

Master of Arts Handbook

and Continuing Education Guidelines



Saint Mary Seminary and Graduate School of Theology

Academic Guidelines & Program Policies

*2025 Edition
5-2025*

A Letter of Welcome from the Academic Dean



Dear Master of Arts and Continuing Education Students,

Welcome to our learning community at Saint Mary Seminary and Graduate School of Theology. I hope that you will find the classes you have selected engaging and inspiring. Since 1848 the seminary has served the Diocese of Cleveland as a theological resource. Our faculty is ready to share its academic expertise and pastoral experience with you. The student population, comprised of seminarians, priests, deacons, as well as those in formation for certification as lay ecclesial ministers, provides ample opportunities for the mutual sharing of ideas and perspectives for ministry in the Church today.

Along with the seminary website and catalog, this booklet presents the policies and regulations pertaining to Master of Arts Degree students as well as the Academic Policies and Procedures for Continuing Education students. The information will allow you to utilize and benefit from the resources the seminary has to offer. The staff and faculty at the Center for Pastoral Leadership are eager to serve you in every respect.

We are glad you are here!

Sincerely,

Mary McCormick, OSU

Sister Mary McCormick, OSU, Ph.D.
Academic Dean

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CAMPUS DIRECTORY

Mailing Address	28700 Euclid Ave Wickliffe, OH 44092
Website	www.stmarysem.edu
Fax	440-943-7577
Receptionist	440-943-7600 (for Security and all other Offices)
Library	440-943-7665
Registrar	440-943-7667
Finance	440-943-7668

MISSION AND **INSTITUTIONAL CONVICTIONS**

Mission Statement of Saint Mary Seminary

Saint Mary Seminary and Graduate School of Theology of the Diocese of Cleveland prepares candidates for the Roman Catholic priesthood while also serving as a center for advanced theological education.

Mission Statement for the Center for Pastoral Leadership

The Center for Pastoral Leadership, as a sign of the value we place on the universal call to ministry of all the baptized, is comprised of five formational and educational programs of the Diocese of Cleveland. Under the direction of the Council of Leaders, we strive to provide a setting for forming Christian men and women that authentically reflects the true collaborative nature of the whole Church and its ministries.

Institutional Convictions

These convictions are valued traits cultivated with our learning community that serve as desired outcomes across all degree programs:

Christian Discipleship —the transformation of each person into the image of Christ in response to the word of God and the Church’s tradition.

Formation —the renewal of the mind and heart for personal, professional and ecclesiastical growth.

Theological Thinking —the ability to think with the Church through the skills of analysis and critical reflection.

Communication —the ability to articulate theological ideas.

Collaboration —the development and use of personal and interpersonal skills, shared gifts in ministry, for the service of community building.

MASTER OF ARTS (THEOLOGY) DEGREE **PROGRAM OVERVIEW**

The Master of (Theology) degree program is an academic degree designed for ordained clergy, seminarians, and lay ecclesial ministers as well as others who desire to study the basic elements of the Catholic tradition. The primary aim of the program is to foster a personal integration of faith that supports a solid theological foundation in the Roman Catholic tradition.

Students are provided the opportunity to study theology with the depth and breadth of the faith tradition. In addition to core courses, students choose four elective courses in one of the following areas —Biblical, Historical, Liturgical/Sacramental, Systematic, or Pastoral. While there is a specific ministerial thrust to this program, a desire to become a pastoral minister is not required.

The Master of Arts degree is distinct from the Master of Divinity degree which is required of students who are preparing for the ordained ministry, and which is oriented to the practice of that ministry.

Master of Arts Degree Program Goals Linked to Institutional Outcomes

Five institutional outcomes overarch all degree programs: Christian Discipleship, Formation, Theological Thinking, Communication, and Collaboration. These outcomes define the reflective identity and vocation as a seminary and are linked to specific programmatic goals for the Master of Arts Degree program.

Institutional Outcomes	Goals of the Master of Arts Program
<p>Christian Discipleship Transforming one’s person into an image of Jesus in response to the Word of God and one’s ecclesial tradition and role within it, to appropriate a Christian worldview that influences actions and interactions.</p>	<ul style="list-style-type: none"> ● Exhibits an understanding of the Church in its mission, manifested in an appreciation for the Word of God, Tradition, and the Magisterium of the Church, ● Exhibits an understanding of the Christian worldview in a variety of contexts, ● Demonstrates intellectual growth and development resulting from the study of various theological disciplines, ● Values the ethical and moral principles of the Christian life.
<p>Formation Integrates various components of the program to achieve an authentic renewal of one’s mind and heart for personal, professional and ecclesial growth.</p>	<ul style="list-style-type: none"> ● Develops a disposition and skills for human, intellectual, and spiritual development and pastoral application, ● Values, integrates, and uses assessment feedback from faculty, spiritual directors, field education, and peers, ● Engages in self-assessment based on criteria for academic growth.
<p>Theological Thinking Analyzes and critically responds to the various expressions of Christian faith traditions and praxis and uses the insights other fields of study contribute to the understanding of those expressions.</p>	<ul style="list-style-type: none"> ● Demonstrates a knowledge of the biblical, historical, systematic, liturgical/sacramental and pastoral theologies of the Church, ● Engages in critical thinking which includes: <ul style="list-style-type: none"> — engagement in theological research, — employment of a variety of theological methodologies, — analysis of a variety of theological texts and traditions, — synthesis of insights from a variety of theological disciplines in light of pastoral situations, — evaluation of theological texts, ● Engages in Theological Reflection.
<p>Communication Uses oral and written communication skills to meet the needs of various audiences. In this process, the student utilizes appropriate theological language and develops frameworks in which to express theological ideas.</p>	<ul style="list-style-type: none"> ● Demonstrates an ability to read critically, ● Demonstrates an ability to speak clearly and meaningfully, <ul style="list-style-type: none"> — Articulation of an accurate understanding of the biblical, historical, systematic, liturgical/sacramental and pastoral theologies of the Church, — Demonstrates an ability to write with clarity and insight and adheres to standards of academic integrity.

