Student Affairs reports directly to the Vice President and Academic Dean.

Grant Hartley
Coordinator of Student Affairs

Coordinator of Marketing and Communications

The Coordinator of Marketing and Communications 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 Marketing and Communications reports directly to the President.

Bridget Kostello
Coordinator of Marketing and Communications

Senior Coordinator, Center for Continuing Education

The Senior Coordinator for the Center for Continuing Education oversees the continuing education program at Aquinas Institute. The Center offers certificate and non-certificate theological formation that is uniquely Dominican and competency based. By seeking to respond to new and emerging ecclesial frontiers in theology, ministry, and preaching, the Center offers non-credit theological formation to a broad range of interested adult learners that is accessible through in person or virtual learning formats. The Center hosts special events, mini-courses, and preaching programs for deacons and those in ecclesial ministry. The Coordinator for Continuing Education reports directly to the President.

Ezra Doyle
Senior Coordinator for Center of Continuing Formation

Coordinator of Hospitality and Donor Records

The Coordinator of Hospitality and Donor Records is a dual-role position responsible for coordinating and executing internal hospitality efforts to support Aquinas events, as well as managing and maintaining accurate donor records and data systems to support development and stewardship initiatives. The hospitality component ensures the coordination, oversight and implementation of internal and external events aligned with the mission of Aquinas Institute. The donor records component maintains the integrity and accuracy of donor data, oversees gift processing, generates acknowledgment letters, and provides reporting that supports the development and fundraising goals. The Coordinator of Hospitality and Donor Records reports to the Director of Development.

Diane Henderson,
Coordinator of Hospitality and Donor Records

Coordinator of Aquinas Children's Worship Partnership

The Coordinator of the Aquinas Children's Worship Partnership (ACWP) oversees the activities relating to this program by regularly engaging the Director of the ACWP, the Director of the MAPS-CGS program, and other Aquinas staff and faculty who are participating in the ACWP. In particular, the Coordinator offers administrative and technological support to the ACWP Director and assists with marketing and recruitment efforts for the MAPS-CGS program and the CGS Heritage program. The Coordinator of the Aquinas Children's Worship Partnership reports directly to the Director of the Aquinas Children's Worship Partnership.

Julie Kilian
Coordinator of Aquinas Children's Worship Partnership

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 Business Affairs.

Tim Roesslein
Coordinator of Institutional Technology

General Staff

Kimberly Mintidis, Executive Assistant to the President
Cristina Sanchez, Business Operations Manager
Katie Horner, Development Associate

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. As a body, the faculty exercises its responsibility primarily in three areas:

- Faculty Development – by evaluating its collective teaching, scholarship, and service, even as it prepares for the future needs of the school.
- Curriculum – by overseeing the school's academic programs, including concerns relating to the curriculum and any changes that need to be made. 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 – by working with students in their degree programs, with designated faculty members serving as academic advisors who make sure that students complete the necessary course work and examinations required for their degrees. The Academic Dean coordinates the execution of the various degree programs and seeks the advice and approval of the faculty for any major changes in degree programs and admission requirements.

Regular Faculty

Michael Anthony Abril, PhD
Associate Professor of Systematic Theology
MA (Theology and Christian Ministry), Franciscan University of Steubenville; MTS and PhD (Systematic Theology), University of Notre Dame

Fr. Brent Bowen, OP, DMin
Assistant Professor of Preaching and Evangelization
MBA (Aviation), Embry-Riddle Aeronautical University, MDiv and MA (Theology), Aquinas Institute of Theology; DMin (Evangelization), The Catholic University of America

Stewart Clem, PhD
Director of the Ashley-O'Rourke Center & Associate Professor of Moral Theology
MA (Philosophy) Oklahoma State University, MDiv, Duke University Divinity School; PhD (Moral Theology), University of Notre Dame

Fr. Vincent Dávila, OP, PhD
President & Assistant Professor of Systematic Theology

MA (Philosophy), Saint Louis University; MDiv and MA (Theology), Aquinas Institute of Theology; PhD (History of Christianity), The University of Notre Dame

Ann Garrido, DMin
Director of the ACWP & Associate Professor of Homiletics
MDiv and DMin, Aquinas Institute of Theology

Fr. Michael Mascari, OP, PhD
Vice President & Academic Dean
MDiv and MA (Theology), Aquinas Institute of Theology; JD, De Paul University School of Law; PhD (Early Christian Studies), The Catholic University of America

Brian Matz, PhD, STD
Associate Dean & Professor of Historical Theology
ThM (Historical Theology), Dallas Theological Seminary; PhD (Historical Theology-Early Christian Studies). Saint Louis University; PhD and STD (Social Ethics), Katholieke Universiteit Leuven

Fr. Eric Wagner, CR, PhD
Assistant Professor of Old & New Testament
MDiv and MA (Theology), Aquinas Institute of Theology; PhD (Biblical Studies), The Catholic University of America

Carolyn Wright, DMin
Associate Professor of Pastoral Theology
MDiv, Aquinas Institute of Theology; DMin (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/academics/faculty-experts.

Allied Faculty

Professors Emeriti

- Sr. Jean deBlois, CSJ
- Sr. Joan Delaplane, OP
- Fr. Greg Heille, OP
- Sr. Maribeth Howell, OP
- Sr. Mary Margaret Pazdan, OP
- Sr. Carla Mae Streeter, OP

Senior Fellows

- Fr. Maxime Allard, OP, PhD
- Ian Boxall, DPhil
- Fr. Charles Bouchard, OP, STD
- Fr. Donald Goergen, OP, PhD
- Fr. Michael Monshau, OP, PhD

Adjunct Faculty

- Alec Arnold, PhD
- Fr. Raphael Christianson, OP
- Fr. Thomas Condon, OP, DMin
- Christina Condyles, PhD
- Autumn Domingue
- Rabbi Barry Friedman, DMin
- Timothy Kesicki, SJ
- Marian Love
- Joseph Milner
- Celeste Mueller, DMin
- Amy Mullen, DHCML
- Msgr. James Ramacciotti, JCL
- Theresa Rice
- Edward Ruane, OP

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:

- Student Life Council: Students who are invited to serve on the Student Life Council participate in the development and enhancement of programs and initiatives that meet the needs and interests of Aquinas students in order to improve access, retention, engagement, and completion.
- *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 meetings to assess the curriculum and other aspects of life at Aquinas Institute.

SECTION 4: ADMISSIONS

Application Deadlines

Applicants must submit all requirements for admission by the deadlines as indicated at this website link in order to be considered for admission to Aquinas Institute:
https://www.ai.edu/admissions/how-to-apply

Admission Requirements

Please follow this link (https://www.ai.edu/admissions/how-to-apply) for the admission requirements to Aquinas Institute for the following:

Degree Programs

- Doctor of Ministry in Preaching (DMin)
- Master of Divinity (MDiv)
- Master of Arts in Theology (MA)
- Master of Arts in Pastoral Studies (MAPS)
- Master of Arts in Practical Theology with a Specialization in Health Care (MAPT)
- Master of Arts in Pastoral Studies – Catechesis of the Good Shepherd (MAPS-CGS)
- Dual Degree Master of Arts in Theology / Master of Divinity (MA/MDiv)
- Dual Degree Master of Arts in Theology and Saint Louis University's PhD in Health Care Ethics (MA/PhD)
- Dual Degree Master of Arts in Pastoral Studies and Saint Louis University's Master of Social Work (MAPS/MSW)

Certificate Programs

- Graduate Certificate in Health Care Mission
- Graduate Certificate in Spiritual Direction
- Graduate Certificate in Thomistic Studies
- Graduate Certificate in Biblical Studies
- Graduate Certificate in Theological Foundations

Special Applicants

- Non-degree seeking students taking classes either for credit or as auditors
- 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://www.ai.edu/admissions/how-to-apply. All required materials for admission, excluding transcripts and test scores, should be submitted in the online application. Transcripts and test scores, when required, should be sent to Aquinas Institute either electronically via Parchment or by paper copy to the following address:

Aquinas Institute of Theology
Attn: Coordinator of Admissions and Financial Aid
23 South Spring Avenue
St. Louis, MO 63108

Applicants are responsible for reviewing admission policies, procedures, deadlines, and requirements for programs. 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 are confidential and cannot be released to a third party without the explicit consent of the applicant.

When all admissions materials are received, they are reviewed by the Coordinator of Admissions and Financial Aid, the Coordinator of Residential Recruitment, or one of the directors of the signature programs. The admissions decision and financial aid award will be communicated via email to the applicant after the application is reviewed and an admissions decision has been reached.

Types of Admittance

A student is 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 as an auditor.
- Admitted on Academic Probation: Accepted as a student whose admission dossier indicates the ability for 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 higher.
- Admitted on Condition: Accepted as a student without all necessary documents submitted at the time of registration but whose profile indicates that the student would be expected to be accepted by the school upon dossier completion. A student admitted on condition may not enroll for more than nine credit hours without completing the application requirements. A student whose admission dossier remains incomplete at the end of the first semester of study may be asked to withdraw from Aquinas Institute.

SECTION 5: ACADEMIC PROGRAMS

Aquinas Institute of Theology offers a variety of theological degree and certificate programs that are professionally-oriented, directed toward future academic study in a doctoral program, or intended for personal enrichment, including ongoing spiritual and ministerial formation.

Degree Programs

Doctor of Ministry in Preaching (DMin)

Aquinas Institute of Theology's Doctor of Ministry in Preaching (D.Min.) offers preachers advanced ministerial formation in homiletics rooted in the charism of the Order of Preachers (Dominicans), equipping them to be master preachers and homileticians. Students participate in a cohort of peers serving in active ministry.

The program's integrative principles are preaching and pastoral (practical) theology. The D.Min. program is committed to attaining the highest standards of preaching, homiletical instruction, evangelization, and catechesis.

The D.Min. in Preaching program is a thirty-credit-hour program taught in an online-hybrid model. The program can be completed in four to six years, during which students follow a set schedule of classes over three years as a learning community, completing the coursework online and traveling to St. Louis for a one-week intensive each semester.

The D.Min. in Preaching has three components: (a) six three-credit core courses, (b) two three-credit elective courses, and (c) a project and thesis. Each component will be elaborated in further detail later in this handbook. This program foresees candidates completing their studies while in full-time ministry. Accordingly, the time demands of this academically rigorous graduate study are significant. Participants are to set aside approximately eight to ten hours per week to study during the time that courses are in session. Additionally, students participate in all St. Louis intensive seminars.

The Doctor of Ministry in Preaching graduate shall demonstrate excellence in preaching as assessed according to the following degree program outcomes:

1. *Personal and spiritual maturity,* deepening one's sense of vocational calling and honing skills for self-directed learning and peer collaboration in service to the living Word of God
2. *In-depth cultural competency,* preaching the Gospel in ecclesial and cultural context through the integration of prayer, sound biblical hermeneutics and theology, astute attention to the listener, good use of religious imagery and storytelling, a clear call for an ethical response to the Gospel, liturgical sensitivity, and good communication skills

3. *Advanced theological integration,* pursuing truth by engaging the Church's homiletic tradition and its literature in dialogue with systematic and practical theology, biblical studies, church history, liturgy, and pertinent allied disciplines
4. *Leadership capacity in the practice of preaching,* addressing a particular problem or opportunity in the practice of preaching with a pastoral intervention and a written thesis project employing tools of qualitative and quantitative research and contributing new learning in service to the praxis of preaching in the Church

Program Content: (30 academic credits [18 credit hours of core coursework completed over three academic years, 6 credit hours of elective coursework, and 6 credit hours of thesis project research])

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

Academic Year II
Core Homiletics Seminar (3 hrs)
History and Preaching (3 hrs)

Academic Year III
Liturgy and Preaching (3 hrs)
Core Homiletic Research Seminar (3 hrs)

As Approved by the Program Director, Thesis Project Advisor, and DMin Committee:
Elective Course I (3 hrs)
Elective Course II (3 hrs)
Thesis Project Research (6 hrs)

Master of Divinity (MDiv)

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 MDiv 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/or 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 academic credits + 3 spiritual formation units, where applicable)

Integrative Studies (0 hrs)
Theological Research and Writing (0)
Integrative Project* (0)

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

Biblical Studies (9 hrs)
Biblical 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 and Ethical 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)

Elective (3 hrs)
This elective may be taken from any of the theological disciplines listed above.

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

If student is a layperson…
Human and Spiritual Formation (3 units)

**Integrative Project* – At the conclusion of the program, the student should be prepared to make a 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 should include time for questions and answers.

Master of Arts (MA)

The Master of Arts is ordinarily a two-year program that 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 MA 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/or 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 the humanities. 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 + either (1) Major Paper and Oral Examination or (2) Thesis, Thesis Presentation, and Demonstration of Foreign Language Proficiency)

Integrative Studies (0 hrs)
Theological Research and Writing (0)

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

Systematic Theology (9 hrs)
Introduction to Theology and Theological Method (3)
Christology (3)
Systematic Theology Elective (3):
- Doctrine of God (3), Christian Anthropology (3), or Ecclesiology (3)

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

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

Liturgical and Sacramental Theology (3 hrs)
Theology of Worship (3), Christian Initiation (3), or Eucharist (3)

Electives (9 hrs)
The 9 credits of electives can be taken in Biblical Studies, Systematic Theology, Moral Theology, Historical Theology, or Liturgical and Sacramental Theology. Students may also take "PHL-D500 The Use of Philosophy in Theology" as one of their electives. In order to prepare and assist students in the writing of their thesis, students following the thesis track may take as an elective "MAR-D598 MA Thesis Research" for up to 3 credit hours.

If student is a layperson…
Human and Spiritual Formation (3 units)

Master of Arts Comprehensive Examination

The MA Comprehensive Examination seeks to provide 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 clear mastery of specific theological topics, to exhibit a breadth of

understanding of theology, and to recognize the interrelationships and differences among theological disciplines and methods. The comprehensive examination is a five-hour written examination in which students answer one question in each of the following areas of theology: Biblical Studies, Historical Studies, Systematic Theology, Moral Theology, and Liturgical and Sacramental Theology. Topics related to the questions are provided to students in advance for research and study.

MA Tracks

There are two tracks in the MA Program:

1) the Major Paper and Oral Examination
2) the Thesis and Thesis Presentation

Major Paper and Oral Examination track

The major paper should be of high academic caliber and demonstrate competency in methodology and content appropriate to the MA in Theology. It should be 25-30 pages in length and may be derived from a course assignment that with the professor's approval has been expanded by more extensive and in-depth research. Students should determine with their academic advisor beforehand how best to complete the major paper. The Major Paper track also requires the successful completion of an oral examination. This oral examination will draw upon the student's written responses to the comprehensive exam, the topics to be prepared for the written examination, and the student's work on their major paper. For this track, no demonstration of language proficiency is required.

