

St. Mary's Seminary & University

ST. MARY'S ECUMENICAL INSTITUTE

More than 50 Years of Ecumenical Theological Education

Student Handbook

2019 — 2020 Edition



*Faith Seeking Understanding....
Understanding Making a Difference*

published by

ST. MARY'S ECUMENICAL INSTITUTE
St. Mary's Seminary & University
5400 Roland Avenue
Baltimore, MD 21210-1994

Fall 2019

Fax
410.864.4205

ei@stmarys.edu
www.stmarys.edu/ei

The administration of the St. Mary's Ecumenical Institute reserves the right to supplement or otherwise modify the policies and procedures described in this Handbook, and to correct any typographical or similar kinds of errors.

TABLE OF CONTENTS

<p>TABLE OF CONTENTS 1</p> <p>INTRODUCTION 3</p> <p>CONTACT US/BUILDING ACCESS 4</p> <p style="padding-left: 20px;">E.I. Staff 4</p> <p style="padding-left: 20px;">E.I. Faculty 6</p> <p style="padding-left: 20px;">Other Numbers/Location/ Building Layout 7</p> <p>INTRODUCING ST. MARY’S SEMINARY & UNIVERSITY 8</p> <p>THE MISSION AND CHARACTER OF THE ECUMENICAL INSTITUTE 9</p> <p style="padding-left: 20px;">An Overview 9</p> <p style="padding-left: 20px;">Mission Statement 9</p> <p style="padding-left: 20px;">Motto 9</p> <p style="padding-left: 20px;">Goals and Objectives 10</p> <p style="padding-left: 20px;">Community-Life Agreement 11</p> <p>ACADEMIC INFORMATION AND SERVICES 12</p> <p style="padding-left: 20px;">General Information</p> <p style="padding-left: 40px;">about Registration 12</p> <p style="padding-left: 20px;">Payment of Tuition and Fees 12</p> <p style="padding-left: 20px;">Changes in Registration 12</p> <p style="padding-left: 20px;">Course Load 12</p> <p style="padding-left: 20px;">New Students 13</p> <p style="padding-left: 20px;">Academic Skills Assessment (A.S.A.) 13</p> <p style="padding-left: 20px;">Student Responsibility 13</p> <p style="padding-left: 20px;">Submission of Original Work and</p> <p style="padding-left: 40px;">Retention of Copies 14</p> <p style="padding-left: 20px;">Academic Integrity and Plagiarism 14</p> <p style="padding-left: 20px;">Degree & Certificate Requirements 15</p> <p style="padding-left: 20px;">Doctor of Ministry (D.Min.) 16</p> <p style="padding-left: 20px;">Certificate of Advanced Studies</p> <p style="padding-left: 40px;">(C.A.S.) 16</p> <p style="padding-left: 20px;">Loss of Candidacy & Leaves</p> <p style="padding-left: 40px;">of Absence 16</p> <p style="padding-left: 20px;">Planning One’s Course Sequence 16</p> <p style="padding-left: 20px;">Pre- and Co-requisites 17</p> <p style="padding-left: 20px;">Cancellation of Classes for</p> <p style="padding-left: 40px;">Inclement Weather 18</p> <p style="padding-left: 20px;">Closure vs Cancellation 18</p> <p style="padding-left: 20px;">Attendance & Class Participation 18</p> <p style="padding-left: 20px;">Auditing 19</p> <p style="padding-left: 20px;">Independent Study 19</p> <p style="padding-left: 20px;">Field Placements 21</p>	<p style="padding-left: 20px;">Planning Culminating Experiences</p> <p style="padding-left: 40px;">for Degree Programs 21</p> <p style="padding-left: 20px;">Grades and Grading 22</p> <p style="padding-left: 20px;">Incompletes 22</p> <p style="padding-left: 20px;">Writing Assistance 23</p> <p style="padding-left: 20px;">Canvas 23</p> <p style="padding-left: 20px;">Dean’s List 23</p> <p style="padding-left: 20px;">Procedures for Handling Academic</p> <p style="padding-left: 40px;">Concerns and Grievances 23</p> <p style="padding-left: 20px;">Academic Counseling 24</p> <p style="padding-left: 20px;">Academic Probation & Dismissal 24</p> <p>KNOTT LIBRARY 27</p> <p style="padding-left: 20px;">General Overview 27</p> <p style="padding-left: 20px;">Web Site 27</p> <p style="padding-left: 20px;">Access to the Library 27</p> <p style="padding-left: 20px;">General Regulations 27</p> <p style="padding-left: 20px;">Library Cards/Borrowing Books 27</p> <p style="padding-left: 20px;">Loan Periods 28</p> <p style="padding-left: 20px;">Overdue Books 28</p> <p style="padding-left: 20px;">Lost Books 28</p> <p style="padding-left: 20px;">Photocopying 28</p> <p style="padding-left: 20px;">Computers 28</p> <p style="padding-left: 20px;">Remote Access to the Catalog &</p> <p style="padding-left: 40px;">Research Databases 28</p> <p style="padding-left: 20px;">Interlibrary Cooperation 29</p> <p style="padding-left: 20px;">Interlibrary Loans 29</p> <p>OTHER INFORMATION AND SERVICES 30</p> <p style="padding-left: 20px;">Accommodations for Disabilities 30</p> <p style="padding-left: 20px;">Seminary Chapel 30</p> <p style="padding-left: 20px;">Dining Hall 30</p> <p style="padding-left: 20px;">E.I. Lounge 30</p> <p style="padding-left: 20px;">Communication 30</p> <p style="padding-left: 20px;">Wireless Internet Access 31</p> <p style="padding-left: 20px;">Electronic Devices 31</p> <p style="padding-left: 20px;">Security and I.D. Badges 31</p> <p style="padding-left: 20px;">Parking 31</p> <p>COMMUNITY-LIFE POLICIES 32</p> <p style="padding-left: 20px;">Criminal Background Check 32</p> <p style="padding-left: 20px;">Smoking Policy 32</p> <p style="padding-left: 20px;">Drug & Alcohol Policy/Substance</p> <p style="padding-left: 40px;">Abuse Prevention Program 32</p> <p style="padding-left: 20px;">Firearms and Weapons 33</p> <p style="padding-left: 20px;">Discrimination and Harassment 33</p> <p style="padding-left: 20px;">Sexual Misconduct Policy 33</p>
---	---

Reporting Sexual Misconduct
on Campus34
Procedures for Addressing Reports
of Sexual Misconduct 34
Right-to-Know Act36
Procedures and Penalties Related
to the Violation of
Community Standards.....36

INTRODUCTION

This Student Handbook supplements the current academic policies and procedures, which are published on our website. It also provides practical guidance for study and life within St. Mary's Ecumenical Institute. We hope it serves as a tool of both communication and community.

Students may receive updates and/or supplements to this Handbook from time to time. Such supplements that alter existing policy in the Handbook will specifically indicate the pertinent item and the effective date.

As your deans, we join the entire staff and faculty of St. Mary's Ecumenical Institute in wishing you a fruitful and rewarding experience as you pursue your theological education here.

Rev. Brent Laytham, Ph.D.
Dean

Pat Fosarelli, M.D., D.Min.
Associate Dean of Instruction

Rebecca Hancock, Ph.D.
Associate Dean of Administration

Fall 2019

CONTACT US/BUILDING ACCESS

St. Mary's Ecumenical Institute Staff (* = alum)

Appointments are strongly recommended for meetings with all members of the staff.

<i>Name & Title</i>	<i>Phone, Email, and Office</i>	<i>Normal office hours (subject to change)</i>
Dr. Brent Laytham <i>Dean</i>	410.864.4201 blaytham@stmarys.edu 214B	M-F 9-5
Dr. Pat Fosarelli* <i>Associate Dean of Instruction</i>	410.864.4204 pfosarelli@stmarys.edu 217B	M-F 8:30-4:30
Dr. Rebecca Hancock <i>Associate Dean of Administration</i>	410.864.4202 rhancock@stmarys.edu 223B	M-F 9-5, except 10-6 T, Th
Kaye Guidugli* <i>Director, Recruitment & Advancement</i>	410.864.4203 kguidugli@stmarys.edu 225B	M-F 9-5
Marcia Hancock <i>Billing Specialist</i>	410.864.4234 mhancock@stmarys.edu 218B	M-Th, 8:00-2:30
Paula Thigpen <i>University Registrar</i>	410.864.3605 pthigpen@stmarys.edu 222B	M-F 8:30-4:30
Dr. Ed Richardson <i>Writing Specialist</i>	410.864.3606 eiwriting@stmarys.edu 210A	by appointment and email
Emily Hicks* <i>CANVAS Specialist</i>	410.864.3657 ehicks@stmarys.edu 220A	by email
<i>Office Assistants</i>	410.864.4208 eisupport@stmarys.edu 219B	Varies

<p>Dr. Christopher Dreisbach Advisor</p>	<p>410.516.9868 cdreisbach@jhu.edu</p>	<p>by appointment and email</p>
<p>Dr. Michael Gorman Advisor</p>	<p>410.864.3683 mgorman@stmarys.edu</p>	<p>by appointment and email</p>
<p>Dr. Tony Hunt Advisor</p>	<p>410.588.5620 cahunt@msn.com</p>	<p>by appointment and email</p>
<p>Dr. Ed Richardson Advisor</p>	<p>410.864.3606 eiwriting@stmarys.edu</p>	<p>by appointment and email</p>

ST. MARY'S ECUMENICAL INSTITUTE
FACULTY DIRECTORY 2019—2020

Anderson, Jeff, Ed.D.
D.Min. Faculty
janderson@stmarys.edu

Emora Brannan
Ecumenical Studies, History
410.433.6650
emora.brannan@verizon.net

Cardin, Rabbi Nina Beth
Jewish Studies
410.486.0758
ncardin@comcast.net

Davis, Rev. Benjamin, D.Min.,
Ph.D.
Practical and Moral Theology
410.381.0884
ben.davis35@verizon.net

Dreisbach, Christopher, Ph.D.
Systematic and Moral Theology
410.516.9868
cdreisbach@jhu.edu

Fosarelli, Patricia, M.D., D.Min.
Associate Dean - Instruction
Practical Theology, Spirituality
410.864.4204
pfosarelli@stmarys.edu

Fulton, Msgr. David, S.T.D., J.C.D.
Practical and Moral Theology
410.864.3659
dfuton@stmarys.edu

Gorman, Rev. Mark, Th.D.
Liturgics, Systematic Theology
443.458.2092
gorman.mark@gmail.com

Gorman, Michael J., Ph.D.
Biblical Studies, Spirituality
410.864.3683
mgorman@stmarys.edu

Greiser, Rev. David, Ph.D.
Practical Theology
267.342.4146
dgreiser55@yahoo.com

Hancock, Rebecca, Ph.D.
Associate Dean - Administration
Biblical Studies
410.864.4202
rhancock@stmarys.edu

Hayes, Rev. John, Ph.D.
Practical Theology, Spirituality
410.206.6410
johnmchlhayes@gmail.com

Hunt, Rev. C. Anthony, Ph.D.
Practical, Moral, and
Systematic Theology
410.588.5620
cahunt@msn.com

Jorgensen, Rev. Janyce C., Ph.D.
Biblical and Ecumenical Studies,
Religious Education
717.428.1878
rjjorg@aol.com

Langmead, Joseph M., S.T.D.
Systematic Theology
410.435.8333
joseph.langmead@verizon.net

Laytham, Rev. Brent, Ph.D.
Dean
Systematic and Moral Theology
410.864-4201
blaytham@stmarys.edu

