

# Master of Arts in Catholic Studies Student Handbook

*2017 - 2018*



UNIVERSITY *of* ST. THOMAS

MINNESOTA

## **Important Contact Information**

### **Master of Arts in Catholic Studies Program**

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Web site. . . . . [www.stthomas.edu/cathstudies/masters](http://www.stthomas.edu/cathstudies/masters)

### **University of St. Thomas General Information**

Operator. . . . . (651) 962-5000 or (800) 328-6819

Public Safety and Security (parking). . . . . (651) 962-5100

Registrar's Office. . . . . (651) 962-6700

Student Financial Services. . . . . (651) 962-6550

The Catholic Studies graduate program reserves the right to modify the content of this handbook at any time.

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# **I. About the Master of Arts in Catholic Studies Program**

## **Mission Statement**

The Master of Arts in Catholic Studies is an advanced course of study that provides a comprehensive, interdisciplinary understanding of Catholicism and of the Catholic intellectual tradition. The program explores the truth, beauty, and vitality of Catholicism as it has permeated disciplines and cultures throughout time. Undergirded by courses in theology, philosophy, and history, the program explores Catholicism's contributions to world literature, art, music, architecture, law, political systems, and the social and natural sciences. It encourages critical reflection and debate on contemporary and cross-cultural issues related to Catholicism, and it promotes the dialogue between faith and reason that leads to a higher synthesis of knowledge.

## **Specific Objectives**

- *A broad historical framework:* The program provides students with a basic understanding of the 2,000-year Catholic intellectual tradition.
- *An opportunity for more detailed work:* The program provides students with a detailed and critical appreciation of portions of the Catholic tradition.
- *Attention to the contemporary world:* The program helps equip students to live with courage and hope in the complex modern world, to understand and examine critically the contemporary challenges to Catholicism and the internal debates within Catholicism itself, and to develop the intellectual tools necessary to respond to economic, social, cultural, and religious injustice.
- *Critical reflection and debate:* The program encourages students to examine issues on a variety of subjects related to Catholicism. Students will be exposed to arguments both in favor of and opposed to Church teaching.
- *Interdisciplinary and synthetic study:* The program seeks to integrate knowledge across disciplines and to promote the dialogue between faith and reason that leads to a higher synthesis of knowledge.

- *Faithful study*: The program is committed to teaching Catholic theology “in a manner faithful to Scripture, tradition, and the Church’s magisterium,” as *Ex Corde Ecclesiae* prescribes. All instructors in the program have a profound respect for the Church and its teachings. Likewise, all are committed to the Church’s view, also affirmed in *Ex Corde*, that “the freedom of conscience of each person is to be fully respected.”
- *Ecumenical and cross-cultural study*: The program recognizes the vast wealth of various religious traditions and cultures, past and present. Courses are open to frank and constructive ecumenical dialogue and, where appropriate, incorporate cross-cultural perspectives.
- *Worship*: The program provides opportunities for students to participate in communal worship services, including Mass and the celebration of the sacraments. All students are invited to participate in the building up of the community.

### **Catholic Studies at St. Thomas**

The largest and oldest such program in the country, the Department of Catholic Studies currently has nearly 200 majors, and more than 50 graduate students. It is located in Sitzmann Hall, 2055 Summit Avenue in St. Paul, MN.

The Center for Catholic Studies, established in 1996, coordinates programs that enhance the Catholic identity of the university and develops new initiatives for a sustained dialogue between faith and contemporary culture. The Center sponsors a variety of student programs, faculty development initiatives, and opportunities for the intellectual and spiritual formation of the larger community. It publishes the magazine *Perspectives* and sponsors the publication of the scholarly journal *Logos: A Journal of Catholic Thought and Culture*. It houses two academic institutes that sponsor conferences and lectures: The *John A. Ryan Institute for Catholic Social Thought* explores the relationship between the Catholic social tradition and business theory and practice by fostering a deeper integration of faith and work. The *Terence J. Murphy Institute for Catholic Thought, Law, and Public Policy* explores the various interactions between law and Catholic thought on topics ranging from workers' rights to criminal law to marriage and family.

## **II. Program Personnel**

### **Graduate Program Director**

The Graduate Program Director directs all aspects of the Master of Arts in Catholic Studies program and chairs the Graduate Committee. Dr. Erika Kidd is the current Graduate Program Director. Her office is located on the second floor in Sitzmann Hall, and she may be reached at (651) 962-5788, or at [kidd3020@stthomas.edu](mailto:kidd3020@stthomas.edu).

### **Graduate Committee**

The Graduate Committee consists of six faculty members from the Master of Arts in Catholic Studies program. Convened by the Graduate Program Director, the committee meets regularly to decide admissions, curriculum, program policies, and student issues.

### **Program Coordinator**

The Program Coordinator assists the Graduate Program Director with administrative aspects of the program and handles registration, records, and scheduling. The Program Coordinator is Ann Marie Serdar. Her office is located on the second floor of Sitzmann Hall and she may be reached at (651) 962-5703, or at [amserdar@stthomas.edu](mailto:amserdar@stthomas.edu).