Thesis and Thesis Presentation track

Students are recommended to choose their thesis topic in the first year of study for the MA so that they can direct their research toward areas that will contribute to the writing of their theses. Students should also discuss with their academic advisor which member of the regular faculty could direct their thesis. The completed thesis should be approximately 50 pages in length, be of publishable quality, contain appropriate use and citation of primary and secondary sources, and demonstrate competency in methodology and content appropriate to the MA in theology. Near the beginning of the final semester, the student coordinates with the student's thesis committee to arrange a one-hour public thesis presentation.

Students on the thesis track must also show competence in a language appropriate for theological research other than their native language. The Academic Dean can waive the language examination requirement for students who are native speakers of the chosen language and are fluent in English or who majored in the chosen language in college. To demonstrate competency, a passage in the student's requested language will be provided at the time of the examination for the student to translate.

Dual Master of Arts/ Master of Divinity (MA/MDiv)

A student's ministerial objectives may include the acquisition of a Master of Arts degree as well as a Master of Divinity degree. This is possible through entrance into a dual (MA/MDiv) 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 drawn from the MA curriculum (beyond the 81 required credit hours for the MDiv), a comprehensive examination, completion of the requirements for one of the two MA tracks, and an integrative project. A student interested in this option should consult with his or her academic advisor.

Dominican Friars Studying for the Priesthood

For Dominican friars who are studying for the priesthood, over and beyond the requirements of the dual Master of Arts/Master of Divinity degrees, 15 additional hours of theological coursework and 33 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 that totals 147 credit hours. 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 or adapt it for their own students who are studying for the priesthood.

Philosophical Studies (36 hrs)
Use of Philosophy in Theology (3)
Thomas Aquinas: Life, Thought, and Works (3)
Metaphysics (3)
Prima Pars: God and Creation in the Thought of Thomas Aquinas (3)
Secunda Pars: Human Person and Society in the Thought of Aquinas (3)
Tertia Pars: Christ and Sacrament in the Thought of Thomas Aquinas (3)
Philosophy Electives (Greek, Medieval, Modern, and 9 hrs. of Contemporary) (18)

Integrative Studies (0 hrs)
Theological Research and Writing (0)
Integrative Project (0)

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

Systematic Theology (15 hrs)

Introduction to Theology and Theological Method (3)
Doctrine of God (3)
Christology (3)
Ecclesiology (3)
Christian Anthropology (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 and Ethical Care (3)
Foundations of Pastoral Counseling (3)
Principles of Canon Law (2)
Canon Law: Marriage (2)
Theology of Priesthood (3)
Spiritual Direction (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 (17 hrs)
Theology of Worship (3)
Christian Initiation (3)
Eucharist (3)
History and Theology of Marriage (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 (SPM I) (3)
Supervised Practice of Ministry II (SPM II) (3)
Clinical Pastoral Education (CPE) (4)
Pastoral Year (6)

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

Aquinas Institute of Theology and Saint Louis University (SLU) offer a dual MA/PhD program for students specifically focused on the area of health care ethics. The MA at Aquinas Institute provides a strong theological foundation for students in the Catholic concentration of the PhD 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)

Biblical Studies (6 hrs)
Biblical 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 PhD course: Methods in Religious Ethics (3) *or* Health Care Ethics: Catholic Tradition (3)
SLU PhD course: Clinical Ethics (3) *o*r Research Ethics (3)

Master of Arts Comprehensive Examination

As in the Master of Arts in Theology program, the MA Comprehensive Examination is a five-hour written examination that is intended to provide a theological synthesis for the student. Students are expected to demonstrate a clear mastery of specific theological topics, to exhibit a breadth of understanding of theology, and to recognize the interrelationships and differences among theological disciplines and methods. The process requires students to answer one question in each of the following areas of theology: Biblical Studies, Historical Studies, Systematic Theology, Moral Theology, and Liturgical and Sacramental Theology. Topics related to the questions are provided to students in advance for research and study.

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 Director of the MA program to discuss possible areas of research. The student's academic advisor will work with the student to identify a potential faculty member to direct the writing of the student's major paper.

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

The Master of Arts in Practical Theology with a Specialization in Health Care Mission builds upon the Graduate Certificate in Health Care Mission (see Graduate Certificate Programs below). It is designed to form Catholic health care leaders with the 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 may be seeking mission leadership roles. The Certificate courses, when taken for credit, permit the student to complete the MAPT.

The MA in Practical Theology with a Specialization in Health Care Mission prepares the student to 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.
6. Integrative Catholic theology—including ecclesiology, moral theology, and biblical theology—within a health care organization in a manner that displays organizational competency, sensitivity to pluralistic contexts, and (especially) promotion of Catholic identity and mission within the organization.

Program Content: (36 academic credits [15 credit hours from the Graduate Certificate in Health Care Mission completed online asynchronously, 18 credit hours completed on-campus or synchronously online, and 3 credit hours of formation completed in a hybrid format with intensives in St. Louis] as well as an Integrative Paper)

Biblical Studies (3 hrs)
Scripture Elective (3)

Systematic Theology (3 hrs)
Christology (3)

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

Electives (6 hrs)
Two of the following four courses: Christian Anthropology (3), Ethics of Human Sexuality (3), Justice and Catholic Social Teaching (3) and Theology of Worship (3)

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

Integrative Paper

At the conclusion of their course of studies, students research a topic of personal interest and current relevance within the field of health care mission where, guided by a faculty mentor, they

form their own theological and ministerial synthesis of their previous coursework in a paper of approximately 35 pages.

Master of Arts in Pastoral Studies (MAPS)

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, an integrative seminar, supervised practice of ministry, and other learning experiences, the Master of Arts in Pastoral Studies program seeks to help students integrate theology and the practice of ministry with the development of an ecclesial pastoral identity.

Upon completion of the MAPS 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/or 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 + 3 spiritual formation units, where applicable)

<u>Integrative Studies (0 hrs)</u>
Theological Research and Writing (0)
Integrative Project* (0)

Biblical Studies (6 hrs)
Biblical 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 (6 hrs)
Church History I (3)
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 hrs)
Supervised Practice of Ministry I (SPM I) (3)
Supervised Practice of Ministry II (SPM II) (3) *or* Clinical Pastoral Education (CPE) (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.

If student is a layperson…
Human and Spiritual Formation (3 units)

**Integrative Project*. At the conclusion of the program, the student should be prepared to make a 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.

Master of Arts in Pastoral Studies (MAPS) with a Concentration in Spiritual Direction

Program Content: (49 academic credits + 3 spiritual formation units, where applicable)

Integrative Studies (0 hrs)
Theological Research and Writing (0)
Integrative Project* (0)

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

Systematic Theology (12 hrs)
Introduction to Theology and Theological Method (3)
Christology (3)
Ecclesiology (3)
Foundations of Spirituality** (3)

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

Historical Studies (9 hrs)
Church History I (3)
Church History II (3)
History of Christian Spirituality** (3)

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

Pastoral Theology (9 hrs)
Foundations of Pastoral and Ethical Care (3)
Foundations of Pastoral Counseling (3)
Spiritual Direction** (3)

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

Practicum (4 hrs)
Practicum I (2) *(offered on campus during summer)*
Practicum II (1) *(offered online in the fall semester)*
Practicum III (1) (*offered online in the spring semester)*

If student is a layperson…
Human and Spiritual Formation (3 units)

**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.

**These courses are required for students enrolled in the MAPS program with a concentration in Spiritual Direction and take the place of the 9 credits of general electives in the general MAPS program.

Master of Arts in Pastoral Studies with a Concentration in Catechesis of the Good Shepherd (MAPS-CGS)

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. Completion of Level 1 and Level 2 CGS Formation is a pre-requisite for entrance into the program.

Upon completion of the MAPS-CGS degree, the student will be able to:

1. Communicate simply, accurately and effectively the theological tradition of the Roman Catholic Church through the ministries of leadership, catechesis, pastoral care, and writing with particular attention to the spiritual insights of children.

2. Analyze, assess, and articulate a wide range of ecclesial and theological texts—with particular attention to the scriptural and liturgical traditions of the Church—in order to express the Christian and Dominican traditions in a way that is faithful to their 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 and movement toward practical applications—via research, writing, teaching, preaching, pastoral ministry, and/or catechesis—in a way that is sensitive to the child and 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 the practice of collaborative ministry which honors the gifts of the community and the practice of critical, systematic theological reflection.
5. Analyze, access, address, and communicate the spiritual needs of the child accurately, effectively, and aligned with the theological and pedagogical approach of the Catechesis of the Good Shepherd.
6. Demonstrate integrative growth in the areas of spiritual, human, intellectual, and pastoral development.

Program Content: (48 academic credits + 4 spiritual formation units).

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

Biblical Studies (9 hrs)
Biblical 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 (SPM I) (3)

Catechesis of the Good Shepherd Formation Courses & Albums (18 hrs)
Level 1 Formation & Album (ages 3-6) (6) *
Level 2 Formation & Album (ages 6-9) (6) *
Level 3 Formation & Album (ages 9-12) (6) †

**Completion of Level 1 and Level 2 CGS Formation is a pre-requisite for entrance into the program. Level 1 and Level 2 CGS Albums can be completed after starting the MAPS-CGS program at Aquinas Institute. Completed albums for each level are submitted for review to Aquinas Institute, and graduate credit is awarded after a successful review of the album.*
† *Level 3 CGS Formation and Albums can be completed after starting the MAPS-CGS program at Aquinas Institute.*

Details of the review process are provided during the Proseminar.

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

Aquinas Institute of Theology and Saint Louis University School of Social Work offer a dual Master of Arts in Pastoral Studies (MAPS) and Master of Social Work (MSW) degree. Through a dual track of coursework, integrative seminars, and fieldwork, the MAPS/MSW 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/or 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, as well as offering 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 with 81 credit hours, rather than the 96 total hours needed to complete each program separately.

Program Content: (36 academic credits + 3 human and spiritual formation units, where applicable)

Integrative Studies (0 hrs)
Theological Research and Writing (0)
Integrative Project (0)

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

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

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

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

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

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

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

If student is a layperson…
Human and Spiritual Formation (3 units)

The Dual MAPS/MSW degree consists of an additional 45 credit hours in the MSW program. Please see the Saint Louis University Academic Catalog for the MSW Program requirements.

Graduate Certificate Programs

To meet the Church's growing need for ministers who are formally trained, Aquinas Institute has developed graduate certificate programs in specialized areas: health care, spiritual direction, biblical studies, Thomistic studies, and theological foundations. These programs consist of 15–18 graduate credit hours that focus upon specific areas of theology or related disciplines. Some graduate credits earned for the certificate may be applied later to a master's degree program. Prior to certificate study, students may be required to satisfy certain prerequisites.

Graduate Certificate in Health Care Mission (GCHCM)

The Graduate Certificate in Health Care Mission and its correlate MA Specialization 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 or not-for-credit option. The same certificate courses also permit the student to complete the MA in Practical Theology with a specialization in Health Care Mission.

The Graduate Certificate in Health Care Mission prepares the student with these competencies:

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: (15 academic credits)

Foundations (3 hrs)
Practical Theology for Health Care Mission (3)

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

Systematic Theology (3 hrs)
Church, Ministry, and Health Care (3)

Moral Theology (3 hrs)
Foundations of Catholic Health Care Ethics (3)

Organizational Ministry & Leadership (3 hrs)
Organizational Competency for Health Care Mission (3)

Graduate Certificate in Spiritual Direction (GCSD)

The Graduate Certificate in Spiritual Direction, which combines a variety of instructional formats, with some courses being taught face-to-face on campus, synchronously online, or asynchronously online is designed for individuals who are serving as spiritual directors, who are engaged in a variety of pastoral settings, 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. 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.

This certificate can be completed concurrently with the MAPS degree program. MAPS students who choose a concentration in Spiritual Direction will be eligible to receive a GCSD upon completion of the MAPS degree.

Program Content (16 academic credits)

Integrative Studies (0 hrs)
Theological Research and Writing (0)

Biblical Studies (3 hrs)
Biblical Interpretation (3)

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

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

Pastoral Theology (3 hrs)
Spiritual Direction (3)

Practicum (4 hrs)
Practicum I (2) *(offered on campus during summer)*
Practicum II (1) *(offered online in the fall semester)*
Practicum III (1) (*offered online in the spring semester)*

Graduate Certificate in Thomistic Studies (GCTS)

The Graduate Certificate in Thomistic Studies 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 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. However, students who take these six courses as requirements for a degree program to which they have been admitted are not granted this certificate as the coursework applies towards requirements for their degree.

Program Content: (18 academic credits)

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

Seminars on Summa Theologiae (9 hrs)
Prima Pars: God and Creation in the Thought of Thomas Aquinas (3)
Secunda Pars: Human Person and Society in the Thought of Aquinas (3)
Tertia Pars: Christ and Sacrament in the Thought of Thomas Aquinas (3)

Graduate Certificate in Biblical Studies (GCBS)

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. Students who complete the six courses of the certificate as requirements for a degree program to which they have been admitted are not granted this certificate as the coursework applies towards requirements for their degree.

Program Content: (15 academic credits)

Integrative Studies (0 hrs)
Theological Research and Writing (0)

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

Graduate Certificate in Theological Foundations (GCTF)

The Graduate Certificate in Theological Foundations is designed for those who seek to increase or deepen their understanding of Catholic theology and the Catholic intellectual tradition. Students in this certificate program study theology from a broad perspective in order to live more fully their call to Christian discipleship. Those who complete the seven courses of the certificate as requirements for a degree program to which they have been admitted are not granted this certificate as the coursework applies towards requirements for their degree.

Program Content: (18 academic credits)

Integrative Studies (0 hrs)
Theological Research and Writing (0)

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 (3) *or* Foundations of Spirituality (3)

Historical Studies (6 hrs)
Two of the following: Church History I (3), Church History II (3), or History of Christian Spirituality (3)

SECTION 6: ACADEMIC INFORMATION

Academic Affairs

Residential and Distance Learning Programs

Aquinas Institute offers programs that are available to residential (on-campus) students and to students at a distance. Aquinas Institute is a member of SARA and is accredited through the Association of Theological Schools to provide comprehensive distance learning, with the ability to accept distance students from any state except California. Aquinas Institute offers programs in several modalities that are geared to the needs of our students:

A residential program is a degree or certificate program for which students are expected to attend the courses in person on campus. Most of Aquinas Institute's programs are residential programs.

An online-synchronous program is one in which students complete their courses in real time via video conferencing. Such students participate virtually in their classes by joining residential students who are taking the same courses on campus. The MA in Theology program is the only degree program that students can complete entirely online-synchronously. To do so, students must reside outside of the greater Saint Louis metro area and must fulfill the other requirements of Aquinas Institute's Synchronous Learning Policy.