McNeel, Jennifer, Ph.D.
Biblical Studies
804.386.5401
jhmcneel@gmail.com

Olsen, Derek, Ph. D.
Biblical Studies, History
443.986.8132
derekaolsen@hotmail.com

Poling, Rev. Jason, D.Min.
Director, D.Min. Program
Practical Theology
jpoling@stmarys.edu

Radosevic, Tracy, D.Min.
Practical Theology, Religious
Education
410.467.2996
tracy@tracyrad.com

Reisner, Rabbi Avram
Jewish Studies
410.486.0758
avramreisner@aim.com

Richardson, Rev. Ed, Ed.D.
Academic Writing Specialist
Religious Education, Practical
Theology
410.864.3606
eiwriting@stmarys.edu

Robertson, Bruce C., Ph.D.
Interfaith Studies
410.823.0377
robertsonbc@comcast.net

Sutherland, Arthur M., Ph.D.
Systematic and Moral Theology
410.617.2217
asutherland@loyola.edu

Visiting Adjunct Professors

Donnella, Rev. Joseph, Ph.D.
Liturgics
410.752.5804
jadiidonnella@comcast.net

Lloyd, Stephen, Ph.D.
History
301.412.1327
sjlloyd@bu.edu

Staszak, Gary, Ph.D.(cand)
Biblical Studies
571.383.8360
Garystaz4444@gmail.com

Urrutia, Adam, Ph.D. (cand.)
Introductory Theology
940.634.2731
19urrutia@cua.edu

OTHER NUMBERS/LOCATION/BUILDING LAYOUT

(all begin 410/864-)

Center for Continuing Formation	4100	School of Theology	3602
Billing Office	4234	Switchboard	4000
Library Circulation Desk	3626	Writing Specialist	3606

Location and Access

St. Mary's Seminary & University is located at the corner of Northern Parkway and Roland Avenue in North Baltimore. From points north and the Baltimore Beltway (695), take beltway exit 23 (I-83 South) to the first exit (Northern Parkway, east). Travel east through the intersection (Falls Road), turn right at the next intersection (Roland Avenue), and then take the second driveway on the right (marked 5400) onto the campus. From points south and downtown, take I-83 North to the first Northern Parkway exit (east) and continue as above. We may also be reached on the #61 MTA bus (north-south on Roland Avenue) and the #44 bus (east-west on Northern Parkway). The #27 (north-south) on Falls Road stops one (long, uphill) block from St. Mary's.

Main Parts of the Building

First Floor

Information/Security Office
Main Chapel
Classrooms
Library
Laubacher Hall
Dining Hall
St. Charles Chapel
Center for Continuing Formation
E.I. Lounge ("The Upper Room")

Second Floor

E.I. Administrative Offices
Registrar's Office
Billing and Financial Aid Office
Writing Specialist

Access for the Disabled

See "Accommodations for Disabilities," p. 30.

Security Guard and Staff on Afternoon and Evening Duty

When E.I. afternoon and evening classes are in session, a security guard is on duty at or near the front entrance. In addition, at least one E.I. staff member is normally present in the E.I. offices until 6:00 p.m., and later on some evenings.

INTRODUCING ST. MARY'S SEMINARY & UNIVERSITY

St. Mary's Seminary & University, the oldest Catholic seminary in the United States, was founded in 1791 by priests of the Society of St. Sulpice, based in Paris. St. Mary's purpose is articulated in its bylaws:

St. Mary's provides for the spiritual, intellectual, and pastoral preparation of candidates for priesthood in the Roman Catholic Church... and offers ecumenical and other programs in theology, ministry, and continuing formation for clergy and laity.

St. Mary's is divided into three divisions, the School of Theology, or Seminary (for those studying for the priesthood), the Ecumenical Institute of Theology, and the Center for Continuing Formation. The Seminary currently has about 80 students from various parts of the U.S. and from other countries.

The mission of St. Mary's is grounded in and nourished by its Sulpician ethos and charism. Certain elements of the Sulpician tradition have been enumerated as particular hallmarks at St. Mary's:

- the creation of a formational community;
- an emphasis upon spiritual formation;
- the cultivation of an apostolic spirit;
- a commitment to ministerial priesthood;
- the exercise of collegiality.

The dynamic relationship between St. Mary's mission and its Sulpician ethos is the crucible within which the several purposes of the institution are realized.

At the same time, the Ecumenical Institute maintains its distinctive purpose and its autonomy with respect to the content of its theological curriculum. It is a place where people of all Christian traditions, as well as inquirers and others, contribute to the identity of the E.I. itself and also to the ethos of the larger institution. There is, in other words, an institutional spirit of reciprocity and mutual respect.

The translation of Sulpician values into the Ecumenical Institute means at least the following:

- developing a theological community of learners and scholars, with shared intellectual and spiritual goals, who mutually benefit from one another's wisdom, knowledge, and experience;
- integrating the intellectual and the spiritual;
- nurturing people's sense of call and desire to make a difference in the world;
- equipping those called to both lay and ordained ministry in various religious traditions and settings;
- working together with ecumenical respect and sensitivity.

THE MISSION AND CHARACTER OF ST. MARY'S ECUMENICAL INSTITUTE

An Overview

St. Mary's Ecumenical Institute was founded in 1968 as the evening division of St. Mary's Seminary and University to provide accredited graduate theological education in the greater Baltimore area. It is the only such institute within a Catholic seminary in the world. Both students and faculty come from a wide range of religious backgrounds. Many students are men or women who study part-time for personal enrichment or to prepare themselves for leadership roles in their religious communities. Other students are preparing for ordained ministry or professional positions. The ecumenical character of the Institute promotes mutual respect and understanding for persons of all faiths.

The E.I. offers courses in the major areas of theology: biblical studies, church history, systematic theology, moral theology, practical theology, spirituality, and ecumenical/interfaith studies. Classes normally are open to any person with an undergraduate degree (minimum 2.75 GPA) from a regionally accredited institution, regardless of major. Students may audit courses or take courses for credit without being in a degree or certificate program. Classes are offered in fall, spring, and summer terms.

These courses form a curriculum leading to the M.A. in Theology or the M.A. in Church Ministries. Both degree programs require the completion of 48 credits, including a core curriculum, plus a cumulative experience. Students may also choose to work toward a graduate certificate in a particular area; the number of credits varies by certificate. The certificate is currently available in six areas: biblical studies, CONNECT (faith, health, and medicine), religious education, spirituality, urban ministry, and youth ministry. In addition, the E.I. offers a post-master's Certificate of Advanced Studies in Theology (30 credits) and a Doctorate in Ministry (D.Min.) degree; information about the latter can be found in the D.Min. Handbook.

Mission Statement

The mission of the Ecumenical Institute of Theology, the evening division of St. Mary's Seminary & University, is to offer accredited ecumenical theological education at the Master of Arts level to qualified men and women in the greater Baltimore area. Through its academic programs and community events, the Ecumenical Institute seeks to provide opportunities for personal or professional enrichment; preparation for voluntary or professional leadership in a church, school, or community organization; and a basic theological foundation for ministry.

As a center for theological study in a pluralistic society, the Ecumenical Institute exists to promote ecumenical and interfaith understanding and to contribute to the formation of a theologically and ethically informed public. At the Ecumenical Institute, theological inquiry takes place in an atmosphere that acknowledges the diversity of religions and cultures while emphasizing the Jewish and Christian traditions. The educational program of the Ecumenical Institute is intended to stimulate careful reflection leading to knowledge of one's own traditions and respect for the traditions of other people.

*Approved by the Executive Board of the
Ecumenical Institute of Theology
April 27, 1989*

*Approved by the Board of Trustees of
St. Mary's Seminary & University
October 24, 1989*

Motto

(adopted for the 40th anniversary in 2008)

***Faith seeking understanding...
understanding making a difference***
Seeking wisdom. Nourishing faith.
Engaging community.

Goals and Objectives

In light of its mission statement, St. Mary's Ecumenical Institute recognizes certain goals and objectives in its programs, with the conviction that its graduates should possess certain intellectual, ecumenical, and (depending on their program) practical skills gained or enhanced during their time of study.

Intellectual Skills

Intellectual skills are evidenced in class discussion, initiative in theological conversation and research, and carefully prepared and argued papers. These skills include the following:

Knowledge of the Judeo-Christian theological tradition: the acquisition of knowledge of the Scriptures of both Testaments, the Jewish roots of Christianity and the ongoing relationship of Christianity to Judaism, the significant aspects of Christian theology in historical and contemporary perspective, aspects of historical and contemporary practices of Christian spirituality, and the fundamentals of Judeo-Christian theological ethics and the variety of perspectives that this ethical tradition offers to contemporary issues, all informed by the best contemporary ecumenical theological scholarship

Skill in the exegesis of texts: ability to engage in the historical, literary, and conceptual analysis of primary sources in the theological tradition, including Scripture, theological documents, and ancillary sources

Theological curiosity: the desire for the acquisition of new knowledge and perspectives

Awareness of theological and ethical issues: acquaintance with major contemporary theological and ethical questions, the complexity of those issues, and the variety of religious perspectives on them

Theological reflection: the ability to engage in careful, critical, and creative reflection on and about theological sources, traditions, and issues

Intellectual integration: understanding of the interconnections among various theological disciplines and of the relationship between theological reflection and praxis.

Ecumenical Skills

Ecumenical skills are evidenced in class discussions and written papers that exhibit knowledge, fairness, accuracy, and respect in the consideration of other people and religious traditions. These skills include the following:

Ecumenical and interfaith understanding: knowledge of key historical developments in intra-Christian and interreligious relations; understanding of similarities and differences among various religions and traditions within religions (especially Christianity in its American context); and familiarity with key areas of disagreement, dialogue, and cooperation

Ecumenical and interfaith respect: appropriate regard for the traditions of others and for the people who are part of those traditions

Ecumenical and interfaith dialogue: the ability to engage in fair and respectful dialogue with people from other religious traditions in a spirit that reflects both commitment to one's own tradition and willingness to learn from others and their traditions

Practical Skills

Practical skills are evidenced in the clear, coherent analysis and articulation of ideas, and (when appropriate) in the integration of theory with practice in the exercise of particular forms of ministry. These skills include the following:

Critical thinking: the ability to analyze, synthesize, and evaluate theological texts and arguments

Excellence in communication: the ability to articulate one's perspectives, insights, and convictions in excellent English, both orally and in writing

For the MA in Church Ministries (and certain related Certificates) only:

Ministry skills: the ability to perform particular ministries appropriate to the degree track or certificate

Leadership skills: the ability to plan, guide, supervise, and evaluate ministry programs appropriate to the degree track or certificate, and to guide individuals, groups, and churches in such ministries

Integration of theory and praxis: the ability to apply theological knowledge and theory to actual ministry situations

Community-Life Agreement

The Ecumenical Institute of Theology of St. Mary's Seminary & University is an academic community of theological reflection and exploration. It comprises people from many denominations and traditions, people with diverse theological perspectives. Historically, this has been a great strength of the Ecumenical Institute, as our mission statement emphasizes:

[T]he Ecumenical Institute exists to promote ecumenical and interfaith understanding.... The educational program of the Ecumenical Institute is intended to stimulate careful reflection leading to knowledge of one's own traditions and respect for the traditions of other people.

Thus, respect for difference is basic to an Ecumenical Institute education. Students, faculty, and staff agree that this respect extends to differences of denominational affiliation, theological conviction, and spiritual experience as well as gender, age, and race. It also includes respect for those with no religious affiliation or explicit religious faith.

All members of the Ecumenical Institute community are responsible for fostering an atmosphere of study and dialogue that balances academic freedom and mutual respect. In joining

this academic community, students, faculty, and staff agree to contribute to the educational progress of all and to respect each other's rights and dignity. Faculty members agree to treat all students fairly, and students agree to respect a professor's right to teach and other students' right to learn. This mutual respect requires that students, faculty, and staff practice basic virtues, such as honesty, integrity, and civility, in all their behavior and communication, both inside and outside the classroom, toward all St. Mary's students, faculty members, and staff.