### **III. Admission to the Program**

#### **A. Degree Application Requirements**

1. A bachelor's degree (B.A. or B.S.) in any discipline from an accredited college or university, verified by an official transcript sent directly to the Catholic Studies Graduate Office.
2. An overall undergraduate GPA of 3.0 or higher.
3. Three confidential letters of recommendation from individuals with knowledge of the applicant's relevant abilities and achievements (preferably at least one from a former professor).
4. A personal essay of not more than 700 words describing the applicant's interest in Catholic Studies and reasons for pursuing graduate studies.
5. An academic writing sample of approximately 10-12 pages demonstrating research, critical thinking, and writing skills.
6. Completed application form and fee. Application is free with an online application. A nonrefundable application fee of \$50 (U.S. funds) is required for paper applications for those applicants that are degree-seeking.

#### **Application Deadlines for Degree-Seeking Students**

Fall term	March 1
Spring term	November 1

#### **B. Non-Degree Application Requirements**

A limited number of places in graduate courses may be available for students not seeking degrees. Up to two courses may be taken at non-degree status, both of which, if successfully completed, may be applied toward the graduate degree. Non-degree students may apply for degree status at regular admissions deadlines if all admission criteria for degree-seeking status are fulfilled. In applying for degree status, non-degree students also must provide at least one letter of recommendation from a University of St. Thomas professor.

1. A bachelor's degree (B.A. or B.S.) in any discipline from an accredited college or university, verified by an official transcript sent directly to the Catholic Studies Graduate Office.
2. An overall undergraduate GPA of 3.0 or higher.
3. A personal essay of not more than 700 words describing the applicant's interest in Catholic Studies and reasons for pursuing graduate studies.
4. Completed application form.

*Note:* It is strongly recommended, but not required, that non-degree applicants also submit at least one letter of recommendation, preferably from a former professor.

#### **Application Dates for Non-Degree Students**

Fall term	August 15
Spring term	January 15

#### **C. International Applicants**

Non-residents of the United States are encouraged to plan well in advance of the application deadlines. A separate application form is required in addition to the Master of Arts in Catholic Studies application. Contact the International Education Center for more information:

<http://www.stthomas.edu/oiss/> and (651) 962-6650.

## **IV. Program Structure**

The Master of Arts in Catholic Studies degree requires students to complete 10 courses (30 credits) and one master's essay (3 credits), for a total of 33 credits.

### **Required Courses:**

- CSMA 500: Catholic Thought and Culture I (an interdisciplinary course)
- CSMA 501: Catholic Thought and Culture II (an interdisciplinary course)

### **Required Course Areas:**

- One CSMA course in the area of Catholic Studies and Theology
- One CSMA course in the area of Catholic Studies and Philosophy
- One CSMA course in the area of Catholic Studies and History
- One CSMA course in the area of Catholic Studies and the Arts

**Elective Courses.** All students must complete four elective courses. In consultation with the Graduate Program Director, students choose a set of electives that corresponds to their interests and provides additional exposure to areas of study that may be lacking in their academic background or current program.

**Master's Essay.** Under the supervision of a faculty advisor, all students complete a master's essay of 25-40 pages as the final, qualifying project for the degree. Normally, the master's essay is written during the last semester of study.

## **V. The Master's Essay**

The master's essay allows students an additional opportunity to deepen an area of Catholic Studies that is particularly important to them and to refine research, critical thinking, writing, and revision skills. The master's essay course counts for 3 credits toward the M.A. degree.

**Choosing a Topic.** The master's essay is designed to refine skills in substantially re-thinking and re-visioning an argument or idea previously formulated. As such, the topic ideally evolves from a paper (or a combination of papers) that the student has already written for a graduate course. Interdisciplinary topics are especially encouraged.

**Selecting an Advisor.** Once a student has determined the essay topic, he or she will consult with the CSMA Director to discuss the choice of a faculty advisor who has expertise in the area. With the approval of the director, the student will ask the faculty member to direct their master's essay. The student and faculty member will then establish a timetable: how often they will meet, when research will be completed, when drafts of the work will be due, etc. The advisor will be familiar with the primary work(s), recommend appropriate secondary materials, and offer feedback and guidance during the writing process.

**The Review Committee.** In consultation with the student and the program director, the advisor will designate two additional faculty members as readers. These readers, together with the advisor, form the review committee that will read the completed essay and participate in the master's essay review.

**The Master's Essay Review.** Together with the advisor, the student schedules the master's essay review, normally held in the last two weeks of the semester. Each member of the review committee receives a completed draft of the essay at least one week before the master's review takes place. At the essay advisor's discretion, the review committee may also meet to discuss the student's work before the review takes place. Approximately ninety minutes in length, the master's essay review is an extensive discussion among the student and committee members about the essay's strengths and weaknesses, the research and revision process, and the essay's relation to the student's curriculum and future interests or plans.