<p>Collaboration Develops and uses personal and interpersonal skills that can enhance the quality of ministry and style of leadership in the service of community-building and in the achievement of common goals.</p>	<ul style="list-style-type: none"> • Values diverse ecclesiologies, theological positions, cultures and global perspectives and responds with prudence to erroneous positions • Works well in class projects and discussions
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ADMISSION PROCEDURES

Admission to the Master of Arts Degree program requires a bachelor’s degree from an accredited institution. Upon request or on the seminary website, prospective students will be provided with an application form which should be completed and forwarded to the Academic Dean. The applicant must request that an official transcript of credit earned at ALL colleges and graduate schools previously attended be sent directly to the seminary. After the application and other records have been received, letters of recommendation may be requested from former professors and others familiar with the applicant’s ability and probable performance as a graduate student.

Prerequisites:

- A Bachelor of Arts degree or its equivalent from an institution accredited by a regional accrediting association
- An undergraduate background supported by academic achievement which would indicate the ability to engage successfully in graduate theological studies. It is most desirable that this background includes courses in philosophy and some introductory undergraduate courses in Scripture and Catholic doctrine.
- Maintained at least a cumulative “B” (3.00) average over the course of the BA degree courses.

RELATIONSHIP WITH THE BISHOP AND LOCAL CHURCH

Saint Mary Seminary and Graduate School of Theology prepares candidates for the Roman Catholic priesthood and serves as a center for advanced theological education. As an academic and formational institution subsisting within the Roman Catholic Diocese of Cleveland, all students are publicly connected to the Bishop and the local church, and thus should accept this role with fidelity, loyalty, and integrity. Registered students, regardless of their future vocational or professional ministerial goals, should be living a public life which is in alignment with the ethical and moral teachings of the Catholic Church.

DEGREE PROGRAM CURRICULUM

Core Courses hours (36 semester hours of core courses)	35	Elective hours (8 semester hours of elective courses):	8
Biblical Studies hours	10	Area Electives	6
Biblical Hermeneutics	2	(6 hours of course work in one of the following: Biblical, Historical, Liturgical/Sacramental, Systematic Or Pastoral Studies)	
Pentateuch/Historical Books	3		
Synoptic Gospels and Acts	3		
Pauline Literature	2		
Historical Studies hours	6	General Elective	2
Church History I	3	(2 hours of course work outside the student's area of specialization in an elective.)	
Church History II	3		
Systematic hours	13	Capstone Symposium	1
Fundamental Theology	3		
Christology	3	Total Hours	44 semester hours
Ecclesiology	2	Total core courses	35 semester hours
God: One and Three	2	Total electives	8 semester hours
Fundamental Moral Theology	3	Capstone Symposium	1 semester hour
Liturgical and Sacramental Theology hours	6		
Liturgical/Sacramental Theology	3		
Eucharist: Source and Summit...*	3		
(*or LIT 566 Baptism & Confirmation - 2)			

At the completion of all course work, the student is required to select and complete a concluding symposium from one of two formats: a developed thesis statement, or a written research paper.

Percorso Capstone Portfolio

Students enrolled in the Master of Arts degree program maintain an academic portfolio for the duration of their studies. The portfolio includes artifacts and theological reflections from each area of study as well as the capstone symposium. An orientation to the process and online portfolio site will be given at the beginning of the fall semester.

The student will post to *Percorso*:

1. One to two evidence files from each of the following academic classes:
 - a. Church History
 - b. Liturgical/Sacramental Theology
 - c. Biblical Studies
 - d. Systematic Theology (2 artifacts)
 - e. General Elective
2. Capstone Symposium. The Capstone Symposium is expected to include evidence of the student's growth in Christian discipleship and formation as well as theological integration

- as a result of the program of studies.
3. Three (3) theological reflections at the 15, 30, and 44 credit threshold levels.

THE MASTER OF ARTS SYMPOSIUM

Symposium Preparation

The Symposium preparation is an integrative process of gathering course material you have already studied and presented as a (1) paper or (2) thesis statement outline. Symposium preparation is not to be a time to initiate new research.

Students may begin symposium preparations during the spring semester in the year prior to their expected graduation. Prospective graduates attend a symposium orientation to review the process. The Dean appoints a faculty advisor and the student selects two full-time faculty members to serve as committee members. A part-time faculty member may serve on the committee when his/her area of expertise is required.

A student may choose from **one** of the following formats:

Format A:

Developed Thesis Statement with Supporting Outline, Bibliography, and PowerPoint

A--Part I

The student develops a thesis statement that reflects his/her focused area of concentration. The statement should be composed from the student's course work and demonstrate sufficient integration of at least two theological areas, and demonstrate insight, research, and theological thinking.

- The thesis statement is an articulation of the student's claim in no more than 50 words.
- The thesis statement reflects one or several theological perspective(s) that is (are) clearly defined with a particular focus.
- The thesis statement is supported by a detailed outline.
- The thesis statement and outline should not exceed four single-spaced typed pages.
- The thesis statement has an attached bibliography of sources consulted.
- The thesis statement reflects contemporary scholarship, research, personal insight, and integration. It represents a composite of the student's critical assessment and thinking within the theological enterprise.
- Although the Advisor is the primary consultant and is responsible for the final approval of the thesis statement, the student is free to call upon other committee members or faculty for assistance and direction.

The Preliminary Process—The student submits the completed thesis statement to the Advisor and continues to develop the symposium topic. While the advisor directs the student, the additional committee members are to be involved in the development of the topic. In either the fall or spring semester the student, in consultation with the faculty committee, schedules a date for the symposium. The Advisor and Committee members may meet ahead of time to review the thesis and prepare for the symposium.

A--Part II

Presentation Format—During the symposium, the student presents a 15-20-minute overview of his/her thesis statement followed by a 40-45-minute discussion/question period.

Discussion Process—In his/her discussion with faculty members, the student is expected to demonstrate an understanding of theological methodology, an awareness of the important literature/documentation and contemporary scholarship, and critical thinking and integration of at least two of the following areas: Biblical, Historical, Systematic, Pastoral, and Liturgical/Sacramental Theology. The student demonstrates the ability to integrate theological and pastoral convictions. The student's area of focus must also demonstrate the interdisciplinary nature of the theological enterprise.

Evaluation—The student's thesis outline and oral presentation is given one of three grades: "pass with honors," "pass," or "fail."