In addition to respecting others and making a positive contribution to the Ecumenical Institute of Theology academic community, all members of the community respect and care for the facilities and property of St. Mary's Seminary and University.

To nourish such an ethos of theological reflection and mutual respect, students, faculty, and staff work together for the good of all and for the benefit of the Ecumenical Institute of Theology as an academic community.

*Adopted by the Faculty
August 27, 1997*

Amended August 25, 2005

ACADEMIC INFORMATION AND SERVICES

General Information about Registration

Courses at St. Mary's Ecumenical Institute generally yield three graduate credits. Course announcements and registration forms are available on our website about two months before the beginning of each term. In addition to scheduled courses, independent-study courses in various areas may be arranged with the permission of the professor and the approval of the Dean. Course descriptions, including requirements and textbooks, are available on our website and at the E.I. office during registration.

All students should register early to ensure that all elective courses can run. New students must have an interview before registering for their first course. Returning students may register in person or by mail, fax, or attachment to an email. New and returning students may register in person during regular office hours or by appointment. After a student registers, he or she will receive a schedule confirmation in the mail.

There is a registration deadline after which there is a late fee for registering. Late registrations will be accepted until the first meeting of a class, but a late registration fee of \$90.00 must be paid, except by new students, after the date announced on the website.

Normally, at least five students must register for a class to be taught. If a course is canceled, students who have registered for it will be notified by email and/or telephone before the scheduled first class meeting. Students should arrive early on the first night of classes to complete registration if necessary and obtain a library card from the circulation desk.

Payment of Tuition and Fees

Payment of tuition and fees may be made by check, money order, MasterCard, Visa, Discover, or cash. A deferred payment plan of payments spread throughout the term, beginning with registration, may be authorized upon consultation with the administration.

Normally, students may register at early registration (approximately 8 weeks before a term begins) by paying fees alone (\$165). Tuition is due in full, or a deferred payment contract must be signed, before the first class. Students will not be permitted to attend class until they have paid their tuition or signed a deferred payment contract.

Continuing students must meet all previous financial obligations to St. Mary's before registering for the new term. In addition, students must be in good standing with the library before attending the first class of the term.

Changes in Registration

All changes in registration (credit to audit, audit to credit, and withdrawal) must be made by submitting a completed and signed change form (available on the website or in the E.I. office) to the Registrar's office. The Registrar will notify the Associate Dean of Instruction who will then contact the student. *Changes are effective when approved by the Associate Dean of Instruction.*

A "drop-add" period of one week at the beginning of each semester allows students to change course registrations without penalty. A student may change from credit to audit or audit to credit up to the mid-point of the term, with the approval of the Associate Dean of Instruction; the semester-specific date for such changes is published in the E.I. calendar. A student may withdraw from a course at any time prior to the final week of classes. All other changes of registration must be approved by the Associate Dean of Instruction.

Course Load

Most E.I. students are part-time students taking one or two classes. A full-time load is 9 credits (half-time = 6 credits). New students may enroll in up to 6 credits without permission from the Associate Dean of Instruction. Continuing students in good academic standing may enroll in up to 9 credits (6 in summer term) without permission. Students on probation are normally permitted to enroll in no more than 3 credits per term.

New Students

New students are required to attend new student orientation, which is offered at the beginning of each term. New students considering a degree program should usually take BS600 Orientation to Biblical Studies and/or TH601 Introduction to Theological Study in their first or (at the latest) second term. These introductory courses, especially TH601, are often an indicator of a student's promise of success at the E.I.

During a student's first semester, he or she will be assigned an academic advisor. Students are encouraged to meet or consult with their advisors regularly, especially prior to registration.

Also, in students' first semester, they will receive a call from the Associate Dean of Instruction to welcome them and to determine if there are any areas about which students have questions, concerns, or suggestions.

New students should review the course-load restriction in the previous section and the section called "Getting Started" below.

Academic Skills Assessment (A.S.A.)

The ASA (Academic Skills Assessment) assesses a student's reading comprehension and ability to write both a short essay and a longer one on a particular theme. The ASA is a diagnostic instrument, which students are encouraged to take before their first class. The E.I. Writing Specialist then scores it and provides a report back to each student (and the Deans), interpreting the score and offering advice on whether there are particular areas where work is needed in order to succeed in the EI. Scores of 3.0 (on a four-point scale) or higher are the best indicators of readiness for success in graduate theological study.

Students with lower scores are invited to receive the report in a face to face meeting, at which time the Writing Specialist negotiates with them some sort of program for assistance. These students would only take the ASA again if it were useful in furthering the process of improvement. The goal of the process,

however, is not to 'pass the ASA,' but to acquire and use the skills it assesses in E.I. coursework.

Two exceptions to this process should be noted. 1) When a student applies to the EI with an extremely marginal undergraduate academic record, the ASA is typically administered as a diagnostic assessment for the application process. In such a case, the student's score would become part of the overall set of data being analyzed for an admission decision. 2) When a student receives advanced standing for TH601, there would be no requirement to take the ASA.

Student Responsibility

It is the responsibility of all students to know and comply with the academic and community-life policies of the Ecumenical Institute as published in the Student Handbook and other official documents issued to students. Among these responsibilities are:

- registering for classes in a timely manner;
- paying tuition and fees on time;
- completing admission requirements;
- attending, and being on time for, classes;
- submitting required work on time;
- keeping a copy of all submitted work in all media (paper, electronic file, etc.) - see further below;
- informing the office of any changes in registration, email or home address, or phone *in writing* (email acceptable except for registration changes);
- completing required forms (scholarship applications, requests for a grade of Incomplete, etc.) *on time*;
- *regularly* (approximately once per term) *initiating* contact with their advisor;
- caring for borrowed library materials (e.g., not marking or altering them) and returning them on time;
- exhibiting academic honesty and integrity; and
- engaging in gracious discourse and behavior with all St. Mary's students, faculty, and staff.

Most of these responsibilities are discussed elsewhere in this Handbook.

In addition, all students are required to abide by the expectations outlined in the Community-Life Agreement (p. 11) and in the Community-Life Policies (pp. 33-37) in this handbook.

Students are expected to demonstrate the basic values of honesty and fairness in all matters. They are also expected to be respectful of others whose beliefs or opinions might differ from their own; this respect is to be communicated in both written and oral communication. Most importantly for an academic institution, all students are expected to practice academic integrity, as discussed below.

Submission of Original Work and Retention of Copies

It is customary for students to submit exams, papers, theses, and other projects to their instructors for evaluation during a course or as part of their culminating experience in a degree program. When work is submitted for evaluation, the student retains the intellectual property rights to that which has been created, but the original hand-written, typed, or word-processed document (or, for a thesis, the original and one copy) or other medium of work (e.g., electronic file) submitted becomes the property of St. Mary's Seminary & University. In the case of course work, the instructor evaluates the submitted work and communicates the results of the evaluation to the student. The faculty member, at his or her discretion, may return the work to the student, retain the work, discard the work, or request that the administration retain the work or place the work in the student's academic record. The administration of St. Mary's also retains the right to request the original work from the instructor and may place it in the student's academic record, store the work elsewhere (e.g., in the library or in a special collection of submitted projects), or discard the work if the student fails to retrieve it in a timely manner after being asked to do so.

It is St. Mary's policy to retain *all* student work about which the instructor or administration has raised questions of academic integrity, or that is (or is likely to be) the subject of a grade appeal.

It is the student's responsibility to retain a copy of all work submitted for evaluation, including written materials, electronic files, and work submitted on other media such as thumb drives.

Academic Integrity and Plagiarism

Students are responsible for the honesty and truthfulness of all of their academic work and of all of their communication with faculty, administrators, and staff regarding any and all academic matters. Academic dishonesty in *any* form (cheating; plagiarism; fabrication of sources, information, or quotations; sharing one's assignment with another student or collaborating with another student [or with other students] on an assignment without the professor's expressed consent; submission of work other than one's own; misrepresentation about academic experience, degrees, honors, etc.; and all other types of dishonesty regarding academic matters) is ***absolutely unacceptable and will not be tolerated.***

Students should already have basic skills in library usage, reading and research, writing term papers, and acknowledging sources. ***Written work must be the student's own, and each student must take care to give full documentation for all material quoted or paraphrased from other sources, including the Internet.*** Two standards for written work are:

1. the most recent edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*; and
2. the most recent edition of Diana Hacker, *Rules for Writers* (Bedford/St. Martin's).

Students should note that stringing a series of quotations and/or ideas from other sources together, even when they are properly documented, does not constitute an original paper. At the discretion of the professor, such work may be deemed a failure or returned for revision.

All forms of academic dishonesty are serious offenses and grounds for grave consequences, which include one or more of the following: failure of the assignment, failure of the course, academic probation, and dismissal from the E.I.

Perhaps the most common form of academic dishonesty is plagiarism. *We define plagiarism as the intentional or unintentional use of another person's ideas or words without appropriately indicating them as such.* Examples of plagiarism include:

- any direct use of another's words without properly indicating such use (including the appropriate use of quotation marks or indentation), attributing the words accurately and exactly, and properly documenting the source;
- any use of another's words by changing a word or phrase here or there without appropriately indicating and documenting the source as described below;
- any indirect use (e.g., by paraphrasing or summarizing) of another's ideas, arguments, thesis, or organizational structure without attributing and documenting those ideas or structures; and
- buying, downloading, or copying someone else's work and passing it off as one's own.

Proper presentation and documentation of another's words and/or ideas include:

1. for direct quotations: use of quotation marks and/or indented block quotes, plus specific source attribution in a parenthetical note, footnote, or endnote;
2. for indirect quotations, paraphrases, and summaries: general acknowledgment of the source in the body of the text, plus specific source attribution in a parenthetical note, footnote, or endnote.

Further information may be found in Turabian and in Hacker's *Rules for Writers*.

Members of the St. Mary's faculty who suspect or have evidence of academic dishonesty bring the matter immediately to the attention of the Dean of the appropriate division (Ecumenical Institute or School of Theology). In the event that there is clear evidence of serious academic dishonesty, the student may merit the grade of XF for the course.

The grade of XF indicates that the reason for failure was plagiarism, cheating, or another form of serious academic dishonesty. The grade can be assigned only by the Dean of the division in which the course was taken, after consultation with, and the agreement of, the faculty member. Mitigating circumstances shall be taken into consideration by the Dean in determining the seriousness of the violation for the purposes of this policy.

When the findings support the charge of academic dishonesty, the grade "XF" will be assigned prior to the end of the course and the student will be withdrawn from that course. If the dishonesty is discovered after a student withdraws from or completes a course with a standard letter grade (including W), the grade of XF may still be assigned.

The grade of XF is posted to the student's academic transcript along with an explanation that it was awarded because of academic dishonesty in the course. The grade is also used in the calculation of the student's cumulative GPA. *Additional consequences, including dismissal, as indicated above in the general discussion of academic dishonesty, may also result.*

Any determination that an act of academic dishonesty has occurred and any penalties imposed in virtue thereof will proceed in accordance with the academic due process and grievance procedures outlined below.

Degree and Certificate Requirements

This section summarizes the two M.A. programs, the D.Min. program, and the basic certificates. The Certificate of Advanced Studies is discussed in the next section. See the website for more details.

Requirements for the M.A. in Theology and the M.A. in Church Ministries

The M.A. in Theology is a general theological studies degree that can serve a student's goals in multiple ways. The M.A. in Church Ministries is a degree oriented toward leadership in specialized ministries. Students choose an area of emphasis.

