

Rectors' Handbook
Compiled by
The School of Philosophy and the School of Theology and Religious Studies
The Catholic University of America

October 8, 2015



Table of Contents

1.	Purpose of the <i>Rectors' Handbook</i>	3
2.	History of the Ecclesiastical Schools at The Catholic University of America	3-4
	a. History of the School of Philosophy (SPh)	3
	b. History of the School of Theology and Religious Studies (STRS)	3-4
3.	Goals of Seminarian Education at CUA	4
4.	Overview of Seminarian Education at CUA	5-8
5.	Philosophical Preparation in the School of Philosophy (SPh)	8-13
	a. SPh Description	8
	b. SPh Matriculation	8-9
	c. SPh Admission	9-10
	d. SPh Advising	10-11
	e. SPh Graduation	11
	f. SPh Suggested Sequence of Courses for Seminarians	12-13
6.	Theological Training in the School of Theology and Religious Studies (STRS)	14-27
	a. STRS Contact Information	14
	b. STRS Academic Degrees	14-18
	c. STRS Suggested Sequence of Courses for Seminarians	18-24
	d. STRS Admission	25-26
	e. STRS Orientation	26
	f. STRS Advising	26-27
	g. STRS Academic Forms	27
	h. STRS Graduation	27
7.	Immigration Options for Seminarians at CUA	27-29
8.	Financial Aid at CUA	29-30
9.	Miscellaneous Matters	30-31
	a. Insurance	30
	b. Billing	30-31

1. Purpose of the Rectors' Handbook

It is important to both the School of Philosophy (SPh) and the School of Theology and Religious Studies (STRS) that the administrative practices and procedures involved in admissions, advising, registering for courses, completion of program requirements and graduation from the University serve our students well. We hope that this Handbook will be a useful resource for the seminarians in our two schools and for their Rectors. Understanding our administrative practices and procedures will surely help you to navigate through them. Know that we are also constantly looking for ways to make them more navigable, and always welcome suggestions from you as to how we might improve them.

The Rectors' Handbook is thus a living document, posted online, and subject to periodic change. Rectors are asked to review the Handbook from time to time in order to reacquaint themselves with standing procedures and to keep abreast of new ones. Rectors can find the Handbook on both the SPh and STRS websites.

2. History of the Ecclesiastical Schools at The Catholic University of America

a. History of the School of Philosophy (SPh)

Formally inaugurated in 1895, the School of Philosophy of The Catholic University of America is established as an ecclesiastical faculty and governed by statutes approved by the Holy See according to the norms of the apostolic constitution *Sapientia Christiana*. Its programs are also fully accredited civilly by the Middle States Commission on Higher Education. The School's approach to the discipline of philosophy is rooted in the Catholic intellectual tradition, which is characterized by an abiding concern for the relation between faith and reason, the intelligibility of nature, the reality of organic form or soul, the inquiry into causal hierarchies, and the possibility of an ethics and political philosophy based on rational insight into human nature.

As an ecclesiastical faculty SPh offers three degree programs or "cycles" of study, namely, the Baccalaureate in Philosophy (Ph.B.), the Licentiate in Philosophy (Ph.L.), and the Doctorate (Ph.D.). These three correspond to the three civil degrees offered in the School, namely, the Bachelor of Arts (B.A.), the Master of Arts (M.A.), and Doctor of Philosophy (Ph.D.) The degree requirements for the ecclesiastical degree programs are identical to those for the corresponding civil degrees. In the case of the undergraduate and the first graduate degrees, students may elect, at the time of their graduation, to receive their degrees under the title that expresses either the ecclesiastical or civil effects and standing of their degrees. In all cases, our diplomas cite the authority of both the Apostolic See and the relevant civil authority.

b. History of the School of Theology and Religious Studies (STRS)

From its foundation The Catholic University of America has given academic priority to theology and religious studies and related disciplines. Initially, the academic programs in these areas were offered in the School of Sacred Sciences (1889). In time, there emerged the School of Canon Law (1923), followed by a Seminary Program (1931) and, within the School of Arts and Sciences, the Program of Religion (1932). The original School of Sacred Sciences was later

divided into a School of Sacred Theology and a School of Philosophy (1937). In 1970 a Liturgical Studies Program was instituted.

After an extensive review of programs and structures, the Board of Trustees approved a recommendation by the Academic Senate to establish a new School of Religious Studies in September 1973. The School was composed of five departments: Biblical Studies, Canon Law, Church History, Religion and Religious Education, and Theology. In 2002, the Board of Trustees, upon the recommendation of the Academic Senate, voted that Canon Law be reestablished as a School of Canon Law and that the remaining academic units of the School become programs in a School of Theology and Religious Studies. By thus coordinating existing units, The Catholic University of America established a School of Theology and Religious Studies (STRS) as a national center of academic research, instruction, and service. Currently STRS is comprised of nine academic area specializations. These academic areas are: Biblical Studies, Catechetics, Church History, Historical and Systematic Theology, Liturgical Studies and Sacramental Theology, Moral Theology and Ethics, Religion and Culture, Spirituality, and Pastoral Studies..

STRS at The Catholic University of America is accredited by the Middle States Commission on Higher Education and the Association of Theological Schools in the United States and Canada. The following degree programs are approved by these bodies: Master of Catechesis (M.Cat.), Master of Divinity (M.Div.), Master of Arts (M.A.), Doctor of Ministry (D.Min.), and Doctor of Philosophy (Ph.D.)

3. Goals of Seminarian Education at CUA

In accord with the vision and norms of the *Program of Priestly Formation*, Fifth Edition, 2006 (PPF), SPh, working in close association with STRS, offers a comprehensive but flexible pre-theology program for candidates for priestly ministry. Seminarians who complete the full series of courses in the program may be assured that their intellectual formation in philosophy fully satisfies the philosophy requirements for seminary formation specified by the PPF.

Upon completion of his philosophy coursework, a seminarian is able to apply to STRS as a degree-seeking student.

Upon enrolling in STRS, each seminarian will pursue one of three graduate degrees: Bachelor of Sacred Theology (S.T.B.), Master of Divinity (M.Div.) or the Joint Bachelor of Sacred Theology (S.T.B.) / Master of Divinity (M.Div.) degree. Each degree has its own respective focus and integrating features. STRS offers the full range of theology courses required for these various programs, and the University as a whole has rich offerings in ancient and modern languages, Catholic art and culture, literature, public speaking, and other fields. (In addition to courses taken to satisfy their degree programs, seminarians need to fulfill ordination requirements including, e.g., direct service to the poor, supervised ministry to the sick, a parish placement, preaching and liturgical celebration.)

4. Overview of Seminarian Education at CUA

SPh and STRS desire that seminarians and rectors be easily able to maneuver through the academic process. Before rectors begin to acquaint themselves with the particular requirements of the individual degree programs in which each of their seminarians may participate, they may find it helpful to read through the following general “Overview” of the course of seminarian formation at CUA.