Format B: Research Paper

B--Part I

The student choosing Format B participates in a capstone orientation in the spring of the year prior to the expected graduation, i.e., three semesters before his/her projected date of graduation. A faculty advisor is appointed by the Academic Dean who will proctor the student through the completed project. The student selects two additional committee members from the full-time faculty. The research paper's topic evolves from the student's current area of study and does not require research in an entirely new area. The paper is intended to broaden and deepen the student's knowledge and understanding of an already familiar topic. In order to help the student achieve the objectives for a written research paper, the following format is recommended:

- The student submits a one-page prospectus to his/her advisor with a preliminary bibliography.
- The student receives approval of the topic and focus of the paper from the Advisor at the beginning of the academic year in which the student expects to graduate.
- In some instances, the Advisor may have the student consult the wider faculty for guidance and assistance.

- The Advisor serves as the writing mentor for the student. The student works out a schedule with the Advisor to meet regularly during the course of the semester. It is in the student's best interest to submit drafts of the paper to the advisor for feedback and direction, and to periodically send drafts to the additional two committee members for their comments and suggestions as well.
- The paper should be at least 25 pages in length, but not exceed 40 pages. The manuscript must be approved by all three members of the committee before the symposium presentation is scheduled. The final manuscript should be submitted to the committee at least 3 weeks prior to the date of the symposium.
- The research paper follows the format and style of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian (9th Edition).

The Preliminary Process—The student presents the completed paper to the Advisor and faculty committee well in advance of the scheduled symposia, i.e. three weeks. During that time, the Advisor may continue to meet with the student and make minor revisions to the paper. The Committee may meet before the scheduled symposium to prepare their comments for the student.

B--Part II

Presentation Format—During the symposium, the student is expected to give a 15-20-minute synopsis of his/her paper. This will be followed by a 40-45-minute discussion/question period.

Discussion Process—The student may be asked by the Committee to clarify or further develop an area represented in his/her paper. The student will be asked to discuss certain points, areas, or sections within his/her paper, explain his/her theological or historical methodology, and discuss the literature reflected in the bibliography. The student's research demonstrates the interdisciplinary nature of the theological enterprise reflected in the treatment of the topic. In addition, the student is expected to include examples from the artifacts submitted to the *Percorso* portfolio which demonstrate theological thinking and integration. The Committee will evaluate the student's overall organization of the paper, the quality of the written work, the development of the topic, and the student's ability to discuss and support his/her written work.

Evaluation—The student's written paper and his/her oral presentation is given one of three grades: "pass with honors," "pass," or "fail."

Procedure for All Formats

Three semesters before projected graduation, the student should meet with the Academic Dean to begin preparation for the final symposium of his/her choice. The Academic Dean and the student will discuss preferences for an Advisor who will guide the student through the symposium (Format A or B). A student may begin work for a symposium even though he/she has not completed all course work. It is the responsibility of the student to meet with his/her advisor, choose a format, and create a timeline to complete symposium requirements.

The Master of Arts Symposia are usually scheduled during the last several weeks of each semester and must be completed three weeks before the date of graduation. Before the symposium is considered complete, the student must submit to the Registrar two unstapled copies of the thesis, outline, bibliography, and PowerPoint slides.

All scheduled symposia will be posted on the Faculty and Student Bulletin boards with committee appointments, time, and location.

The symposium is a public forum. Faculty, students, and invited guests may attend any of the scheduled symposia. The student should notify the Academic Dean or Registrar when a large number of guests are expected.

At the end of the symposium, the committee meets for a short time to discuss and evaluate the student's overall project. The student then meets with his/her committee after their deliberations to receive his/her final vote, using the degree program rubric.

When a student's work reflects outstanding integration, exceptional aptitude, excellence, and originality in both the written and oral presentations, the Committee may award "pass with honors."

When the student has demonstrated above average integration, aptitude, and competence in the respective field, both in the written and oral presentation, the Committee may award the vote of "pass."

Students who receive a failing vote by the Committee must reschedule a symposium during one of the next two semesters. Students will have the option to: (1) choose a new format for the symposium, (2) change his/her Advisor and have a new Committee appointed, or (3) continue to work with the same format but addressing concerns and implementing recommendations from the previous symposium. A student is given only one opportunity to reschedule a symposium.

GENERAL ACADEMIC INFORMATION

Academic year

The Academic year is divided into two semesters. The 15-week fall semester usually begins the last week of August and ends in mid-December. Also 15-weeks, the spring semester begins mid-January and ends in mid-May. In addition, an 8-week summer term is offered primarily for independent study by Doctor of Ministry and Master of Arts Students. A course may be taught during this time to meet student needs.

Hours of Credit

Course hours of credit are based on the number of 55-minute class periods, or their equivalent, devoted to a particular subject. One credit is granted for approximately 15 class periods. The number of hours of credit for each course is given with the course descriptions.

Class Attendance

Class Attendance is expected at every meeting of the course(s) for which students are registered, unless they are granted the privilege of optional class attendance. Normally, illness or other sufficiently serious circumstances are the only legitimate reasons for missing class.

In case of absence, the student is responsible for class work, assignments, and/or examinations and must, with personal initiative, ascertain what is expected from the professor.

Honor students (GPA>3.6) may be granted, at the discretion of an individual professor, the privilege of optional class attendance so they may acquire a more thorough knowledge of a subject through independent study under scholarly direction.

Withdrawal and Credit/Audit Change

To withdraw from a course or to change registration from credit to audit or the reverse without penalty, a student must obtain the official form available online or from the Registrar's office. Failure to attend class or merely giving notice to the instructor will not be regarded as official notice of withdrawal and will result in a final grade of F.

Examinations

Students usually undergo examinations or signature assignments in all subjects at the end of each term. While such examinations might be oral, written examinations last a maximum of two hours for each subject. Exams, papers, or projects might also be given at mid-term and from time to time during the term at the discretion of the professor.

The Master of Arts in Diaconal Ministry integration symposia are scheduled toward the end of the fall semester of the fourth year. It serves as summative and integrative examination for candidates enrolled in this program.

Grading System

Grade reports are given to the students through their *Populi* student profile at the end of each term. Term grades are based on oral and written class work and examinations. The grade received is an evaluation of actual performance and the degree of mastery the student has manifested to the instructor.