Successful completion of the M.A. in Theology or the M.A. in Church Ministries requires 48 credits including a culminating experience. This experience may be a colloquium, thesis, or comprehensive exam for M.A. in Theology students. The M.A. in Church Ministries requires a semester of field placement and a concurrent seminar called “Ministry-in-Context.”

The maximum time for completion of a degree is eight years, with a minimum GPA of 2.7.

Requirements for Doctor of Ministry

The Doctor of Ministry is an advanced theological degree designed for practitioners in the field of ministry. Admission requires a Master of Divinity or its educational equivalent; substantial ministry experience; and capacity for advanced competence in ministry practice and reflection. Successful completion of the D.Min. requires 6 intensive courses; 3 research modules; and culminating ministry project with thesis. Additional information can be found in the D.Min. Handbook.

The maximum time for completion of a degree is six years, with a minimum GPA of 3.0.

Requirements for a Certificate

Certificates (apart from the Certificate of Advanced Studies; see below for its requirements) require from 12 to 21 credits in a particular area of study; the number of credits varies by certificate. Normally, courses do not count toward a certificate until the student is formally accepted into the certificate program. Individual certificates are under the process of revision in the current academic year.

Courses not required for a certificate must be approved in advance before they are counted as part of a student’s certificate program.

Students may normally transfer courses taken for a certificate into a degree program.

Certificate of Advanced Studies in Theology (C.A.S.)

The Certificate of Advanced Studies in Theology (C.A.S.) is a post-master’s program requiring a theological master’s degree (M.A. Theol., M.A. Ch. Min., M.Div., etc.) with a minimum 3.3 GPA for

admission. The C.A.S. may be pursued with either a general or a focused program of study. The 30-credit program (as required by the State of Maryland) can be taken on a full-time or part-time basis. A maximum of five years is allowed for completion. In general, students construct their own curriculum (either general, specialized, or research), in consultation with their advisor, as long as the curriculum falls within the program guidelines. A directed reading course called TH790 is the capstone experience of the C.A.S. program. There is no thesis option or comprehensive exam.

Loss of Candidacy & Leaves of Absence

Students admitted to a degree or certificate program (including C.A.S.) are program candidates. Program candidates *lose their candidacy if they allow three terms, including summer, to pass without taking a course*, unless they request a leave of absence. A leave of absence may be granted for up to one year for a certificate (including C.A.S.) candidate and two years for a degree candidate. A student who takes a leave of absence must still complete the certificate or degree in the time period specified in the catalog unless he or she requests, and is granted, an extension due to extenuating circumstances.

If a leave of absence must be extended, it is the student’s responsibility to request the extension *in writing* from the Dean. Failure to return to classes at the end of one’s leave of absence ordinarily results in a loss of candidacy, unless the student has been in communication with the Dean or Associate Dean of Instruction about his or her status. When a student loses candidacy, he or she must reapply for admission to the program and demonstrate commitment to its completion.

Planning One’s Course Sequence

The average E.I. student takes 1.2 courses per term and is often somewhat confined, with respect to scheduling classes, by other commitments. The following guidelines are given with the understanding that few students can follow the “ideal” program.

Getting Started

New students who are part of the “Explorations in Theology” program may take 600-level courses without pre-requisites. These include the introductory courses

TH601 Introduction to Theological Study and BS600 Orientation to Biblical Studies.

All degree and certificate candidates, potential candidates, new students exploring various programs, and students who need a general introduction to theological study should take TH601 and BS600 during their first year. TH601 is required for all candidates and is a pre- or co-requisite for most other courses. BS600 is required for all degree candidates and for the certificate in Biblical Studies, and it is a pre- or co-requisite for most other biblical courses.

Degree-seeking students should then normally continue with foundational courses in each of the core theological disciplines. There is no magic order, but the ideal order for the first four to six courses (after TH601 and BS600) would probably be (1) biblical core (taking Hebrew Bible before New Testament); (2) H601 The Early-Medieval Christian Church before H603 Modern Church History (for the M.A. Theol.); (3) ST601 Foundations of Systematic Theology; (4) MT600 Fundamentals of Theological Ethics. Some reasons for this order include the use of the Hebrew Bible in the New Testament; the importance of the period 100-451 as a continuation of the first Christian century and a foundation for subsequent centuries; the use of Scripture and the church fathers in later (including contemporary) theology; and the foundations of moral theology in systematic theology.

Many students cannot follow this precise order. Most students, however, should take these courses before taking too many others.

Ministry Emphasis

Candidates for the M.A. in Church Ministries choose an emphasis and take at least four courses related to that emphasis. Courses are often built on the foundation of biblical and theological work done in the core courses. Regardless of emphasis, M.A. Ch. Min. students should take PT601 Foundations of Christian Ministry early in their program and prior to taking courses in their emphasis. Often, within an emphasis, it is advisable to take certain courses prior to others. The Director of the M.A. Ch. Min. or a student's assigned advisor should be consulted for advice in this area.

Electives

For a variety of reasons, students may wish to mix some electives into their early sequence of courses. One important principle to keep in mind is that taking the core course(s) in most departments (BS, H, MT, and ST) should generally precede taking elective courses (less so in ES, PT, and SP). Although many E.I. electives are designed to be profitable for students at various levels of preparation, most students will get the most benefit from electives for which they have a foundation.

Certificate-Seeking Students

Certificate-seeking students should consult with the Dean or Associate Dean of Instruction, and work closely with their assigned advisor in deciding which courses might best meet their goals.

Pre- and Co-requisites

There are currently two basic levels of master's courses at the E.I.: introductory (600-level) and intermediate/advanced (700-level). Doctoral-level courses are at the 800-level.

Some of the 600-level courses have one or more pre- or co-requisites (courses that must be taken prior to, or at the same time as, the course listed, unless special permission of the Dean is obtained). A few 600-level courses do not have pre- or co-requisites and may be taken as part of the "Explorations in Theology" program.

Most 700-level courses have one or more prerequisites (courses that must be taken prior to the course listed). The highest 700-level courses (790s) are advanced seminars.

C.A.S. students may take certain 600-level courses at the 700-level (with additional work required) with the permission of the instructor and the Dean.

Waiver of a pre- or co-requisite requires the written permission of the instructor and the Dean on a form available from the Registrar's office. ***Waivers are granted only when there are compelling reasons for the request. One signature (instructor or Dean) is needed for registration, and the other must be obtained no later than the first meeting of the class to finalize the registration.***

Pre- and co-requisites do not normally apply to auditors, but they may be applied at the discretion of the professor.

Cancellation of Classes for Inclement Weather

In the event of inclement weather, the Ecumenical Institute administration tries to make a decision about classes by 4:00 p.m. on weekdays and 7:00 a.m. on Saturdays. A message about the decision is then placed on the E.I. website and on St. Mary's voicemail (410-864-4000). A red alert box appears on all St. Mary's and EI webpages with specific information about the building closure. For more information, see the EI website ("Inclement Weather Policy", under Current Information).

Closure vs. Cancellation

If the EI closes because of weather, we hope that the class will 'meet online' using Canvas (which has options for fully synchronous audio-visual class meetings), allowing students to go home and participate virtually in the class session. Instructors are to investigate this possibility in the first week of school, and to apprise students thereafter whether a school closure means the class meeting can occur online. Such sessions would be recorded for anyone who is unable to participate.

Attendance & Class Participation

*Originally adopted by the faculty, August 2000
Revised and adopted by the faculty, January 2003*

As a graduate theological school with a student body of adult learners, the Ecumenical Institute places high value on creating a community of interactive learning. Class attendance and active participation based on appropriate preparation are thus integral not only to personal growth and success, but also to the creation of such a community, to the welfare of other students, and to the integrity of the educational process. At the same time, the faculty of the Ecumenical Institute recognizes that adult learners have both planned and unplanned demands (professional, family, church, etc.) on their time, and all professors attempt to work with responsible students within reasonable limits, as set forth in this policy. The key to successful student-faculty relationships in this area is *student-initiated* communication with professors.

Most professors count participation as a percentage of the course grade. While individual members of the faculty are free to determine their own particular requirements and standards (e.g., what percentage of the grade is assigned to participation), the following official E.I. policies have been adopted by the faculty:

Attendance

We affirm the importance of attendance and participation for graduate theological education. ***Students should be present at all classes*** and should notify their professors as soon as possible of any anticipated absence or tardiness. Students are responsible for getting any notes, handouts, assignments, etc. that they miss due to absence.

Absence

The following policies regarding absence are based on the normal number of class meetings (12-15). The policies apply for similar percentages of time from classes with other frequencies of meeting times, such as courses that meet biweekly.

1. One (1) absence will not affect a student's grade. However, any student who misses either of the first two classes of a course without the permission of the professor may be administratively withdrawn at the discretion of the professor.

2. ***For two-three (2-3) absences in the term, the student will normally have to do additional work to avoid receiving a lower grade, or the student's grade may be lowered. The choice is the professor's alone.***

3. ***For more than two (2) absences in the first half of the term, or for more than three (3) absences in the entire term, the student may be administratively withdrawn from the class.*** If this occurs, the student is financially responsible for the course up to the date of the professor's request for administrative withdrawal, according to the published schedule.

Extenuating circumstances (medical problems, unexpected business travel, family emergencies, etc.) may alter the application of the policy.

St. Mary's Seminarians

Seminarians who miss more than one class because of attendance at **mandatory** seminary events (published each term by the Vice Rector of the seminary) will normally be required to do additional work, but their absence will not directly affect their grade. However, seminarians should not register for classes from which they expect to miss more than two (2) classes for any reason.

Auditors

Auditors are required to attend more than 50% of a course's class *hours* in order to have the course audit appear on their transcripts. Instructors may, at their discretion, require auditors to attend a greater percentage of their classes. Auditors are not permitted in certain courses, either by decision of the administration or at the discretion of the professor.

Tardiness

A pattern of tardiness disrupts and shortens the educational process. ***Students are required to arrive for class on time and to remain until the class has ended for the day. A student who is tardy or leaves early must communicate the reason to the professor in writing or electronically. A professor has the right to ask for the administrative withdrawal of any student who exhibits a pattern of tardiness or early departure and fails to alter this pattern after the professor's encouragement to do so.*** ("Pattern" refers here to two or more infractions of this rule.)

Alternatively, a professor may lower the student's class participation grade and/or ask the student for supplemental work to compensate for the missed class time. The decision is solely the professor's. A student who is administratively withdrawn is financially responsible for the course up to the date of the professor's request for withdrawal, according to the published schedule.

The tardiness policy applies to all students in E.I. classes, including auditors and seminarians.

Cell Phones and Beepers

Please see the policy on Electronic Devices, p. 31.

Auditing

Auditors are welcome in most courses, at the discretion of the administration and the professor, and should participate in class discussion if appropriately prepared to do so by carefully reading the assignments or other preparatory work for a class. Professors may set specific expectations and standards for participation by auditors. Auditors may also submit papers for a professor's evaluation (normally without a grade) if they choose to do so and if the professor agrees. As noted above, auditors are required to attend more than 50% of a course's class *hours* in order to have the course audit appear on their transcripts. Instructors may, at their discretion, require auditors to attend a greater percentage of their classes.

Pre- and co-requisites do not normally apply to auditors, but they may be applied at the discretion of the professor.

Independent Study

Independent study refers to individual study by a student, guided by an E.I. professor. It is intended to enhance a student's program of study materially. It is *not* meant to permit students to take regularly scheduled courses on an individual basis, because part of the learning process is *precisely* the classroom experience.