Please find below a bullet point sequence of events that each of your seminarians should expect to encounter upon starting, proceeding through, and finishing their degrees:

The School of Philosophy (SPh):

1. The **SPh** offers candidates for priestly ministry the possibility of acquiring a formation in philosophy that is comprehensive, philosophically sound, and fully in accord with the PPF. Students normally matriculate into the School in one of two ways:
 - a. **Undergraduate Seminarians:** Seminarians pursue a B.A./Ph.B.degree from CUA as an undergraduate philosophy major in the SPh. The philosophy major requirements fully satisfy the academic requirements specified by the PPF.
 - i. **The Basselin Fellows** are diocesan seminarians who transfer in to CUA for the last two years of their undergraduate degree. After earning a B.A./Ph.B., they spend one additional year in pursuit of an M.A./Ph.L. The Basselin program is governed jointly by Theological College (where Basselin Fellows reside) and SPh.
 - b. **Graduate Non-Degree Seeking Seminarians:** Seminarians who must undertake some study of philosophy before beginning their work in theology, and who already possess at least a bachelor’s degree in some field of study, will enroll in SPh as non-degree seeking graduate students in the “Pre-Theology Certificate Program”. The certificate assures diocesan authorities and religious superiors that the student has fulfilled all the pre-theology academic requirements outlined in the PPF (although the PPF itself does not mandate that seminarians complete a certificate program). This type of student will be identified throughout this document as a **pre-theology student or a pre-theology seminarian**.
 - c. **All seminarians in philosophical formation must be enrolled in SPh under one of these two classifications.**
2. **Initial Application Process:** Seminarians must first apply and be accepted to CUA and SPh in order to complete their philosophy requirements.
 - a. **Undergraduate seminarians must apply through the Office of Undergraduate Admissions:** Applications and instructions regarding supporting materials are available on the University’s Admissions website (<http://admissions.cua.edu>)

- b. **Graduate Seminarians must apply through the Office of Graduate Admissions:** Interested students must submit a non-degree application and indicate that they are applying to the **Pre-Theology Certificate Program**. Applications to the Certificate Program must include **all undergraduate (and graduate) transcripts, three letters of recommendation, and a statement of purpose.**
3. **Academic Advising in SPh: Prior to registering for any courses,** seminarians must first meet with their academic advisor.
 - a. **For all undergraduate seminarians, the Associate Dean of SPh** is their academic advisor.
 - b. **The academic advisor for all pre-theology seminarians will be assigned at the time the seminarian is admitted to SPh (ordinarily, it will be either Fr. Ignacio de Ribera, D.C.J.M; a member of the School's faculty).** After consultation with his rector and with his pre-theology advisor, and after securing online "permission" from the Office of the Dean (202-319-5259 or philosophy@cua.edu), the seminarian will register for his philosophy courses at the beginning of each semester via **Cardinal Station (CS).**
4. **Graduation from SPh**
 - a. **Undergraduate Seminarians** who complete degree requirements in a satisfactory fashion graduate from the University in the usual way, which requires that they apply for graduation through CS sometime during their final semester.
 - b. **Pre-theology Seminarians** who wish to complete all requirements for the Pre-theology Certificate (which include, in addition to ten courses in philosophy, four TRS courses and two courses in Latin), must apply for the Certificate through the Dean's Office of SPh. Those who intend only to complete philosophy courses will automatically have such completion recorded on their official CUA transcript.
5. Upon finishing their philosophy requirements seminarians typically pursue one of three **first graduate degrees** in STRS: the Master of Divinity (**M.Div.**), the Bachelor of Sacred Theology (**S.T.B.**), or the dual degree **M.Div./S.T.B.**

The School of Theology and Religious Studies (STRS):

6. **STRS Admissions Process:** Seminarians are **REQUIRED** to complete an application through The Office of Graduate Admissions for admittance to the School of Theology and Religious Studies.
 - a. Since the SPh also requires three letters of recommendation as well as a statement of purpose, the STRS applicant can request to have these materials

transferred to his STRS application, which allows this second application to be processed very quickly.

- 7. Orientation:** it is essential that all seminarians attend Orientation at STRS. Orientation is especially important for new students. During orientation administrative procedures and classroom expectations are discussed. Orientation also provides opportunities to meet professors and the Academic Deans of STRS. Orientation typically occurs in the week before the first week of classes of the Fall semester. Please reference section 6c for more information on Orientation.
- 8. Latin Requirement:** it is essential that all seminarians have a reading knowledge of Latin. It is a prerequisite for **BOTH** the S.T.B. and M.Div. programs. Latin courses are built into the Pre-Theology Certificate Program since they are pre-requisites for theological study, although they may be completed in a manner of the student and rector's choosing. Proof of Latin proficiency must be shown by the end of the student's first semester in STRS.
- 9. Academic Advising in STRS:** each seminarian will be assigned an academic advisor. The student is typically assigned an advisor in his letter of admission. The seminarian should be in contact with his academic advisor **BEFORE** enrolling in classes.
- 10. Coursework:** Upon being admitted and matriculated into the system, seminarians will start their course work.

 - a.** Coursework is typically thought of in terms of **CREDIT HOURS**. Each academic program has different credit hour requirements.
 - b.** Seminarians should know how many credit hours are needed in order to fulfill their coursework requirements.
 - c. Ordination Requirements:** STRS will work with your seminarians to make sure their ordination requirements are fulfilled. This task takes some effort. It is essential that the seminarians have a tracking sheet of their ordination requirements as this differs from diocese to diocese and from religious community to religious community. Please make sure your seminarians are aware of their ordination requirements **PRIOR** to starting their academic program with STRS.

 - i. PLEASE NOTE: THE COURSEWORK CREDIT HOURS FOR AN ACADEMIC DEGREE ARE SEPARATE FROM ORDINATION REQUIREMENTS, ALTHOUGH AT TIMES ACADEMIC AND ORDINATION REQUIREMENTS OVERLAP, PLEASE NOTE THAT THE SEMINARY OR RELIGIOUS COMMUNITY IS ULTIMATELY RESPONSIBLE FOR ENSURING THAT ITS SEMINARIANS FULFIL THEIR SPECIFIC ORDINATION REQUIREMENTS.**

11. Leave of Absence and Extended Pastoral Leave: Many seminarians are required to spend a year or two in their diocese or a religious community placement after obtaining a leave of absence or extended pastoral leave from the University.

- a. Both U.S. citizen and immigrant Seminarians should apply for a leave of absence before leaving for their Pastoral Year. Seminarians apply for a leave of absence via the Office of Graduate Studies. The link for the leave of absence form is:

<https://go.cua.edu/gradstudies/>

For any questions in this regard please contact:

Mr. David Long

202-319-5247

longdp@cua.edu

- b. Immigrant students who need to be enrolled in a course to maintain their visa status should also register for Extended Pastoral Supervision (TRS 652C). See 7. The Pastoral Year(s) for more details.

12. Comprehensive Exams: Seminarians enrolled in both the S.T.B. program and joint S.T.B./M.Div. program are required to take comprehensive exams.