The following grading system is used:

<i>Grade</i>	<i>Quality Points</i>
A	4.00
A-	3.667
B+	3.333
B	3.00
B-	2.667
C+	2.333
C	2.00
C-	1.667
D	1.00

F	Failure
I	Incomplete
NR	Grade not reported
P	Pass
AD	Auditor
W	Withdrew with permission

An incomplete (I) is given only for serious reasons. If a student is unable to comply with a deadline, he or she must obtain permission for an “I” from the professor on or before the due date for the assignment. Course work must be made up within a designated time, usually one month, but no restriction is placed on the grade a student may receive.

Course work not completed during the extended time given for an Incomplete (I) results in a grade of “F”.

Should a student in a degree program fail a required course, he/she must repeat the course. A failing grade is computed in the cumulative grade average.

The following descriptions serve as evaluative measures of the professor’s assessment of student work. The use of pluses and minuses in the grading scale allows for an accurate evaluation of the student’s performance within the range of each letter grade.

[A: 100–96%, A-: 95–93%] Outstanding achievement: exceptional aptitude and performance. The student has demonstrated a number of the following characteristics: an exceptionally good grasp of the course material; evidence of self-initiated reading; cooperation in course activities; manifestation of exceptional capability and originality; a command of appropriate vocabulary and superior ability to integrate and make associations with other material studied.

[B+: 92–91%, B: 90–87%, B-: 86–84%] Good achievement: a significantly higher grasp of the course material, which goes beyond the required basic elements. The student has demonstrated several of the following characteristics: a significantly more effective command of the material than is generally required; demonstrated ability to perceive applications of principles and relate them to other material; work distinctly above the average; investment in extra-curricular work on his/her own on course material; a personal grasp of principles so they can be discussed with ease.

[C+: 83–81%, C: 80–77%, C-: 76–71%] Satisfactory achievement: a grasp of the basic content, which enables the instructor to certify the required mastery of the material of the course. The following characteristics are usually present: a command of the basic course content and demonstrated ability to make generally correct applications of principles; demonstrated ability to express knowledge intelligibly; the standard performance expected.

[D: 70–65%] Poor achievement: a minimal grasp of course content and limited ability to apply principles learned. The following may further characterize this level: sub-standard achievement as related to graduation; the instructor believes the student would not profit materially by repeating the course; the student may advance to course or courses to which the given course is a prerequisite but with dubious prospects of success.

[F: Below 65%] Failure: failure to meet minimal requirements as specified by the instructor. The student must repeat the course if it is required for a degree program.

Academic Integrity

The goals and purpose of Saint Mary Seminary and Graduate School of Theology and its special relationship the training of ecclesial leaders demands that students exhibit personal integrity and high ethical standards. Academic honesty is expected of every student involved in the Seminary's academic program. Therefore, unless other sources are appropriately indicated, all material which a student offers for a course must represent only his or her own work. Claiming the work of others as one's own or falsifying materials (e.g., term papers, exams, or reports, etc.) can result in failure for the specific assignment or the entire course, as well as suspension or expulsion from the Seminary or degree program.

Academic Appeals

Saint Mary Seminary reserves the right to discipline or dismiss a student who fails to meet the Seminary's or degree program's academic standards. Any student who objects to an academic decision can appeal that action by submitting a formal letter of appeal to the Academic Dean within ten days of the receipt of the evaluation or grade report. The letter should present the facts surrounding the student's complaint and include any pertinent documentation. If the appeal concerns a grade or academic decision, the Academic Dean will arrange a meeting with the student and the professor at a mutually agreed upon time. Depending on the nature of the complaint, such as dismissal from an academic program, the Academic Dean may select members from the Seminary community to serve on an Appeals Board. In requesting an appeal, the student agrees to be bound by the decision of the Appeals Board. The decision of the Appeals Board is final and not subject to further appeal. The decision and rationale are communicated in writing to the persons involved and are kept on file in the Academic Dean's office.

Academic Probation

A degree-seeking student who falls below the minimum GPA is placed on academic probation for the following semester. Students who remain on academic probation for three consecutive semesters will be dismissed from the program.

The Seminary reserves the right to refuse to admit or readmit any student at any time should it be deemed required in the interest of the student or the Seminary to do so, and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness of purpose or active cooperation in all the requirements for acceptable scholarship.

Grievances

Regarding grievances concerning academic issues, it is preferable if issues are resolved with the instructor. The Academic Dean may be involved in discussion if the student and faculty member agree. In non-academic matters, a student presents a formal letter to the Vice President outlining the grievance. The Vice President will determine the process for review and resolution and will maintain a file of all pertinent documentation of formal grievances.

Independent Study

For an exception determined by the Academic Dean and Director, degree-seeking students may participate in an independent study under the supervision of a faculty member.

Inclusive Language

Gospel values and contemporary social consciousness urge us to recognize and change those attitudes and practices that are unjust. Christian tradition holds that all people are created in the image of God and that attitudes against anyone because of sex, age, race, or handicap diminish us all. Therefore, it is the policy of Saint Mary Seminary and Graduate School of Theology to foster the use of inclusive language in academic and liturgical endeavors and to work to eliminate attitudes and customs that stereotype and unfairly separate persons one from another.

Transcripts

Students who wish transcripts of records to transfer to other schools or for other purposes should complete a Transcript Request Form, available in the Registrar's Office, through *Populi*, or on the seminary website at least two weeks in advance of need. To protect students and alumni, no telephone requests for transcripts will be honored. Transcripts are issued only at the written request of the student, and official transcripts are sent directly to the college, university, or employer to which transfer is requested. A fee of \$5 is required for each official transcript.

Transcripts sent or given to students are marked "unofficial," are unsigned, and do not bear the seminary seal. Transcripts are released only when all outstanding financial balances have been paid.

Transfer of Credit and Advanced Standing from Other Schools

Transfer credit from another accredited theological school will be reviewed by the Registrar before being applied to the student's degree program requirements. The course must be from an accredited university, at graduate level, taken within the past eight years, with a grade of at least a "B" (3.00).

Academic Counseling

Master of Arts students work directly with the Academic Dean and Assistant Academic Dean to assure progress in meeting the degree requirements. It is recommended that students approach individual faculty members for questions about assignments such as exams, papers, and final projects. Students should be proactive in approaching faculty when there are difficulties with assignments or attendance.