An online-asynchronous program is one in which students complete their courses online but not in real time. Students receive their reading and writing assignments and course content through postings by the instructor on a course site and are able to work according to their own schedules to meet assignment deadlines. The Graduate Certificate in Health Care Mission is the only program offered at Aquinas Institute that is completely online-asynchronous.

A hybrid program is one in which students complete their courses online-asynchronously but are required to participate in an on-campus intensive for most courses. Virtual learning may include posted reading and writing assignments, some required video conference meetings, and group discussion posting. The intensive consists of a 3-5-day period on-campus in St. Louis. The DMin and MAPS-CGS degrees are both hybrid programs.

The Master of Arts in Practical Theology with a Specialization in Health Care Mission (MAPT) program includes coursework that is completed asynchronously through the Graduate Certificate in Health Care Mission, coursework that may be completed on campus or online-synchronously, and formation work that must be completed on campus.

Spiritual Direction Certificate students take a combination of online and on-campus courses.

Human and Spiritual Formation

Human and spiritual formation is a component of the MA, MAPS, MAPS/MSW, and MDiv degree programs at Aquinas Institute of Theology. The MAPT and MAPS-CGS degree programs have their own individual formation processes, unique to the 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.

Small communities of students meet in conversational-style seminars 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 assessment instruments, which are administered by professional psychologists and completed by each student during the first year of the formation program to help the student assess their readiness and suitability for ministry before beginning Supervised Practice of Ministry (see the Human and Spiritual Formation Professional Counseling Policies in Section Twelve of this publication). All students in the human and spiritual formation courses offered by Aquinas Institute sign a release form which gives the course instructor, and in the case of the MAPS-CGS program also the MAPS-CGS Spiritual Formation Director, access to the results of the above tools/assessments. A separate fee is attached for the cost of providing, administering, and interpreting these histories and psychological instruments, which is paid directly to Aquinas Institute.
- Personal and spiritual formation goals, which are reviewed and self-evaluated 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 instructors, who at least once each semester discuss goals, progress, and any issues or concerns that need to be addressed

Theological Field Education *(SPM, CPE, Internships)*

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 classroom learning, discernment of the gifts of the Spirit, vital self-awareness, and theological reflection. As one of its goals, theological field education at Aquinas seeks to integrate cultural, experiential, and theological data. It includes supervised *practica*, clinical pastoral education (CPE) opportunities, and pastoral year internships.

Clinical Pastoral Education (CPE)

CPE is an intensive summer- or semester-long experience of process education at an accredited ACPE site under the supervision of a certified ACPE supervisor. The basic unit of CPE is integral

to the MDiv program and is an option in the MAPS 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.

Supervised Practice of Ministry

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. Each student negotiates a written learning contract inclusive of specifying a ministry, an on-site supervisor, and learning goals. In the classroom seminar, students learn two methods of theological reflection that take into account Christian tradition, cultural context and experience—both communal and personal. In the context of pastoral case studies, students develop the habit of integrating these three sources of wisdom into the practice of ministry.

Pastoral Year Internships

Pastoral year internships are available, according to a student's program of study and long-term ministerial interests. Internships are arranged through the Director of Theological Field Education. 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. SPM and CPE are prerequisites for the internships.

Academic Departments

Aquinas Institute offers courses in the following disciplines:

- Biblical Studies (BIB)
- Cross-Disciplinary Studies (CDS)
- Doctor of Ministry Research (DMR)
- Human and Spiritual Formation (FRM)
- Homiletics (HOM)
- Historical Studies (HST)
- Liturgical and Sacramental Theology (LIT)
- MA in Theology Specialized Courses (MAR)`
- Ministerial Formation (MIN)
- Moral Theology (MOR)
- Philosophical Studies (PHL)
- Pastoral Theology (PST)
- Systematic Theology (STH)

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

- HCM: Health Care Mission Academic Coursework and Formation
- CGS: CGS Academic Coursework and Formation

Ordinarily, 4XX level courses (and below) indicate undergraduate level, 5XX level courses are graduate level, and 6XX level courses are doctoral level. Undergraduate level courses do not fulfill degree requirements nor are the grades for undergraduate level courses calculated into a student's GPA.

Program Directors

- Michael Anthony Abril– Master of Arts in Pastoral Studies and Dual Master of Arts in Pastoral Studies and Master of Social Work at Saint Louis University
- Brent Bowen, OP – Doctor of Ministry in Preaching
- Stewart Clem – Ashley-O'Rourke Center for Health Ministry Leadership
- Michael Mascari, OP– Master of Divinity
- Vincent Davila, OP – Dual Master of Arts in Theology and Master of Divinity for the Dominican student brothers
- Eric Wagner, CR – Master of Arts in Theology; Dual Master of Arts in Theology and Doctor of Philosophy in Health Care Ethics at Saint Louis University
- Carolyn Wright – Master of Arts in Pastoral Studies – Catechesis of the Good Shepherd; Theological Field Education; and Spiritual Direction Program

Academic Status

Categories of Students

- Graduate Degree Students: Students admitted to a degree program and working toward a graduate degree
- Graduate Certificate Students: Students admitted to a certificate program and working toward a certificate in a specialized area
- Non-Degree Seeking Students: Students admitted to Aquinas Institute but not to a graduate degree or certificate program who take courses for credit or audit with the approval of their advisor and the Academic Dean. **Non-Degree Students ordinarily 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.*

Full-Time Academic Program Course Load

- MDiv and MAPS degree programs = 12 credit hours per semester
- MA program = 9 credit hours per semester
- Certificate programs = 6 credit hours per semester
- MAPS-CGS and DMin degree programs = 3 credit hours per semester

In the case of the two-semester Pastoral Year required by the MDiv program, 3 credit hours each semester is considered a full-time academic load.

Duration of Degree Program

Students must complete the following degree programs within these timeframes:

- MA and MAPS programs within five years of a student's initial registration;
- DMin program within six years of a student's initial registration;
- MDiv program within seven years of a student's initial registration

Should a student need an extension to the above stated durations, the student must submit a *Petition for an Extension of the Time Period to Complete Degree Requirements (Form R-6)* obtained under "Files, Registration Forms" on Populi, the Student Information System (SIS). This extension form must be presented to the student's academic advisor and approved by the Academic Dean. An extension may be granted for no more than 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 prior to the beginning of the semester and pay the required continuation fee. Continuation Status must be applied for if the student is unable to take any courses for credit or if the student has completed all course requirements for a degree but not the final requirements, such as the comprehensive examination, thesis, or final paper. If a student fails to register for Continuation Status in a given semester, upon subsequent registration, the student will have to pay the Continuation Status fees for that semester and all semesters where Continuation Status was not applied for. Moreover, the student will be subject to the program requirements in effect at this later 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 therefore have to be satisfied for graduation. The period in which a student is on Continuation Status is applied toward the time period for completing the degree program. Master's students whose enrollment is interrupted for three or more consecutive years must submit an application for readmission to Aquinas Institute.

Academic Standing and Probation

To be in good standing, a Masters-level student ordinarily must maintain a minimum cumulative grade point average of 3.0 in the program of study. Students whose academic history at the time of admission raises a serious question about their ability to succeed with graduate study may be admitted to a degree program with probation status. If in a given semester a student in a program of study has received either the grade of "F" for a course or concludes the semester with a cumulative grade point average below a 3.0, the student will be placed on probation, that is, will not be in good academic standing. Doctor of Ministry in Preaching students must maintain a grade of 3.0 in each course in their curriculum to be in good standing.

At the beginning of each semester the Registrar will notify the Academic Dean of students who are on probation, and the Academic Dean will send official notice of the student's probationary status to the student and the student's academic advisor on Populi or by email. In this notice, 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. If a student is placed on probation for more than one semester, the student may be asked to withdraw from Aquinas Institute.

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. 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 again meet the academic requirements of their program.

Academic Evaluation

Grading Scale

Students' course grades are recorded on Populi. Students may print their grade reports and unofficial transcripts from their Populi account at any time. The Registrar's office maintains official grade reports and transcripts. Aquinas Institute uses a letter grade system for most courses; the pass/fail system is used for specified courses, such as formation.

Grades are given and computed according to the following standard:

Letter Grade	Percent Grade	GPA Scale
A	93 – 100	4.0 quality points
A–	90 – <93	3.7 quality points
B+	87 – <90	3.3 quality points
B	83 – <87	3.0 quality points
B–	80 – <83	2.7 quality points
C+	77 – <80	2.3 quality points
C	70 – <77	2.0 quality points
F	<70	0.0 quality points

Grade Point Average

The cumulative grade point average is calculated 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 calculated in the Grade Point Average:

- Audit (AU)
- Pass (P) – 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.
- Undergraduate level courses

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. In cases where a failed course is repeated, the final grade for the repeated class replaces the attempted credits and the grade earned initially for purposes of determining the cumulative GPA. In such a case the original failure remains on the transcript with the notation F(R).

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.

W Withdrawal – Authorized withdrawal from a course. This may be granted before the deadline on the academic calendar. 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 for course withdrawal outlined by the Registrar's office.

Grade Reports

For a semester grade to appear on a transcript, a final grade must be entered. If a grade is designated IP (In Progress) after the date that grades are due, as listed on the academic calendar, the student should contact the professor directly. Some courses, such as orientation courses and MA Thesis Research, will reflect IP beyond the end of the semester.

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. Students who audit courses are expected to

attend class regularly, complete reading assignments, and participate in class. They do not submit any work for the faculty to grade nor do they receive any academic credit. When a course has pre-requisites, a student who wishes to audit the course must ordinarily fulfill all the pre-requisites before enrolling in it. Otherwise, the student will need to request the approval of the Academic Dean. Most courses at Aquinas Institute can be taken without credit except *practica* and preaching courses, as well as courses in the DMin and MAPS-CGS programs. Students who audit courses cannot change registration to "for-credit status" once the specified deadline on the academic calendar 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.

Courses that a student audits are not eligible for scholarship disbursements, which are available only to scholarship students who take courses for credit. For academic reasons and with the express permission of the academic dean, in extraordinary circumstances a fully-funded student's scholarship may cover an audited course.

Academic Credits

A student in the MA, MAPS, or MDiv program may enroll at Aquinas Institute with some graduate-level credit hours previously 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

Transfer of Credit to Aquinas Institute

A student in the MA, MAPS, or MDiv degree program may request a transfer of credit for a course previously completed in theological or philosophical studies at another institution, as well as the credit hours earned, where such credit hours were not counted toward a conferred degree. In such a case, the transferred course fulfills the course requirement for the Aquinas degree program, as well as the credit-hour requirements for that program. Not more than one-third of the total credits required in an Aquinas degree program will be recognized as transfer of credit or counted toward advanced standing. A student in the Spiritual Direction and/or Biblical Studies Certificate Program may be eligible to petition for a transfer of credit for up to three credit hours of course work. Transfer of credit is granted at the discretion of the Academic Dean.

To obtain a transfer of credit:

- the student must first discuss with his or her academic advisor the course(s) that could be eligible for transfer of credit;
- the student must make an official request in writing for transfer of credit to the Academic Dean;

- the course(s) must be graduate level for which the student earned a final grade of "B" or higher. Pass/fail, credit/non-credit, or satisfactory/unsatisfactory graded courses are not eligible for transfer of credit;
- the course(s) must have been taken within the previous seven years;
- an official transcript of a student's record must be sent directly to the Registrar by the institution(s) where the course(s) was taken;
- the student must be in good standing at Aquinas Institute with a minimum 3.0 cumulative GPA in the program of study;
- the student must have completed at least six credit hours of coursework at Aquinas Institute;
- the appropriate paperwork must be filed with the Registrar's office; and
- the transfer fee must be paid in Populi before the transfer credit will be recorded on the student's transcript.

Advanced Standing

In cases where a transfer of credit is not applicable, a student in the MA, MAPS, or MDiv degree program may apply to the Academic Dean for advanced standing for graduate-level work taken at another institution. In this case, Aquinas recognizes the course requirement as fulfilled but not the credit hours needed to complete the Aquinas program. The student may then request an elective course with the same number of credit hours in a related discipline to replace the required course of the degree program. For example, if the Academic Dean grants advanced standing for an introductory theology course that counted toward a degree conferred by another institution, the student will not be obliged to take the course, "Introduction to Theology and Theological Method" at Aquinas Institute but will be required to take an elective in the field of systematic theology, totaling the same number of credit hours. Not more than one-third of the total credits required in an Aquinas degree program will be counted toward advanced standing or recognized as transfer of credit. A student in the Spiritual Direction and/or Biblical Studies Certificate Program may be eligible to petition for a up to three credit hours of advanced standing for previous course work. Advanced standing is granted at the discretion of the Academic Dean.

To obtain advanced standing:

- the student must first discuss with his or her academic advisor the course(s) that could be eligible for advanced standing;
- the student must make an official request in writing for advanced standing to the Academic Dean;
- the course work must be graduate level for which the student earned a final grade of "B" or higher. Pass/fail, credit/non-credit, or satisfactory/unsatisfactory graded courses are not eligible for advanced standing;
- the course work must have been taken within the previous seven years;
- an official transcript of a student's record must be sent directly to the Registrar by the institution(s) where the course(s) was taken;

- the student must be in good standing at Aquinas Institute with a minimum 3.0 cumulative GPA in the program of study;
- the student must have completed at least six credit hours of coursework at Aquinas Institute; and
- the appropriate paperwork must be filed with the Registrar's office.

Transfer of Credit from Aquinas Institute

Credit hours earned at Aquinas Institute may be transferred to another institution at the discretion of the receiving institution. A student must first request his/her transcript through Parchment Inc. A link to Parchment may be found on the Registrar page of the Aquinas Institute website.

Double Counting Credits

Students admitted to a graduate program may, within certain guidelines, double count some courses for credit toward two master's degree programs or a master's degree and a certificate program 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 is determined as follows: the credit hours for the shorter degree or certificate program are divided by two. The resulting quotient of credit hours (the credit hours divided by two) may then be applied to the same degree requirements in the longer program. Culminating-experience credits, such as theses, language proficiency exams, comprehensive exams, or integrative projects cannot be double counted. *Practica* credits cannot be double counted unless specified by a 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. If the application requirements for the additional degree differ from those of the student's current program, the student will need to complete an abbreviated application to the second program.

Double counting is permitted for any courses that 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 conferred by Aquinas Institute. Double counting is not allowed for two graduate certificate programs.

When two master's degrees or a masters degree and certificate are pursued concurrently, the conferral of either the shorter degree program or the certificate program will take place upon the completion of the longer program.

Moreover, for credits to be double counted:

- The credits must be earned at Aquinas Institute of Theology;
- The credits may not total more than half 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 may 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 Saint Louis University, the agreed upon policy of Aquinas Institute and the other university controls.

