
School Handbook



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Sacred Heart Seminary and School of Theology is a seminary owned and operated as an apostolate of the Priests of the Sacred Heart

I. MISSION AND CORE VALUES

MISSION STATEMENT

Sacred Heart Seminary and School of Theology is dedicated to serving God's people by preparing men of all ages for priesthood and by educating others for ministry in the Roman Catholic Church.

Inspired by the charism of Father Leo John Dehon, founder of the Priests of the Sacred Heart, we are committed to academic excellence, authentic human and spiritual formation with an emphasis on the Eucharist and social justice, and formation of effective Church leaders with pastoral hearts.

CORE VALUES

Sacred Heart Seminary and School of Theology values faith, authenticity, community, excellence and service.

Faith. Our fidelity to God, the Gospel, and the teachings of the Church form the foundation of all we do.

Authenticity. We promise openness, truth and integrity in the commitments we make and relationships we form. We are who we say we are.

Community. We provide a tangible atmosphere of friendship and mutual respect borne by shared interests, experiences and teamwork.

Excellence. We continuously strive to provide an authoritative, exemplary seminary experience in all four pillars of priestly formation.

Service. We exist to serve dioceses and religious communities by being responsive to their formation needs, and we strive to instill that sense of service among students, faculty and staff.

The Sacred Heart Seminary and School of Theology Mission and Core Values approved by the Board of Directors March 3, 2010; approved by the Provincial Council of the Priests of the Sacred Heart November 3-4, 2010.

II. THE ORGANIZATION AND ADMINISTRATION OF THE SCHOOL

A. GENERAL PRINCIPLES

1. In its organization and administration Sacred Heart Seminary and School of Theology (hereafter SHSST/the seminary) is guided by *The Code of Canon Law* (hereafter *CIC*), *The Decree on the Training of Priests, Pastores Dabo Vobis*, the various applications of these documents by the National Conference of Catholic Bishops, specifically *The Program of Priestly Formation, 5th edition* (hereafter *PPF*), the school's bylaws, and the accumulated wisdom and experience of the seminary community.

2. Administrators at all levels discharge their responsibilities through the exercise of collegiality and subsidiarity.
3. Two types of decision-making are to be distinguished and processed as follows: Daily

Administrative Decisions

The day-to-day implementation of seminary policies and the decisions attached to such implementation reside in the president-rector who shares his responsibilities with other administrators and administrative bodies as indicated in the school's organizational chart and job descriptions, and as partly described in this chapter.

a. Major School Policies

The decision-making involved in establishing major school policies lies ultimately with the provincial superior of the U.S. Province of the Priests of the Sacred Heart and the board of directors. However, such policies and their alteration ordinarily arise out of the seminary community itself where concrete needs and problems are experienced (cf. *PPF*, nos. 299, 306). Policies originating in this way are processed through the faculty council and the president-rector who proposes them to the board of directors and the provincial superior for approval. (cf. C.1.b., 2.e.)

B. THE ADMINISTRATIVE STRUCTURE

1. The Provincial Superior of the U.S. Province of the Priests of the Sacred Heart

The ultimate responsibility for the pursuit of the mission and goals of SHSST, for its adherence to the guidelines set forth in the ecclesiastical documents noted above, and for the establishment of its policies resides in the provincial superior as the ordinary of the U.S. Province of the Priests of the Sacred Heart (hereafter SCJ). He confers with the members of the provincial council on matters that require a consultative or deliberative vote as required by province policy. He discharges these responsibilities personally and through the seminary administration, faculty and staff. He entrusts to the seminary – administration, faculty, and staff – the responsibility for the actual preparation of candidates for priesthood (cf. *PPF*, no. 293). He also entrusts to the seminary the responsibility for the theological education of lay persons and their preparation for public ministry in the Church.