Writing Style Manual

Saint Mary Seminary and Graduate School of Theology expects that students in all degree programs use *A Manual for Writers of Research Papers 9th ed.*, by Kate Turabian. Students are encouraged to have a personal copy of this style manual and to consult it for all writing assignments.

Textbooks

Required books are listed on *Populi* prior to the beginning of the semester. Saint Mary Seminary does not have a bookstore. Most students order books on-line and have their books shipped directly to their homes with some discount savings. Students should contact individual professors if they have difficulty obtaining a certain textbook. At times, you may need to order directly from the publisher (i.e., USCCB, NCEA, Liturgical Press, etc.). Students are expected to have the necessary texts and materials for the first class.

Professional Appearance and Attire

Saint Mary Seminary and Graduate School of Theology prepares men and women for formal ministry in the Church. Therefore, personal appearance and attire should reflect ministry standards. Non-resident students are expected to dress appropriately and be well groomed for class and while on campus. The administration and faculty reserve the right to determine whether a student's appearance is acceptable.

Cancellation of Classes

Saint Mary Seminary and Graduate School of Theology normally does not cancel classes or offer an individual lecture of the class online. Academic classes require in-person attendance.

An individual professor due to weather, illness, or special circumstances may cancel a class and re-schedule a class. Ordinarily the individual professor informs the Academic Dean and Registrar, and communicates via e-mail or text with his/her class.

In the case of severe weather, students should make a prudent decision regarding traveling. If it is unsafe, the student may contact the professors and let them know they will not be able to attend class. The professor will not penalize the student. In either case, professors and students will work to make up whatever class time is missed. Individual students who miss a class are responsible to obtain class notes and complete assigned readings.

Leave of Absence

A student may request a leave of absence from the program director and Academic Dean for not more than one year. At the end of the year, the student may continue either as a degree student or as an auditor. Students may not take an indefinite leave of absence.

Educational Technology

Access to the Seminary Internet system and other forms of educational technology is made available to students and faculty to enhance the educational experience and to improve their ability to communicate with others. The appropriate use of educational technology in class is both permitted and encouraged.

All classrooms are equipped for use of technology and Internet access. While in class students are expected to limit their use of personal technology to the course work at hand. Faculty may limit a student's use of personal technology if it is deemed to be a distraction or inappropriate or detrimental to the learning environment.

The usual expectation of ethical behavior extends to the use of the Internet and educational technology. While users are encouraged to conduct legitimate research on the system, any use of technology that panders to immoral behavior or attitudes is prohibited. Obviously civil and criminal laws must be obeyed. Users are reminded that they are responsible for observing the U.S. Copyright laws (United States Code, Title 17); obeying all licensing restrictions in connection with software that is downloaded or used in connection with the system and respecting the privacy of others.

Plagiarism results in failure of the course as well as possible dismissal from the Degree Program. (See Academic Integrity and Academic Honesty above.)

Institutional Email Use

Once registered, a student will be issued an institutional email account (stmarysem.edu) to be used for all communications with faculty and staff. The Institutional Email Use Policy is appended to this Handbook.

Populi: Learning Management System

All students are required to have access to an internet-capable device to access the seminary learning management system for course information, communication with instructors, and grade reports and academic transcripts. See below for orientation directions.

Populi Orientation

--a cloud-based campus and learning management system.

Activating your account:

--You will have received an e-mail with your Populi account login. A temporary Populi password is randomly generated. Follow the prompts to change it.

Log in to Populi:

Go to stmarysem.populiweb.com

Enter your login credentials.

Suggestion: Bookmark the login page on your Internet Browser and mark it a “favorite” or put it in the toolbar.

- *An alternate way to get to the *Populi* site is to go to the seminary website: www.stmarysem.edu . The last link to right in the top navigation bar is *Populi Login*.

Dashboard – Home

My Profile – Announcements and Seminary calendar events for the day.

Activity Feed – your personal *Populi* bulletin board

Info tab: basic contact info

Student: courses (drop down menu of academic terms): Courses you are scheduled to take in the current or upcoming semester.

- Click on the name of a course.
- On the course page, click on the “Info” tab to see general information about the course.
- On the right side of the course “Info” page you will find the required books that have been posted by your instructor. Additional files, syllabi, etc. will be added later. (Books may be purchased anywhere that is convenient. Click on each title for author, copyright, etc. Students are expected to have required books for the first class.)
- Assignments, Lessons, Discussions, etc. will be utilized by the professor as appropriate and indicated in the syllabus.

FINANCES

Master of Arts Students pay \$100 per credit hour at the time of registration as a deposit toward the tuition amount.

Audit fees must be paid in full at the time of registration.

Please note that registration is not final until the Accounting Office receives the deposit and/or audit fees.

The remainder of tuition is due within 30 days of receipt of the invoice date.

Tuition may be paid by cash, check, or credit card (Visa, MasterCard, and American Express).

Accounts that are not paid in full by the end of each semester will result in an academic hold until paid in full or payment arrangements are established. Grades and transcripts will not be released until the account is paid in full, however, if payment arrangements have been established and met, the student may register for the next semester. Payment arrangements can be made with the Registrar and the accounting office. The Chief Operating Officer has the final word on all financial arrangements.

Tuition statements are posted on the student's *Populi* site at the beginning of the semester. Tuition should be paid in full as soon as possible and before the end of the semester. Payment may be made through the secure Payment Portal on *Populi*, or by calling the Accounting Manager (440-943-7668) to pay by credit card. Checks should be made payable to Saint Mary Seminary. Grades and transcripts will be available after all fees are paid and after all Library materials are returned. Students with a past due balance may not register for the next semester unless they have received permission from the finance office and the dean. Tuition and expenses are subject to change on a yearly basis.

BUILDING AND SECURITY GUIDELINES

Because of the residential nature of the building within the Center for Pastoral Leadership, the following guidelines have been established to protect the rightfully expected privacy of the seminary residents and to allow for the greatest possible use of the seminary facilities by non-resident students.

Non-resident students should confine their activities and movements within the building to the public areas (e.g., first-floor classrooms, the administrative corridors, Chapel, the Student Dining Room, and the Library, etc.) All floors and corridors where resident rooms are located are restricted to resident students and priests only.