Unless they are part of 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.

Academic Registration

Academic Calendar and Course Schedule

Aquinas Institute operates on a semester-based calendar consisting of a fall and spring semester of 15-16 weeks and a shorter summer semester of 12 weeks. Please use the following link for this year's academic calendar: https://www.ai.edu/calendar. The schedule of classes for on-site courses is available on Populi and on the Aquinas website at https://www.ai.edu/link-three/class-schedule.

Registration

For all returning students, there is a designated registration period each term lasting four to six weeks. Registration dates and other academic deadlines are listed on the academic calendar at https://www.ai.edu/calendar. Prior to the registration period opening, a registration lock will be placed on all students' Populi accounts preventing them from registering. Returning students must meet with their academic advisor to discuss their registration plans and to have their registration lock removed. Newly admitted students will register with either their academic advisor or the Academic Dean. Students who register for classes after the registration period ends will be assessed a late fee.

Course Add/Drop Period and Changes of Registration

During the designated registration period, students register themselves for courses after meeting with their advisor. To add or drop a course outside of the registration period and before the end of the first week of classes, students must fill out an *(R1) Change of Registration* form, which can be found in Populi under "Files, Registration Forms." After students complete their portion of the form, they must send it to their advisor for approval, who will then send it to the registrar for processing. For changes of registration, students may drop a course with no permanent record notation up to the end of the second week of classes. Please see the *Withdrawal from a Course* subsection. When seeking refunds, students should reference the "Withdrawals and Refunds" schedule on the Academic Calendar. **Please note that no fees are refundable.**

Students who receive financial aid, Stafford loans, and international students who are at Aquinas Institute on an F-1 Visa are required to maintain a minimum number of registered credits. International students should check with the Registrar for information about visa requirements; those receiving financial aid or Stafford loans should check with the Coordinator of Admissions and Financial Aid for information about financial aid and scholarship requirements.

Cross-Registration

Students may be able to fulfill some degree requirements through cross-registration for one or more courses at one of the schools in which Aquinas Institute participates as a consortium member. With their advisor's approval, Aquinas students may cross-register for courses at Saint Louis University, Eden Seminary, Concordia Seminary, and Covenant Seminary. At Saint Louis University, Aquinas Institute students in good standing may register in the University's graduate theology and philosophy courses, and undergraduate courses in the School of Philosophy and Letters and the College of Arts and Sciences. Students should be advised that cross-registered undergraduate courses do not fulfill any graduate degree requirements at Aquinas Institute. No more than one-third of the total required credit hours may be taken through cross-registration. Cross-registered 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 is 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 ascertain that it satisfies the requirements of the student's 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 for the student to consult the Registrar with any questions beforehand.

Directed Readings

Courses with fewer than three students are ordinarily taught as directed readings. When a course is taught as directed readings, the burden of work is upon the student who is responsible for the reading, the completion of various writing assignments, and careful preparation for formal class periods. A student in a directed reading course is expected to do significantly more reading than in on-campus courses taught weekly. A three-credit course normally would occasion four meetings between the professor and students during the semester. Because the student's time is relatively unstructured, the student must complete all the coursework before the end of the semester.

The Academic Dean will determine whether it is necessary to provide students with a directed readings course. 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 time period of the student's 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. A similar course is either not available or would be a hardship for the student to take at another institution with which Aquinas Institute has a cross-registration agreement.

To register for a directed readings course, the student must receive approval from the Academic Dean after first 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 an *(R9) Directed Readings/Tutorial Contract,* found on Populi under "Files, Registration Forms." The faculty member must propose a course syllabus, which the student then submits with the completed *Directed Readings/Tutorial Contract* form to the Academic Dean. Upon approval of the directed readings course, the Academic Dean presents the necessary documentation to the Registrar before the registration period ends. The student is charged the normal tuition rate per credit hour.

Academic Services

Academic Advising

Aquinas Institute of Theology assigns every degree-seeking student an academic advisor who is a member of the faculty. The role of the academic advisor is to offer guidance to the student regarding program requirements, the choice of courses that will further the student's academic and professional goals, and a suitable course map towards degree completion.

Although students bear primary responsibility for their progress and the completion of requirements toward their degree, their academic advisor assists them in carrying out these responsibilities. Because of the importance of the advisor's role, students are required to meet with their advisors each semester 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.
- Students should follow the recommendations of their academic advisors, although they may discuss alternate options.
- Students should consult with their academic advisor if they are experiencing difficulties or concerns with their academic work.
- Students should inform their advisor immediately if they are failing a course, and their advisor will inform the Academic Dean as to possible options for assisting the student.
- Students should seek first the guidance of their advisor in fulfilling program requirements, including ministry *practica*, internships, and a CPE placement, preparation for comprehensive examinations, finding a director for thesis, and applying for graduation. A faculty member other than the advisor may subsequently become directly involved in these processes, such as the Director of Field Education, the Director of the MA in Theology program, or the Academic Dean, but the student should first approach his or her advisor.

Thesis Direction and Guidance

MA theses and DMin theses are directed by faculty members; it is an essential part of a faculty member's responsibilities. Students are expected to take the initiative in requesting assistance from faculty members.

Accommodations for Students with Disabilities

Students who need academic accommodations due to one or more diagnosed disabilities for either a short- or long-term basis should contact the Center for Accessibility and Disability Resources at Saint Louis University (SLU) at least six weeks before the start of classes and complete SLU's *Application for Accommodations*. After completing the application and submitting it to the Center for Accessibility and Disability Resources, a student is to schedule an appointment with the Center to discuss and to arrange accommodations. After SLU's Center approves accommodations, documentation of the approved accommodations is to be presented to Aquinas Institute's Academic Dean. The student may present documentation of the approved accommodations to faculty for any course to which the accommodations apply. For more information on this process, including contact information for SLU's Center for Accessibility and Disability Resources, access this link: https://www.slu.edu/life-at-slu/student-success-center/accessibility-and-disability-

resources/index.php. The Policy on Accommodations for Students with Disabilities is located in Section Twelve of the Student Handbook.

Online Delivery Systems

Aquinas Institute uses Populi (*pop-you-lee*) as its official Student Information System (SIS) and Learning Management System (LMS). In Populi, students may access their academic records (unofficial transcripts and semester grade reports), register for classes, see the texts required or recommended for classes, receive announcements, view their financial aid awards, print invoices and receipts, and pay their bills.

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 able to view their final course grade until the course evaluation period ends.

A student may have a lock placed upon his or her Populi account for any of the following reasons: the registration period has not yet begun or the student has not yet met with his or her academic advisor, poor academic performance, financial account in arrears, missing documentation necessary for enrollment, or overdue library books and outstanding fees. The lock will appear in Populi with instructions on how to have the lock removed.

Transcript Request

A student may request his/her official transcript from Aquinas Institute through Parchment Inc, in which case the student creates an account with Parchment. A link to Parchment may be found on the Registrar page of the Aquinas Institute website under the Alumni tab or here https://www.parchment.com/u/registration/21272716/institution. An unofficial transcript is available at any time from the student's Populi account. Official 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.

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 Aquinas Institute policy on the confidentiality of student records can be found in Section Twelve of this document.

Conclusion of Studies

Final Exam Schedule

The academic calendar indicates the final exam period, which is scheduled during the last week of the fall, spring, and summer semesters. Professors may schedule their final exams during the same time slot as their regularly scheduled courses, or they may work with the students to find a different, mutually agreed-upon time and date. Not all courses will schedule a final exam.

Graduation

Students who have attained a cumulative grade point average of at least 3.0 and have completed the requirements of their program may apply for graduation by submitting an *Application for Graduation* found on Populi under "Files, Graduation Applications" This form should be given to their academic advisor before the deadline listed on the academic calendar (usually the last Friday in January for a May graduation and the third Friday in October for a December graduation). After receipt of the "Application for Graduation" forms from the academic advisors, the Academic Dean reviews all applications before preparing the list of eligible students for graduation.

No diploma or official copy of the student's transcript will be issued until all credit hours required by the program have been successfully completed and all outstanding payments have been made.

Incompletes

Incompletes are given only for certain unexpected circumstances (such as illness, crisis, or death in the family) and are not authorized 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 on Populi under "Files, Advising." The student then informs the advisor of the reason(s) for the request and obtains the advisor's signature before presenting the *Request for Incomplete Grade* form to the professor. The professor will either approve or deny the request for the incomplete and give the form to the Registrar. If approved, upon completion of the coursework, the professor will submit the *Request for Incomplete Grade* form with the final grade to the Registrar. The incomplete work must be completed within 60 days following the final day of the semester.

If the professor denies the request for an incomplete, the student may appeal the professor's decision to the Academic Dean. The Academic Dean will review the matter, whose decision is final.

A student may request a further extension from the Academic Dean in the event that the situation warrants it. Such an extension is exceptional and is granted only in rare instances. It 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 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. The professor makes this decision in consultation with the Academic Dean. If the incomplete results in a failing grade, no credit will be given for the course. The student will have to repeat the course to obtain credit.

Withdrawal from a Course

A student may obtain an authorized withdrawal from a course prior to the deadline on the academic calendar. After this date, a student may not withdraw from a course or change the basis for evaluation (*e.g.*, from credit to audit). The student must complete an *(R2) Petition for Withdrawal* form, which can be found on Populi under "Files, Registration." Students who withdraw from a course will receive a W on their transcript.

International students should discuss the implications of withdrawing from a course with the Registrar, since such a withdrawal may affect the student's visa status; Similarly, students receiving financial aid or a Stafford loan should check with the Coordinator of Admissions and Financial Aid, since a withdrawal may affect 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" on the website.

Change in Academic Program

If a student wishes to change programs, the student must meet with his or her academic advisor. The advisor will then contact the Academic Dean. If the application requirements for the different program differ from those of the student's current program, the student will need to complete an abbreviated application to this new program.

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 the change in program.

Withdrawal from Aquinas Institute

A student may withdraw from Aquinas Institute after registration. The following provisions apply:

- The student must first complete a *(R2) Petition for Withdrawal* form on Populi, under "Files, Registration." The student must then obtain the academic advisor's and Academic Dean's signatures and submit it to the Registrar. (In the event that this form is not presented within one week of the last attendance in class, the withdrawal will 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 full or partial refund of tuition, dependent upon the time of the withdrawal. **However, there will be no refund of fees**.

Dismissal

If a student on academic probation fails to attain a cumulative grade point average of 3.0 in the following semester, the Academic Dean and the program director will determine whether the student should continue in the program. Aquinas Institute of Theology reserves the right to dismiss a student who does not meet the required academic standard, who has failed courses in more than one semester, or who has engaged in observable classroom disruptive behavior in the learning environment. A student faced with dismissal may enter the grievance process if he or she considers the dismissal unjust (see Grievance Policy in Section Twelve of this document).

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 in a letter from the Academic Dean or the President to the student.

Deferring Admission and Reapplying to Aquinas Institute

Students whom Aquinas Institute has admitted to a program may defer their entrance and registration for classes for up to one year. After one year, the terms of their admittance are subject to the discretion of the Academic Dean.

Students may apply for readmission at any time if they have voluntarily withdrawn from Aquinas Institute of Theology. 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 that demonstrates the 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 will not be readmitted to 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 each of these institutions as part of the

readmission process. Not all academic credits earned prior to re-application may satisfy the degree or certificate program requirements of Aquinas Institute.

Catastrophic Event Clause

If a catastrophic event or disaster occurs in which Aquinas Institute is unable to provide a reasonable means for completing courses for which students have registered and paid, tuition and fees will be refunded to the student. If a student should wish to matriculate elsewhere, because of such a catastrophic event or disaster, Aquinas Institute will provide whatever reasonable assistance it can to help the student transfer to another academic institution. Moreover, student records are backed up by a third-party provider.

Student Conduct

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 virtual 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, it is often helpful to first acknowledge the strengths of the other's position before presenting one's own thoughts.
- In the spirit of our Dominican charism, faculty and students should listen carefully to one another in the hope of acquiring new insights or a broader perspective.

Video Presentations and Conferencing

When making a video presentation or participating in class activities by video conferencing, such as Zoom, students should dress in a manner appropriate to a classroom setting. They should choose a professional or residential space appropriate for background visibility, such as an office or living room. Students should avoid personal or private spaces that place in view their beds or sleeping arrangements, as well as locations that pose audible or visual distractions like malls, coffee shops, and other sites outdoors.

Students should not participate in video conferencing 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 by always being visible on screen, 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, including Populi, the learning management system (LMS) used by Aquinas Institute. These media provide opportunities for learning at a distance but also present challenges 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 use proper punctuation and capitalization (not text-message shorthand).
- Avoid chat room abbreviations and all-capital letters, which can be interpreted as hostile or insulting.
- Respond to discussions in a timely way. If possible, let others know when you are not able to participate.
- 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 differences in professional rank or status that you or your classmates may possess.
- Recognize that misunderstandings are possible online and be ready to overlook these when they arise.

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 arises between a student and a 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 pursuit of truth espoused by the Order of Preachers. 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 both content (ideas, perspectives, or information that is presented as one's own without proper attribution) and actual verbal expression (copying the actual words or phraseology from a source without proper documentation and the use of quotation marks). It is also plagiarism to make use of material composed by an electronically generated system and present the output as original work, as when a student enters a prompt into an artificial intelligence tool and then uses it in a paper. Please see Aquinas Institute's Policy on Advance Instructions on Artificial Intelligence and Academic Integrity in Section Twelve of this document.

Cheating. Cheating involves the use of unauthorized or unethical assistance in completing an assignment. Instances include referring to documents and electronic data in taking quizzes or examinations that have not been previously 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 Twelve of this document.

Student Grievances

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

SECTION 7: 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/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 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 through Populi. There is a 3.1% convenience fee charged for all payments paid by credit card. To pay by check, students should print the semester invoice or statement and either mail it with their check to Aquinas Institute or deliver it in person with their check.

Financial Locks and Holds

Diplomas and official transcripts 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 or be approved for graduation.

Aquinas Payment Plan

A payment plan is available for those who need it. 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 equal payments 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.

Withdrawals and Refunds

Approved withdrawals from a course or from Aquinas Institute of Theology may entitle a student to a full or partial 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/admissions/tuition-and-fees.

Fees

Application Fee and Tuition Deposit

All prospective students applying to Aquinas Institute must pay a $50 application fee before the application can be submitted. To confirm their intent to study at Aquinas Institute, students must remit a $150 non-refundable tuition deposit on their application portal. This deposit will be credited to their first semester invoice.

Student Services Fee

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

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 to offset expenses for graduation and the Commencement ceremony. Master's degree and certificate students are charged the same graduation fee; doctoral students are charged a different amount for the graduation fee.