The topic of most independent studies falls into one of two categories: (a) a subject not offered, or not regularly offered, in the curriculum; and (b) a subject related to a course in the curriculum (which the student has, normally, already taken) but narrower/more in depth in scope. Students are responsible for planning their academic schedules to meet all degree requirements through regularly scheduled courses. Thus, not every course or idea qualifies for independent study.

Audit students, students not in a certificate or degree program, and students with a GPA less than 3.5 are not normally eligible for independent study. Independent study is normally not permitted for any core, foundational, or regularly offered required course for an emphasis or concentration that will be offered prior to the student's planned graduation. (Rare exceptions may be granted in unusual circumstances.) Independent study for the

Colloquium or for Ministry-in-Context is *not* permitted.

Independent study is normally for three credits but may, in unusual circumstances, be for fewer or more credits with the approval of the Dean or Associate Dean of Instruction.

Students may normally take no more than 12 credits of independent study toward a degree, of which no more than 6 may be required courses for an emphasis or concentration.

Procedure for Arranging an Independent Study

The first step for a student in thinking about an independent study is to consider what is lacking in his or her program that an independent study could address. For some students, it might be a certain elective course that is offered infrequently; for others, it might be a specific area of theological inquiry, perhaps arising out of a particular course, that the student would like to explore in depth under the supervision of a faculty member who has some expertise in that area. A student may seek guidance about possible subjects and faculty guides from his or her advisor or from the Dean or Associate Dean of Instruction. This step normally includes getting initial, tentative approval for the subject and professor from the Dean or Associate Dean of Instruction. Then a faculty member is contacted to ask him or her to guide the study.

No faculty member is required to agree to an independent study proposal by a student. If the professor agrees, both the professor and the student agree upon and complete an "Independent Study Contract," which may be obtained in the E.I. office or on the E.I. website. "Completing" this form means that clear goals and objectives must be delineated; the number of sessions and their length are indicated; the books or articles that will be required are listed; and any written assignments that will be expected are noted. Failure to *completely* fill out the form will result in the form being returned to the student, with subsequent possible delay in beginning the independent study. The form must be signed by both professor and student. When both signatures are present, the form is given to the Dean for approval. Only when the Dean's signature is present can the student be registered for the

independent study.

Guidelines for Independent Study Workloads and Student-Faculty Meetings

As a basic guideline, the quantity of work required for independent study should exceed that of a normal course with respect to required reading and/or required writing (or other, comparable, academic work). This means:

- Significant reading (more than 1,000 pages) is expected for all independent studies.
- The student must meet with the professor at least four or five times, spaced at regular intervals, in the course of the semester to discuss the readings, often in connection with a short paper each session.
- The student should normally prepare approximately three critical responses (3-5 pages each) to the reading.
- Normally, a substantive final research paper (15-20 pages) is the main project of an independent study.
- Other kinds of assignments at the discretion of the instructor may be assigned.

Time Frame

The course must run for at least two calendar months (60 days) and no more than six months from the date it is approved. The course does not have to be coterminous with an E.I. term.

Most students begin an independent study at the beginning of a semester and complete it by the semester's end, although, under special circumstances, an independent study can begin and end at other times. Grades for independent study are issued as part of the regular grade report at the end of each term.

Financial Considerations

The tuition for any independent study is 1.5 times the usual credit hour tuition.

Exceptions

Significant deviations from these guidelines require the approval of the Dean.

Field Placements

Although no longer required, some practical theology students engage in a 3-credit field placement at a student's own church, another church, or a different site in the community. The student "joins" an existing ministry so that (a) the student can learn more about the practical aspects of ministry and (b) the student can be evaluated with respect to aptitude for ministry. A 3-credit field placement (other than Ministry-in-Context) requires approximately 90 hours of on-site work.

If a student has a compelling reason to do a 3-credit field placement, he or she should consult with the Director of the M.A. in Church Ministries to discuss potential ideas. A student in a field placement will be expected not only to do field work but also to produce an academic paper on some aspect of the experience. Details are worked out with the faculty mentor. A grade is assigned based on the student's performance in ministry and his or her performance on the academic paper.

Planning Culminating Experiences for Degree Programs

Each degree program requires a culminating experience, and advance planning is necessary for that experience.

M.A. in Theology

There are three possibilities for the culminating experience in the M.A. in Theology program. Any student may take the comprehensive exam, which is offered twice annually (November and February). Students who wish to take the comprehensive exam must meet with the Dean *at least six weeks prior to the date the student plans to take the exam*. The purpose of this meeting is to decide on the topics to be covered in the exam and to review exam procedures and policies.

Students who have at least a 3.5 GPA may choose the colloquium (final interdisciplinary seminar) for their culminating experience. The colloquium is offered annually in the spring semester.

Students who have at least a 3.80 GPA and adequate course work in their proposed area of study may apply to write a thesis. Since the thesis itself is at

least a two-semester course project (six credits), the normal pattern is to begin planning the thesis in the spring of the year prior to registration for it.

This planning process involves meeting with the Dean and a potential thesis advisor to discuss ideas for the project. Students then register for a one credit course to help them prepare a coherent thesis proposal. In consultation with the thesis advisor, the student prepares an 8 -10 page proposal of the thesis topic, to which is attached a working bibliography indicating the most important texts for the project. The proposal is submitted to the thesis advisor for grading. **The minimum acceptable grade to continue the thesis process is A-.**

If a student continues, this typically increases the number of thesis credits to 7 hours, 4 of which are external to the 48 credit degree minimum. Thus, a typical student doing a thesis would graduate with 52 credits. The student will be discontinued from the thesis process if the grade for TH802 is B+ or lower (or if the Dean does not approve the thesis proposal). In such a circumstance, the student may complete graduation requirements by taking the Theology Colloquium or comprehensive examinations.

Once the proposal is approved, a second reader is selected, and the research process can begin, preferably in the summer before registration for the first term of the thesis.

M.A. in Church Ministries

For the M.A. in Church Ministries, Ministry-in-Context is the culminating experience, a field experience in the spring semester in which the student designs, implements, and evaluates a ministry leadership experience that is the student's own initiative. Ordinarily, students take Ministry-in-Context in the spring semester immediately prior to their graduation. The field experience is in conjunction with a seminar, held at the E.I. every two weeks that brings all Ministry-in-Context students together for discussion and lectures.

In the summer or early fall before a student's anticipated graduation, a student should make an appointment with the Director of the M.A. Ch. Min. program to review the E.I.'s expectations for the experience. After this meeting, a student will offer

his or her ideas for a possible field experience to the program director, who will assist the student in finalizing or revising the proposal. Once the proposal has been finalized, the student formulates an overarching goal (or goals) for the experience as well as concrete objectives (the practical ways that the goal[s] will be accomplished). The program director will work with the student to find a field supervisor for the experience if one has not already been considered. All field supervisors must be approved by the program director.

Only after the above steps have been accomplished will a student receive “preliminary approval” for the experience from the program director. The field supervisor must also approve the field-experience proposal, and may make suggestions or changes before doing so.

Ministry-in-Context requires a minimum of 120 hours of field work outside the classroom, and most students require 140-150 hours to successfully complete their experiences. After the preliminary approval has been received, a student can begin work on the experience, accumulating up to 25% (30 hours) of the required hours in the semester *immediately preceding* the semester in which the student will take the course. Such hours must be documented.

Further information on the practical aspects of the experience and information on the seminar portion of Ministry-in-Context are found in the course syllabus for a given semester.

Grades and Grading

Grading System

Grades represent the evaluation by the professor of the results of class attendance and participation, papers or reports, and written or oral examinations. The following grades are used at the E.I. (see next column):

Grade	Quality points per credit hour	Description
A	4.0	Exceptional
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Acceptable

C+	2.3	Inadequate
C	2.0	Deficient
C-	1.7	Poor
F	0.0	Failure
XF	0.0	Failure for Academic Dishonesty
W	0.0	Withdrawal
X	0.0	Incomplete

Approved by the E.I. Faculty, August 26, 2013

Additional Information about Grades

1. The minimum GPA requirement for receipt of a master’s degree or a certificate is 2.70. A required course yielding a failing grade must be repeated by those in a certificate or degree program.
2. All students who do not officially withdraw *in writing (to the Registrar) with a signature* (by mail, fax, or email attachment with a scanned signature) from a course by the deadline for the term in which they are enrolled will receive a grade based on the work completed and/or not completed for the course.
3. Grade reports are issued by mail approximately one month after a term concludes.

Incompletes

The grade of “I” (Incomplete) is a temporary notation indicating that some course work has not been completed by the end of the term due to some exceptional circumstance beyond the student’s control (e.g. illness, family emergency, unexpected business travel) and that the professor has approved an extension of time. ***A student who had been doing satisfactory work in the course up to that point must specifically make written petition for an Incomplete; it is not automatically granted when a student fails to complete all course requirements.*** “Request for Incomplete” forms are available on the E.I. web site or from the E.I. office and must be submitted, with the professor’s signature, ***no later than the last day of classes for the term.*** Final approval of the Incomplete requires the Dean’s signature. Dates for the submission of all work to remove Incompletes are published each term by the

Registrar; the date is approximately one month following the start of the term immediately after the term in which the “I” was earned. ***Failure to submit required work to the professor by this date will result in the grade that would be issued in the absence of the required work***, unless, due to extenuating circumstances, an extension has been granted by the Dean.

Writing Assistance

The E.I. seeks to assist students in developing their skills in writing. This is an important part of TH601. Students who need or desire additional assistance may contact, or may be referred to, Writing Specialist Dr. Ed Richardson (eiwriting@stmarys.edu). ***Students whose performance on the Academic Skills Assessment or in class work suggests the need for writing assistance may be required to work with the Writing Specialist and/or take a non-credit remedial course in academic writing and reading (or equivalent workshops) to continue at the E.I.***

Canvas

St. Mary’s uses a learning management system (LMS) called CANVAS. At its most basic level, CANVAS is an online platform that instructors can use to deliver content, grade assignments, and communicate with students. On their part, students may be asked to log in and view materials or submit assignments. The features and tools of CANVAS are easy to use and mobile. Instructions for using CANVAS will be sent out at the start of the semester. If students have any difficulties, questions, or concerns, they should contact Emily Hicks, the LMS Administrator, at ehicks@stmarys.edu or at 410-864-3657.

Dean’s List

The annual Dean’s List recognizes a select group of fully matriculated degree candidates (M.A. Theol. Or M.A. Ch. Min.) with the highest cumulative GPAs. Minimum requirements for consideration for the Dean’s List are (1) admitted into a master’s degree program; (2) completion of 17 or more credits at the E.I., including a total of 6 or more credits within at least two of the three terms prior to the announcement of the Dean’s List; (3) a cumulative GPA of 3.85 or higher; and (4) no

course grade below a “B.” Dean’s List students receive a partial scholarship for one course during the following academic year. Recipients may choose to donate their award to the scholarship fund.

Procedures for Handling Academic Concerns and Grievances

1. If a student has personal or academic concerns about any aspect of a course in which he or she is enrolled, the student should attempt to resolve the problem with the professor. These concerns may be about course requirements, grades, necessary absences due to personal or business conflicts, or situations within the classroom. Most such concerns can be adequately addressed between the student and professor.

Any question concerning a final grade in a *course* or on a *thesis* must be resolved by the student and the professor within one month of the official notification of grades. Appeals beyond this are made first to the Dean (or to St. Mary’s Vice Rector if the professor in question is the Dean) and then to an appeals committee as described below. The decision of the appeals committee is final. A student who wishes to appeal the grade on a *comprehensive exam* must request the appointment of an appeals committee, as described below, within one month of the receipt of the disputed grade.