- a. Seminarians who are candidates for comprehensive exams apply via Cardinal Station. The relevant catalog numbers for doing so are:
S.T.B. Comprehensive Exams with Classes (TRS 698C)
S.T.B. Comprehensive Exams without classes (TRS 698F)
See 6.b.i.9 (comprehensive exams).
- b. The seminarian must also fill out a “Comprehensive Exam: Request for Approval Form”. This form must be filled out entirely with the appropriate signatures. The annual dates for the STB comprehensive exams can be found on the STRS website. For any questions regarding comprehensive exams, contact Ms. Abimbola Akintolayo, at 202-319-55482 (akintolayo@cua.edu).

13. Graduation: Upon completing coursework and comprehensive exams, seminarians should register for graduation via Cardinal Station.

5. Pre-Theology in the School of Philosophy

- a. Drawing upon the distinguished faculty of the School of Philosophy, The Catholic University of America offers interested seminarians sound philosophical formation that fully accords with the academic directives of the PPF (no. 185). In addition to its strictly academic elements, pre-theological study involves careful human, spiritual, intellectual and pastoral formation as well. SPh will do whatever is in its power to accommodate particular needs of individual seminarians and their dioceses or religious communities.
- b. Seminarians typically matriculate in SPh in one of two ways:

1. **Undergraduate seminarians** pursue a bachelor's degree from CUA. They are registered as full-time undergraduate philosophy majors in the SPh (although in rare cases undergraduate seminarians may also register as philosophy majors in the School of Arts & Sciences).
 - a. **Basselin seminarians** are a special subset of undergraduate seminarians. They transfer into SPh as undergraduates at the junior level and pursue a three-year, joint B.A./M.A. They belong to SPh as full-time undergraduate and graduate students. The Basselin Fellowship is administered jointly by Theological College and SPh and is open only to diocesan seminarians.
 2. **Pre-theology seminarians** pursue the Pre-Theology Certificate. They have already completed their bachelor's degree, and do not pursue a graduate degree in Philosophy, but seek to fulfill the PPF requirements as non-degree graduate students. The Certificate verifies that the student has fulfilled all the pre-theology academic requirements of the PPF; however, the PPF does not mandate the awarding of the certificate.
- c. Admission to the University:** Apart from seminarians who have already completed elsewhere all pre-theological requirements and any other prerequisites for admission to full-time study in STRS, seminarians at CUA will begin their studies enrolled in SPh.
1. **Undergraduate Seminarians** apply and are accepted by the Office of Undergraduate Admissions, in accord with the policies of CUA.
 - a. Although a paper application is available for download at <http://admissions.cua.edu/pdfs.html>, all undergraduate applicants *are strongly encouraged to apply online* at <https://applyonline.cua.edu/login.cfm>.
 - b. Undergraduate applications must include a completed application form, an application essay, the application fee, secondary school report, official high school transcripts, official SAT or ACT scores, and a letter of recommendation.
 - c. Bear in mind the following two critical dates for undergraduate admissions: November 15th (the deadline for Early Action Applications) and February 15th (the deadline for Regular Decision Applications).
 2. **Pre-theology Seminarians** submit all application materials to the Office of Graduate Admissions. Admissions decisions are made by the Admissions Committee in SPh. Whether or not the seminarian intends to complete all of the requirements for the Pre-theology Certificate Program (which include four TRS courses and two courses in Latin), all Pre-theology Seminarians must apply and be admitted to that program. *It is not possible to submit an online application for the non-degree Pre-Theology Certificate Program.* Pre-theology applicants should:
 - a. Print and fill out the Non-Degree Application form available from the Office of Graduate Admissions website (<http://admissions.cua.edu/pdfs.html>). **To ensure that the student is coded correctly in the admissions system, the seminarian must**

indicate on the application that he is applying for the Pre-Theology Certificate;

- b. Submit official transcripts from all institutions of higher learning attended (undergraduate and graduate), whether or not the seminarian earned a degree from these institutions. College and university transcripts should be sent directly to the Office of Graduate Admissions;
 - c. Secure three letters of recommendation (recommendation forms are also available using the link above). The recommender may either mail his recommendation directly to Graduate Admissions or supply the letter directly to the seminarian, provided that he has first enclosed it in a sealed envelope and affixed his signature to the envelope's sealed flap, in which case the seminarian will submit the letter himself;
 - d. Provide a brief (one or two-page) statement of purpose.
 - e. Bear in mind that for fall admission, domestic students must apply by **July 15th**. International students must apply by **July 1st** for fall admission.
3. As a student enrolled in SPh, the seminarian is able to fulfill both the PPF requirements for pre-theology and the pre-requisites for admission to STRS. **Only after a certain period of enrollment in SPh, a period of time that will vary from student to student, depending upon his circumstances, should the seminarian seek admission to STRS.**
- d. **Academic Advising in the School of Philosophy:** Course requirements for each degree or the certificate program are specified on the SPh website. "Tracking sheets" for the various programs (which allow the seminarian and his academic advisor to chart progress toward completion of program requirements) may be obtained from the seminarian's academic advisor.
1. Undergraduate seminarians should meet with their academic advisor prior to registering for courses. The Academic Advisor for all *Undergraduate Seminarians*, including *Basselin Fellows*, is the Associate Dean of SPh:
Dr. Matthias Vorwerk
VORWERK@cua.edu
 202-319-5636
 2. All Pre-Theology seminarians must meet with their academic advisor at the beginning of each semester. At this meeting, the advisor will review the student's academic performance to date, go over course options and expectations, and authorize enrollment in specific philosophy courses for the semester. To facilitate the scheduling of such meetings, the Office of the Dean of Philosophy will circulate via email a meeting sign-up sheet a week or so before the semester begins.
 - a. Before the advising meeting, seminarians should be clear about their rector's expectations for the semester. They should know, for example, how many courses they have approval to register for; they should also have clearly in mind any days and times during the week when they will not be free to take courses owing to the seminary's house-schedule.

- b. If the seminarian has taken any philosophy courses prior to enrolling at CUA, he should make every effort to obtain a syllabus for those courses prior to his first meeting with his SPh academic advisor. In that way, the advisor can determine whether the courses satisfy PPF philosophy requirements.
- c. It is not possible for pre-theology students to register for philosophy courses without the authorization of the academic advisor (recorded on SPh advising sheets or via email) and the online “permission” obtained from the Dean’s assistant, Ms. Alexandra Crockett, on Cardinal Station.
- d. **Warning: Pre-theology seminarians interested in taking only one or two courses in a given semester can apply for admission to the University and SPh as special, non-degree students. Because they are enrolled as part-time students, they are not eligible for federal financial aid. They must also reapply for admission to CUA if they wish to continue taking classes in subsequent semesters. Seminarians wishing to study at CUA for more than a single semester must be enrolled in either the pre-Theology Certificate Program or some SPh degree-granting program, or in a degree-granting program of STRS.**
- e. For the 2015-2016 academic year, the Pre-Theology Academic Advisor will be:

Fr. Ignacio de Ribera, D.C.J.M.

deriberamartin@cua.edu

202-319-5980

e. Graduation from the School of Philosophy:

- 1. Upon satisfactory completion of all degree requirements, seminarians seeking either undergraduate or graduate degrees from SPh must apply for graduation in CS (see the University’s academic calendar for the application deadlines). Diploma candidates are eligible to participate in the CUA Commencement Exercises and in the SPh Diploma Ceremony.
- 2. Upon satisfactory completion of all program requirements, seminarians in the Pre-Theology Certificate Program must apply for the Certificate through the Office of the Dean of the School of Philosophy. No paper certificate is issued, but completion of the certificate program is recorded on the student’s transcript. Although completion of the Certificate Program is not required in order to satisfy the PPF requirements for pre-theological study of philosophy, issuance of the certificate provides documentary assurance from SPh and CUA that the seminarian has satisfied the PPF requirements in philosophy and Latin, as well as certain theology prerequisites for continued study in STRS.