Continuation Fee

Each semester a continuation fee is payable by students who are unable to take a course during that semester or who have fulfilled all course requirements for a degree but not yet completed comprehensive examinations, theses, or other non- coursework requirements. A student who pays a continuation fee is not assessed an additional student services fee.

Transfer Credit Fee

A per credit-hour fee is assessed for each credit hour transferred from another institution, including CPE hours. The number of credit hours to be transferred must be approved by the Academic Dean before they are recognized as fulfilling a degree or certificate program requirement.

Incomplete Fee

A fee of $50 is assessed for every incomplete requested, which the student must pay before a final grade is entered on the student's transcript.

Late Registration Fee

Continuing students who register for classes after the registration period for the fall, spring, or summer session has ended will be assessed a charge of $100.00

Payment Plan Fee

Payment plan fees cover 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 or debit card are charged a convenience fee of 3.1%.

Saint Louis University Fees

SLU may have additional charges; please see SLU's policies for applicable fees.

SECTION 8: FINANCIAL AID

Aware of the differing financial situations of our students, Aquinas Institute of Theology has various forms of aid from which a comprehensive financial aid package can be created: Merit-Based Awards, Need-Based Financial Aid, and Federal Direct Unsubsidized 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 in the Financial Aid Handbook or from the Coordinator of Admissions and Financial Aid.

Aquinas Institute's Criteria

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

1. Merit-based awards, conditioned upon the potential for academic achievement, theological scholarship, and ministerial leadership, which is demonstrated through submitted application materials; or
2. Need-based aid, which is determined by submission of appropriate documentation.

Need-Based 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 Need-Based Aid should first seek financial assistance from their diocese or religious order. Ordained ministers and members of religious orders who are applying for Need-Based 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. Auditing students and those receiving automatic tuition discounts are not eligible for further grants or scholarships.

Application Deadlines

Financial Aid Applications from new students anticipating a fall semester start should be submitted at the same time as the Application for Admission. Applicants who wish to be considered for merit-based awards must submit their Application for Admission by January 28th. Applicants who miss the January 28th deadline for merit-based award consideration should apply for both admission and need-based financial aid by March 15th for priority consideration. Applications for aid received after July 31st will not be considered.

New students anticipating a spring semester start must submit all required Financial Aid Application components, including a Free Application for Federal Student Aid (FAFSA) for the **current** academic year, by October 15th for priority consideration. This Financial Aid Application will cover

the first two semesters of study only (spring and summer). Students must then submit all required Financial Aid Applications, including a FAFSA for the **next** academic year, by March 15th for priority consideration.

Applications for financial aid are only considered after an applicant has been accepted into a program of study.

Application Process

Students applying for need-based financial aid must complete the following:

1. Need-Based Financial Aid Application
2. Free Application for Federal Student Aid (FAFSA), which can be found on the FAFSA website: https://studentaid.gov/h/apply-for-aid/fafsa.
3. Supplemental Application for Federal Loans (if the student wishes to apply for federal loans)
4. Supplemental Application for International Students (if the student is not a U.S. citizen and is unable to submit a FAFSA)

Information on Aquinas Institute's merit-based awards can be found at: https://www.ai.edu/admissions/financial-assistance/scholarships-awards. Information and forms for need-based aid can be found at: https://www.ai.edu/admissions/financial-assistance.

Types of Aid

Merit-Based Awards

To fulfill the mission of Aquinas Institute of Theology, the following merit-based awards are offered to incoming students. By completing and submitting an application for admission to the Master of Arts in Theology, Master of Arts in Pastoral Studies, or Master of Divinity programs by January 28th, a student is automatically considered for any awards for which he or she may be eligible. There is no separate application. During the application review process, the Financial Aid Committee makes recommendations for awards. These decisions are communicated at the time of admission. All recipients of merit-based awards must maintain each semester a 3.5 GPA at Aquinas and must complete their degree within the established timeframe for their program. The main scholarship awards include the:

- St. Thomas Aquinas Scholar Award
- St. Albert the Great Award
- St. Catherine of Siena Award
- St. Martin de Porres Award
- Sofia Cavalleti Award
- St. Rose Philippine Duchesne Award
- St. Vincent Ferrer Award

For a full explanation of merit-based awards, please Section 2 of the Financial Aid Handbook.

Need-Based Aid

Need-based aid is available to all certificate- and degree-seeking students at Aquinas based solely on demonstrated financial need. The Student Aid Index (SAI) generated from the student's FAFSA, family size, income, assets, age, special circumstances expressed in the Aquinas Institute Need-Based Financial Aid Application, and the cost of attendance are taken into consideration when determining a student's need. The SAI uses all these factors in its calculation. Full-time students (as defined by their degree program) are eligible for up to 60% tuition assistance and part-time students (as defined by their degree program) are eligible for up to 35% tuition assistance.

Federal Direct Unsubsidized Loans

A Federal Direct Student Loan is a type of financial assistance that must be repaid. Students are able to take out Direct Student Loans to cover the difference between their need and/or merit-based aid and the total cost of attendance (COA). Calculated each year, the COA is an estimate of the amount it will cost a student to be in school. To be eligible for assistance through the Federal Direct Student Loan program, a student must be enrolled at least part time in an accredited degree program. Students enrolled in Certificate programs are NOT eligible for Direct Student Loans.

For a full explanation of Federal Direct Loans, please see Section 4 of the Financial Aid Handbook.

Maintaining Eligibility for Financial Aid

To remain eligible for Financial Aid, a student must complete a FAFSA by March 15 for each year the student is in studies. A student must also maintain Satisfactory Academic Progress (SAP). SAP is measured by the quality, quantity, and maximum timeframe of academic work. It is certified by minimum GPA, successful completion of 70% of a student's attempted course load, and degree completion within a maximum timeframe. Students who fail to meet SAP requirements in any semester will receive a written warning from the Coordinator of Admissions and Financial Aid. Students who have received a written warning must meet SAP in the subsequent semester of will lose eligibility for financial aid.

For full explanation of SAP, see Section 1.9 of the Financial Aid Handbook.

Educational Benefits for Veterans

Veterans, services members, and certain family members may be eligible to receive educational benefits at Aquinas Institute. Prospective and current students should communicate with the VA regional claims processing office, as well as with Aquinas Institute's Coordinator of Admissions and Financial Aid, to see if they are eligible.

Aquinas Institute of Theology recognizes Section 103 of the Veterans Benefits and Transition Act of 2018. In the event of a pending or delayed payment by the U.S. Department of Veterans Affairs, students receiving educational benefits will still be allowed to attend classes. Additionally, the student will not incur any penalties, such as late fees or restricted and/or terminated access to any library or facility resources, as well as the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to Aquinas.

SECTION 9: 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. For non-emergency situations, call:

- St. Louis Metropolitan Police Department Non-Emergency: 314-231-1212
- SLU Department of Public Safety other Non-Emergency: 314-977-2376
- SLU Department of Public Safety Safety Escorts: 314-977-7433 or (977-RIDE)

Emergency Notifications

Should there be a need to contact students in an emergency, an email notification will be sent to the email address recorded on Populi. Saint Louis University also issues emergency alerts via text message, email, and automated phone call.

Emergency and Unscheduled Closings

If Aquinas Institute is closed because of an emergency or inclement weather, notice will be posted on Populi and the Aquinas Institute website. Students will also be contacted via email detailing whether courses will be conducted via Zoom or have been cancelled.

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
- Instagram: aquinas_institute
- Linkedin: Aquinas Institute of Theology
- Twitter: AITheology

The Aquinas Weekly Newsletter

Aquinas publishes a weekly e-newsletter that is sent via email on Monday mornings. Important announcements, event invitations, and Aquinas Institute news can be found in The Aquinas Weekly.

If you are not receiving this communication, please contact our Coordinator of Communications and Marketing.

Building Hours

Aquinas Institute is open Monday through Friday from 8:00 a.m. to 4:00 p.m. throughout the school year. Students in evening classes have building access when those classes are meeting. 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, e.g., St. Dominic Priory and the Vincentians. To reserve space, contact the Business Operations Manager at sanchez@ai.edu. A fee may be charged and proof of insurance must be provided.

Employees and full-time on-campus students are issued key fobs for entrance into the building. Part-time students may request fobs as needed. All fobs must be returned upon the completion of a student's program. A lost fob must be reported to the Operations Office and a small fee will be charged for the lost fob, after which a replacement will be issued.

The classrooms at Aquinas Institute are equipped with technology equipment to aid with distance learning and on-campus presentations. Requests for use of these resources should be directed to the Coordinator of Institutional Technology at tech@ai.edu or roesslein@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.

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
- The Feast of St Dominic (August 08)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve through New Year's Day

Institutional Technology and Electronic Services

Wireless Internet

Wireless internet access is available throughout the building. The password is available from the Coordinator of Institutional Technology.

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 can be reached at: tech@ai.edu, roesslein@ai.edu, or 314.256.8865 (telephone)

SLU Email

Upon enrollment, students at Aquinas Institute are issued an email address through Saint Louis University. 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 as necessary on their Populi "Info" page.

Students are responsible for checking this account on a regular basis. Please note that the Aquinas IT Department has no oversight of SLU email. If any issues are encountered forwarding SLU email to another account, students remain responsible for checking their SLU email account directly for messages.

Computers and Printing

There are computers in the Aquinas library that are connected to the copier on the lower level. All students receive a code that allows them to print or make copies. In addition, students may use the

computers in the main area of Aquinas Institute. Computer labs are also available 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 on the lower level in the Aquinas Institute mailroom/copier area.

Photocopies

Students may use the photocopier in the lower level mailroom/copier area. 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; or
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Students engaged in studies would seem to fall under the same guidelines for a 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, including workbooks, exercises, standardized tests, test booklets, answer sheets, and the like.
- Unauthorized copying may not substitute for the purchase of books, publisher's reprints, or periodicals.
- Unauthorized copying may not be directed by a 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 on the east side of Aquinas Institute on Spring Avenue 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 in the car being towed.

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

Parking is also available to all visitors and cross-registered students at the SLU garage at 3602 Laclede and at the SLU garage at 3338 Olive who purchase a parking coupon. A coupon is $2.00 for an hour or $6.00 for a day-pass. Students with a validated ID may purchase parking permits by the semester in the SLU Parking/Card Services Department.

Public Transportation

The Metrolink (both Red and Blue Lines) light rail has a stop located on Grand (south of campus) and connects with Metro buses. A special 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 use the TripShot app or call 314-977-3000 with his or her name, phone number, current location, destination, and the number of riders.

Emergency Procedures

Evacuations

In the event of an emergency, students should evacuate the building in a safe, orderly manner. They should:

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

Sheltering in Place

If students are directed to shelter in place, they should 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 shelter in place may be given because of an active shooter, tornado, or other hazardous conditions. In a severe weather event, students are advised that it may be most prudent to put as many walls between themselves and the outdoors as possible and to stay clear of windows. The lower floor may be the best location, if it is accessible.

Active Shooters

In an active shooter situation, students should be prepared to run, hide, or fight. It is important to remain calm. If possible students should proceed to a location that can be secured. They should determine whether it is best to barricade themselves and should check if the door opens outward or inward. If necessary, they should move something in front of the door to ensure it cannot be forced open. They should turn off all lights, silence all phones, and wait for further instructions. A silenced phone should be kept nearby. Instruction may come via text, e-mail, telephone, or digital signage. Students should not open the door until they 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 able to provide its students with 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. More

information can be found at https://www.slu.edu/life-at-slu/student-success-center/academic-support/university-writing-services/index.php.

Simon Recreation Center

Simon Recreation Center on Laclede Avenue 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 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 (main) campus and Health Sciences Center (south) campus. The shuttle bus makes regularly scheduled stops at various locations on both campuses Monday through Friday 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 Aquinas Institute Reference Library is that reference books, current periodicals, and bound periodicals are to be used in the library but may be photocopied at the copier on the lower level. With the permission of the librarian, such materials may be checked out. 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 students have full privileges to use the 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.

Responsibility for Borrowed Materials

The borrower of library materials 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 provide the Banner ID assigned by Aquinas Institute and an official form of photo identification (e.g. driver license or passport). The SLU ID card 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.

Health and Counseling

The Student Health Center is located in Marchetti Towers East, 3520 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 at 3711 West Pine Mall 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/.

Banking

U.S Bank has a branch on SLU's 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 dine and several meal plans. Students can visit DINESLU at https://dineslu.sodexomyway.com/ to see operating hours, locations for places to eat, and meal plan options."

Extra-Curricular Activities

Student Life Council

Students may encouraged to serve on the Student Life Council where they organize programs and initiatives that meet the needs and interests of students, especially those that promote and strengthen spiritual and community life at Aquinas.

Ad Hoc Committees

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

Liturgical Life at Aquinas

Liturgical Ministries

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

Eucharist

The Eucharist is celebrated in the Aquinas Institute Chapel on Tuesdays at 11:45 a.m., as well as on special feast days and other important occasions in the academic year.

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 offers opportunities for the Sacrament of Reconciliation, Mondays through Fridays from 10:30 a.m. until 11:45 a.m.

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. Students are welcome to use this chapel or the main Chapel for prayer and meditation.

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/.

SECTION 10: INTERNATIONAL STUDENTS

Disclaimer

This information is intended to provide general guidelines for international students who wish to study at Aquinas Institute of Theology. **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 student who plans to study in the United States becomes 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 student visa application process, initial travel to the United States, and maintaining the student's F-1 nonimmigrant student status.

Definition

An international F-1 nonimmigrant student admitted to Aquinas Institute of Theology, is:

- a student who is a foreign national admitted to the United States on a temporary basis with the purpose of pursuing a full course of academic study to complete a program at a Student and Exchange Visitor Program (SEVP)-certified school. This student is often referred to as a SEVIS student because the student is registered with the Student and Exchange Visitor Information System (SEVIS).

Applying to Aquinas Institute

International nonimmigrant students who wish to apply to Aquinas Institute must also complete the "Supplemental I-20 Application," including disclosure of financial resources needed to live in and study in the U.S. during a period of up to one year while a student at Aquinas Institute. The financial resources documentation must include one or more of the following:

- Financial bank statements
- Letter of financial support from a sponsor
- Financial aid and scholarship award letters

Form I-20 Process

1. After an F-1 nonimmigrant student is accepted at Aquinas Institute, the student will be issued and sent a Form I-20, Certificate of Eligibility for Nonimmigrant Status, which is prepared by the PDSO (see below) at Aquinas Institute. A Form I-20 provides the student with the documentation necessary for an F-1 nonimmigrant student to apply for a student

visa with the U.S. Department of State. An I-901 SEVIS fee is charged and must be paid to apply for a student visa.