2. The Board of Directors

The school's board of directors serves as the advisor to the board's president, who is the provincial superior of the U.S. Province of the Priests of the Sacred Heart. In conjunction with the provincial, it functions as the school's highest body for planning, policy determination, and decision-making. Its operations and procedures are specified by the school's bylaws and the charter from the State of Wisconsin.

3. The President-Rector

As indicated in the bylaws of SHSST, the president-rector is the “immediate representative of the provincial superior and the board of directors in the administration of the school” (Article VI). As president, he is the seminary’s chief executive officer and is principally responsible for its relationships with its outside publics. As rector, he is the chief administrator of the seminary’s educational programs and the pastor of the seminary community (cf. CIC cc. 238.2; 260-262).

4. Other Administrators

For the administrative functions of the vice-rector, the vice-presidents for finance, external affairs, human and spiritual formation, academic affairs, and pastoral formation, the director of library and academic information services, the director of admissions, the director of recruitment, the director of communications, the director of Hispanic Studies, the director of the English as a Second Language program, the director of the M.A. program, and the director of plant operations, consult the job descriptions in the human resources department.

5. Advisory Bodies

a. The President’s Council

The president’s council is the administrative body most responsible for strategic planning for the institution. It consists of the vice-rector, the vice presidents for finance, external affairs, academic affairs, pastoral, and human/spiritual formation.

b. The Rector’s Cabinet

The president-rector is assisted in the day to day administration of the seminary by the rector’s cabinet which consists of the vice-rector, the heads of the four pillars of the PPF departments (directors of human, spiritual, intellectual and pastoral formation), the director of library and academic information services, the vice-president for finance, the vice-president for external affairs, the director of plant operations, the director of public relations, director of liturgy, director of Hispanic studies, and other advisors chosen by the president-rector. The purpose of the rector’s cabinet is to facilitate communication and to advise the president-rector in the daily administration of the seminary. The cabinet is chaired by the president-rector.

c. Departmental Advisory Boards

The director of intellectual formation is advised by the academic advisory board, and the heads of the other three departments are advised by their department membership. The functioning of the bodies is described below in section C.

d. The Student Council

The student council consists of the elected student body president, officers and class representatives. In addition to working to enhance student life at SHSST, it serves as an advisory body to the president-rector in matters pertaining to student life.

C. THE FACULTY

The central role of the seminary faculty is highlighted in the documents of the Church. The qualities necessary for faculty members have been stated generically by the Second Vatican Council: pastoral experience and excellent spiritual, intellectual, and professional preparation (*PPF* No. 344; cf. *CIC*, cc. 253-255).

Administrative and Functional Organization of the Faculty

a. Administrative Departments of the Faculty

- 1) The Human/Spiritual Formation Department is administered by the vice-president for human and spiritual formation with the aid of the associate directors, spiritual directors and the director and associate director(s) of liturgy and music.
- 2) The Academic Affairs Department is administered by the vice-president for academic affairs (dean) with the aid of the academic advisory board.

The academic advisory board is composed of four full-time members of the academic faculty, who serve as advisors to the dean, especially in those areas where the dean is required to seek their advice.

Members are elected by full-time members of the academic faculty. Each member is chosen for a two-year term which begins with the semester of his/her election. The members will be chosen in the following way:

- Each academic faculty member will be requested to indicate willingness to serve on the academic advisory board.
 - Ballots containing all the names of the eligible faculty members willing to serve shall be distributed to the members of the full-time academic faculty. These ballots will be tabulated publicly at the first meeting of the academic faculty in fall.
 - Those receiving the highest number of votes are elected to the academic advisory board.
- 3) The Pastoral Formation Department is administered by the vice-president for pastoral formation with the aid of the associate directors.

b. Functional Organization of the Faculty: The Faculty Council

1) Principles Governing the Faculty Council

The faculty council is a collegial body engaged in establishing and maintaining a united effort in the seminary's work of priestly and ministerial formation. Its functions include evaluation and improvement of the seminary's formational programs in the light of student needs and accepted norms of seminary education.