**f. SCHOOL OF PHILOSOPHY SUGGESTED SEQUENCE OF COURSES
PRE-THEOLOGY CERTIFICATE**

Year One: Fall	Year One: Spring	Year Two: Fall	Year Two: Spring
PHIL 353: Ancient Philosophy	PHIL 354: Medieval Philosophy	PHIL 453: Modern Philosophy	PHIL 454: Contemporary Philosophy
PHIL 301: Reasoning and Argumentation	PHIL 309: Theories of Ethics	PHIL 355: Metaphysics I (<i>With advisor approval, alternately, PHIL 305: Metaphysics</i>)	PHIL 356: Metaphysics II (<i>for those who have taken PHIL 305, either PHIL 308 OR PHIL 317</i>)
PHIL 313: Philosophy of Human Nature	PHIL 331 Philosophy of Knowledge	Philosophy Elective. <i>Some suggestions</i>	Theological Elective
TRS 562A: Foundation of Catholicism	TRS 562B: Foundations of Catholicism	TRS 504A: Intro to the Old Testament	TRS 504B: Intro to the New Testament
LAT 501: Elementary Latin I (<i>Students may also take LAT 101</i>)	Latin 502: Elementary Latin II (<i>Students may also take LAT 102</i>)	Theological Elective (<i>These include such courses as Catechetics, Personality and Religious Development, and the like. The courses chosen should ordinarily not be from the Ordination Requirements</i>)	Theological Elective

The following chart is designed to show a side by side comparison between the Pre-Theology requirements as stated in the PPF, the requirements of the Pre-Theology Certificate in the School of Philosophy, and the admissions requirements for the School of Theology and Religious Studies in order to help you decide on the best course of study for your seminarian.

PPF Philosophy Requirements	Pre-Theology Certificate Requirements in the School of Philosophy	Requirements for Admission to Theological Study in TRS
<i>30 credits in philosophy and supporting subjects</i>	<i>10 3-credit courses in philosophy 4 3-credit courses in theology 2 3-credit courses in an approved language</i>	<i>M.Div.: 12 philosophy credits from the six areas below S.T.B.: 18 philosophy credits from the six areas here below</i>
History of Ancient Philosophy	PHIL353, History of Ancient Philosophy	History of Philosophy
History of Medieval Philosophy	PHIL354, History of Medieval Philosophy	
History of Modern Philosophy	PHIL453, History of Modern Philosophy	
History of Contemporary Philosophy	PHIL454, Contemporary Philosophy	
Logic	PHIL301, Reasoning & Argumentation OR PHIL351, Symbolic Logic	Logic
Philosophical Anthropology	PHIL313: Philosophy of Human Nature	Philosophical Anthropology
Ethics	PHIL309, Theories of Ethics OR PHIL311, Contemporary Moral Issues	Ethics
Metaphysics	PHIL355, Metaphysics I *PHIL 305 may be substituted with approval from the pre-theology advisor	Metaphysics
Natural Theology	PHIL 356, Metaphysics II *PHIL 308 OR 317 may be substituted with approval from the pre-theology advisor.	Philosophy of God
Epistemology	Either A--PHIL 331, Philosophy of Knowledge	
Philosophy of Nature	Or B--PHIL 329, Philosophy of Science	
	Or C—a philosophy elective (one of PHIL 303, Biomedical Ethics; PHIL 311, Contemporary Moral Issues; PHIL 315, Philosophy of Language; PHIL 317, Philosophy of Religion; PHIL 328, Philosophy of Social Science; PHIL 332, Political Philosophy)	
Theological preparation (to acquaint students with the themes found in the <i>Catechism of the Catholic Church</i>)	Theology: TRS 562A (Foundations of Catholicism I), 562B (Foundations of Catholicism II), 504A (Introduction to Old Testament), 504B (Introduction to New Testament)	Old Testament and New Testament (<i>M.Div. only</i>)
Latin and/or Greek, or some other appropriate language study	Latin: LAT 101 or 501A (Introduction to Latin I), LAT 102 or 501B (Introduction to Latin II) *Other appropriate language study may be substituted with the approval of the Pre-theology advisor	Reading Knowledge of Latin
General Knowledge of Western Civilization		

6. Seminary Theological Study in the School of Theology and Religious Studies (STRS)

a. STRS Contact Information

STRS is here to help Rectors guide their seminarians through their years of formation. The contact information for STRS is as follows:

Ms. Abimbola Akintolayo

Associate Director of Graduate Studies

202-319-5482

akintolayo@cua.edu

Rev. Christopher Begg

Associate Dean Seminarian and Ministerial Studies

202-319-6512

begg@cua.edu

Dr. William Mattison

Interim Dean

202-319-5684

mattison@cua.edu

b. STRS Academic Degrees

Seminarians are typically matriculated into one of three programs within STRS. These programs are as follows:

1. Baccalaureate in Sacred Theology (S.T.B.)
2. Master of Divinity (M.Div.)
3. Joint Degree: Baccalaureate in Sacred Theology (S.T.B.) / Master of Divinity (M.Div.)

A seminarian must have completed all necessary philosophy credit hours in order to be accepted into one of these programs within STRS. There are two ways a seminarian can meet his philosophy requirements. These two options are as follows:

1. Seminarians may obtain the requisite number of philosophy credit hours as part of their Bachelor of Arts (B.A.) degree at another institution, or by
2. Completing the Pre-Theology Certificate in the SPh at the Catholic University of America.