2. A student visa can be issued up to 120 days prior to the start date of the course of study at Aquinas Institute.
3. An F-1 nonimmigrant student may enter the United States up to 30 days before the official program start date as indicated on the student's Form I-20.
4. An F-1 nonimmigrant student must report in person to Aquinas Institute by the program start date indicated on the student's Form I-20.
5. To legally remain in the U.S., an F-1 nonimmigrant student must maintain a full course load each semester, i.e., spring and fall. A full course load is determined according to the degree program in which the student is enrolled. A student may be permitted to drop below the full course load during the last semester of the graduate program. The student should see the PDSO if this situation arises.
6. SEVIS students must "check in" with the Registrar's office at the beginning of each fall and spring semester for each student's Form I-20 to remain in active status. Any change in address must be reported at this time or during the semester when it occurs.

Completion of Program at Aquinas Institute of Theology

Upon completion of the degree program at Aquinas Institute, an F-1 nonimmigrant student has a grace period of 60 days after the program end date indicated on the Form I-20 to leave the United States or to transfer the Form I-20 to another SEVP-certified institution.

Transfer of Form I-20 to Aquinas Institute

An F-1 nonimmigrant student with a valid student visa and a Form I-20 **in active status** at another SEVP-certified school must transfer his or her Form I-20 to Aquinas Institute upon admission to a program of study at Aquinas Institute. In such a case, the student must contact the PDSO of the school where the student has been studying to request a transfer of his or her Form I-20 to Aquinas Institute. The student must also contact Aquinas Institute's PDSO to report the plan to transfer his or her Form I-20 to Aquinas Institute. SEVIS students transferring to Aquinas Institute will receive a *Request to Transfer SEVIS Record to Aquinas Institute of Theology* form with their acceptance materials. The student must then complete Section I of the *Request to Transfer* form and submit it to the other school's PDSO to complete Section II of this form. The completed form must then be emailed to registrar@ai.edu.

Transfer of Form I-20 from Aquinas Institute

An F-1 nonimmigrant student with a valid student visa and a Form I-20 **in active status** at Aquinas Institute can transfer his or her Form I-20 from Aquinas Institute to a SEVP-certified school upon

the student's request if the student plans to continue studies and has been admitted to another institution. To do so, the student must contact the PDSO at Aquinas Institute to request a transfer of the Form I-20 to the other school and to obtain a *Request to Transfer SEVIS Record from Aquinas Institute of Theology* form. The student should also contact the other school's PDSO to specify intent to transfer the Form I-20 from Aquinas Institute. The student must then complete Section I of the *Request to Transfer* form and submit it for completion of Section II to the PDSO at the school to which the student will be transferring. The completed form must then be emailed to registrar@ai.edu.

Principal Designated School Official (PDSO)

The Principal Designated School Official (PDSO) for Aquinas Institute is the Academic Dean, with the following contact information:

Email: mascari@ai.edu

Telephone: 314-256-8852

Mailing Address:
Aquinas Institute of Theology
Attn: Academic Dean
23 South Spring Avenue
St. Louis, MO 63108 USA

In addition to the PDSO, Aquinas Institute of Theology may have additional DSOs (Designated School Officials) authorized to assist with SEVIS-related matters.

Work Study

If an F-1 nonimmigrant student receives a work study assignment at Aquinas Institute, the student must apply for and be assigned a Social Security Number by the Social Security Administration in order to receive compensation. As this is a time sensitive issue, the student must apply as soon as possible but no earlier than ten days after entering the United States. This ten-day period is required to allow for the student's government records to be updated.

Additional Information Pertaining to International F-1 Nonimmigrant Applicants

- Students should refer to the "International Applicant Questions" in the Frequently Asked Questions section on the Aquinas Institute website at the following link: https://www.ai.edu/admissions/frequently-asked-questions.
- Students may need a valid Form I-20 in active status to obtain a U.S. driver's license.

- Laws and regulations in the United States are subject to change at any time; therefore, students are encouraged to seek legal advice should they be faced with a situation involving the interpretation of such laws and regulations.

International Students Granted a Green Card

A non-United States citizen who is able to live and study in the United States with lawful permanent residency because he or she has been granted a Green Card does not ordinarily need to satisfy the requirements of a SEVIS student. The admissions process for such a student is no different from that of a U.S. citizen who applies to Aquinas Institute.

International Students with an R-1 Nonimmigrant Religious Worker Visa

Per the U.S. Citizenship and Immigration Services, an R-1 nonimmigrant is a non-United States citizen whose is in the United States temporarily to work as a minister or with a religious vocation or occupation and is employed by a religious organization or a non-profit organization affiliated with a religious denomination in the U.S. An international student with an R-1 nonimmigrant visa is not required to obtain an F-1 nonimmigrant student visa if the R-1 visa is in effect.

SECTION 11: COURSE DESCRIPTIONS

Courses are listed with course number and title, a description, and the semester hours of credit. Courses fall into these divisions and current specialized programs: Biblical Studies, Cross-Disciplinary Studies, Formation: Human and Spiritual, Health Care Mission, Homiletics, Historical Studies, Liturgical and Sacramental Theology, MA in Theology Specialized Courses, Professional Ministerial Formation, Moral Theology, Philosophy, Pastoral Theology, Systematic Theology, Doctor of Ministry, and MAPS-Catechesis of the Good Shepherd. Each division and program 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 Biblical 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, narrative, liberationist, and post-modern. Exercise in the practice of exegesis will be offered. This course is the foundational, prerequisite course 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: Biblical Interpretation] 3 hours.

BIB-D508 The Essential Old Testament
This course investigates significant themes and key passages of the Old Testament with particular concern for their relationship to Christian theology, and an emphasis on passages that occur most frequently or most prominently in the Catholic lectionary. Although not a course in Old Testament (historical) theology per se, the course introduces a variety of perspectives on Old Testament theology. [Prerequisite: Biblical 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: Biblical 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: Biblical 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: Biblical Interpretation] 3 hours.

BIB-D517 Wisdom Literature and Psalms
A study of the book of Psalms and Old Testament wisdom literature, including the books of Proverbs, Job, Ecclesiastes, Sirach, Wisdom, and Song of Songs. These selections constitute the majority of the poetry found in the Old Testament and a large portion of what is known in Jewish tradition as the Writings. Participants in the course will examine the history and influence of the psalms and the genres under which they have been studied was well as the trajectory of Israelite wisdom literature. For both psalms and wisdom literature, particular attention will be paid to their literary and poetic features. [Prerequisite: Biblical Interpretation] 3 hours.

BIB-D520 Synoptic Gospels
This course offers a study of the Gospel genre, the formation and early development of the Synoptic tradition, and theories of Synoptic relationships, followed by a close examination of each Synoptic Gospel. Drawing upon historical-critical, narrative-critical, and reception-historical approaches, particular attention will be given to the historical origins, purpose, literary structure, and key theological motifs of the Gospels of Matthew, Mark and Luke, as distinctive articulations of the good news of Jesus Christ. The course will include detailed comparison of selected parallel passages, using a synopsis of the Gospels. [Prerequisite: Biblical Interpretation] 3 hours.

BIB-D521 Synoptic Gospels: The Gospel of Matthew
A study of the context, structure, and major theological motifs of the Gospel of Matthew. Particular attention will be given to the evangelist's role as an interpreter of tradition and history for a community in transition. Special consideration will be given to the ethical content of this gospel, to the parables and to the eschatology of the Matthean Gospel. [Prerequisite: Biblical Interpretation] 3 hours.

BIB-D522 Synoptic Gospels: The Gospel of Mark
This course offers a reading of the Gospel of Mark that emphasizes the book's instruction for a life of faith. In examining the theology and spirituality of Mark's gospel, the course will focus on various themes, including the baptism of Jesus and his temptations, discipleship, the incomprehension of the Twelve, Jesus' invitation to them to take up their cross, faith and disbelief, and the Eucharist. [Prerequisite: Biblical Interpretation] 3 hours.

BIB-D523 Synoptic Gospels: The Gospel of Luke and the Acts of the Apostles
This course offers a reading of the Gospel of Luke and the Acts of the Apostles from the perspective of their unity. A study of the Lukan corpus, including authorship, date of composition, purpose, and audience; the authenticity of the historical record; its sources and structure; and its relation to the Synoptic Gospels and to Paul's letters; is the focus of this course with attention also given to the infancy narratives, programmatic discourse, gospel parables, ecclesiological structures and the missionary dimension of Acts. In summary, the course will investigate the origin, purpose, literary structure, and theology of these two works that make up nearly one quarter of the New Testament. [Prerequisite: Biblical Interpretation] 3 hours.

BIB-D537 Johannine Literature
With courses on Bible Interpretation and the Synoptic Gospels as background, this course highlights the distinctive character of the Fourth Gospel and the relationship between John's Gospel and the three canonical Johannine epistles as well as the Book of Revelation, in light of the complex understanding of the authorship of this diverse literature and the Christology it proclaims. The primary focus of the course will be on the Fourth Gospel. In seeking to understand the meaning of the Gospel, questions of composition, sources, structure of the narrative, and historical placement will be explored. The major themes of the Gospel and the epistles will be compared and contrasted. The historical-critical and typological methods, as well as Patristic interpretations will be considered. [Prerequisite: Biblical Interpretation] 3 hours.

BIB-D538 Pauline Literature
This course offers a study of Paul's life and the ancient art of letter writing in the Greco-Roman world with attention to the historical, literary, cultural, and theological contexts of the Pauline letters, the earliest surviving Christian documents. Primary consideration will be given to the following texts: First Thessalonians, Galatians, First and Second Corinthians, and Romans. Various interpretive methods, some classical and others more modern, will be employed. The relevance of Paul's theological and pastoral approaches to the contemporary Church is addressed. The course will

also consider the spirituality of St. Paul. Among its purposes, the course offers offers the pastoral minister an essential foundation for the New Evangelization. [Prerequisite: Biblical 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-D502 Theological Research and Writing
This course is taken by students in their first semester for five weekly sessions. The primary topics include introduction to research methodology, introduction to Saint Louis University library resources, and footnote citations and bibliography entries in the Turabian style. Orientation to Dominican identity is integrated as it is in other theological coursework. 0 hours.

CDS-D555 Integrative Project
As a culmination of the ministerial degree programs, this project provides an opportunity for the students to review, synthesize, and integrate the theological study and ministerial formation he or she has undertaken at Aquinas Institute, through a reflection on the key principles that shape the student's understanding of God, Jesus Christ, the Church, the moral life and Christian worship and how these relate to the ministry that the student hopes to undertake in the future. 0 hours.

Formation: Human and Spiritual

FRM-D501 Human and Spiritual Formation I
The Human and Spiritual Formation sequence is intended for lay students in the MA, MAPS, and MDiv programs, especially those not otherwise participating in a religious or denominational formation program. 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 issues related to spiritual and psychosocial development. Students complete spiritual and developmental histories and psychological assessments, which are administered and interpreted by professional psychologists, the results of which are shared with the student and course instructor. Attention is given to individual and spiritual growth by exploring the elements of a mature spiritual life and the processes that contribute to it. Students carry out their

own personal spiritual assessments and develop spiritual and ministerial goals for further growth. 1 unit.

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 attain these goals. There is an emphasis on spiritual, behavioral, and developmental assessment in order to establish goals and discover capacities and resources for ministry. The assessment process is done through the St. Louis Behavioral Medicine Institute (BMI) by psychologists with expertise in psychology and religion. 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 upon the discernment of gifts, vocation, and the call to ministry by inviting the students to reflect upon their unique set of abilities and how they can be best used in ministries that will be personally fulfilling just as they are ecclesially needed. Emphasis is placed on the students' ability to challenge and support each other in spiritual growth, community building, and collaboration. As in the earlier courses, students review and refine their formationgoals. 1 unit.

Health Care Mission

HCM-T500C Practical Theology for Health Care Mission
An introduction to a set of practices that are essential for theological study and ministerial formation at Aquinas Institute of Theology. This course assists in developing basic theoretical framework essential for grappling with theological issues in the context of Catholic health care. 3 hours.

HCM-C501 MAPT Continuation Status
For students in the MAPT program who are not currently enrolled in a course for credit. 0 hours.

HCM-T512C Scriptural Foundations of Health Care
An exploration of the dynamic interaction between God, human persons, and the universe as described in the Christian Scriptures. This course will focus on the use of Scripture in three settings: 1) use of Scripture for personal reflection and devotion, 2) the Scriptural foundations of Catholic teaching, and 3) engagement with Scripture in health care ministry. 3 hours.

HCM-T526C Church, Ministry, and Health Care
An exploration into the Christian understanding of what God has done, is doing, and promises to do in Jesus through the community called the Church. This course will lead to practical considerations surrounding Catholic health care facilities and systems, dioceses, sponsorship, public juridic persons, and canon law. 3 hours.

HCM-T540C Foundations of Catholic Health Care Ethics
An examination of a number of important ethical issues encountered in health care today, specifically through the lens of theological ethics. This course offers a thorough and critical examination of the ERDs supplemented by the tradition of Catholic Social Teaching as it informs the approach to the public and social dimensions of health care ethics. 3 hours

HCM-F551C Formation for Health Care Mission Leaders I
HCM-F552C Formation for Health Care Mission Leaders II
This on-site, two-part course equips students with the tools necessary for ongoing formation in their respective vocations. The entire Master of Arts in Practical Theology (MAPT) program is designed to form students for leadership in health care, but the particular aim of this course is to introduce students to a variety of models of formation and expand their knowledge of formational practices. The course will integrate aspects of a retreat and a graduate seminar. Students will participate in an intensive in the fall (Formation I) and another in the spring/summer (Formation II) as part of their MAPT coursework. 1.5 hours each.

HCM-T566C Organizational Competency for Health Care Mission
An exploration of the principles and practices of exercising leadership within one's ministry in health care by integrating knowledge of self/identities and one's roles within the context of the organization's culture and structure. The course utilizes various methods and tools of leadership and organizational integrity. 3 hours.

Homiletics

HOM-D500 Foundations of Preaching I
HOM-D503 Foundations of Preaching II
Foundations of Preaching I and II are consecutive two-credit fall and spring term courses for aspiring preachers. Students learn and practice a number of approaches to preaching including a *contemplo-studeo-praedico* model for preparation and delivery of preaching through the seasons and rites of the liturgical year. [Prerequisite: A graduate Biblical Interpretation course] 2 hours each course.