Together with the administration, "members of the faculty should engage in a continuing evaluation of the programs of the seminary." (*PPF5*, no. 361)

2) Operation of the Faculty Council

a) Membership

- The faculty council is composed of the president-rector and all full-time faculty members (those who are members of the human, spiritual, intellectual, pastoral, and library departments) as designated by contract.
- The president-rector is ex-officio president of the council. In this capacity, he appoints a member of the council to function as chairperson.

b) Quorum and Vote

- A quorum for all meetings of the faculty council is 2/3 of the membership.
- Only full-time faculty members have a vote.
- In ordinary matters, a simple majority vote suffices for a resolution to carry.

c) Election of Faculty Council Members to Various Boards

- The faculty council elects one of its members and one alternate to serve on the spiritual formation review board for resident seminarians.
- The faculty council elects one member for service on the committee for conflict resolution.
- The faculty council elects four members with teaching experience and advanced degrees in theological disciplines to serve on the advisory committee for principles and parameters.
- The faculty council elects a faculty member to attend the board of directors meetings.

d) The Vote of the Faculty Council

The faculty council votes on the following:

- all major policies regarding the requirements for graduation;
- all candidates for the Master of Divinity degree, Certificate in Priestly Formation, and for the Master of Arts degree, after such candidates have completed all the requirements of the seminary and are presented for faculty council consideration by the registrar;
- whether to recommend promotion, qualified promotion, probation, deferral, or dismissal of seminarians in the priestly formation program;
- other major seminary policies.

e) Implementation of a Deliberative Vote of the Council

Once the faculty council votes on an issue, the matter is sent to the president-rector. If he accepts the proposal, he so notifies the seminary community. In the case of major seminary policies, he then presents it to the board of directors for approval. The president-rector may also seek further clarification or changes in the council's proposal or he may reject it. In these cases, he will send the proposal back to the council with his written response. In the case of major seminary policies, if no agreement is reached, the faculty council may appeal to the provincial superior who, in consultation with the board of directors, will decide the matter.

f) Schedule

Business meetings of the faculty council shall be scheduled at least three times during each semester.

g) Agenda of Faculty Council Meetings

The chairperson is responsible for the preparation of the agenda for council meetings. The president-rector and the chairpersons of the various committees advise him/her of the items they wish to be brought before the council.

The chairperson finalizes the agenda and distributes copies of it to all members of the council, to the president-rector, and all other administrators at least five days prior to the scheduled meeting. At the same time, a copy is posted publicly.

The chairperson is responsible for distributing any materials needed to facilitate council deliberation on agenda items.

h) Open Meetings

Meetings of the faculty council are open to all members of the school community. Such persons may be recognized by the chairperson and address the issues being discussed in the same way that members of the council are recognized. However, only full-time faculty members have a vote.

i) Executive Sessions

An executive session shall be on the agenda of each business meeting. Such sessions shall be open only to members of the council. Matters discussed during an executive session are confidential.

Those meetings of the faculty council called for the discussion of seminarians shall be executive sessions.

In particularly sensitive areas, any council member may ask that the council go into executive session. A majority vote of those present suffices to do so.

j) Minutes

The chairperson is responsible for publishing the minutes of each business meeting of the faculty council. Such minutes are to be distributed and posted in the same manner as the agenda within seven days following each meeting. The minutes are approved at the opening of the next scheduled business meeting of the council.

3) Faculty Council Committees

The following committees are standing committees of the faculty council: intellectual formation, pastoral formation, human/spiritual formation, and assessment of program effectiveness. Advisory committees are formed as needed, such as library, faculty development, Hispanic Studies, liturgy, and the English as a Second Language program.

a) Memberships

The department heads are ex-officio members of the standing committees which are directly connected with their departments. They or their delegates assume the function of chairperson.