**Master's Essay Evaluation.** As the culminating project for an advanced degree in Catholic Studies, the master's essay is evaluated according to the following criteria:

- Originality, intelligence, and depth of thought;
- Careful synthesis and use of secondary materials to refine the argument;
- Clear, logical, and effective presentation of ideas;
- Smooth, efficient, and error-free prose.

At the conclusion of the master's essay review, the student receives one of four marks: Pass with Honors, Pass, Revise, or No Credit (Fail). If revisions are called for, the advisor will determine an appropriate date for those revisions to be made. A final, revised bound copy of the essay must be submitted to the Graduate Program Director and on file in the Graduate Catholic Studies office before a degree is conferred.

**Master's Essay Presentations.** At the end of each semester, students writing the master's essay present their work to interested students and faculty and discuss their experiences with the research and writing process. Students who attend these presentations have found them especially helpful in looking toward writing their own essays.

### **Timeline**

- *Completed proposal form on file and advisor designated:* First week of the semester. The members of the review committee should also be chosen by this time.
- *Essay due to review committee members:* Three weeks before the end of the semester.
- *Master's essay review held:* During the last two weeks of the semester.

## **VI. Study and Research Opportunities**

### **Study in Rome**

In partnership with the Angelicum, the Dominican Pontifical University of St. Thomas Aquinas, students have the opportunity to study in Rome for one academic semester (fall or spring). Three courses may be taken during this term and applied to the degree program as non-CSMA electives. As prerequisites for the Rome semester, students must complete at least two courses on the St. Paul campus, one of which must be CSMA 500 or CSMA 501, Catholic Thought and Culture I or II. Interested students should meet with the Graduate Program Director as early as possible in their program, but at least one full semester prior to the term abroad. Application deadlines are October 15 for spring semester and May 15 for fall semester.

### **Catholic Studies/Law Joint Degree**

St. Thomas' Catholic Studies Master's program and the School of Law offer the option for students to obtain a joint degree. The joint degree program consists of a total of 97 credits, and students receive both degrees, an M.A. and J.D., upon completion. Full time students may complete the program in three to four years of study. To qualify, students must meet all admissions requirements in both Law and Catholic Studies. For the Catholic Studies M.A., joint degree students must take the two required courses, four courses fulfilling the area requirements, and write the Master's Essay. For more information, contact Dr. Erika Kidd in Catholic Studies at 651-962-5788 or Professor Elizabeth Schiltz in the School of Law at 651-962-4922.

### **Research Assistantships**

Research assistantships allow graduate students to work with faculty members on scholarly projects. They are designed to offer students a specific learning experience and to help faculty members accomplish necessary tasks related to their research. The research assistant might aid the faculty member by researching sources in the library or on the Internet, collecting and summarizing research materials, preparing materials for and communicating with publishers, or other such work.

Only degree-seeking students in satisfactory academic standing and without any outstanding Incompletes on their record may work as assistants. Priority is given to students who are not designated as Catholic Studies Scholars. Research assistantships are paid on an hourly basis to a maximum of \$1500 per semester. Pending funding, several research assistantships may be offered during an academic year.

## **VII. Grades and Academic Status**

### **Grades**

Letter grades indicate the degree of mastery of course objectives and do not necessarily reflect the degree of effort expended. The grade of “A” is given for work of outstanding quality. The grade of “B” is given for satisfactory work. When the caliber of work falls below satisfactory, a grade of “F” is given. Grades may be assigned with a "plus" or "minus." Graduate degree courses may not be taken pass/fail. The master’s essay is graded on a Pass or No Credit basis; therefore, a traditional letter grade is not assigned.

### **Academic Status**

Students must maintain a minimum GPA of 3.0 to be in good standing in the program. No course in which a student earns less than a “B-” will be accepted for graduate credit. A class in which a grade lower than “B-” is earned must be retaken (if a core course) or replaced by another course (if an elective). Students whose cumulative GPA falls below 3.0 are on academic probation. They have one semester to bring their GPA back to the minimal level of 3.0. Students who fail to achieve this level, or who are put on probation a second time, will be required to withdraw from the program.

### **Incomplete Grades**

Students who are unable to complete work in a course due to illness or other unavoidable emergencies may, at the instructor’s discretion, be assigned a grade of “I” (Incomplete). A student seeking an Incomplete must first obtain permission from the instructor and then establish a timeline and a process for completing the coursework. An Incomplete form must be completed and filed in the graduate Catholic Studies office. The deadline for completion of work for a course in which a mark of "I" has been assigned is the last day of the following semester (Fall or Spring), or an earlier date specified by the instructor. After that time, the "I" will lapse into an "F." No grade of Incomplete will be granted for a course if one is already pending, and no more than two are allowed throughout the student’s program. Students may not register for the master’s essay course until all Incompletes are cleared.

## **VIII. Program Procedures**

### **Registration**

All registrations are processed through the Catholic Studies Graduate Office. Registration forms are emailed each term to students whose accounts are in good standing. Registration forms are also available on our website, <http://www.stthomas.edu/catholicstudies/masters/>.

Registrations are handled on a first come, first served basis. Degree students have priority over non-degree students in registering for courses.