The degree requirements for the above three degree programs are as follows:

1. S.T.B. Degree Requirements:

A minimum of 69 semester hours of credit is required according to the following distribution:

a. The proseminar for Master's Students (TRS 699) must be taken in the Fall semester.

b. Foundational--21 credits: History and Method in Theology (3), Foundations of Christian Moral Life (3), Introduction to Patristic Theology (3), Foundations of Liturgy and Sacraments (3), Pastoral Theology (3), Introduction to Christian Spirituality (3), Basic Principles of Canon Law (3). History and Method in Theology and Foundations of Christian Moral Life must be taken by S.T.B. students during their first semester in the program.

c. Systematic Theology--15 credits, selected from: Revelation and Faith (3), Theology of God (3), Christian Anthropology (3), Christology (3), Theology of the Church (3), Mariology (3), Christian Eschatology (3).

d. Liturgical Studies and Sacramental Theology--six credits, selected from: Sacraments of Initiation (3), Eucharist (3), Sacraments of Reconciliation and Anointing (3), Ordained Ministries (3)

e. Moral Theology--nine credits: Marriage (3), Christian Social and Political Ethics (3), Biomedical Ethics (3).

f. Scripture--15 credits: two courses from Old Testament offerings (6), two courses from New Testament offerings (6), one course chosen from either set of offerings (3). These courses are to be chosen from the following: Pentateuch; Prophets; Psalms; Synoptics; John; Pauline Letters.

g. Church History--three credits: one course chosen from the appropriate offerings.

h. All seminarian S.T.B. candidates are required to take at least one course at a non-Roman Catholic academic institution through the offerings of the Washington Theological Consortium during their course of studies.

i. Towards the end of their S.T.B. studies, students are required to take written comprehensive exams in the areas of Scripture, Systematics and Sacramental Theology, and

Moral Theology. These comprehensive exams are based on courses taught in these areas in STRS. See 4.II.

Language Requirement

Students are required to have a reading knowledge of Latin. Since Latin is considered a prerequisite for the S.T.B., this requirement must be satisfied by the end of the student's first fall semester in the program.

2. M.Div. Degree Requirements:

The M.Div. degree requires a minimum of 90 credit hours of graduate courses distributed as follows:

- a. All students entering the program must take the following courses in their first fall semester: TRS 699: Proseminar for Master's Students, TRS 660: History and Method in Theology, and TRS 630A: Foundations of Christian Moral Life.
- b. Systematic theology (18 credits)
- c. Moral theology (12 credits)
- d. Biblical studies (12 credits)
- e. One course each in: canon law, church history, liturgical studies, and spirituality (12 credits)
- f. Academic electives (12 credits)
- g. Pastoral ministry (18 credits): these courses are to include Pastoral Theology and two successive segments of Basic Supervised Ministry.
- h. Ministry seminars (6 credits). Ministry seminars are designed to be the primary aid in achieving an integration of the theoretical and practical aspects of the program. Because the nature of the seminar is to integrate pastorally what the student has learned academically, the seminars should be taken during the student's last four semesters in the program.
- i. All M.Div. seminarian students must take at least one course at a non-Roman Catholic academic institution

through the offerings of the Washington Theological Consortium during their course of studies.

Language Requirement

Students are required to have a reading knowledge of Latin. Since Latin is considered a prerequisite, the requirement must be satisfied by the end of the student's first fall semester in the program.

3. Joint S.T.B. / M.Div. Degree Requirements:

The Joint S.T.B. / M.Div. degree requires a minimum of 99 credit hours of graduate courses distributed as follows:

- a. Proseminar (TRS 699)
- b. Foundational- twenty-one (21) credits: History and Method in Theology (3), Foundations of Christian Moral Life (3), Introduction to Patristic Theology (3), Introduction to Liturgy and Sacraments (3), Pastoral Theology (3), Introduction to Christian Spirituality (3), Basic Principles of Canon Law (3). History and Method in Theology and Foundations of Christian Moral Life must be taken by S.T.B./M.Div students during their first fall semester in the program
- c. Systematic theology - fifteen (15) credits, selected from: Revelation and Faith (3), Theology of God (3), Christian Anthropology (3), Christology (3), Theology of the Church (3), Christian Eschatology (3).
- d. Liturgical studies and sacramental theology - six (6) credits, selected from: Sacraments of Initiation (3), Eucharist (3), Ordained Ministries (3), Sacraments of Reconciliation and Anointing (3).
- e. Moral theology - nine (9) credits: Marriage (3), Christian Social and Political Ethics (3), Biomedical Ethics (3).
- f. Scripture - fifteen (15) credits: two courses from Old Testament offerings (6), two courses from New Testament offerings (6), one course chosen from either set of offerings (3). These courses are to be chosen

from the following: Pentateuch; Prophets; Psalms; Synoptics; John; Pauline Letters.

- g. Church history (3) - credits: one course chosen from the appropriate offerings.
- h. Academic electives (9) – credits
- i. Pastoral ministry (15) credits – to include Pastoral Theology (see g. above) and two semesters/six credits of Basic Supervised Ministry.
- j. Ministry seminars (6) – credits (see #2h above).
- k. All seminarian candidates for the Joint S.T.B. / M.Div. degree are required to take one course at a non-Roman Catholic academic institution from the offerings of the Washington Theological Consortium during their course of studies.
- l. Comprehensive exams: see i. under S.T.B. requirements above.

Language Requirement

Students are required to have a reading knowledge of Latin. Since Latin is considered a prerequisite, this requirement must be satisfied by the end of the student's first fall semester in the program.

c. STRS Suggested Sequence of Courses for Seminarians:

05.15 Version

STB and Ordination Requirements Tracking Sheet

Minimum GPA: 2.75

*(F = Fall Semester; S = Spring Semester; 1-2-3-4 = Preferred Year Taken; Underlined = Required Course; **Bold** = Ordination Req.)*

Name: _____ Advisor: _____

Beginning Semester of Studies: _____ Student ID: _____

PREREQUISITES: May be waived if previous coursework in these areas has been completed:___ Philosophy (18 credits for admission to degree) ___ Latin (Passed Proficiency Exam) *F-1*

___ Intro to Old Testament (3 credits) ___ Intro to New Testament (3 credits)

___ Pro-Seminar: (Specifically: Library Tour/Orientation, Research Methodology I,
Research Methodology II, Academic Style) *F-1***SCRIPTURE:** (15 credits)

Ordination Requirements: (5 courses)

___ Synoptics *F 1-2 (Preaching Prerequisite)*___ Gospel of John *S 2-3*___ Prophets *F*___ Pauline *S 1-2-3*___ Pentateuch *F*___ Psalms *S***SYSTEMATICS:** (18 credits)

Ordination Requirements: (7 courses)

___ History/Method *F/S 1*___ Revelation/Faith *F/S 1-2*___ Christology *F/S 1-2*___ Christian Anthropology *S 2-3*___ Theology of Church *F/S 2-3*___ Theology of God *F/S 3-4*___ Eschatology *F/S 3-4***LITURGICAL/SACRAMENTAL:** (9 Credits)

Ordination Requirements: (5 Courses)

___ Foundations of Liturgy & Sac. Theology *S 1*___ Ordained Ministries *S 3-4*___ Eucharist *F 2-3*___ Reconciliation/Anointing *S 3-4*___ Sacraments of Initiation *F 3-4***MORAL:** (12 Credits)

Ordination Requirements: (4 Courses)

___ Foundations of Christian Moral Life *F 1*___ Christian Social Ethics *S 1-2*___ Biomedical Ethics *F 2-3*___ Marriage and Family *S 2-3*

05.15 Version

(F = Fall Semester; S = Spring Semester; 1-2-3-4 = Preferred Year Taken; Underlined = Required Course; **Bold** = Ordination Req.)