Faculty members are assigned to the standing committees by the chairperson of the faculty council or by the person designated by the president-rector. Standing

committees should include members of the department with which the committee is directly connected as well as interested and qualified faculty members from other departments.

Students shall be represented on all standing and advisory committees with the following restrictions:

- Only full-time students involved in the priestly formation program of the seminary may be members of standing committees.
- Only those students in the pastoral formation program may be members of the pastoral formation committee.
- Only those students in the human/spiritual formation program may be members of the human/spiritual formation committee.

b) Quorum and Vote

- A quorum for all meetings of the standing committees is 2/3 of the membership.
- A simple majority of those present and voting suffices for resolutions to carry.

c) Agenda

- The agenda will be prepared by the chairperson.
- Any member of the school community may present material to the chairperson for inclusion in the agenda.
- The agenda should be published at least five days prior to the committee meeting. Other pertinent material should be in the hands of the committee members at the same time.
- The agenda is to be posted publicly. The president-rector, faculty council members, and all administrators should receive a copy.

d) General Procedure

The committee meetings are open to all members of the school community. In particularly sensitive areas, any committee member may ask that the meeting be closed. To close the meeting, a majority vote is required.

If anyone who is not a committee member, upon seeing the agenda, wishes to

speak to a certain point, he/she may do so after speaking with the chairperson at least two days prior to the date of the meeting.

e) Minutes

Minutes shall be the responsibility of the chairperson.

The minutes shall be published within one week of the meeting. They shall be posted publicly and every member of the committee and of the faculty council shall receive a copy. A copy should also be given to the president-rector and all administrators.

All materials voted upon by a committee for presentation to the faculty council shall be given to the chairperson of the council at least one week prior to the council meeting.

4) The Rector's Cabinet and President's Council

While the rector's cabinet and president's council are not standing committees of the faculty council, they may present resolutions to the council for consideration, provided that such resolutions have been discussed publicly via such devices as open hearings prior to the council meeting at which they are submitted.

D.LEO DEHON LIBRARY

The Leo Dehon Library specializes in theological and biblical resources. While retaining a major emphasis on materials in these areas, the library maintains a well-balanced general book collection with strengths in the areas of theology, philosophy, Scripture, church history and social justice. Collection development is the responsibility of the faculty of Sacred Heart. Extending the research value of the collection, the library subscribes to a wealth of periodicals.

The library is a full member of the Southeastern Wisconsin Information Technology Exchange (SWITCH), a consortium which operates Sacred Heart's automated library catalog and provides access to the library collections of seven other private colleges, universities and graduate schools in the Milwaukee area.

The Leo Dehon Library is a member of the Catholic Library Association (CLA), the American Theological Library Association (ATLA), the Wisconsin Association of Academic Libraries, and the Chicago Area Theological Library Association (CATLA).

The library is home to the Rev. Patrick Cremer Sacred Heart Collection, named in honor of Rev. Matthias Patrick Cremer, SCJ, and the Richard Lux Center for Catholic-Jewish Dialogue's Judaica collection. These special collections are available to scholars throughout the world, and to community patrons.

There is a library advisory board, formed through the faculty council, to advise on collection development, policy, information technology, and provide student input. For library policies and procedures, see the Library Handbook and Library Manual. For the audio-visual policies and procedures, see the AV Handbook.

III. THE MASTER OF DIVINITY PROGRAM AND THE CERTIFICATE IN PRIESTLY FORMATION PROGRAM

The Master of Divinity Program and the Certificate in Priestly Formation Program consist of four integral and interrelated components: human formation, spiritual formation, intellectual formation and pastoral formation.