Entering the Property and Parking

To enter the Center for Pastoral Leadership campus, please use the main entrance facing Euclid Avenue. Parking is available in lots A, B, C and, if necessary, D. Although areas A, B and C are

set aside for outside students and guests, space availability is on a first-come basis. Please LOCK YOUR CAR and do not leave valuables visible.

Times on Campus

Non-resident students are welcome in the Center for Pastoral Leadership facility from 8:00 A.M. until 10:00 P.M. After 10:00 P.M. it is expected that non-resident students will have exited the CPL campus for the night.

Security

Students are always to be conscious of the security needs of the facility. All doors should be closed and secured when entering and leaving the building. Ground floor windows should be locked when rooms are vacated. Any criminal action or emergency situation must be reported immediately to available administrative staff or faculty personnel by contacting the receptionist at the front desk.

All students and staff should make themselves aware of emergency assistance procedures and be able to quickly contact police, fire, or medical emergency help when the need arises. The local police and fire departments of the City of Wickliffe have immediate access to the campus. The facility is in compliance with fire and safety codes and the campus is regularly inspected for life-safety protocols and compliance.

Phones

Cell phones should be turned off or switched to vibrate when carried into the building. Please do not disrupt a class lecture or discussion by taking a phone call. If it is an emergency call, please quietly leave the classroom.

Non-Smoking Facility

The Center for Pastoral Leadership is a non-smoking facility. There is to be NO smoking within 50 feet of any CPL building. Smoking is not permitted in any courtyard.

LIBRARY SERVICES

Please consult the seminary website Library pages for a complete discussion of Library services: <https://stmarysem.edu/library/>.

The mission of the library is to support the curriculum of the Saint Mary Seminary and Graduate School of Theology in its goal of study and research at the master's and doctoral levels. The library also collaborates with and serves as a theological resource for Borromeo Seminary, the Permanent Diaconate program, the Lay Ecclesial Ministry program, the Office of Ongoing Formation, and, more generally, for patrons across Ohio.

In pursuit of its mission, the library has five primary goals:

- To assemble a strong collection of materials adequate to support graduate work in theology at the master's and doctoral levels,

- To create and provide the tools necessary to allow patrons to efficiently identify and obtain materials required for their study,
- To maintain inventory and circulation control of the collection,
- To provide assistance to patrons in effectively using the Library,
- To provide physical facilities adequate for housing the collection, for the staffing of the library, and for the creation of a hospitable place to study.

The Collection

The library owns over 85,000 items, making it the largest theological library in northeast Ohio. Its collection of 67,000 books, and nearly 18,000 bound journals emphasize philosophy (particularly that related to St. Thomas Aquinas), scripture, systematic theology, ecumenism, moral theology, spirituality, pastoral theology, religious education, liturgical theology, canon law, Church history, and patristics.

Periodicals

The library subscribes to approximately 200 periodicals. Current issues are on display in the balcony. Back issues of the current volume/year can be found in alphabetically arranged boxes behind the display shelves in the balcony. Bound periodicals are shelved alphabetically on mobile shelving in the basement. All periodicals, both current issues and bound volumes, are Library Use Only and may not be checked out.

Microforms

The library owns a number of resources in microfilm and microfiche format. Notable among our holdings are a complete run of the Catholic Universe Bulletin on microfilm. Also available are a microfilm reader and a film/fiche reader/printer. Please request assistance from the library staff if you wish to make use of these resources.

Library Tools

The Catalog

The catalog is the primary means by which patrons can locate books within the collection. The catalog is accessible at <http://catalog.stmarysem.edu>. The catalog can be searched by author, title, subject, keyword, and call number. Search results will include the location of the book, the call number, and the status (such as available, library use only, due on _____, etc.).

The Library is also a member of a consortium of 121 academic libraries in Ohio called OhioLINK. Together, the central catalog of all members offers access to more than 40 million items statewide. Students, faculty, and staff can use the OhioLINK central catalog to find and request materials online, and have them delivered to their home library. The central catalog is accessible at <http://olc1.ohiolink.edu/search/>.

Periodical Indexes

Periodical indexes provide access to the journal literature. The primary periodical indexes in the Saint Mary Seminary Library are: the Atla Religion Database; the AtlaSerials PLUS, Religion Collection; New Testament Abstracts; and Old Testament Abstracts. The easiest way to access these databases is to open the Seminary web site <http://www.stmarysem.edu> and under the library tab, click on the Search button. They are also accessible via links in the bibliographic records included in the SMS catalog.

Other periodical indexes are available through OhioLINK. Of the more than 140 databases available, a few are of particular interest to SMS students:

Academic Search Complete
Dissertation Abstracts
Humanities International Complete Religion and Philosophy Collection

These are also available at the Seminary web site, as described above, as well as from the main OhioLINK site <http://www.ohiolink.edu> under the link "Library Databases". These databases include both citations and full-text resources.

Other OhioLINK Resources

Electronic Book Center – OhioLINK has a growing collection of 125,000 e-books covering a wide variety of subjects and including encyclopedias, dictionaries and other reference works. Electronic Theses and Dissertations Center – The ETD contains 107,000 theses and dissertations from students at 31 of Ohio's academic institutions.

Circulation

Library cards are available through the Librarian. Valid library cards are required to check out books. All library cards expire on the last day of August (as indicated by the expiration sticker on your library card), so each year patrons will need to revalidate their library card. This is the means by which the library can collect updated patron information, whether it be a new address, a new phone number, a new email address, etc. Please see a member of the library staff if you need to update your library card.

The loan period for SMS books is 3 weeks for students, and 90 days for faculty, and books are renewable two times. The loan period for OhioLINK books is also 3 weeks, but 1 week for other formats (CD's, DVD's, etc.). OhioLINK books can be renewed up to four times, but other formats may not be renewed.

If students wish to renew the books they have checked out, they may do so within 5 days of the due date. Earlier than this, the system will respond that it is too early to renew. Later, and the system will not permit it because they are overdue. To renew both SMS and OhioLINK books, visit the SMS catalog, and click on the login button, or go to My Record. Access your record by entering your last name as the username, and your library card number as the password. You will then see a list of items you have checked out, and you can select those items you wish to renew.

All periodicals, both current issues and bound volumes, are “Library Use Only” and may not be checked out.

The Saint Mary Seminary Library follows the policy of confidentiality recommended by the American Library Association. The confidentiality of all patron records will be upheld.