### **Course Load**

Students may take from one to three courses per semester. Two courses per semester is the minimum to be considered a full-time student.

### **Auditing Policy**

A student may register for a course as an auditor, provided that he or she meets the prerequisites for the course. The student must first obtain the instructor's permission. Auditor status does not confer credit toward the degree, and it may not be changed to "for credit" status after the last day to add the class. Auditors are charged the equivalent of one course credit.

### **Time Limit**

Students have up to eight years to complete the degree after the date of their first admission to the program.

### **Academic Advising**

The Graduate Program Director serves as the general advisor for all students. Throughout the course of their studies, students meet with the director periodically to discuss their academic progress. When students are ready to select a topic area for the master's essay, they choose an advisor who has the expertise to give counsel and direction throughout the research, development, writing, and presentation of the paper.

## **Coursework Outside the Master of Arts in Catholic Studies Program**

Students may take a maximum of three non-CSMA courses under certain conditions, as follows:

- Up to three courses transferred from another graduate program that are equivalent to Catholic Studies graduate courses, with approval from the Graduate Program Director. The student must provide official transcripts and detailed descriptions of course content and work completed. Only courses passed with a grade of "B-" or higher will be considered for transfer status.
- Up to two University of St. Thomas undergraduate courses at the 300 level or above may be taken for graduate credit with approval of the Graduate Program Director, permission from the instructor, and a completed application form stating the nature of additional work to be done for graduate credit.

## **Independent Study**

Students may take up to two independent study courses as electives. Both the instructor and the Graduate Program Director must approve the application before the student can register for the course.

## **Class Attendance**

Graduate students are expected to take responsibility for their own learning and to make appropriate arrangements for assignments and class materials discussed in their absence. Registered students who do not attend the first session of any course without notifying the course instructor or graduate office may be dropped from the course. Each instructor maintains individual attendance requirements.

## **Class Schedules and Cancellations**

The University of St. Thomas reserves the right to make changes in published class schedules as necessary and to cancel any class that has insufficient enrollment.

## **Graduation**

Students are eligible to participate in commencement exercises at the end of the year in which the degree requirements are satisfied. Graduation exercises occur in May. Students should contact the graduate office for an application for graduation at the beginning of their final semester.

## **Diplomas**

Diplomas are sent six to eight weeks after graduation if all degree requirements are completed.

## **Transcripts**

Official transcripts are available through the registrar's office. They cannot be released without the student's authorization in writing. Requests for transcripts must include the student's name (including any previous names), social security number, student level (graduate), dates of attendance, address to which the transcript should be sent, and the student's signature. Requests can be brought or mailed to:

Office of the Registrar  
MHC 126  
Mail #5001  
2115 Summit Avenue  
St. Paul, MN 55105

Transcripts can also be ordered online at <http://www.stthomas.edu/registrar>. For questions about transcripts, contact the transcript coordinator at (651) 962-6700. Transcripts will not be sent if a student has outstanding obligations to the university.

## **IX. Financial Procedures**

### **Cost of Study**

Tuition for the 2017-2018 academic year is \$857.50 per credit, or \$2,572.50 per three-credit course (all graduate courses are three credits). Students should plan for other graduate school costs such as purchasing books and on-campus parking permits.

### **Tuition Payments**

The Business Office generates and confirms tuition statements. Registration holds and other delays may occur if a student's account is not in good standing.

Tuition payments can be made in the following ways:

- Online through Murphy Online
- By mail to the Business Office
- In person during business hours at the cashier's window on the first floor of Murray Herrick (11:00 am – 4:00 p.m., Monday through Friday)
- Extended Payment Plan and End of Term Payment Plan: Please see the Business Office website <http://www.stthomas.edu/businessoffice> to find out more about these payment plans.

For questions about tuition or accounts, call the Business Office at (651) 962-6600.

### **Withdrawals/Refunds**

Students wishing to drop a course or to withdraw from the program must initiate this process in the Catholic Studies graduate office. Refunds to students who officially withdraw from class are calculated from the date of record on the withdrawal form, not from the date that the student stops attending class. All courses dropped after the 14<sup>th</sup> day of the semester will be refunded on a prorated basis. Tuition refund schedules are announced by the university at the beginning of each term.

## **X. Financial Aid**

### ***Catholic Studies Scholar Awards***

A limited number of Catholic Studies Scholarships are awarded each year on a competitive basis to full-time degree-seeking students of exceptional promise. These Catholic Studies Scholar awards, renewable until completion of the degree, provide a full tuition waiver and a stipend of \$4,000 per semester. It is expected that Catholic Studies Scholars will take three courses each semester until their last semester. Summer courses may be taken with tuition waivers, but no stipend is available for the summer session. Catholic Studies Scholar awards are awarded solely on merit, not need. Scholarship applications are evaluated on the basis of the following criteria:

- an outstanding GPA, verified by official transcripts from all undergraduate and graduate studies sent directly to the Catholic Studies Graduate Office
- a distinguished writing sample of 10-12 pages that demonstrates superior research, critical thinking, and writing skills
- three especially strong letters of recommendation from college professors that address the applicant's past academic performance as well as potential for future achievement
- a personal statement of approximately 700 words in which applicants discuss clearly and concisely their reasons for pursuing a Master of Arts in Catholic Studies degree and their personal and professional goals
- a separate statement of approximately 350 words explaining the applicant's eligibility for a Catholic Studies Scholarship.