A. GOALS AND OBJECTIVES OF THE M.DIV. PROGRAM

1. Human / Spiritual Formation To further in

the seminarian:

a. A deeper commitment to the person of Jesus Christ. OBJECTIVES -

that the seminarian demonstrate the ability:

- 1) to participate in a process of ongoing discernment leading to the validation of his call to the ordained priesthood;
- 2) to articulate a personal awareness and knowledge of the world in which he lives and of God's saving presence in the community of men and women from which he has been called to serve as an ordained priest;
- 3) to integrate faith experiences, his understanding of redemptive sacramental priesthood, the Church's teachings and his life in Christ;
- 4) to live and articulate a celibate lifestyle that is congruent with his overall sense of commitment to the person and mission of Jesus Christ;
- 5) to live in fidelity to an authentic personal spirituality that is grounded in realistic self-awareness;
- 6) to actively participate in the communal and sacramental life of the Church.

b. A deeper commitment to the mission of Jesus Christ to proclaim and build up the reign of God.

OBJECTIVES - that the seminarian demonstrate the ability:

- 1) to generously offer time and specific personal talents to promote a quality of life that is proper to all God's people;

- 2) to engage in critical analysis of societal structures that affect people's needs and make appropriate responses;
- 3) to exercise active stewardship of the earth's natural resources as given by God for the common good of the human family;
- 4) to acquire sufficient knowledge needed for making intelligent and informed choices that reflect Christian values of justice and compassion for others.

2. Intellectual Formation

To nurture in the seminarian:

- a. A professional understanding and correct use of Sacred Scripture. OBJECTIVES - that the seminarian demonstrate an operative knowledge of:
 - 1) the development, content, and normative value of the Hebrew and Christian Scriptures;
 - 2) the various forms of literature in the Scriptures;
 - 3) the basic methods of biblical criticism and interpretation;
 - 4) the integration of Scripture into the theological process, and the pastoral application of Scripture.
- b. An understanding of the history of the Church and its relevance to present ministry and religious practice.

OBJECTIVES - that the seminarian demonstrate an operative knowledge of:

- 1) the historical development of the Church;
- 2) the relationship between the Church's historical development and contemporary Church life, structure, and belief;
- c. An understanding of and ability to articulate the teachings of the Church and theological expressions of the Christian faith.

OBJECTIVES - that the seminarian demonstrate an operative knowledge of:

- 1) the nature, methods, foundations, and early development of Christian theology itself;

- 2) the Judeo-Christian and specifically Catholic conceptions of the human person in relation to God;
 - 3) the Christian and specifically Catholic conceptions of the triune God and Jesus Christ;
 - 4) the Christian and specifically Catholic conceptions of Church and sacrament;
 - 5) Christian and specifically Catholic moral teaching and the tradition of reflection on specific moral issues, especially those of justice and peace.
- d. The knowledge and skills needed to communicate and/or function in the various ministerial roles of priesthood.

OBJECTIVES - that the seminarian demonstrate an effective ability:

- 1) to preach with faithfulness to Scripture, the Church's teaching, and theology;
- 2) to evangelize, catechize, and prepare persons for the reception of the sacraments;
- 3) to preside over Eucharist, other liturgical celebrations, and communal prayer;
- 4) to provide pastoral care and counseling;
- 5) to apply Church law appropriately and pastorally.

3. Pastoral Formation

To develop in the seminarian:

- a. Ministerial competencies needed to fulfill the leadership responsibilities of priestly ministry.

OBJECTIVES - that the seminarian demonstrate the ability:

- 1) to articulate a personally-appropriated vision for ministry;
- 2) to build up the community and call forth/enable the gifts of others;
- 3) to deal constructively with conflict;

- 4) to show/take initiative and speak with conviction and courage;
 - 5) to hold himself and others accountable for commitments;
 - 6) to use problem-solving skills to assess situations and to implement effectively the conclusions reached.
- b. Ministerial competencies needed to fulfill the pastoral care responsibilities of priestly ministry.

OBJECTIVES - that the seminarian demonstrate the ability:

- 1) to respond with compassion/empathy to people in times of need;
 - 2) to use available resources and make appropriate referrals;
 - 3) to respect confidential information;
 - 4) to establish appropriate boundaries in pastoral relationships.
- c. Ministerial style needed to serve and to work with diverse persons and groups.