CANON LAW: (3 Credits)

Ordination Requirements: (2 Courses)

___ Basic Principles of Latin Canon Law F 2-3 ___ Canon Law of Marriage S -2-3(Prereq: Basic)

CHURCH HISTORY: (6 Credits)

Ordination Requirements: (3 Courses)

___ Patristic Theology F/S 1-2-3 ___ High Middle Ages to Present S 2-3-4
 ___ Ancient-Medieval F 2-3-4 ___ History of the Reformation (when offered)
 ___ American Catholicism (when offered)

SPIRITUALITY: (3 Credits)

Ordination Requirements: (2 Courses)

___ Intro. History of Christian Spirituality F 1-2 ___ Franciscan Masters of Prayer S 2-3-4
 ___ Spiritual Direction S 2-3-4 ___ Liturgical Spirituality S 3-4

PASTORAL THEOLOGY: (3 Credits)

Ordination Requirements: (6 Courses)

___ Pastoral Theology S 1-2 ___ **Liturgical Presider** S 4 (1 credit course)
 ___ **Basic Supervised Ministry I** F 2 ___ **Basic Supervised Ministry II** S 2
 ___ **Introduction to Liturgical Preaching** F 2-3-4 ___ **Mystagogical Preaching** S 2-3-4
 ___ Pastoral Leadership F 4 ___ Art of Pastoral Leadership S 3
 ___ Pastoral Counseling F 3-4 ___ Hispanic Ministry S 2-3-4
 ___ Foundations of R. Ed./Catechetics F 3-4 ___ Liturgical Catechesis S 3-4
 ___ Liturgical Min. of the Deacon F 3-4 (1 cr.) ___ Personality and Religious Development S 3-4

COURSE IN NON-ROMAN CATHOLIC TRADITION: (Recommended Areas: Spirituality, Church History)

___ Course: _____ (To fulfill degree requirements, a 3-credit course; otherwise it may be between 1-3 credits.)

COMPREHENSIVE EXAMINATION:

___ Date Completed _____

05.15 Version

Master of Divinity and Ordination Requirements Tracking Sheet

Minimum GPA: 2.75

*(F = Fall Semester; S = Spring Semester; 1-2-3-4 = Preferred Year Taken; Underlined = Required Course; **Bold** = Ordination Req.)*

Name: _____ Advisor: _____

Beginning Semester of Studies: _____ Student ID: _____

PREREQUISITES: May be waived if previous coursework in these areas has been completed:

- ___ Philosophy (12 credits for admission to degree) ___ Latin (Passed Proficiency Exam) *F-1*
 ___ Intro to Old Testament (3 credits) ___ Intro to New Testament (3 credits)
 ___ Pro-Seminar: (Specifically: Library Tour/Orientation, Research Methodology I,
 Research Methodology II, Academic Style) *F-1*
-

SCRIPTURE: (12 credits)

Ordination Requirements: (5 courses)

- | | |
|--|---------------------------------|
| ___ Synoptics <i>F 1-2(Preaching Prerequisite)</i> | ___ Gospel of John <i>S 2-3</i> |
| ___ Prophets <i>F</i> | ___ Pauline <i>S 1-2-3</i> |
| ___ Pentateuch <i>F</i> | ___ Psalms <i>S</i> |

SYSTEMATICS: (18 credits)

Ordination Requirements: (7 courses)

- | | |
|--|---|
| ___ <u>History/Method</u> <i>F/S 1</i> | ___ Revelation/Faith <i>F/S 1-2</i> |
| ___ Christology <i>F/S 1-2</i> | ___ Christian Anthropology <i>S 2-3</i> |
| ___ Theology of Church <i>F/S 2-3</i> | ___ Theology of God <i>F/S 3-4</i> |
| ___ Eschatology <i>F/S 3-4</i> | |

LITURGICAL/SACRAMENTAL: (3 Credits)

Ordination Requirements: (5 Courses)

- | | |
|--|---|
| ___ <u>Foundations of Liturgy & Sac. Theology</u> <i>S 1</i> | ___ Ordained Ministries <i>S 3-4</i> |
| ___ Eucharist <i>F 2-3</i> | ___ Reconciliation/Anointing <i>S 3-4</i> |
| ___ Sacraments of Initiation <i>F 3-4</i> | |

MORAL: (12 Credits)

Ordination Requirements: (4 Courses)

- | | |
|---|--|
| ___ <u>Foundations of Christian Moral Life</u> <i>F 1</i> | ___ Christian Social Ethics <i>S 1-2</i> |
| ___ Biomedical Ethics <i>F 2-3</i> | ___ Marriage and Family <i>S 2-3</i> |

05.15 Version

(F = Fall Semester; S = Spring Semester; 1-2-3-4 = Preferred Year Taken; Underlined = Required Course; **Bold** = Ordination Req.)

CANON LAW: (3 Credits)

Ordination Requirements: (2 Courses)

___ Basic Principles of Latin Canon Law F 2-3 ___ Canon Law of Marriage S -2-3(Prereq: Basic)

CHURCH HISTORY: (3 Credits)

Ordination Requirements: (3 Courses)

___ Patristics F/S 1-2-3 ___ High Middle Ages to Present S 2-3-4
 ___ Ancient-Medieval F 2-3-4 ___ History of the Reformation (when offered)
 ___ American Catholicism (when offered)

SPIRITUALITY: (3 Credits)

Ordination Requirements: (2 Courses)

___ Intro. History of Christian Spirituality F 1-2 ___ Franciscan Masters of Prayer S 2-3-4
 ___ Spiritual Direction S 2-3-4 ___ Liturgical Spirituality S 3-4

PASTORAL THEOLOGY: (18 Credits)

Ordination Requirements: (6 Courses)

___ Pastoral Theology S 1-2 ___ **Liturgical Presider** S 4 (1 credit course)
 ___ Basic Supervised Ministry I F 2 ___ Basic Supervised Ministry II S 2
 ___ **Introduction to Liturgical Preaching** F 2-3-4 ___ **Mystagogical Preaching** S 2-3-4
 ___ Pastoral Counseling F 3-4 ___ Hispanic Ministry S 2-3-4
 ___ Foundations of R. Ed./Catechetics F 3-4 ___ Liturgical Catechesis S 3-4
 ___ Liturgical Min. of the Deacon F 3-4 (1 cr.) ___ Personality and Religious Development S 3-4

CAPSTONE SEMINARS: (6 Credits)

Ordination Requirements: (0 Courses)

___ Pastoral Leadership II F 4 ___ Art of Pastoral Leadership I S 3

ACADEMIC ELECTIVES: (12 Credits-from Academic Courses over/above Credit Requirements)**N. B. These courses also fulfill ordination requirements.**

___ Elective 1: _____ ___ Elective 2: _____
 ___ Elective 3: _____ ___ Elective 4: _____

COURSE IN NON-ROMAN CATHOLIC TRADITION: (Recommended Areas: Spirituality, Church History)

___ Course: _____ (To fulfill degree requirements, a 3-credit course;
 otherwise it may be between 1-3 credits.)

05.15 Version

STB/MDIV and Ordination Requirements Tracking Sheet

Minimum GPA: 2.75

*(F = Fall Semester; S = Spring Semester; 1-2-3-4 = Preferred Year Taken; Underlined = Required Course; **Bold** = Ordination Req.)*