Scholarships for the second year are contingent upon students maintaining a GPA of 3.5 in the first year of their scholarship and the availability of funding. Catholic Studies Scholars are expected to contribute to the life of the program in various ways for 5-10 hours per week. The Graduate Committee has the right to withdraw a scholarship if its proper use is being violated by the recipient. Applications for scholarships are due each year on March 1.

### ***Dean's Scholarships***

A limited number of Dean's Scholarships provide tuition assistance for students who enroll as degree seeking students in the program. Dean's Scholarships are administered by the Catholic Studies MA Program and are awarded on the basis of need. Those wishing to be considered for a Dean's Scholarship must file a FAFSA with the University of St. Thomas. These scholarships may be renewed annually pending availability of funds. For further information, please contact Dr. Kidd.

### ***Scholarships for Teachers***

Scholarships for Teachers provide tuition assistance for current primary and secondary teachers who enroll as degree seeking students in the program. Scholarships for Teachers are administered by the Catholic Studies MA Program and are awarded on the basis of need. Those wishing to be considered for this Scholarship must file a FAFSA with the University of St. Thomas. These scholarships may be renewed annually pending availability of funds. For further information, please contact Dr. Kidd.

### ***Cooperative Scholarship Program for Teachers***

The Cooperative Scholarship Program is a program available to primary and secondary schools. Teachers at cooperating schools, upon admission to the CSMA program, may be named by their school as a recipient of a Cooperative Scholarship. The CSMA program would cover one third of the tuition, the sponsoring school would cover one third, and the student would cover the remaining third. These scholarships are intended primarily for students in the summer program. Cooperative scholarships may be renewed annually pending availability of funds. For further information, please contact Dr. Kidd.

### ***Conference Grants***

Graduate students are encouraged to present papers at academic conferences. Students presenting a paper at a conference should speak with the Graduate Program Director prior to attending the conference and may request a conference participation grant once a year.

## **XI. University Identification and Communications**

## **Student Identification Cards**

Photo ID cards are available in the card office in Murray-Herrick Campus Center, Room 101.

This card enables students to use the libraries and other campus facilities. Students should carry the card with them at all times and notify the Card Office if it is lost or stolen. There is a charge for replacement cards. More information can be found at <http://www.stthomas.edu/cardoffice/>

## **Murphy System**

The Murphy online system is available for students to view their grades, academic schedules, and degree audits. Students may also print an unofficial transcript through the Murphy system. In addition, students can make online tuition credit card payments. To access the Murphy system students will need their UST ID number and PIN (personal identification number). Once officially enrolled, students will receive their UST ID number. To obtain a PIN, contact the IRT Tech desk at 651-962-6230.

## **Mailboxes**

Mailboxes are provided for all registered students in the Graduate Student Common Room in Sitzmann Hall. Students are responsible for checking their mailboxes regularly.

## **E-Mail Accounts**

Each student at the University of St. Thomas has an e-mail account accessible via the Internet. It is important for students to set up their accounts and to access them regularly as much official university communication is sent electronically. UST email accounts can be forwarded to a preferred e-mail address. New first time users need a claim code to access their NetID account which can be obtained from the graduate program office or by contacting the IRT Tech Desk at (651) 962-6230 or send an email to [irthelp@stthomas.edu](mailto:irthelp@stthomas.edu).

## ***The St. Thomas Newsroom***

*The St. Thomas Newsroom* is the university's electronic newsletter. It is published daily during the fall and spring semester, and once per week during summer session. It is the main source of information for campus events and other university matters.

### ***Catholic Studies E-Newsletter***

The Center for Catholic Studies sends an electronic newsletter once per week. This newsletter contains information for all students, faculty, and staff about upcoming events, lectures, housing listings, volunteer opportunities, and job postings.

### ***Lumen***

*Lumen*, a biannual publication of the Center for Catholic Studies, informs faculty, students, alumni, and donors about happenings at the Center and in the department.

### ***LOGOS: A Journal of Catholic Thought and Culture***

This journal is published under the auspices of the Center for Catholic Studies. An interdisciplinary quarterly, *Logos* publishes scholarly articles that explore the beauty, truth, and vitality of Christianity, particularly as it is rooted in and shaped by Catholicism. More information can be found at [www.stthomas.edu/cathstudies/Logos](http://www.stthomas.edu/cathstudies/Logos)

## **XII. University Resources**

### **Libraries**

The University of St. Thomas has four libraries containing more than 458,000 books and 2,295 periodicals. The collections are continuously developed and updated to support coursework and research. The **O'Shaughnessy-Frey Library Center** on the St. Paul north campus is the largest of the three libraries. In addition to the reference and circulating collections, it houses the University Archives, the Luxembourg Collection, the Celtic Collections, the Chesterton-Belloc Collection, and the Christopher Dawson Papers.