Patron Assistance and Services

Orientation & Bibliographic Instruction

To assist patrons in finding materials in the library, orientation sessions are conducted for new students at SMS and Borromeo Seminary. Bibliographic instruction sessions are also conducted upon request for other groups, such as the Permanent Deacons, DMin students, or at the request of an individual instructor.

Reference Collection

The reference collection includes books like encyclopedias, dictionaries, or other titles you might consult for information, but not necessarily read from cover to cover. They are designated by the letter “R” at the beginning of the call number. Reference books are non-circulating.

Reserved Books

At the beginning of each semester, professors have the option of requesting that books in the circulating collection be moved to their “Reserve Shelf.” This transfer temporarily changes the book status to non-circulating or “Library Use Only” to ensure that all students in the class have access to the book, and to prevent the book from being monopolized by a single student. Reserve books can be found by locating the professor’s name, and the course abbreviation.

Inter-library Loan

If there are resources that cannot be located either in the SMS Library or within the holdings of the OhioLINK consortium, please see the library staff to request Interlibrary Loan services. While every effort is made to borrow from libraries that do not charge a lending fee, if there is a charge by the lending library, that fee is passed on to the patron.

Library Facilities

Layout of the Library

There are three levels in the library, the Main floor, the Balcony, and the Lower level or Basement.

On the Main floor you will find our Reference collection on shelves around the walls. Also on the Main floor are the VHS cassettes and DVDs, and the Reserve books. The other books on this level are primarily biographies, philosophy, and psychology. (The Library uses the Dewey Decimal classification system, and the books with classification numbers 0 – 199 are found on the Main floor.) The Horstmann collection is also found on the Main floor.

The circulation desk, and the public catalog computers are on the Main floor, along with the offices of the library staff.

In the Balcony current periodicals on display, plus previous issues for the current volume. A reading area and study tables are available in the Balcony, as well as the library's microfilm resources, plus computers for student use.

The Basement houses the bulk of the library collection, books with the classification numbers 200 – 999. Bound journals and study tables are also found in the Basement.

Copy Machine

The library copy machine/scanner is in the Basement. Please see a member of the library staff if paper copies are desired. The copy machine may also be used as a scanner, with files either saved to a USB drive or emailed to a patron's personal email address. Paper copies cost \$0.05 per page. Scanning is done at no cost.

Wireless Access

Students with appropriately capable laptops have access to a wireless connection in the library. Please see a member of the library staff to be issued the current wireless credentials.

APPENDIX

Saint Mary Seminary

and Graduate School of Theology

Institutional Email Use Policy

Scope:

Electronic mail (email) is a primary means of communication both within the seminary and externally. The seminary recognizes the vital role information technology plays in its mission and related administrative activities as well as the importance in an academic environment of protecting information in all forms. As more information is used and shared in a digital format by students, faculty, and staff, both within and outside the seminary, an increased effort must be made to protect the information and the technology resources that support it. Increased protection of our information and technology resources to assure the usability and availability of those resources is the primary purpose of this policy. The policy also addresses privacy and usage of those who access seminary technology resources.

Purpose:

The purpose of this policy is to describe the permitted uses of seminary institutional email. This policy does not replace or supersede other seminary policies.

Compliance with this Policy helps the seminary to achieve two goals:

1. Improve the successful delivery of seminary communications to all faculty, staff, administration, and students,
2. Reduce the risk of seminary data classified as High Risk going through email systems not managed by the seminary.

Who Must Follow This Policy?

This policy applies to everyone who is provided email services managed by or for the seminary including, but not limited to, faculty and adjunct faculty, staff, and students, who have been assigned an institutional email address, referred to as a “user” in this policy.

Faculty and Staff

Email services are intended to allow all faculty and staff to conduct seminary business. Personal use of email is not prohibited, provided that personal use (a) does not materially interfere with performance of an employee’s work responsibilities, (b) does not interfere with the performance of the seminary networks and (c) is otherwise in compliance with this and other seminary policies. There is no guarantee that information transmitted or stored during personal use of seminary email services will be confidential or securely preserved.

Even the most careful user will occasionally send an email to unintended recipients. Users have no control over the forwarding or alteration of emails once sent. High Risk data transmitted by e-mail or other electronic

transmission, must be encrypted, or otherwise adequately protected. Data are classified as High Risk when protection of such data is required by law or regulation. Protection is necessary for the seminary or its affiliates to meet compliance obligations, or the unauthorized disclosure, access, alteration, loss or destruction of those data could have a material impact on the seminary or its affiliates' mission, assets, operations, finances, or reputation, or could pose material harm to individuals.

Students

The seminary currently provides email services to all students including non-matriculated students. Student use of email is subject to the student conduct codes, as well as this Policy, and the seminary's Acceptable Use Policy.

Ownership of Email Data

Saint Mary Seminary and Graduate School of Theology owns all seminary email accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and seminary policies, the seminary also owns data transmitted or stored using the seminary email accounts.

The official seminary email address is the email address that is assigned upon entry to the seminary or admission to the graduate degree programs and continuing education courses. The official email address is to be used for all seminary email correspondence, for populating lists for classes, and for the official directory. Official communications from seminary offices, such as the President's Office, the Offices of the Vice President, Student Dean, Registrar, Academic Dean, the Treasurer, Accounting Office, Receptionist, and faculty will be directed to the official email address.

Email services will be provided while a user is enrolled in the seminary degree programs. Exceptions may be granted on a case-by-case basis. After graduation or withdrawal, institutional email accounts will be active until the first day of the next semester. After that day, the student's institutional email will be terminated. There is no expectation that the account and storage capacity will be provided to students indefinitely.

Note: Email services may be terminated with notice if the seminary determines continuation of services is not in the seminary's best interest.

Use of Email Address to populate the Seminary Managed IT Systems

The official seminary email address will be the email used to populate the Seminary systems such as the *Populi* Learning Management System, *Percorso*, and *Weave* Assessment software where "email address" is necessary for the effective business and academic operation of the system.

Use of Email Address as an authentication method for Cloud based services

The Official seminary email address will be the email used as the authentication credential for seminary contracted cloud-based services where email address is the internal authentication method for the service.

Email Forwarding

Manually forwarding seminary email that contains information classified as High Risk is only permissible for valid business purposes and when done using appropriate security precautions.