2. If, however, a student feels that an issue remains unresolved or cannot be appropriately discussed with the faculty member, he or she should discuss the problem with the Dean (or the Vice Rector if the professor in question is the Dean) as soon as possible and ***no later than one month after the conclusion of the term*** in which the concern emerged. If appropriate, the Dean (or Vice Rector) may ask the student to document the complaint in writing (no email) and/or to file a formal grievance. The Dean (or Vice Rector) will make every attempt to resolve the conflict through discussion with the student and/or professor and by other means as necessary and appropriate.

3. If, after consultation among the student, professor, and Dean (or Vice Rector), a student believes that the situation remains unresolved, he or she may request (***in writing with a signature*** [mail, fax, or scanned email attachment]) that the Dean (or Vice Rector)

appoint an appeals or a grievance committee. In this request, submission of a description of the issue in question or a formal written grievance is required. This written document must be submitted ***no later than one month*** following written notice from the Dean (or Vice Rector) of the status of the matter following consultation with the student and professor. The appeals or grievance committee shall consist of the following persons:

- a. the Dean, as chair of the committee; if the faculty member in question is the Dean, then the President-Rector shall appoint a chair;
- b. three faculty members appointed by the chair of the committee;
- c. an Ecumenical Institute student appointed by the chair of the committee; the student must be a fully matriculated degree candidate who has completed at least 12 hours at the E.I.

The committee, after hearing the testimony of both parties and after its own deliberation, presents its opinion based on a majority vote to the student and the faculty member. The decision of the committee is final.

Academic Counseling

Academic counseling is available to all students in a variety of ways. The first person to approach, on a regular basis, is the advisor. ***Students should consult their advisors before registering for new courses each term.*** Many students also find that they develop rapport with particular professors and rely on them for guidance. For routine questions about course planning, students are advised to call their advisors, although students are free to meet with the Dean or Associate Deans.

Other areas of staff responsibility are indicated below.

Dr. Brent Laytham, Dean, Director of M.A. in Theology

Advanced standing and transfer credit; admission of non-degreed students; independent study and theses; the colloquium; vocational planning and post-E.I. education for M.A. in Theology students; Certificate of Advanced Studies (interviews, advising, academic program); concerns about faculty or courses

Dr. Pat Fosarelli, Associate Dean of Instruction, Director, M.A. in Church Ministries

M.A. in Church Ministries admissions and counseling; certificate program (except C.A.S. and Biblical Studies); CONNECT program; M.A. in Church Ministries degree audits; practica/field experiences; vocational planning for Certificate and M.A. in Church Ministries students; academic difficulty and remediation; probation students

Dr. Rebecca Hancock, Associate Dean of Administration, Director of M.Div. Partnerships

M.Div. partnership students (interviews, advising; relationship with LTS); student services advising, graduation, M.A. Theol. degree audits; coffee quarters; EI lounge; facilities); communications (internal and external); operations

Kaye Guidugli, Director, Recruitment and Advancement

Recruiting; alumni relations; advancement

Academic Probation and Dismissal

Academic Probation

Academic probation at the Ecumenical Institute, though unusual, falls into five general categories. In each case, certain general conditions normally apply, and additional conditions may be imposed on a case-by-case basis:

1. New master's-level students (other than C.A.S. students) who possess less than a 2.70 cumulative GPA for their undergraduate degree may be granted probationary admission to courses for graduate credit. Normally, probationary students must achieve a GPA of at least 2.7 for their first four courses to continue at the E.I. The Dean may also impose other or additional conditions.

C.A.S. applicants with a graduate GPA below 3.30 may on occasion be provisionally admitted for graduate credit. Such students must achieve at least a 3.30 GPA for two consecutive courses before applying for admission to the C.A.S. program.

2. Any student in TH601 who earns lower than

a B- will be placed on academic probation. In addition to being placed on academic probation, such a student will *normally* face the following actions, depending on the grade received: **C+, C, C-, F** = consultation with the Associate Dean of Instruction and the Writing Specialist to propose a plan for remedial study in English composition and/or critical thinking; the plan may involve taking a selected E.I. course along with scheduled tutoring with the Writing Specialist, or it may require the student not take further E.I. courses until these skills are improved; the plan will have to be approved by the Dean. The student may also be required to re-take TH601. Additional conditions of probation may also be imposed on students placed on academic probation for the reasons described in this section.

3. Any student (graduate credit, certificate, master's degree, or C.A.S.) whose overall GPA falls below 2.7 will be placed on academic probation. The student must then bring his or her average back up to 2.70 within the next two (C.A.S. students) or four (all other students) courses (or the end of the program in which he or she is enrolled, whichever comes first) to avoid dismissal from the graduate credit, certificate, degree, or C.A.S. program. The Dean may also impose other or additional conditions. A student is normally allowed to go on probation no more than twice (once for C.A.S. students); subsequently, a GPA below 2.70 will result in dismissal.

Information about the minimum GPA permitted for continuance in the D.Min. program can be found in the D. Min. Handbook.

4. Any student who fails a course or otherwise demonstrates an inability to meet the academic demands of the Ecumenical Institute may be placed on academic probation. When probation is imposed in such cases, there will be specific terms to

the probation and conditions for remaining in the Ecumenical Institute.

5. Any student who is guilty of major violations of the student's responsibilities to the E.I. community indicated by the Community-Life Agreement (see p. 11) or Community-Life Policies (see pp. 33-37) may be subject to academic probation or dismissal (see further discussion below). Major violations include, but are not limited to, sexual misconduct, substance abuse on campus, theft, academic dishonesty, and flagrant disrespect for people or property. When probation is imposed in such cases, there will be specific terms to the probation and conditions for remaining in St. Mary's Ecumenical Institute.

A student on probation must meet with the Associate Dean of Instruction at least once per semester (while enrolled in a class) to discuss his or her progress and any difficulties encountered in the current semester.

Any student on probation is normally restricted to three credits per term. However, depending on the cause for probation, such a student may either be (a) permitted to register for more than three credits or (b) temporarily prohibited from registration for classes at all.

Both during and at the conclusion of a student's probationary period, the Deans review the student's progress to decide his or her future as a student in the Ecumenical Institute.

Probationary admission is a decision that may be made by the Dean. ***Academic probation for current students*** is a decision made by the Deans. In both cases, the decisions are final.

Dismissal

Dismissal from the St. Mary's Ecumenical Institute is a decision by an ad hoc Committee on Academic Standing, acting on the recommendation of the Dean. The Committee will be appointed as needed by the Dean, and will include the Associate Dean of Instruction, the Associate Dean of Administration, and at least one faculty member from Biblical

Studies, Systematic/Moral Theology, and Practical Theology/Spirituality.

Dismissal is normally for reasons of serious academic deficiency, serious academic dishonesty, or serious violation of the Community-Life Agreement or Community-Life Policies.

Degree candidates who fail the comprehensive exam, the colloquium, the thesis project, or Ministry-in-Context are normally not permitted to enroll in future courses at the E.I. for credit and are therefore not eligible to pursue any certificate or degree program. Depending on the circumstances of the failure, the student may be dismissed from the E.I.

A decision to dismiss a student may be appealed to the faculty of the Ecumenical Institute at the next regularly scheduled faculty meeting (unless the meeting occurs within 15 days of the dismissal, in which case the appeal must be brought to the next regularly scheduled meeting of the faculty). The decision of the faculty is final. Students may not attend classes pending the appeal of a dismissal.

THE KNOTT LIBRARY

Note: The following policies are subject to revision or change without notice.

General Overview

St. Mary's Marion Burk Knott Library houses Baltimore's largest specialized theological library. The collection includes more than 140,000 books and over 120,000 e-books. The library receives more than 400 periodicals and maintains a collection of 24,000 volumes of bound periodicals. Other holdings include newspapers, microfilm, CDs, DVDs, and a rare book collection.

In addition, the newest parts of the library include the Raymond E. Brown Center, with specialized research collections, general stacks, and classrooms; and the John-Paul II Room, containing collections related to Catholic–Jewish relations and righteous Gentiles during the Holocaust. The Raymond E. Brown Center also houses The Associated Archives, a separate entity, which is one of the most significant repositories for records relating to the early history of the Catholic Church in the United States.

All Ecumenical Institute students have full library privileges. ***Library privileges are coterminous with registration for classes.*** Current E.I. students may, however, request library privileges for a summer (or an academic term) in which they are not enrolled for classes. The request is handled at the circulation desk on a case-by-case basis. If a student is planning to take E.I. classes in the next term, or very near future, the request is normally granted and no fee is charged.

Library hours are posted at the beginning of each term. For Fall 2019, they are:

Mon-Thurs	8:00 a.m. – 10:00 p.m.
Fri	8:00 a.m. – 4:30 p.m.
Sat	8:30 a.m. – 5:00 p.m.
Sun	2:00 p.m. – 10:00 p.m.

Special hours for holidays and vacation periods are announced on the library web site and through the E.I. newsletter.

Web Site

The library's website is:
www.stmarys.edu/knott/lib_index.htm.

Access to the Library

Students are requested to use St. Mary's main doors to get to the library and its classrooms during class times. At any other times, students may use the buzzer at the outside door nearest the library to gain entry. There is no entrance for the disabled directly into the library from outside; however, arrangements may be made to enter the building by contacting the Registrar's office *in advance*.

General Regulations

- ❖ A quiet atmosphere of study is to be preserved at all times.
- ❖ Cell phones must be turned off in the library.
- ❖ Staff members reserve the right to inspect attaché cases, large bags, or other items (e.g., wallets, purses).
- ❖ The library is not responsible for the personal property of users. Items found in the library will be kept at the circulation desk for at least three weeks before disposal.
- ❖ Adults must accompany children and youth in groups or individually at all times.
- ❖ Any address or phone number changes should be reported to the library as soon as possible.
- ❖ Patrons are expected to treat library books with care, keeping them neat (no folding or cutting of pages), dry, clean (nomarkings), and out of extreme heat (not stored in cars).
- ❖ The library staff reserves the right to refuse library use to patrons who fail to follow these guidelines.

Library Cards/Borrowing Books

Cards are issued at the circulation desk upon completion of a registration form and verification of

E.I. student status. To borrow books, students *must* have their *card*. Cardholders should not lend their card or library materials to others, since they are responsible for ***all*** materials checked out on their cards.

Loan Periods

Circulating books may be borrowed for four (4) weeks and renewed (on or before the due date) for additional two-week periods, providing no one else has requested them. They may be renewed online, over the phone, or in person at the circulation desk. All materials are due back in the library by the close of each semester. Reserve books may be borrowed for use in the library for a period of three (3) hours, unless the instructor has specified other terms. They may be renewed for an additional three-hour period if no one else has requested them. Reserve books do not leave the library *unless* the instructor personally has contacted the staff directly with such instructions.

DVDs and CDs are loaned for a period of 14 days and may be renewed following the same procedure as books. A limit of five A/V items of each kind may be checked out at one time. Periodicals, reference works, theses, and rare books are *not* available for circulation.

Overdue Books

A fine of 25 cents per day per book is charged for overdue books; a fine of \$1.00 per day is charged for reserves, DVDs, and CDs. Fines are paid at the circulation desk. Non-payment of fines will result in suspension of library privileges. One notice will be sent for items about to become overdue, and two notices (over two weeks) will be sent once items are past their due date. If items are not returned within the two weeks following the final notice, a bill will be sent for replacement costs. The library does not assume responsibility for receipt of notices. **The names of students with outstanding books and/or fines will be sent to the Registrar at the end of the semester. Grades will not be available, and registration for a new term will not be processed until the bill and/or fines are paid. Students with outstanding library books or fines may not graduate.**

Lost Books

Lost books are the responsibility of the patron on whose card the books were charged out. The cardholder responsible for lost books will be charged the replacement cost per book plus overdue fines and a processing fee. The replacement cost for out-of-print books will be at least \$100.00 or replacement cost of the book plus fees, if greater than \$100.00.