The **Archbishop Ireland Memorial Library**, located on the St. Paul south campus, supports the university's graduate theology/Catholic Studies programs.

The **Charles J. Keffer Library**, located in Opus Hall on the Minneapolis campus, primarily supports graduate studies in education, psychology, and business.

The **Schoenecker Law Library**, located in the School of Law on the Minneapolis campus, supports the faith-based mission of the School of Law curriculum, programs and faculty research.

In addition to printed materials, St. Thomas libraries provide students and faculty with access to hundreds of electronic databases, many of which may be searched from outside the library and accessed from the main St. Thomas web site.

St. Thomas participates in the **Cooperating Libraries in Consortium (CLIC)**, a group of Twin Cities academic libraries that maintains a joint electronic catalog (CLICnet) of holdings and facilitates the exchange of materials among member libraries. These cooperating libraries are also members of MINITEX, the regional network that provides interlibrary loan services among St. Thomas, the University of Minnesota, and other libraries throughout the nation. For more information about library services, call the reference desk at (651) 962-5001.

## **Computer Labs and Services**

Computer labs are available in the O'Shaughnessy-Frey Library, McNeely Hall, and the Frey Science and Engineering Center. The Department of Catholic Studies has several computers and printers available, in the lower level, for student use during business hours. The university's IRT Tech desk provides help with computer-related questions. They may be reached at (651) 962-6230.

## **Chapels**

The University of St. Thomas's chapels offer numerous opportunities for prayer and the sacraments. The **St. Thomas Aquinas Chapel**, built in 1917 by E. L. Masqueray (who also designed the Cathedral of St. Paul), is the center of spiritual life on campus, with daily and Sunday Masses offered, and the Sacrament of Reconciliation offered Monday-Friday 11:30am-12:00pm and Monday-Thursday 3:15-4:15pm. It is also home to a number of choral and organ concerts and other cultural events throughout the year.

The **Albertus Magnus Chapel**, located on the first floor of Sitzmann Hall, offers daily Mass and regular Eucharistic Adoration. Contact the Center for Catholic Studies main office to find out Mass times: 651-962-5700.

The **Florance Chapel**, located in the lower level of the St. Thomas Aquinas Chapel provides a worship space for various religious groups on campus.

**St. Mary's Chapel** of The St. Paul Seminary, located on the south campus, was consecrated in 1905. The chapel offers regular Mass and Eucharistic Adoration.

Schedules for Masses on campus can be found on the university web site ([www.stthomas.edu/campusministry](http://www.stthomas.edu/campusministry)) and are also printed in the daily electronic *St. Thomas Newsroom*.

## **Campus Ministry**

The St. Thomas Center for Campus Ministry, located on second floor of the Anderson Student Center, offers a variety of opportunities for worship, service, and spiritual counseling. It sponsors the Volunteers in Action program, VISION and spring break volunteer service trips, Bible study programs, retreats, marriage preparation, vocation inquiry, and special seminars on aspects of Christian life. It also offers the year-long Rite of Christian Initiation (RCIA) program for those preparing for baptism, confirmation, or initiation into the Catholic Church. The Campus Ministry phone number is (651) 962-6560.

## **Athletic Facilities**

Athletic facilities at St. Thomas provide a variety of recreational opportunities for graduate students. The **Anderson Athletic and Recreation Facility** contains a field house, an aquatic center, a basketball/volleyball arena, fitness and weight-training facilities, locker rooms, and athletic offices and meeting rooms. **McCarthy Gymnasium**, located on the south campus, has a gymnasium and four racquetball courts. Six tennis courts and soccer and softball fields provide additional outdoor facilities. The McCarthy Gymnasium is free to graduate students, but the Anderson Athletic and Recreation Facility has a semester-long fee for membership.

## **University Bookstores**

The St. Paul campus bookstore is located on the lower level of the Murray-Herrick Campus Center. The store sells new and used textbooks, trade books, school and office supplies, computers and computer supplies, insignia clothing and gifts, candy, jewelry, tapes and CDs, cards, gifts, and magazines. The Minneapolis campus bookstore also carries many of the same items, but textbooks sold are for classes taught on that campus only.

## **Counseling and Psychological Services**

Counseling and Psychological Services promotes the mental health, interpersonal relationships, and academic performance of UST students. Professional counselors contribute to a healthy campus learning environment by providing psychological services to all who work, train, and study at the University. On the St. Paul campus, the office is located on the third floor of

Murray-Herrick, Room 356. For more information, call (651) 962-6780 or go online at <http://www.stthomas.edu/writing/>.

## **Career Development Center**

The Career Development Center serves students and alumni with their vocational and career learning. The Center staff works with undecided students on choosing their majors, and later assists students from all major fields to develop required skills as they seek internships, employment or graduate education. On the St. Paul campus, the office is located on the first floor of Murray-Herrick, Room 123. For more information, call (651) 962-6761.

## **Center for Writing**

Located on the third floor of John Roach Center, the writing center is available to assist students with writing projects in process. The center provides free, intensive, one-on-one consultations at any stage of the writing process. Call (651) 962-5601 for an appointment.