Automation tools, protocols, or rules to enable auto-forwarding (POP, IMAP etc.), to move email from a seminary managed email system to a non-seminary managed email system are blocked

Forwarding seminary email to personal email accounts or servers set up to receive or transmit seminary related business messaging is not permissible without a formal exception from the IT and seminary administration.

Confidentiality, Security, and Privacy

The password associated with an email account may be used to authenticate identity in other seminary online services. To safeguard the user's identity and privacy and the confidentiality of sensitive third-party information stored in email accounts and devices assigned to the user by the seminary and other seminary systems accessible using the email password, a user must not share their account or give their password to anyone. Subjecting confidential information to disclosure by sharing a user's password is a violation of seminary policy and may result in a violation of law and/or breach of contracts to which the seminary is a party.

Users must set up multi-factor authentication to use the institutional email. Other system-wide security protections may be implemented as appropriate.

Users are required to promptly change their email password upon receiving credible evidence that their password has become known by or disclosed to another party and/or when requested to do so by seminary IT Services or their supervisor.

Although the seminary does not monitor email content routinely, users must not assume that email mail content will remain private and confidential. A user's expectation of privacy in email mails is defined and limited by the seminary's Information Technology Policy. Access to email mail by anyone other than the user may be permitted as described in that policy or otherwise required by law. In addition, email mail can be altered or forwarded by a recipient without the sender's knowledge and may also be discoverable in litigation or may be disclosed to comply with a subpoena.

Google retains the right to access to the Gmail Accounts for violations of its Acceptable Use Policy, or in response to subpoena or a National Security Letter.

(http://www.google.com/a/help/intl/en/admins/use_policy.html).

Misuse

As mentioned above, electronic mail is a communication technology. Any policy of the seminary that applies to communications also generally applies to email mail. Use of electronic mail in violation of other seminary policies is also a violation of this policy.

Examples of improper uses of seminary email mail:

- Concealment or misrepresentation of names or affiliations (e.g., misrepresenting oneself as another user),
- Use of seminary email to send spam,
- Alteration of source or destination address of email,
- Use of email for partisan political or lobbying activities,
- Use of email for commercial activities or personal gain,
- Use of email to violate the seminary's policy on Harassment and Discrimination,
- Use of email to violate the law.

Local Policies Permitted

Departments within the seminary may adopt additional information technology policies that are specific to their operations, provided that such requirements are consistent with this Policy and the unit provides a copy of more specific unit policies to the seminary Chief Information Officer and the Office of Counsel. In the event of inconsistency, the provisions of this Policy will prevail, unless the more specific policies are necessary to meet legal requirements governing certain types of information, in which case the more specific legal requirements and related policy will take precedence.

Spam & Phishing

Definitions

- **Spam** is defined as unsolicited and undesired advertisements for products or services sent to a large distribution of users.
- **Phishing** is defined as the attempt to acquire sensitive information such as usernames, passwords, or credit card details (and sometimes, indirectly, money), often for malicious purposes, by masquerading as a trustworthy entity in an electronic communication.

All incoming email is scanned for viruses, phishing attacks, and spam. Suspected messages are blocked from the user's inbox. Due to the complex nature of email, it is impossible to guarantee protection against all spam and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses and other malware. In many cases, viruses or phishing appear to be sent from a friend, coworker, or other legitimate source. Users should not click links or open attachments unless they are sure of the nature of the message. If any doubt exists, the user should contact the helpdesk@stmarysem.edu.

Retention and Disposal

Users should avoid retaining large amounts of email (whether in the Inbox, Sent Items, Deleted items or personal folders) for long periods of time. The seminary's Policy on Retention of Records makes clear that an Email box is not an appropriate place to retain seminary records; records that are in a user's Email should be removed to other paper or electronic storage media intended for archival purposes.

Institutional Email Etiquette

Many of the goals and objectives of email policies can be achieved by using physical controls on email access, particularly limitations on inbound junk mail and spam. On the other side, email etiquette is no less valuable towards achieving the ultimate policy goal: to maximize the value of email communication and minimize the risk. Email etiquette incorporates the following parameters:

1. **Tone:** Email content should always be professional, courteous, and respectful. Appropriate greetings, salutations and closings should always be used. Just as shouting or abusive language is not to be tolerated in the workplace, neither should "all caps", excessive exclamation points or other indicators of anger be allowed in email communications.
2. **Quality:** Email content should reflect appropriate formality in communication, avoiding spelling errors and using proper grammar and punctuation. Subjects should be relevant to the message contained, avoiding tacking new subjects on to other lengthy email threads.
3. **Clarity** Email recipients should be aware of their place and role in a given message and communication thread. A "To" is different than a "cc" (and certainly a blind cc). Individuals who are cc'd on a message should not respond as if they were the designated recipient. This only leads to confusion and miscommunication.
4. **Concern:** Email should always be given the respect it deserves. End-users should be encouraged to never send email communications in anger and to always protect the email addresses of others when appropriate.

Sanctions

Violations of this Policy will be handled under normal seminary disciplinary procedures applicable to the relevant persons or departments. In addition, a violation may result in:

- suspension, blocking, or restriction of access to information and network resources when it reasonably appears necessary to do so to protect the integrity, security, or functionality of seminary resources or to protect the seminary from liability,
- disciplinary action up to and including separation from the seminary or academic programs,
- department being held financially responsible for the costs incurred as result of a data breach, loss, or illegal disclosure. The seminary reserves the right to seek any remedy allowed by applicable law against any individual who, in connection with the use of seminary email services or related electronic resources, intentionally or in the exercise of gross negligence causes material loss or damage to the seminary or any third party to whom the seminary owes a duty of care.

Seminary Email Use Agreement

I have read the above email use policy and accept a Saint Mary Seminary institutional email address.

I agree to abide by this and related seminary policies regarding information technology while using the seminary email systems. I agree that, in keeping with the spirit and mission of Saint Mary Seminary, it is ultimately my personal responsibility to make good choices when I use the internet, the institutional email, and information technology resources of the seminary.

I understand that my access privilege may be revoked, and disciplinary action be taken, up to and including dismissal from the seminary and academic programs.

Student's name: _____

Date: _____

Seminary email address assigned: _____@stmarysem.edu