Photocopying

A photocopier is available for use in the library. Personal copies may be made through the use of change, one dollar bills, or a copy card. Change and copy cards may be obtained at the circulation desk. Copies are 10 cents per page. Although change is available for bills of small denominations (\$10.00 or less), change for bills of larger denominations cannot be guaranteed. ***Patrons are responsible for obeying copyright laws.*** It is expected that patrons handle all books carefully when copying them. Fragile books may not be photocopied, and if in doubt, check with a staff member.

The photocopier can also be used to scan items to a USB drive at no charge.

Computers

The library catalog is electronic, with several stations available for patrons. The computers permit access to the library catalog, the Internet, and a variety of reference tools. Wireless Internet access in the library and its classrooms is available. No password is needed. The library staff will gladly advise and guide students in the use of electronic research resources.

Remote Access to the Catalog and Research Databases

Knott Library offers a number of electronic research resources located on the library's website under "Resources". From this web page, access to the library catalog and the many online databases is provided. Both direct access from the library and remote access from off campus is available. A valid current library card is necessary for remote access.

Interlibrary Cooperation

St. Mary's Seminary & University maintains a mutual borrowing agreement with Loyola-Notre Dame Library and the Eisenhower Library at Johns Hopkins University. Currently registered students who wish to get temporary borrowing privileges at these libraries will need to bring a photo ID and show their EI badge. In the case of Hopkins' Eisenhower Library, students will also have to log in to their CANVAS accounts in order to authenticate their status as currently-enrolled students. Please see the Knott Library staff for any questions regarding directions and instructions.

Students can make arrangements on their own for the use of such other academic and public libraries in the area as: The Enoch Pratt Free Library of Baltimore; Goucher College Library; and the libraries of the state universities such, as Towson, Morgan, and the University of Maryland. Students using other libraries are urged to acquaint themselves with their rules and regulations.

Interlibrary Loans

Students may request materials from other libraries via the interlibrary loan form, which is on the library website under "Services." The service is free, but the lending library may charge a fee. Patrons should provide as much information (author, title, date of publication, ISBN or ISSN) as possible to the library staff. It takes 5-10 working days to get books, although articles might arrive sooner due to scanning and e-mail. When requested materials arrive, the staff will notify the student by email (or phone if the student has no e-mail). Materials may be picked up at the Circulation Desk. They should be returned directly to a member of the staff with the statement that the items are on interlibrary loan. The due date for books on loan is determined by the lending library.

OTHER INFORMATION AND SERVICES

Accommodations for Disabilities

In accordance with applicable Federal and State laws, St. Mary's Seminary & University does not discriminate against qualified individuals with disabilities with respect to admission or access to, or treatment or employment in, its programs and activities. The designated individual who is responsible for coordinating St. Mary's efforts to comply with these laws is:

Paula Thigpen
University Registrar
St. Mary's Seminary & University
5400 Roland Avenue
Baltimore, MD 21210
410/864-3605
pthigpen@stmarys.edu

An individual seeking accommodation(s) with respect to a disability should contact Ms. Thigpen. St. Mary's reserves the right to request appropriate documentation to support a request for accommodation(s).

Seminary Chapel

St. Mary's main chapel is the center, both architecturally and spiritually, of St. Mary's Seminary. Each weekday, seminarians attend morning prayer, daily mass, and evening prayer in the chapel. Ecumenical Institute students are welcome to attend evening prayer (normally at 5:15 p.m.), where they will be assisted by seminarians.

Dining Hall

The Seminary dining hall is primarily for the use of resident seminarians; it functions as their family dining room. The dining hall is available to E.I. students for lunch Monday through Saturday and for supper Monday through Thursday during the fall and spring terms, but it is closed to E.I. students at other times during the academic year and in the summer. During the week, lunch is served from 11:45 a.m.-12:15 p.m. and a light supper from 5:00-5:25 p.m. (E.I. students may stay in the dining hall until 6:00 p.m. but are asked to get their food by 5:25 p.m.,

when the seminarians finish evening prayer and come to dinner.) On Saturday, students in E.I. classes are normally given a set time for lunch. On occasion, the dining hall is closed to E.I. students for special seminary events.

Full-fare lunch is \$12.05 (tax included). Lite fare (i.e., includes all items that do not require service by dining hall servers) supper is \$8.50 (tax included). Tickets are available at the library's circulation desk. No tickets are sold in the dining hall or the information office.

E.I. Lounge

The Upper Room, a lounge for E.I. students is located on the main level in the Forum area of the building. It has chairs and tables for studying and eating, as well as a kitchen equipped with refrigerator, microwave, and coffee/tea service. The refrigerator stocks food items that can be purchased by placing cash or coins in a lockbox in the kitchen. Students are on their honor to pay for food items and are asked to help keep the lounge neat and clean.

Students are also invited to use the Upper Room for quiet prayer and reflection.

Communication

When the building is locked but access is needed, students may telephone the E.I. offices or other offices by using the in-house phone inside the gray box to the far left of the main entrance.

In an emergency situation, students in class may be contacted through the library circulation desk at 410.864.3626.

The Ecumenical Institute has bulletin boards and kiosks scattered throughout the building: outside the E.I. office, in the library (kiosk), and in the student lounge. Students are encouraged to check these regularly.

The E.I. also publishes a weekly bulletin, distributed electronically, to each student enrolled that semester.

In addition, occasional emails are distributed to the entire student body with pertinent updates.

Additionally, the E.I. maintains a Facebook page and a website, www.stmarys.edu/ei, the latter of which includes current and future course listings and their requirements, a page of news and events, and various printable forms.

Wireless Internet Access

Wireless Internet access is available in the library and all classrooms.

Electronic Devices

Use of electronic devices in the classroom is a privilege. Therefore, during class sessions students should always use electronic technologies (cell phones, I-phones, laptop computers, I-pads, recording devices, etc.) responsibly for the purposes of class learning. Instructors always have the right and responsibility to guide students in the appropriate use of electronic devices. In general, St. Mary's requires that all students and instructors respect one another, and the activity of teaching and learning, in the following three ways:

- Decorum. Students and instructors will *turn off* cell phones (or other two-way communication device features such as texting and email) during class. (Physicians, pastors, and other professionals who are on call, and persons whose family situation requires availability, are requested to notify the professor, *to silence* their beepers/phones and use the vibrate function, and to leave the classroom to answer any emergency call.)
- Attentiveness. Students and instructors will refrain from multi-tasking during class, including any Internet activity (unless directed to do so by the instructor) or any computer activity unrelated to the class session (playing games, working on another course, balancing the checkbook, etc.)
- Confidentiality. **It is the prerogative of the instructor as to whether a class may be recorded (whether audio or audio-visual).** Recording a class session requires prior approval of the instructor, and is approved only for a student's own academic needs. Recording devices should be turned off during any class

discussions. Such recordings are never to be played for, or distributed to (directly, or indirectly through the internet), any third party, including friends, family members, fellow students, fellow parishioners, or strangers). The one exception to this policy of non-distribution is the making of a recording, approved by the instructor, for an absent member of the class.

Instructors will guide students in appropriate use of electronic devices, and warn students who misuse them. A student who receives a second warning in a given course concerning misuse of any electronic device may, at the instructor's discretion, forfeit the right to use all electronic devices in that course. Any second warning and its disposition (forfeiture or another chance) will be communicated by the instructor to the appropriate Deans (SoT or EI). A student who has received two (2) forfeitures of the right to use a computer or other electronic device during classes will lose that right for the duration of his/her academic program.

Security and I.D. Badges

St. Mary's Seminary and University is committed to making the institution a safe place for students, staff, and faculty. A security guard, stationed at or near the front entrance, is on duty Monday through Thursday beginning at 5:00 p.m. until 10:00 p.m. The guard is available for concerns about safety, escorts to cars, and other security matters.

All students and faculty are required to wear an identification badge, issued at the beginning of each term, to gain entrance to the building and while inside the building. The guard is instructed to ask for this identification before granting anyone access to the building.

Parking

New students who drive are issued a parking permit when student fees are paid. Cars should be parked in the lot in front of the building, using ***all but the first two rows*** nearest the building before 5:00 p.m. on weekdays. After 5:00 p.m. and on weekends, students may park in ***all rows except the front row*** of reserved spaces nearest the building, which are assigned to resident faculty and staff 24 hours per day, year round.

COMMUNITY-LIFE POLICIES

In addition to the Community-Life Agreement on p. 11 of this handbook, the Ecumenical Institute has the following specific policies regarding issues of community life.

Criminal Background Check

St. Mary's Seminary & University has mandated criminal background checks for all seminarians as well as for staff for a number of years. Other church bodies and institutions of higher education have similar policies. Consistent with our objective to safeguard individuals with whom students interact and to establish a uniform policy at St. Mary's Seminary & University, beginning with the Fall semester 2009 the Ecumenical Institute began requiring criminal background reports on its students from a third party.

All new students and all returning students who have not yet done so must sign and return a *Disclosure and Authorization to Release Information* form available from the Office of Admissions or on the E.I. web site. Students will not be permitted to register without submitting the signed form. There will be no additional fee for this background check.

The E.I. forwards student information to Certified Background, a firm that specializes in student background checks. Any information that is received is strictly confidential, and completed reports will be housed in a locked cabinet, with access limited to the deans and the registrar. Any issues that arise because of the background checks are handled on a case-by-case basis by the Office of the Dean.

The Ecumenical Institute will request Social Security Verification, Residency History, Maryland Statewide Criminal Search, and Nationwide Sex Offender reports for each student. Additional information as to the nature and scope of the criminal background reports, as well as a summary of a student's rights under the Fair Credit Reporting Act, will be provided to students who request this information in writing.

Any student who has had such a background check in the last three (3) years may submit a copy to be

used as a waiver for the required background check.

Questions about this policy should be addressed to Dr. Fosarelli at pfosarelli@stmarys.edu or 410/864-4200.

Smoking Policy

St. Mary's Seminary & University is a smoke-free environment in all indoor public areas. Those desiring to smoke are required to do so outdoors.

Drug & Alcohol Policy/ Substance Abuse Prevention Program

The following Policy Statement on Substance Abuse should be read in the context of St. Mary's Seminary & University's mission of priestly formation and theological education, and in light of the various policies and handbooks of the institution. The issues of alcohol abuse and illicit drug use have important implications both for individuals and for the institution. This policy statement applies to all students, and compliance with this policy is a condition for all employees and students of St. Mary's Seminary & University.

- a. The unlawful use, possession, manufacture, dispensing, or distribution of alcohol or illicit drugs on the premises of St. Mary's Seminary & University or as part of any of its activities is strictly prohibited.
- b. The abuse of alcohol and the use of illegal drugs can cause serious harm to oneself including impaired judgment, addiction, mental and physical illness, irreversible damage to the central nervous system, and, in some cases, death.
- c. Violators of St. Mary's policy on substance abuse are subject both to civil prosecution and to other penalties imposed by St. Mary's Seminary & University. In imposing

its own penalties, St. Mary's will take account of the nature of the violation(s), the individual's record, and other circumstances pertinent to the case. Such penalties may include, but are not limited to, disciplinary reprimand, referral for prosecution, mandatory treatment, probation, temporary suspension, expulsion or dismissal from the program, or termination of employment.