## **Health Services**

The university's Health Center, located at the west end of Brady Hall on the St. Paul campus, handles minor illnesses and some routine medical needs. A nurse practitioner and registered nurse are on duty during weekday office hours on both an appointment and walk-in basis. A physician is also available by appointment. Most services are free although some require a nominal fee. Call (651) 962-6750.

## **Parking**

A permit is required to park in all St. Thomas parking lots. Permits can be purchased at the Public Safety and Parking Services office on 2119 Grand Avenue, on the corner of Grand Ave. and Finn St, (651) 962-PARK. A valid UST picture identification card must be presented at the time of purchase. Parking is extremely limited, and purchase of a permit does not guarantee availability.

## **Enhancement Program—Disability Services**

The mission of the Enhancement Program – Disability Services at the University of St. Thomas is to make reasonable effort to provide all qualified students with disabilities equal access to all university courses, services, programs, employment and facilities. Our goal is to enable students with disabilities to maximize their educational potential and to develop their independence and self-advocacy skills to the fullest extent possible within the standard university curriculum. For more information, call (651) 962-6315 or visit [www.stthomas.edu/enhancementprog](http://www.stthomas.edu/enhancementprog).

## **XIII. About the University of St. Thomas**

### **University of St. Thomas Mission Statement**

Founded in 1885, the University of St. Thomas is a comprehensive, co-educational, Catholic university. It seeks to develop morally responsible individuals who combine career competency with cultural awareness and intellectual curiosity. Graduate programs emphasize the integration of theory with practice, enhance the professional competence and ethical judgment of their students, and foster personal growth and an appreciation of lifelong learning. In all of its academic programs and other educational enterprises, the university is committed to meeting the diverse, changing needs of the community. Throughout, the university fosters in the student a tradition of service to the public welfare and an energetic, thoughtful approach to the challenges of contemporary life.

### **Convictions**

1. The University of St. Thomas is a Catholic, diocesan university, founded on belief in God and commitment to a life of worship leading to active participation in the mission of Christ and the Church to the world. In that context, and as an important part of its religious witness, the university welcomes and respects faculty, staff, and students who do not share this faith tradition. The Catholic tradition fosters a value-oriented education needed for complete human development and for responsible citizenship in contemporary society.
2. The university program provides a liberal arts education as well as education for a career. It strives to give a student a foundation for clear thinking and expression, a sufficient

understanding to read intelligently in fields with which an educated person ought to be acquainted, and proficiency in an area of specialization.

3. The university's curriculum emphasizes a search for and discovery of truth and judgments of value as well as preserving and transforming enduring truths and values.
4. The university seeks to create an international perspective among its students, including an appreciation of cultural diversity.
5. The university strives to anticipate and respond appropriately to change in its environment.
6. The university emphasizes excellence in teaching. It is also committed to scholarship and encourages service to the university and broader community throughout its faculty.
7. The university welcomes diversity among its students with respect to age and intellectual talents, financial resources, and creedal, racial, and geographic characteristics.
8. The university fosters the total development of the student through close interaction with faculty, staff, and other students within a supportive campus environment.
9. The university's metropolitan setting challenges it to participate in community life and to develop innovative programs for persons of all ages within the community.
10. The university, through its educational programs, student services, and other resources, assists its students in the transition to further education and employment.
11. The university cultivates lifelong personal contact and communication with its friends and former students.
12. The university embraces its role in independent liberal arts education because diversity is essential to the health of our education system, to our national life, and to our responsibilities in the world community.

## **Accreditation**

The University of St. Thomas is accredited by the Higher Learning Commission, [www.ncahlc.org](http://www.ncahlc.org), (312) 263-0456, and is a member of the North Central Association, (800) 621-7440, the Association of Theological Schools, (412) 788-6505, and the National Council for the Accreditation of Teacher Education, (202) 466-7496.

## **XIV. Students' Rights and Responsibilities**

*For most recent policy updates and for further explanation of these policies, visit*

<https://www.stthomas.edu/officeofgc/universitypolicies/>

### **Statement on Nondiscrimination**

The University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, or status with regard to public assistance in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities.

### **Student Records and Privacy**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that students are:

- Informed of the existence of information being held about them
- Assured that data is used only for intended purposes and that the custodians of that data are taking reasonable precautions to prevent its misuse
- Able to correct or amend errors.

Students may inspect and review educational records maintained by the Catholic Studies graduate office. According to law, 45 days are allowed to respond to such requests. Those wishing to challenge the accuracy of their records are entitled to a hearing upon written request to the dean of the Graduate School of Arts and Sciences. Students must be informed of requests for information from people both inside and outside the university who normally do not review student records. Student directory information may be given out without the student's specific permission. Directory information is:

- Full name
- Addresses
- Telephone number
- Department and college of enrollment

- Date(s) of attendance
- Date(s) of graduation
- Degree(s) awarded

Students may request in writing that certain portions of directory information be withheld. Withholding requests are valid for one year. Students wishing to withhold, renew, or change their information are responsible for contacting the Catholic Studies graduate office.