OBJECTIVES - that the seminarian demonstrate the ability:

- 1) to interact sensitively with persons of other faith traditions;
- 2) to function respectfully in different cultural and racial settings;
- 3) to minister compassionately among the marginalized members of society;
- 4) to collaborate with both ordained and non-ordained ministers;
- 5) to relate and work effectively with women;
- 6) to exercise leadership more as service than as authority.

B. HUMAN/SPIRITUAL FORMATION POLICIES AND PROCEDURES

1. Introduction

The human and spiritual formation of priests is the focus of the priestly formation program of the seminary. Under the leadership of the president-rector, together with

entire seminary community shares in a comprehensive program of personal and spiritual development. One or more members of the department are assigned to lead each class as the class moderator(s).

In addition to sessions in class groupings, each seminarian has an individual spiritual formation advisor who meets regularly with him and assists him in the process of integration. This same member of the spiritual formation department is the focal person in the seminarian's assessment process.

A certain level of development in personal maturity and Christian commitment is presumed to exist in each of the adult candidates preparing for priesthood. This program seeks to foster the ongoing personal development of the seminarian as a unique individual. As a person, the seminarian grows in maturity on all levels-- intellectual, emotional, social and spiritual. As a Christian, he grows in his belief that God's Son was sent that we might have life and have it more abundantly (John 3:16 and 10:10). Finally, as a priest, he grows in his conviction that he has been called to touch all people with God's love as servant, prophet and reconciler.

The growth of each individual is a very personal and sacred matter. Yet, a vocation to the priesthood is lived out in the context of a Christian community. Therefore, each candidate is assisted in living his vocation within this ecclesial context. The seminary personnel, respecting the uniqueness of the individual seminarian, assist him to discern the truth of his call and prepare himself to meet the needs of the Christian community.

2. Spiritual Direction

A key factor in the growth of a candidate for the priesthood is his close collaboration with a spiritual director. It is expected, therefore, that each seminarian will have a spiritual director and will meet with his spiritual director at least once every four weeks. The seminarian will be asked to choose his spiritual director from a list which has been approved by the president-rector. The local diocesan bishop appoints all spiritual directors.

3. Community Prayer

The celebration of the Eucharist is at the heart of the seminary's spiritual life. The Sunday 9:30AM Eucharist here at the seminary is the normative Eucharist for seminarians. Seminarians who have pastoral commitments normally attend Eucharist at the parish of their assignment. They may attend a Eucharist on occasion outside the seminary in the Milwaukee area and are to bring this to the awareness of their formation advisor and discuss the experience with them.

All seminarians are expected to participate in the daily celebration of the Eucharist.. The Wednesday Eucharist is a specially prepared expression of the seminary's worship life. Faculty, administration and staff join the seminarians in these liturgies.

Seminarians are encouraged to celebrate the individual Rite of Reconciliation frequently with any priest of their choice, excluding the president-rector and priest voting members of the faculty. Several times a year, communal Rites of Reconciliation are celebrated by the seminary community.

The Liturgy of the Hours is celebrated Monday through Friday, and Compline on Sunday evenings. All seminarians are expected to participate in these communal celebrations and are encouraged to pray the Liturgical Hours at other times individually or in smaller groups.

There is a weekly period of Adoration, as well as one extended period of Adoration each semester. There are two Holy Hours each semester, as well.

In addition, other communal celebrations of prayer are available, including liturgies in Spanish, prayer for justice and peace, rosary and Marian devotions, and charismatic and Cursillo type prayer.

A schedule of the daily liturgical and prayer activities is made available at the beginning of each semester.

4. Days of Recollection

Four days of recollection are scheduled during each school year. Classes are cancelled and silence is observed to facilitate the spirit of prayer. These days of communal recollection are an integral part of the seminary year. All seminarians, faculty, and staff are expected to participate.