- d. St. Mary's Seminary & University prohibits the use of alcoholic beverages on campus except at approved locations and during approved social events. However, St. Mary's prohibits the use of alcohol by individuals under 21 years of age and the abuse of alcohol by any student or employee on its premises or as part of its activities.
- e. The U.S. Department of Education requires an employee or student who is convicted of a criminal drug offense to provide within five (5) calendar days a written notice of the conviction to the President-Rector.
- f. Any students or employees of St. Mary's Seminary & University who wish information, counseling, or treatment concerning substance abuse of any kind may contact the Coordinator of Psychological Services, who will arrange such services or refer the individual to a professional or agency which can do so.

Firearms and Weapons

The possession, use, storage, or carrying of firearms or weapons of any kind on the premises of St. Mary's Seminary & University (including the grounds and parking lot) or during any of its off-premises activities is strictly prohibited. Violators of St. Mary's policy on firearms and weapons are subject to disciplinary reprimand, referral for prosecution, probation, temporary suspension, expulsion or dismissal from the program, or termination of employment.

Discrimination & Harassment

St. Mary's Seminary & University prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, age, disability, genetic information, or any other legally protected classification in any of its educational programs and activities or with respect to admission or employment. The designated Section 504 Coordinator is Paula Thigpen, University Registrar, 410/864-3605 (pthigpen@stmarys.edu). The designated Title IX Coordinator is Elizabeth Visconage, Vice-President of Human Resources, 410/864-4261 (bvisconage@stmarys.edu).

Sexual Misconduct Policy

The St. Mary's Seminary & University ("Seminary") community fully supports all local, state, and federal laws prohibiting rape, sexual assault, domestic and dating violence, and stalking. It is the responsibility of all students, faculty, and staff to be aware of and adhere to these laws. Further, it is our expectation that members of the Seminary community will respect the rights and dignity of all persons.

This Sexual Misconduct Policy is in furtherance of the Seminary's obligations, pursuant to Title IX, to take immediate action to eliminate sexual harassment, including sexual misconduct, prevent its recurrence, and address its effects.

The Seminary strictly prohibits sexual misconduct, which for the purposes of this policy includes:

Sexual Assault: Any actual or attempted sexual act or sexual contact without consent, including rape, sexual violence, and the unconsented to touching of an intimate body part of another. Consent is the voluntary agreement to engage in the particular sexual act or contact in question. Consent may not be obtained through force, threat, intimidation, coercion, or taking advantage of a victim's inability to understand the nature of the conduct being engaged in as a result of being under the influence of drugs or alcohol or for any other reason.

Domestic violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a

person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Maryland.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Reporting Sexual Misconduct on Campus

1. If you believe you are a victim of sexual misconduct, you are encouraged to report the incident to the Vice Rector, Fr. Ed Griswold at 410-864-3604 (Seminarians) or the Associate EI Dean, Dr. Pat Fosarelli at 410-864-4204 (EI students). You will be asked to describe the report at that time. If an EI student does not feel comfortable in reporting to the Associate EI Dean they may report to the Vice Rector.
2. If you believe that you are a victim of sexual misconduct but do not want to report it to the Seminary for investigation, you may see the Seminary's Coordinator of Psychological Services. Your discussion of the sexual misconduct remains confidential if it is reported to this staff member.
3. No one other than the Coordinator of Psychological Services can promise or guarantee you confidentiality. If you report an allegation of sexual misconduct to a faculty member or employee other than the Coordinator of Psychological Services, this employee must provide that information to the Vice Rector or Associate EI Dean for appropriate action.

4. Confidential rape crisis counseling is also available from TurnAround, Inc., located 2300 N. Charles St., Baltimore, MD 21218 ((410) 837-7000) and 401 Washington Ave., Suite 300, Towson, MD 21204 ((410) 377-8111).

Procedures for Addressing Reports of Sexual Misconduct

1. Upon becoming aware that an act of sexual misconduct is alleged, the Vice Rector (Seminary) or Associate EI Dean (EI) will initiate an investigation and take actions deemed necessary to protect the safety and emotional well-being of the person(s) involved, as well as the educational environment of the Seminary community. The Title IX Coordinator will be apprised of the situation.
2. The Vice Rector or Associate EI Dean will inform the alleged victim of the right to file criminal charges or to decline to do so, and that the Seminary can assist in reporting the incident to appropriate law enforcement officials. The Vice Rector or Associate EI Dean will also inform the alleged victim of the importance of preserving evidence, that a Sexual Assault Forensic Exam (SAFE) may be performed at the Greater Baltimore Medical Center and Mercy Medical Center, and that the Seminary can assist in providing transportation to either hospital to receive a SAFE exam or for medical care generally.
3. The Vice Rector or Associate EI Dean will inform the alleged victim of the investigation and hearing panel process and of the alleged victim's option to request confidentiality. The Seminary makes every effort to respect requests for confidentiality, but must evaluate the request in the context of the Seminary's responsibility to provide a safe and non-discriminatory environment for all community members. Due to the fact that sexual misconduct often occurs in private settings, the Seminary may not be able to pursue disciplinary charges of sexual misconduct where the alleged victim requests confidentiality and will not serve as the primary witness. However, in cases where there may be another witness to the alleged violation, or in cases where the victim requests the Seminary to pursue the case even though he or she requests confidentiality, or in cases in which pursuing the

case is necessary to ensure campus safety, the Seminary reserves the right to pursue the matter.

4. The Vice Rector or Associate EI Dean will also inform the alleged victim of the availability of protective measures, such as no contact orders and changes to class schedules or living arrangements, if such alternatives are available and feasible. The Vice Rector or Associate EI Dean will also provide the alleged victim with a written explanation of the alleged victim's rights and options under this policy.

5. The Seminary will not impose a campus conduct action for a violation of any alcohol or drug use policies of the Seminary for a student who reports an incident of sexual misconduct or who participates in an investigation of sexual misconduct as a witness if the violation occurred during or near the time of the alleged sexual misconduct; the student is determined to have made the report or participated in the investigation in good faith; and the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

6. In response to a report of sexual misconduct, the Vice Rector or Associate EI Dean will normally convene a sexual misconduct hearing panel, which will be comprised of three faculty members and the Vice Rector or Associate EI Dean. Panel members will be selected by the President-Rector in consultation with the Vice Rector or Associate EI Dean. The Vice Rector or Associate EI Dean and any members of the hearing panel receive training on issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that is fair, protects the safety of victims and the campus, and promotes accountability. No person with a conflict of interest may serve on the panel.

7. Both the alleged victim and the alleged perpetrator will be invited to present their testimony to the hearing panel. Both parties will have an equal opportunity to request that the hearing panel call relevant witnesses and to provide any other relevant evidence and information. Cross-examination is prohibited, although the parties may submit questions to the hearing panel to ask witnesses on their behalf. Any evidence supplied by a party or

upon which the panel may rely will be made available to both parties. Both parties have the right to be accompanied to the hearing and any related meeting by the advisor of their choice. The advisor's role is to provide private advice and support to a party, and the advisor may not participate in the hearing or address the panel or any witnesses. The panel's proceedings will be documented.

8. The alleged victim and alleged perpetrator have the right to remain present during the panel's entire hearing, but neither may be present during the panel's deliberations, which are private.

9. The alleged victim may choose to present his or her testimony to the panel without the alleged perpetrator being present. In the situation where a victim chooses not to present testimony in the presence of the alleged perpetrator, the testimony presented to the panel will be recorded and replayed for the alleged perpetrator to hear.

10. Statements or questions regarding the past sexual history of the victim will generally not be permissible as evidence during the hearing except as they relate to the past sexual history of the alleged perpetrator with the alleged victim.

11. In any case in which the alleged perpetrator claims that the victim consented, the burden of proof is on the alleged perpetrator to establish consent.

12. The degree of impairment of the alleged victim's ability to give or withhold consent may be introduced into evidence.

13. Under Title IX, the panel must use a "preponderance of evidence" standard (i.e., whether it is more likely than not that sexual misconduct has occurred). If the panel determines that the alleged perpetrator violated the Sexual Misconduct Policy, the panel will decide the appropriate sanctions, which may include any of the penalties related to a violation of community standards listed below.

14. Both parties will be notified of the outcome of the hearing in writing, simultaneously. This normally will be within five (5) working days of the

last day of the hearing. Notice of the outcome will include a description of any disciplinary sanctions imposed on the perpetrator as a result of the complaint. Overall, from the initial receipt of the complaint of sexual misconduct to the rendering of a decision usually entails about 60 calendar days, unless the Seminary is requested to delay the procedures under this policy by law enforcement officials during the evidence gathering phase of a criminal investigation.

15. If the offender is found responsible for a sexual misconduct violation, he or she may appeal the decision in writing to the President-Rector. If the panel decides that there was not a violation of the Sexual Misconduct Policy, the alleged victim also may appeal the decision in writing to the President-Rector. The President-Rector may affirm the panel's decision, reverse it, or remand the matter to the panel for further proceedings. The decision of the President-Rector is final, except where the case has been remanded for further proceedings.

16. Any retaliation against a person who reports sexual misconduct or who participates as a witness in an investigation of sexual misconduct as a witness is strictly prohibited by the Seminary.

17. Because St. Mary's is a Sulpician institution, additional procedures may be enacted. Additionally, in furtherance of this policy, the Seminary is pursuing formalized agreements with the Baltimore City Police Department, describing when the Seminary will refer a matter to BPD consistent with Title IX, and a state designated rape crisis program, which formalizes the Seminary's commitment to victims and to respond effectively to sexual misconduct.

Right-To-Know Act

The U.S. Department of Education requires that St. Mary's Seminary & University (1) maintain records of criminal offenses occurring on campus and (2) publish and distribute this information to students and employees. Students are to report to the Dean and to the Vice President for Finance all known or suspected crimes that occur on campus. In a written report, include the following information: name of the person reporting the crime, nature of the crime, time and place of its occurrence, and the victim(s) (if any) of the crime. Also indicate if administrators or police were contacted at the time the crime was reported.

Procedures and Penalties Related to the Violation of Community Standards

Alleged violations of the Community-Life Agreement or of the policies on smoking, drug and alcohol use/abuse, sexual harassment, or sexual assault should be brought to the attention of a faculty member or the Dean.

Certain minor problems can best be handled by the faculty member closest to the situation. Matters of serious concern should be communicated in writing (no email) to the Dean. In observing or responding to student or faculty complaints of inappropriate student behavior, the Dean will attempt to make a complete investigation of the situation and may appoint a committee for assistance in reviewing the case. This committee will consist of administrators and/or faculty, as well as one Ecumenical Institute of Theology

student, who must be a fully matriculated degree candidate who has completed at least 12 hours at the E.I. (Specific procedures for handling charges of sexual assault are described above.)

The Dean and, when appointed, the committee, will take into account the nature of the violation(s), the individual's record, and other circumstances pertinent to the situation in determining whatever penalties may be appropriate.

Such penalties may include, but are not limited to, disciplinary reprimand, dismissal from a particular course, probation, temporary suspension, dismissal from the Ecumenical Institute of Theology, and referral for prosecution.

The decision to give a student a written reprimand, dismiss a student from a particular course, or place a student on probation is the responsibility of the Dean and may not be appealed. The terms of the probation may be appealed by the student to the President-Rector (or his appointed agent), whose decision is final.

The Dean's decision to place a student on temporary suspension may be appealed by the student to the President-Rector (or his appointed agent), whose decision is final. The decision to expel or dismiss a student may be appealed to the faculty of the Ecumenical Institute of Theology at the next regularly scheduled faculty meeting. The decision of the faculty is final.

Students suspended or dismissed have full financial responsibility for the term in which they are enrolled as of the date of their suspension or dismissal. Students may not attend classes pending the appeal of a suspension or dismissal.

Documentation of decisions regarding any of the above penalties becomes a permanent part of the student's academic record. Suspensions and dismissals are recorded on students' transcripts.

Adopted by the Faculty August 27, 1997