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

HOM-D575 to HOM-D576 Special Studies in Homiletics
Elective courses may be offered on particular topics, as 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-D570 History of Christian Spirituality
A study of the prominent figures, movements and themes found in the history of Christianity. Special emphasis is given to the spiritual contributions to the Tradition over the course of history from apostolic to contemporary times as well as the spiritual formation of the human person called to be in relationship with God. [Prerequisite: CDS-502 Theological Research and Writing] 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 post-conciliar liturgical reforms. The Second Vatican Council's *Constitution on the Sacred Liturgy* will be the foundation for the course. This course will explore the pre- and post-Vatican II thinkers that shaped the constitution and the post-conciliar reforms. It will also be attentive to the reception of the constitution and liturgical reforms today in light of different cultural, ecumenical, and global perspectives. [This course is a prerequisite for the other liturgy courses required for the MDiv and MAPS degrees. It is not a prerequisite for MA students taking LIT-D511 or LIT-D512 as electives.] 3 hours.

LIT-D511 Christian Initiation
This course will trace the historical development of the liturgies and theological interpretations of Christian Initiation in the East and West from the New Testament period to the modern period of ecumenical convergence. In light of this historical investigation some modern forms of these rites (e.g., RCIA, ELW, BCP, etc.) will be considered theologically and ecumenically with an eye toward pastoral appropriations and implications. Attention will also be given to emerging issues in initiation and its practical dimensions. [Prerequisite for MDiv and MAPS students: Theology of Worship. It is not a prerequisite for MA students.] 3 hours.

LIT-D512 Eucharist
This course invites the student to study the Eucharist in its liturgical, historical, and theological contexts. It will begin with a chronological overview, considering the development of the Eucharist in its contexts from the New Testament era through the Early Church, Middle Ages, Reformation, and the Second Vatican Council. In each era, the course will consider the extant Eucharistic prayers, the surrounding liturgical context, and the theological developments which continue to influence modern day celebration and doctrine. Particular attention will be paid to Vatican II and post-Vatican II liturgical developments and celebration. [Prerequisite for MDiv and MAPS students: Theology of Worship. It is not a prerequisite for MA students] 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-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-D553 History and Theology of Marriage
This course provides an overview of the history and theology of marriage in the Christian tradition beginning with its scriptural roots and the contribution of Roman secular law to the practices of the Catholic, Orthodox, and Protestant churches today. Students will learn how marriage came to be recognized as a sacrament, and they will explore developments in the Church's theology of marriage that leads to our current understanding. Particular attention will be paid to the development of the marriage rite throughout history, as well as the modern celebration of the marriage rite. Students will also engage a number of pastoral issues around marriage and its liturgical celebration. (Cross listed with PST-D553. 3hours.

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)
This course is a liturgical practicum designed for those preparing for ordination to the diaconate in the Roman Catholic Church. In addition to a theological understanding of the Order of Deacons, its goals are to apply good principles of worship to the celebration of the liturgy; to be familiar with liturgical and ritual books, symbols, elements and gestures; and to develop both competency and confidence in the celebration of Catholic liturgy, either when assisting at Mass as a deacon, or as a presider at baptisms, marriages, funerals, and Benediction. [Prerequisite: Theology of Worship] 1 hour. [Prerequisite: Theology of Worship] 1 hour.

LIT-D542 Liturgical Leadership III (Presbyteral)
A course examining and putting into practice liturgical ministry for those preparing for ordination to the priesthood in the Roman Catholic Church, with an emphasis upon the celebration of the Eucharist and the other sacraments and rituals proper to a Catholic priest and the practice of the Sacrament of Penance. [Prerequisite: Theology of Worship] 2 hours.

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

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

MA in Theology Specialized Courses

MAR-D596 Orientation to the MA in Theology Program
A mandatory preliminary session that introduces students to the procedures and practices for completing the MA in Theology successfully and in a timely manner. 0 hours.

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

MAR-D598 MA Thesis Research
Students who choose the thesis option in the MA Program may receive 1 to 3 hours of credit for thesis preparation. Language study should begin early in the MA Program when this option is chosen. [Prerequisite: Approval of thesis topic] 1-3 hours

MAR-D599 Orientation to the Comprehensive Examination and the Thesis or Major Paper
A mandatory session that provides specific information to students regarding the timeline and processes for preparing, scheduling, and completing the MA written comprehensive examination and the thesis or major paper. [Prerequisite: MAR-D596] 0 hours.

Professional Ministerial Formation

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 Theological Field Education assists students in selecting and applying to CPE programs that will best meet their needs. [Prerequisite: Human & Spiritual Formation I & II and SPM I & II, permission of the Director of Theological Field Education is needed for those taking CPE in lieu of SPM II] 4 hours.

MIN-D510 Supervised Practice of Ministry I (SPM 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 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. 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 (inclusive of personal and psychological assessments), and the Theological Field Education Orientation Prerequisites] 3 hours.

MIN-D511 Supervised Practice of Ministry II (SPM II)
SPM II continues field education for students who have completed SPM I. Elements of the course remain the same for field placements and class seminars. Class seminars are devoted to further developing and enriching the student's ministerial leadership skills and capacity for theological reflection. [Prerequisite: SPM I] 3 hours.

MIN-D516 Pastoral Year I
MIN-D517 Pastoral Year II
This internship takes place over two semesters offering students in the Master of Divinity program the opportunity to discern and test their vocation to ministry within the context of a particular 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. There is both on-site supervision as well as an asynchronous, online component throughout each semester, the creation of a lay committee, and regular preaching. The readings for the internship focus on evangelization as well as adult faith formation. There is a one-day orientation to Pastoral Year I, and a one-day review of the first semester and orientation to Pastoral Year II. [Prerequisites: SPM I & II, CPE, and Foundations of Preaching I and II] 3 hours each semester.

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

These courses are taken in consecutive semesters beginning with a one week on-campus intensive during the summer months, involving the actual practice of spiritual direction and reflecting on this experience with a supervisor. Students who focus their studies in spiritual direction take these courses in their last full year of study. [Prerequisite: Spiritual Direction] 2 hrs (Practicum I); 1 hr each (Practicum II & III).

Certificate & Master's Continuation Status

MIN-D595 Certificate Continuation Status. 0 hours.
MIN-D596 MAPS Continuation Status. 0 hours.
MIN-D597 MDiv Continuation Status. 0 hours.
MIN-D598 MA/MDiv Continuation Status. 0 hours.
For students in one of the programs indicated above who are not currently taking a course for credit. 0 hours.

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 philosophy and theology, this course will introduce the student to some of the key insights and methodologies of the philosophical systems that have most influenced Catholic theology over the centuries, with special attention given to the metaphysics of St. Thomas Aquinas. Particular care is given to the philosophical principles and ideas necessary for

understanding the various theological perspectives present in the patristic, medieval, and contemporary 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. 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 and his theology. Students will have the opportunity to survey Thomas' works from biblical commentaries to his sermons and occasional works, from the *Summa Contra Gentiles* and *Summa Theologiae* to his poetry. The assessment of Thomas' achievements in their historical context will introduce students to his theology and lay a foundation for later in-depth Thomistic study. (Cross listed with STH-D505) 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's *Summa Theologiae*, the philosophical concepts and theological themes in Aquinas's treatment of sacred doctrine, the existence of God, the Trinity, creation, and the nature of human beings. The course will also consider the contemporary relevance of Aquinas's ideas, especially as they pertain to the study of theology and philosophy in the Dominican Order, the Catholic Church, and contemporary society. [Prerequisite: Thomas Aquinas Life, Thought, Works] (Cross listed with STH- 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's *Summa Theologiae*, both the *Prima Secundae* and the *Secunda Secundae*, the philosophical concepts and theological themes in Aquinas's treatment of human acts, habits, law, sin, and grace. The course will also consider the contemporary relevance of Aquinas's ideas, especially as they pertain to the study of theology and philosophy in the Dominican Order, the Catholic Church, and contemporary society. [Prerequisite: Thomas Aquinas Life, Thought, Works] (Cross listed with STH-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's *Summa Theologiae*, the philosophical concepts and theological themes in Aquinas's treatment of the person and natures of Christ, the life, death, and resurrection of Christ, and the nature of a sacrament. The course will also consider the contemporary relevance of Aquinas's ideas, especially as they pertain to the study of theology and philosophy in the Dominican Order, the Catholic Church, and contemporary society. [Prerequisite: Thomas Aquinas: Life, Thought, Works] (Cross listed with STH-D520) 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 spiritual guidance to those seeking to develop their relationship to God and others by advancing in holiness and overcoming those obstacles that interfere with such growth. Professional and ethical guidelines are 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 the contents 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 is explored, as well as the Gifts, Fruits, and Charisms of the Holy Spirit and the Beatitudes. Contemporary spiritual writers will be evaluated. (Cross listed with STH-D533) [Prerequisite: CDS-502 Theological Research and Writing] 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. 3 hours.

PST-D553 History and Theology of Marriage
This course provides an overview of the history and theology of marriage in the Christian tradition beginning with its scriptural roots and the contribution of Roman secular law to the practices of the Catholic, Orthodox, and Protestant churches today. Students will learn how marriage came to be recognized as a sacrament, and they will explore developments in the Church's theology of marriage that leads to our current understanding. Particular attention will be paid to the development of the marriage rite throughout history, as well as the modern celebration of the marriage rite. Students will also engage a number of pastoral issues around marriage and its liturgical celebration. (Cross listed with LIT-D553) 3hours.

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-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-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 Family Systems and Pastoral Counseling
This course introduces students to various theories on family systems. The focus is to prepare students to think systemically and learn about family dynamics from various theoretical perspectives. Issues across the family life cycle are discussed. As pastoral minister/companion, students explore strategies in working with individuals, couples, and families. Because a clear awareness of one's strengths and limitations is extremely important for those engaged in the healing, spiritual, and pastoral ministries, students are invited to apply the concepts learned in this course to their self-understanding and formation of a pastoral identity. 3 hours.

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-D505 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 and his theology. Students will have the opportunity to survey Thomas' works from biblical commentaries to his sermons and occasional works, from the *Summa Contra Gentiles* and *Summa Theologiae* to his poetry. The assessment of Thomas' achievements in their historical context will introduce students to his theology and lay a foundation for later in-depth Thomistic study. (Cross listed with PHL-D506) 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-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, creation, and the nature of human beings. The course will also consider the contemporary relevance of Aquinas's ideas, especially as they pertain to the study of theology and philosophy in the Dominican Order, the Catholic Church, and contemporary society. [Prerequisite: Thomas Aquinas Life, Thought, Works] (Cross listed with PHL- D510) 3 hours.

STH-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 human acts, habits, law, sin, and grace. The course will also consider the contemporary relevance of Aquinas's ideas, especially as they pertain to the study of theology and philosophy in the Dominican Order, the Catholic Church, and contemporary society. [Prerequisite: Thomas Aquinas Life, Thought, Works] (Cross listed with PHL-D515) 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-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's treatment of the person and natures of

Christ, the life, death, and resurrection of Christ, and the nature of a sacrament. The course will also consider the contemporary relevance of Aquinas's ideas, especially as they pertain to the study of theology and philosophy in the Dominican Order, the Catholic Church, and contemporary society. [Prerequisite: Thomas Aquinas: Life, Thought, Works] (Cross listed with PHL-D520) 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-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-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) 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

BIB-D601 Biblical Hermeneutics and Preaching
Students examine historical-critical, narrative, rhetorical, social-scientific, liberation, and feminist approaches to the worlds behind, of, and in front of the Biblical text and prepare homilies/sermons to illustrate the integral relationship of methods and hermeneutics in preaching. 3hours.

HST-D602 History and Preaching
Students take a broad view of the Church's preaching ministry from its beginning to the modern era, studying representative homilies/sermons and considering contemporary preaching in light of historical-cultural understandings of preaching. 3 hours.

STH-D603 Theology of Preaching
After an initial orientation to writing theology well and to the praxis-theory-praxis methodology of practical theology, students consider a theology of preaching in terms of revelation, the doctrine of God, Christology, and ecclesiology. In a final essay, students articulate their operative theology of preaching. 3 hours.

LIT-D604 Liturgy and Preaching
Students study the sacramentality of the Word and preaching in relation to the liturgical year and the central liturgical rites of the Christian tradition. In preaching and writing exercises, students explore the meaning of liturgical preaching within their pastoral context. 3 hours.

HOM-C650 Topics in Teaching Preaching, Module A
Teaching Preaching as Ministry and Profession is an asynchronous elective offering a project-based, mentor-enriched approach to developing effective teachers of preaching for participants at all levels of experience, with both graduate credit and a certificate provided for successful course completion. This is the first of three modules. 3 hours.

HOM-D605 Core Homiletic Seminar
Students gain insight into the preacher's craft by reading and discussing significant homiletic authors and presenting written and video case studies of their preaching for peer learning and feedback. With further reading in practical theology, students begin to look ahead to the Doctor of Ministry thesis project. 3 hours.

HOM-D606 Core Homiletic Research Seminar
Students continue studying homiletic literature and presenting written and video case studies of their preaching. Additionally, students learn methods and plan elective course courses pertinent to a problem or opportunity in preaching to be addressed in their thesis project's pastoral intervention and submit an initial draft of their Doctor of Ministry thesis-project proposal for critique and evaluation. 3 hours.

HOM-D608 DMin Elective I
HOM-D609 DMin Elective II
Beginning the summer after the second year of study, with the approval of the DMin Director and the Academic Dean, students take two elective courses, either through Aquinas Institute as directed-reading courses with a qualified doctoral-level professor or at another academic institution, to pursue aspects of the theological, homiletic, or interdisciplinary foundations of their thesis project. 3 hours for each elective.

DMR-D697 DMin Continuation Status
DMin Candidates register each fall and spring semester for Continuation Status after one year of Thesis Project Research and until graduation. The Student Services Fee applies to those on DMin Continuation Status. 0 hours.

DMR-D698-01 Thesis Project Research I
DMR-D698-02 Thesis Project Research II
After completing electives and receiving approval from the DMin Committee for the final thesis project proposal, the DMin Candidate registers for Thesis Project Research, allowing up to one year of thesis project direction and writing. 3 hours for each semester.

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 Institute, 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 CGSUSA 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 have the opportunity to study and engage these practices. 2 hours.

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

CGS-T502 Introduction to Theology and Theological Method
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 students develop a foundational framework to engage 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. [Prerequisite: Bible Interpretation] 3 hours.

CGS-T504 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 post-conciliar liturgical reforms. The Second Vatican Council's *Constitution on the Sacred Liturgy* provides the foundation for the course. This course explores the pre- and post-Vatican II thinkers that shaped the constitution and the post-conciliar reforms. It remains attentive to the reception of the Constitution and liturgical reforms today in light of different cultural, ecumenical, and global perspectives. 3 hours.

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

CGS-T507 Supervised Practice of Ministry (SPM)
Supervised Practice of Ministry includes five to six hours per week of ministerial practice over the course of the semester; six bi-weekly, one-hour appointments with a competent, assigned on-site supervisor; and a classroom seminar. Each student negotiates a written learning contract inclusive of learning goals. Students learn two methods of theological reflection, which consider Christian tradition, cultural context, and experience—both communal and personal—and develop the habit of integrating these three sources of wisdom into the practice of ministry. [Prerequisite: Foundations of Pastoral and Ethical Care, Human and Spiritual Formation, inclusive of personal & psychological assessments, and Theological Field Education Orientation] 3 hours.