Name: _____ Advisor: _____

Beginning Semester of Studies: _____ Student ID: _____

PREREQUISITES: May be waived if previous coursework in these areas has been completed: Philosophy (18 credits for admission to degree) Latin (Passed Proficiency Exam) *F-1* Intro to Old Testament (3 credits) Intro to New Testament (3 credits) Pro-Seminar: (Specifically: Library Tour/Orientation, Research Methodology I,
Research Methodology II, Academic Style) *F-1*
-----**SCRIPTURE:** (15 credits)

Ordination Requirements: (5 courses)

 Synoptics *F 1-2(Preaching Prerequisite)* Gospel of John *S 2-3* Prophets *F* Pauline *S 1-2-3* Pentateuch *F* Psalms *S***SYSTEMATICS:** (18 credits)

Ordination Requirements: (7 courses)

 History/Method *F/S 1* Revelation/Faith *F/S 1-2* Christology *F/S 1-2* Christian Anthropology *S 2-3* Theology of Church *F/S 2-3* Theology of God *F/S 3-4* Eschatology *F/S 3-4***LITURGICAL/SACRAMENTAL:** (9 Credits)

Ordination Requirements: (5 Courses)

 Foundations of Liturgy & Sac. Theology *S 1* Ordained Ministries *S 3-4* Eucharist *F 2-3* Reconciliation/Anointing *S 3-4* Sacraments of Initiation *F 3-4***MORAL:** (12 Credits)

Ordination Requirements: (4 Courses)

 Foundations of Christian Moral Life *F 1* Christian Social Ethics *S 1-2* Biomedical Ethics *F 2-3* Marriage and Family *S 2-3*

05.15 Version

CANON LAW: (3 Credits)

Ordination Requirements: (2 Courses)

___ Basic Principles of Latin Canon Law *F 2-3* ___ Canon Law of Marriage *S -2-3(Prereq: Basic)*

CHURCH HISTORY: (6 Credits)

Ordination Requirements: (3 Courses)

___ Patristic Theology *F/S 1-2-3* ___ High Middle Ages to Present *S 2-3-4*
 ___ Ancient-Medieval *F 2-3-4* ___ History of the Reformation (when offered)
 ___ American Catholicism (when offered)

SPIRITUALITY: (3 Credits)

Ordination Requirements: (2 Courses)

___ Intro. History of Christian Spirituality *F 1-2* ___ Franciscan Masters of Prayer *S 2-3-4*
 ___ Spiritual Direction *S 2-3-4* ___ Liturgical Spirituality *S 3-4*

PASTORAL THEOLOGY: (18 Credits)

Ordination Requirements: (6 Courses)

___ Pastoral Theology *S 1-2* ___ **Liturgical Presider** *S 4 (1 credit course)*
 ___ Basic Supervised Ministry I *F 2* ___ Basic Supervised Ministry II *S 2*
 ___ **Introduction to Liturgical Preaching** *F 2-3-4* ___ **Mystagogical Preaching** *S 2-3-4*
 ___ Pastoral Counseling *F 3-4* ___ Hispanic Ministry *S 2-3-4*
 ___ Foundations of R. Ed./Catechetics *F 3-4* ___ Liturgical Catechesis *S 3-4*
 ___ Liturgical Min. of the Deacon *F 3-4 (1 cr.)* ___ Personality and Religious Development *S 3-4*

CAPSTONE SEMINARS: (6 Credits)

Ordination Requirements: (0 Courses)

___ Pastoral Leadership II *F 4* ___ Art of Pastoral Leadership I *S 3*

ACADEMIC ELECTIVES: (9 Credits-from Academic Courses over/above Credit Requirements)

___ Elective 1: _____ ___ Elective 2: _____
 ___ Elective 3: _____

N. B. These courses also fulfill ordination requirements.**COURSE IN NON-ROMAN CATHOLIC TRADITION:** (Recommended Areas: Spirituality, Church History)

___ Course: _____ (To fulfill degree requirements, a 3-credit course;
 otherwise it may be between 1-3 credits.)

COMPREHENSIVE EXAMINATION:

___ Date Completed _____

d. STRS Admissions

All seminarians need to provide the following documents when applying to the S.T.B, M.Div., or Joint S.T.B./M.Div. degrees:

1. **A completed and signed application form** (submitted through the Office of Graduate Admissions website).
2. **A Statement of Purpose Essay:** in an essay of 500 to 700 words, state your purpose in undertaking graduate study in theology and religious studies. Include mention of your academic objectives, research interests and career plans. Also discuss your related qualifications, including collegiate, professional and community activities, and any other substantial accomplishments not already mentioned on the application form.
3. **Official Transcripts:** applicants should contact the registrar of each post-secondary school previously attended and request an official transcript be sent directly to the Office of Graduate Admissions. Transcripts marked “Student Copy” or issued to the Student” will not be accepted. Official transcripts must be sent in sealed envelopes with an official college or university stamp or signature across the seal to ensure confidentiality.

Transcripts should show receipt of a bachelor’s degree from an accredited institution, the courses completed toward the degree, the grade in each course and the basis for grading in effect at the institution.

4. **3 Letters of Recommendation:** submit the **3** letters of recommendation using the forms (obtainable online at <http://admissions.cua.edu/forms>), or a letter from each recommender, or any combination of the two. Each recommendation form and/or letter should be returned in a sealed envelope with the recommender’s signature across the seal.

Recommendations should come from former or present college or university instructors, and/or employers or supervisors and give evidence of the applicant’s personal aptitude for, as well as interest in and motivation for, study of theology and religious studies.

Seminarians also must submit a recommendation from their diocese or religious superior.

5. **Standardized Test Scores:** applicants must submit GRE scores or MAT (Miller Analogies Test) scores dated within the last 5 years.

If applying for university scholarships, seminarians must submit GRE scores from within the last five years. Test scores and all other required application materials must be received by the University no later than February 1st prior to the coming academic year for which they are applying. The Catholic University of America code for the GRE is 5104.

Please note: the GRE is required for seminarians applying to the S.T.B. degree and the Joint S.T.B. /M.Div. degree. The GRE is NOT required for admission to the M.Div. degree.

6. **Nonrefundable \$55.00 application fee.**
7. **International Students:** applicants from non-English speaking nations whose previous education has not been at institutions of higher education in the United States are required to provide certification of their proficiency in English by submitting scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum score on the TOEFL of 92 (Internet-based) is required. On the IELTS, an overall band score of 6.5 or higher is required.

e. STRS Orientation:

It is extremely important that new seminarians attend STRS orientation. Orientation typically occurs the week **BEFORE** the first day of classes of the Fall semester. An advance email will be sent out to rectors giving the exact date and time of orientation. STRS asks that rectors share this information with their new seminarians and instruct them to attend.