5. Retreats

Each seminarian makes an annual five-day retreat. Pre-theology, first-year, and second-year theology seminarians participate as individual classes in retreats prior to the beginning of the second semester. These retreats are integral to the formation program. Several seminary-sponsored retreat options are available to seminarians in their third and fourth years. All retreats are made at off-campus centers. Arrangements for these retreats are made through the director of human formation.

6. Personal Prayer

Development of a personal prayer life, rooted in the prayer experience of the Church community, is essential to the process of spiritual formation. Within the seminary schedule, each seminarian, with the assistance of his spiritual director, finds and develops his own rhythm for prayer. Furthermore, with the support of the spiritual

formation department, the seminarians are encouraged to form small informal prayer groups which meet regularly.

7. Prayer in Spanish

Communal worship and prayer in Spanish are celebrated on a weekly basis. Seminarians can participate as leaders and readers at *Laudes* and *Vísperas* and as choir members, servers, readers, and deacons at Eucharist.

8. Rector's Conferences

The rector holds regularly scheduled conferences for seminarians. At these conferences he presents topics that are relevant to the four pillars of formation, related to the SCJ charism, or address other issues pertinent to the life of the seminary community. Since these conferences are a requirement of the human- spiritual formation program for the successful completion of the M.Div., attendance is mandatory for all seminarians.

9. Class Formation Time

Weekly conferences, discussions, class meetings or other activities take place with each class under the direction of the class moderators. The purpose of these sessions is to offer instruction in spiritual topics and to provide time for group discussion.

10. Personal Assessment

Each year, the department works with the seminarian to assess his personal and spiritual development. This process, frequently called "evaluation," follows the guidelines of the United States Conference of Catholic Bishops' *Program of Priestly Formation*. The formation department bases its assessment on feedback from the faculty, the seminarian's peers and the seminarian himself. This material is processed by the seminarian and his formation advisor. The results of the assessment are given to the president-rector and through him to the diocesan bishop or major superior who is responsible for the candidate's ordination to diaconate and priesthood.

11. Other

Additional spiritual formation policies and procedures are delineated in the *Human- Spiritual Formation Handbook*.

C. INTELLECTUAL FORMATION POLICIES AND PROCEDURES

1. Full-Time Master of Divinity Seminarists

Full-time status for a seminarian equals nine academic credit hours. A seminarian may also have pastoral, human, spiritual formation requirements included in each academic semester.

2. Academic Requirements

The core-curriculum of SHSST is established to provide that all the necessary material relative to priestly ministry is covered by the essential requirements. The goal is to guarantee, as far as possible, that graduates will be ready to begin an effective priestly ministry.

Successful completion of this curriculum is a requirement for graduation with an M.Div. degree or Certificate in Priestly Formation. The M.Div. degree or certificate is awarded on the basis of completion of 124 academic credit hours (including 17 pastoral formation credits), as follows:

a. Thirty-nine courses in the academic core curriculum (97 credit hours). They are:

SCRIPTURE STUDIES (SS) (20)

SS 510 Scriptural Foundations (3)

SS 515 Pentateuch & Historical Books (3) SS 520

Prophetic Books (3)

SS 525 Psalms & Wisdom Literature (2)

SS 600 Synoptic Gospels & Acts of the Apostles (3) SS 605

Pauline Literature (3)

SS 610 Gospel of John & Christian Epistles (3)

HISTORICAL STUDIES (CH) (9)

CH 510 History of Church Universal I (3) CH 515

History of Church Universal II (3) CH 600 American

Catholic Church (3)

SYSTEMATIC STUDIES (DT, MT, SP) (45)

DT 510 Catechetics & Evangelization (2)

DT 515 Fundamental Theology (3)