CGS-T510 Christian Scriptures
This study of selected texts of the 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. [Prerequisite: Bible Interpretation] 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. [Prerequisite: Introduction to Theology & Theological Method] 3 hours.

CGS-T523 Contemporary Issues in Sacramental Theology
This course builds on the foundation laid in the Theology of Worship course. It explores sacramental theology with a particular emphasis on the contemporary understanding and recovery of a sacramental vision encompassing Christ, the Church, and the Church's sacraments. The

relationship between the sacraments, social justice, and the incarnation is given particular attention. To this end, the course focuses on the rites of Initiation and the Eucharist. [Prerequisite: Theology of Worship] 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. 1 hour.

MAPS-CGS Spiritual Formation Courses
Spiritual formation in the MAPS-CGS degree program is comprised of an ongoing sequence of readings, discussions, and guided experiences intended to develop the spiritual discipline and maturity that will sustain the graduate in ministry as a catechetical leader in the Catechesis of the Good Shepherd movement. The sequence is divided into eight segments (or units) which build upon one another and facilitate ease of administration of the program.

Key processes within the sequence include:

- Exploring more deeply the spiritual heritage of the Catechesis of the Good Shepherd, including some of its major spiritual influences: Sofia Cavalletti, Gianna Gobbi, Maria Montessori, Eugenio Zolli, Romano Guardini, Teilhard de Chardin, SJ, Dalmazio Mongillo, OP, and Jean Danielou, SJ. Students can expect weekly journaling questions based on readings from these authors and the opportunity to discuss the readings during the intensive session.
- Attending to the student's own questions and life journey with the care and respect that the student would give a child, with an eye toward one's own spiritual growth and coming into the more "abundant life" that God plans for us. This includes writing of a spiritual autobiography, participating in series of psychological and personality assessments, experiencing a feedback session in the company of the Aquinas Institute Formation Director and the MAPS-CGS Spiritual Formation Director, and regular appointments with the MAPS-CGS Spiritual Formation Director. The student sets growth goals for the extent of the program, revising as needed over time.
- Attending in a particular way to the new spiritual questions that are raised in the process of studying theology and in assuming the responsibilities of catechetical leadership. Optimally, the student will have a student-selected spiritual director.

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

SECTION 12: 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 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 the Center for Accessibility and Disability Resources (CADR) 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 CADR 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, CADR at SLU.

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

- The student must meet with CADR 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 CADR at SLU.
- Upon receiving an accommodation letter from CADR 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 CADR 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 CADR at SLU. Accommodation letters will never disclose a disability, only the accommodation granted to the student.

Center for Accessibility & Disability Resources / accessibility_disability@slu.edu / 314-977-3484

POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

In keeping with Title IV of the Civil Rights Act of 1964 and other federal and state law, Aquinas Institute policy prohibits unlawful discrimination, sexual harassment, and/or harassment based on race, color, national or ethnic origin, sex, disability, age, marital status, pregnancy, age, sexual orientation, gender identity, or other characteristics protected by federal or state law. It also prohibits unlawful discrimination and/or harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination, sexual harassment, and/or harassment is unlawful and prohibited by Aquinas Institute.

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.

Aquinas Institute's anti-discrimination/anti-harassment policy applies to all persons involved in the operation of Aquinas Institute, including all Aquinas Institute staff members, faculty members, Board of Trustees members, administrators, and students, as well as all persons doing business with or for Aquinas Institute including vendors, customers, independent contractors, and others who enter the workplace. Aquinas Institute's anti-discrimination/anti-harassment policy prohibits unlawful harassment by any staff member, faculty member, Board of Trustees member, student, or administrator of Aquinas Institute, including supervisors and co-workers of the above-listed persons.

Discrimination and harassment based on a job applicant or employee's race, color, national origin, age, or any other protected classification is against state and federal law. Sexual harassment is a form of gender discrimination. Both state and federal law prohibit discrimination and harassment based on a job applicant's or employee's gender. Prohibited unlawful harassment based upon sex or pregnancy, or other protected characteristics (age, race, national origin, etc.) includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected category;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

Aquinas Institute is committed to providing a work and learning environment free of unlawful discrimination and harassment, including sexual harassment. In cases where there is a question of violation of Title IX, the process to be followed is outlined on the Aquinas Institute website under the "Sexual Misconduct Policy."

Any employee, regardless of position or title, whom Aquinas Institute determines has engaged in discrimination, sexual harassment, and/or harassment in violation of this policy, will be subject to discipline, up to and including unpaid suspension and/or termination of employment.

Students

Aquinas Institute of Theology admits qualified students to its programs and is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. Aquinas Institute strictly prohibits and does not tolerate unlawful discrimination in the administration of educational policies, admissions policies, employment policies, scholarship and loan programs, or other school-administered programs, including all academic, extra-curricular, and school-sponsored activities. It is the policy of Aquinas Institute to maintain an educational and work environment free from all forms of unlawful discrimination and harassment.

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 Aquinas Institute's Complaint Procedure, below. All employees of Aquinas 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 Complaint Procedure below. All Aquinas Institute personnel who observe student-to-student, faculty-to-student, staff-to-student, faculty-to-staff, staff-to-staff 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 Aquinas Institute community are expected to uphold this policy. Aquinas Institute will investigate all formal and informal complaints of discrimination and/or harassment.

Aquinas 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.

Complaint Procedure

Aquinas Institute's Complaint Procedure addresses complaints of discrimination based on race, color, national or ethnic origin, disability, age, and other protected categories, as well as complaints of harassment. For complaints of sexual discrimination or sexual harassment, see "Policy on Sexual Misconduct, Procedures and Training-Title IX," on the website.

Aquinas Institute's policies prohibit discrimination in the school environment, including all academic, extra-curricular and school-sponsored activities. Aquinas Institute encourages any student who feels that he or she has been unlawfully discriminated against or harassed, to report the incident promptly. Aquinas 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, Aquinas 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 Aquinas 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 Aquinas Institute's designated officers for investigating complaints and implementing Aquinas Institute's policy against unlawful discrimination and harassment:

Complaint by Student or Prospective Student/Applicant:

Academic Dean
Fr. Michael Mascari, OP
23 S. Spring Avenue St. Louis, MO 63108
(314) 256-8852
mascari@ai.edu

Complaint by Employee or Prospective Employee/Applicants:

Executive Director, Business Affairs
Donna Thro
23 S. Spring Avenue, St. Louis, MO 63108
(314) 256-8886
thro@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. In the case of a student, he or she may wish to make a report to their academic advisor. Further, in the case of a complaint by an Aquinas 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, Aquinas 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 of a Complaint

Aquinas 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 Aquinas Institute's obligation to comply with laws prohibiting discrimination in Aquinas Institute's programs. In determining cases, Aquinas Institute adheres to a preponderance of evidence standard 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.

Investigation Procedure

Once a complaint is filed, the designated officer will alert the other designated officer. Both will first take action to stop the discrimination immediately. The two 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 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 frightened to be in his or her workspace or learning environment due to offensive behavior, intimidation or abuse by an Aquinas 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.

Investigation 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) or employee(s), and any known witnesses; (6) the outcome of the investigation; and (7) the response of Aquinas 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, Aquinas 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 unlawful discrimination or harassment is not an employee or student at Aquinas Institute, corrective action within reasonable control of Aquinas 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

Aquinas Institute prohibits retaliation against any person who opposes, reports, or assists another person in reporting suspected discrimination, sexual harassment, and/or other harassment in the workplace. Staff members, faculty members, administrators, or students who come forward in good faith to report any incident of suspected discrimination, sexual harassment, and/or harassment in the workplace will be protected from retaliation for having done so. Similarly, staff members, faculty members, administrators or students who participate in good faith in an investigation of reported misconduct will be protected from retaliation for having done so.

Aquinas Institute's anti-retaliation policy applies to all persons involved in the operation of Aquinas Institute, including all Aquinas Institute staff members, faculty members, administrators, and students, as well as all persons doing business with or for Aquinas Institute including vendors, independent contractors, and others who enter the workplace. Aquinas Institute's anti-retaliation policy prohibits retaliatory conduct against staff members, faculty members, administrators, and students who have engaged in protected conduct with respect to any employee of Aquinas Institute (including supervisors and co-workers of the above-listed persons) or with respect to any third party.

Aquinas Institute needs, expects, and encourages its staff members, faculty members, administrators, and students to come forward, without delay, should any of them suspect that a form of retaliation has occurred. Aquinas Institute takes all complaints regarding retaliation in the workplace seriously. If a staff member, faculty member, administrator or student feels that he or she has been subject to retaliation, he or she should notify immediately the President of Aquinas Institute, the Executive Director of Operations and Institutional Effectiveness, or the Academic Dean. Retaliation will not be tolerated.

In order to protect a reporting party and facilitate the party's continued access to Aquinas Institute employment or educational programs and activities, Aquinas 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.

Aquinas 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 Aquinas 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 Aquinas 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 Aquinas 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 Aquinas 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.

POLICY ON SEXUAL MISCONDUCT: PROCEDURES AND TRAINING-TITLE IX

See the following link:

https://www.ai.edu/link-three/sexual-misconduct-policy-procedures-and-training-title-ix.

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 birth (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 Executive Director of Business Affairs 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.

RELEASE FOR THE USE OF PHOTO, AUDIO, AND VIDEO OF STUDENTS

All students of Aquinas Institute of Theology must consent to the following release pertaining to the use of photographs, audio, and video recordings of students:

"I authorize Aquinas Institute of Theology to obtain my relevant educational and professional background information; to document my participation and/or appearance in or at any campus, off-campus, or school-sponsored event in photo, audio, or video format; and/or to use my name, likeness, and/or voice in connection with the information and recordings identified above. I also authorize Aquinas to duplicate, distribute, use, and/or publish, in whole or in part, without restrictions or limitations, in all mediums identified above, recognizing also any copyright that may belong to the photographer."

PROCEDURES FOR ACADEMIC GRIEVANCES AND APPEALS BY STUDENTS

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 case of a student who has exhausted Aquinas Institute complaint procedures, the student may appeal a complaint to either:

- The Missouri Department of Higher Education and Workforce Development (DHEWD), acting as Missouri's State Portal Entity (SPE), or
- The State Portal Entity (SPE) for the student's home state.

It is recommended to use the following SPE directory:

https://nc-sara.org/state-portal-entity-contacts/

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 is the act of presenting others' ideas, language, graphics, or structures of thought as one's own, especially in writing. It includes both content (ideas, perspectives, or information that is presented as one's own without proper attribution) and actual verbal expression (copying the actual words or phraseology from a source without proper documentation and the use of quotation marks). It is also plagiarism to make use of material composed by an electronically generated system and present the output as original work, as when a student enters a prompt into an artificial intelligence tool and then uses it in a paper.
- 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 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:

1. The faculty member will notify the student and the Academic Dean of the suspicion.
2. The student has three days to respond to the faculty member regarding the allegation.
3. 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:

1. The faculty member assigns the relevant assignment zero credit.
2. The Academic Dean notifies the student that the allegation has been found credible.
3. The Academic Dean will keep a record of all cases of academic dishonesty found to be credible.
4. 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. Updated 6-4-25.)

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 ensure 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. 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 of 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. 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 shall 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, whether 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 classes, 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 St. Louis University email accounts for academic purposes, we must also adhere to their acceptable use policies. These policies can be found at: https://www.slu.edu/its/about/policies-and-standards.php.

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.
3. Keep confidential other people's items (unless permission is explicitly given by the author to do otherwise).
4. 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.
5. 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.
6. Suspend roles and status. Give everyone and their opinions equal respect and value the differences in people and opinions.
7. Be willing to forgive one another for misunderstandings that may arise.
8. 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.

AQUINAS INSTITUTE ADVANCE INSTRUCTIONS ON ARTIFICIAL INTELLIGENCE AND ACADEMIC INTEGRITY

(Approved by the Faculty on February 02, 2026)

The use of generative artificial intelligence (genAI) represents a powerful and rapidly evolving aspect of academic study today. Aquinas Institute of Theology recognizes genAI as a valuable supplemental tool for learning and research, but it is critical that the use of genAI aligns with the principles of academic integrity *and any other requirements stipulated by a course's instructor.*.

Acceptable Uses of GenAI

Students must be aware that genAI sometimes produces inaccurate information, misleading conclusions, or false citations. Nevertheless, with the professor's permission, students are permitted to use genAI tools as a supplemental resource in the following ways, while ensuring all work submitted remains their own:

- **As a Research Assistant**: The student may use genAI in much the same way a professor may employ a research assistant, e.g. by brainstorming topics, generating keywords for library searches, identifying sources, or summarizing texts for one's own reference.
- **For Information Analysis and Processing**: GenAI may help the student organize notes, identify recurring themes in a text, acquire an overview of key historical/contextual details, or rephrase complex concepts to enhance the student's own understanding.
- **To Polish Academic Writing**: GenAI tools (such as Grammarly) may be used to check for spelling and grammar errors, improve sentence structure, or refine the clarity of the student's writing so long as those tools do not supplant the student's own role in improving his or her diction and communication skills.
- **For Initial Feedback**: GenAI may be used to acquire initial feedback as to the paper's structure and content in order to identify elements that require the student's further attention, development, clarification, or emendation.

Unacceptable Uses of GenAI

The use of AI is strictly prohibited for any activity that replaces the student's own critical thinking, reflection, and intellectual engagement. Potential violations of this policy include:

- **Supplanting Personal Voice and Ideas**: The voice of the student and the originality of his or her contribution must be always safeguarded. The student therefore may not use genAI to produce the core arguments, thesis statement, original insights, or reflective content of an essay or assignment. The intellectual foundation of the student's work must be his or her own.
- **Generating the Final Product**: The student's final product must always be an expression of the student's own thoughts, analysis, and conclusions. The student may therefore not submit any work (in whole or in part) that was generated by AI without substantial revision.

Responsible Use of GenAI

The student is responsible for his or her work. Therefore, when using genAI, the student must watch for possible inaccuracies, misinformation, fake citations, or false conclusions and should therefore fact-check all such generated data.

Consequence of Misuse

Any use of genAI that does not conform to this acceptable use policy will be considered a form of academic dishonesty and will be treated as cheating. Such violations will be handled in accordance with Aquinas Institute's academic integrity policies as laid out in the Student Handbook. In addition to these guidelines, the course instructor has the final say on whether a particular use of genAI is acceptable or not. Therefore, if the student has any questions about the appropriate use of genAI on a particular assignment, he or she should speak with the instructor before submitting work.

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.