The Dean, Associate Deans, and STRS staff are present for orientation. Important topics are discussed, including:

- **Various seminary and pastoral programs**
- **Administrative procedures**
- **Overview of Washington Theological Consortium (WTC)**
- **STRS Student Association (STRSSA)**

STRS Orientation occurs in the afternoon. New seminarians should expect to spend 3-4 hours in Orientation.

f. STRS Advising

Academic advising plays a crucial role in the experience of a seminarian at

STRS. Seminarians should be in regular communication with their advisors regarding their academic performance and academic planning.

As previously mentioned in the “Overview of Seminarian Education at CUA” (see #9, p.7), seminarians are assigned an advisor in their letter of acceptance. STRS suggests that upon receiving this information a seminarian contact his advisor via email. If the seminarian experiences difficulty contacting his advisor, please suggest he contact STRS and speak to either Ms. Abimbola Akintolayo (Associate Director). Abimbola will help the seminarian contact his advisor or assign the seminarian a new advisor.

g. STRS Academic Forms

Rectors and seminarians should be familiar with the many online academic forms used within STRS. Examples of academic forms which are often needed by seminarians include, but are not limited to:

1. Transfer Credits
2. Washington Theological Consortium Registration
3. Registration Status Change
4. Comprehensive Exam Request for Approval
5. Application for Leave of Absence

Seminarians can find these forms at the following web address:
<http://trs.cua.edu/resources-faculty/graduate-procedures-forms.cfm>

h. STRS Graduation

Seminarians seeking degrees from STRS, upon satisfactory completion of the requirements, graduate from the School in the usual way and are entitled to participate in University commencement as well as the STRS commencement ceremonies.

Seminarians apply for graduation via Cardinal Station. An email will be sent out in advance to graduating seminarians from the Associate Director of Graduate Studies in STRS, which will give more detailed information about graduation.

7. Immigration Options for Seminarians at CUA

The School of Religious Studies at The Catholic University of America enjoys an excellent reputation for its academic program. The University accords priority to religious studies, theology, and to those programs reflective of the Roman Catholic tradition of humanistic learning and its relevance to the needs of society and the Church. As a result, seminarians from around the world come to CUA to pursue their theological studies. These students face the unique challenge of complying with limitations placed on them by immigration laws while fulfilling the training mandates given them by their dioceses or religious communities.

F-1 student status

This status is appropriate whenever an individual is engaged in a full course of study at an accredited institution of learning in the United States. This option is often a convenient way for seminarians to enter the U.S. to engage in formal courses of theological study.

To qualify for F-1 status, the student must:

- Be accepted by the University into a program that constitutes a full course of study,
- Not intend to immigrate to the U.S. and must maintain a residence abroad,
- Have the financial resources to cover the costs of tuition and living expenses, and
- Meet English language proficiency requirements.

To maintain lawful, F-1 student status, a student must:

- Be enrolled at a particular school,
- Be registered for a full course of study (full time),
- Make normal progress towards completing the program,
- Keep a valid Form I-20 that reflects the realities of his course of study (level of study, financial support, etc.),
- Follow the employment guidelines associated with F-1 status with respect to employment authorization, and
- Not violate the terms of his student status.

a. Employment

ALL off campus employment needs authorization (this includes ministerial activities off-campus for which a stipend or other remuneration may be received). Students should ALWAYS consult with the ISSS office McMahon 315 (202-319-5618) before engaging in off-campus employment.

b. Balancing an Academic Career with other Training Requirements

Seminarians are faced with the unusual situation of being both students and active members of a diocese or religious community. Their training needs are dictated not only by their academic curriculum, but also by their diocese or religious community. Deviations from a standard “student profile” can pose its own challenges with respect to permissible activities.

Essentially, the U.S. Department of Homeland Security looks at an individual’s primary purpose for being in the U.S. as the major determinant of appropriate nonimmigrant status. As long as a seminarian is attending classes and is enrolled full time, the F-1 is certainly an appropriate choice.

Once the individual is assigned duties that affects his ability to enroll in a full course of study, the F-1 becomes restrictive and may not permit certain activities.

c. The Pastoral Year(s)

Some dioceses and religious communities require their seminarians to engage in a pastoral year or two prior to the completion of their studies. During this period the seminarian is assigned ministerial duties in a parish or another pastoral placement so that his ministerial skills may be assessed and more fully developed.

At CUA, F-1 seminarians must do the following in order to maintain their F-1 status while on their pastoral year(s):

Obtain curricular practical training (CPT) which is authorized in SEVIS (the database for the Department of Homeland Security) by enrolling for **Extended Pastoral Supervision** (TRS 652C). This is a three-credit course that is specifically designed for students engaged in long-term pastoral ministry away from campus and includes pastoral reflection with the instructor, based on students' pastoral journal entries and/or pastoral incident reports and feedback from their on-site supervisor in fulfillment of their learning contract. The course is taught on-line and can ordinarily only be taken for a maximum of four semesters. The course does not satisfy the M.Div. Basic Supervised Ministry requirement. Enrollment for this course is coordinated through the office of the Associate Dean for Seminarian and Ministerial Studies in STRS and constitutes full-time enrollment for those taking it.

For any questions regarding international seminarians, please contact:

Ms. Gudrun E. Kendon
Associate Director
International Student & Scholar Services
Center for Global Education
202-319-5618 - P
202-319-5894 – F
kendon@cua.edu

8. Financial Aid at CUA

This section applies ONLY to those seminaries and houses of formation that require students to pay for their own education.

Students must apply annually for financial aid from federal, institutional (CUA Need-Based Grant) and most state and D.C. programs. As soon as possible after January 1 each year, students will need to complete the Free Application for Federal Student Aid (FAFSA) online at the U.S. Department of Education's FAFSA Web site, www.fafsa.ed.gov. (If you prefer your student or your student prefers to complete a paper FAFSA, it can be requested by calling 1-800-4FED-AID.) List The Catholic University of America's Federal Title IV School Code (**001437**) in Step Six of the FAFSA so that the federal processor can transmit your FAFSA results electronically to Catholic University.

For further information about financial aid at CUA, please contact:

Mr. Joseph Dobrota
Office of Financial Assistance
202-319-5307
Cua-finaid@cua.edu

9. Miscellaneous Matters

a. Insurance:

Seminarians need to explicitly opt out of the University's Insurance plan by visiting the provider's website and opting out by the add/drop deadline every fall semester. Rectors are asked to be sure to bring this matter to their students' attention prior to the start of the Fall semester. Not opting out will cause the student to be automatically enrolled in the plan, and it is very difficult to get such enrollment reversed later.

For insurance issues at CUA, please contact:

Ms. Terry Fletcher-Shields
Benefits Specialist
Office of Human Resources
202-319-5262
Fletcher@cua.edu

b. Billing:

Each semester, rectors must provide a list of their current seminarians to the Associate Director of Graduate Studies STRS, Ms. Abimbola Akintolayo. This list should include the Last Name, First Name and Student ID number of each seminarian. It is on the basis of this list that the 50% discount for seminarians is awarded by University. Failure to provide the list each semester will jeopardize the

seminarians' discount for that semester. For any further questions about billing matters, please contact the Office of Enrollment Services:

Ms. Angela Elum-Brooks
Office of Enrollment Services
202-319-5300
cua-enrollmentservices@cua.edu