## **Rules of Conduct**

The University of St. Thomas, a private, Catholic, liberal arts community, expects all of its members, regardless of age, to act reasonably, maturely, and appropriately both on and off campus. Students are subject to disciplinary sanctions for conduct that occurs on and off campus when that conduct is detrimental or disruptive to the purposes or goals of the university.

Behavior that constitutes misconduct includes:

- Actions that violate the human rights of any student or member of the university community
- Conduct, on or off campus, that is detrimental to the good or the reputation of the university
- Misrepresentation or academic dishonesty
- Unauthorized taking or possession of university property or services, or the property or services of others
- Intentional damage to or destruction of university property, or the property of others on university premises
- Excessive consumption of alcoholic beverages that results in irresponsible behavior
- Possession of, use of, or trafficking in illegal drugs
- Possession or use of explosives, fireworks, firearms, knives, or other dangerous weapons or materials on university property
- Gambling on university premises
- Failure to comply with the directives of university officials or their authorized agents acting in the performance of their duties
- Violations of federal, state, or city laws or ordinances.

Students who violate these rules are subject to the following sanctions: expulsion, suspension, probation, written warning, fines, and restitution for damages.

## **Health Insurance Policy**

The University of St. Thomas no longer offers a student health insurance plan. *Full-time, degree-seeking students are no longer required to complete Health Insurance Verification in Murphy Online each fall.*

As a result of the Affordable Care Act, all students are required to have health insurance coverage. Most St. Thomas students can obtain coverage through age 26 under health care policies purchased by their parents. Students who do not have health insurance may purchase policies through a Health Insurance Exchange/Marketplace.

The Affordable Care Act provides tax credits and subsidies for qualified individuals to help pay for insurance purchased in the Marketplace.

In some states, the Marketplace is run by the state. In others it is run by the federal government. [MNsure](#) is the Marketplace where Minnesotans can shop, compare and choose health insurance coverage that meets their needs.

## **Sexual Violence Policy**

Under Minnesota law, sexual violence is a criminal act. Sexual violence is defined as any act of violence or force committed without the complainant's consent for the purpose of satisfying the actor's sexual or aggressive impulses, including but not limited to, contact of a person's clothing in the genital, groin, inner thigh, buttocks, or breast areas. The definition also includes the use of threat or force or coercion that requires the victim to commit or submit to any kind of attempted sexual act.

Victims of sexual violence should immediately call 911 and report the incident. As soon as possible, the victim should contact Public Safety and Parking Services at (651) 962-5100. The security guards at this office will contact the most appropriate university individual.

## **Sexual Harassment Policy**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. The University of St. Thomas condemns and opposes behavior by the members of its community that constitutes sexual harassment.

## **Classroom Conduct**

All students at the University of St. Thomas are entitled to a supportive learning atmosphere. Students who disrupt class will be asked to modify their behavior or leave the course.

## **Academic Integrity**

Academic integrity is academic honesty. It forbids cheating or plagiarism. A threat to the integrity of the academic enterprise, dishonest work is unacceptable at the University of St. Thomas. Proscribed behavior includes cheating on examinations, plagiarism, ghost writing, or falsifying official academic background or status information requested by the university.

## **Plagiarism**

Plagiarism violates academic integrity. Plagiarism is presenting the words or thought of another as one's own. It occurs whenever a source is used in any way without proper acknowledgement. To plagiarize is "to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source" (Merriam-Webster).

## **Academic Dishonesty**

When academic dishonesty occurs, the instructor imposes a minimum sanction of failure for the work involved. The instructor informs the Graduate Program Director and the student, in writing, of the following:

1. The nature of the offense

2. The penalty imposed
3. The recommendation of the instructor as to whether further disciplinary action by the dean is warranted.

The dean of Graduate Arts and Sciences will determine an appropriate response for further disciplinary action for academic dishonesty. The student has the right to appeal the decision of the dean to the Grievance Committee. The decision of this committee may be appealed to the executive vice president of the University. The decision of the executive vice president is final. A second case of academic dishonesty results in immediate dismissal from the program.

### **Falsifying Official Information**

In the case of falsifying official information, the administrative official responsible will prepare a report and meet with the graduate director, who will then present the case to the dean of the Graduate School of Arts and Sciences to determine whether the violation merits suspension or expulsion from the university. The student has the right to appeal the decision of the dean to the Grievance Committee. The decision of this committee may be further appealed to the executive vice president of the University. The decision of the executive vice president is final.

### **Grievance Committee**

The Grievance Committee, composed of three administrators and graduate faculty representatives, exists to ensure student rights. One of the faculty members is elected annually to chair the committee. Each panel selected to hear an individual case consists of one student member, one administrative member, one faculty member, and the chair. The chair, a non-voting member, presides at meetings and sees that the parties involved are given a fair and impartial hearing. The chair may take part in the questioning and discussion. Once a panel has been selected, all voting members plus the chair must be present in person to hear the case.

"The University of St. Thomas is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

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