DT 520 Eschatology & the Human Person (3) DT 525

Ecclesiology, Mary & Mission (3) DT 530 Patrology &

Patristic Theology (3) DT 605 God: One & Three (3)

DT 610 Christology (3)

DT 615 Liturgy and Sacramentology (3)

DT 620 Sacraments of Initiation (Baptism, Eucharist, Confirmation) (2) DT 625

Sacraments of Pastoral Activity (Penance, Anointing, Marriage) (2) DT 630 Holy

Orders & Spirituality of Priesthood (2)
 MT 510 Fundamental Moral Theology (3)
 MT 520 Medical-Moral Ethics (3)
 MT 530 Sexual Morality (2)
 MT 600 Social Ethics (3)
 SP 510 Foundations of Christian Spirituality (3)
 SP 600 Theory & Practice of Spiritual Direction (2)

PASTORAL STUDIES (CS, LS, PP, PS,) (23)
 CS 600 Introduction to Canonical Studies (3) CS 605
 Canon Law of Marriage (3)
 LS 600 Fundamental Preaching Skills (2) LS 610
 Preaching the Word of God (2) LS 620 Preaching
 Practicum (2)
 LS 630 Deacon in the Liturgy (1) LS 640
 Liturgical Presiding (2)
 LS 645 Reconciliation and Anointing Practicum (1) PP 520
 Introduction to Pastoral Formation (1)
 PP 530 Introduction to Parochial Activities (1) PS 510
 Pastoral Care and Counseling I (3)
 PS 600 Pastoral Care & Counseling II (2)

b. Ten hours in electives (10 credit hours)

1) Policy on Regular Electives

Although some subjects have not been included in the seminary's core curriculum, they are considered to have a special value in the preparation for various ministries. Such subjects are offered on a regular basis, i.e., at least once every three years. The seminary will also provide essential syllabi for these courses. Additional electives may be offered.

Regularly scheduled electives include Ecumenism, Theology of the Sacred Heart, Ecclesiastical Latin, Biblical Greek, Biblical Hebrew, Spanish, the Book of Revelation, Hispanic Presence, Hispanic Devotional Practices, and Presiding and Preaching in the Hispanic Community.

- 2) One elective must be in a course which exposes a seminarian to a culture other than his own, e.g., Hispanic Presence, World Religions, Introduction to Judaism, etc.
- 3) Seminarians who are 60 years of age or older when entering the M.Div. or Certificate program are exempt from the 10 elective credits.

3. Acceptable Academic Performance

A seminarian in the M.Div. or Certificate program maintains an acceptable level of academic performance at SHSST if he maintains a GPA of 2.5.

- a. Failure to maintain an acceptable level of academic performance by a seminarian is an indication that he may not have the ability to acquire a knowledge of theology which, in the Church's experience, normally accompanies a vocation.

A seminarian's academic performance automatically falls below the acceptable level if his semester GPA falls below 2.5 in any given semester.

- b. Procedure

Once a seminarian's academic performance has fallen below the acceptable level, the following procedures shall be employed:

The seminarian will be informed in writing that his performance has fallen below the acceptable level. This written notice will be conveyed through the seminarian's grade sheet which will indicate that the seminarian is on academic probation during the semester following the one in which his semester GPA fell below 2.5.

Upon consultation with the dean and the dean's advisory board, the president-rector will decide what steps the seminarian ought to take to improve his academic performance. He will inform the seminarian of his decision. He will also inform the faculty council.

Ordinarily, the seminarian will be expected to improve his academic performance by the end of the following semester.

If the seminarian fails to take the indicated steps or to improve his academic performance, he is liable to dismissal by the president-rector.

A seminarian's academic performance returns to an acceptable level if and when his semester GPA returns to 2.5.

Should a seminarian's academic performance again become unacceptable, he is liable to dismissal by the president-rector upon consultation with the director of intellectual formation and the academic advisory board.

The conditions for readmission after dismissal for unacceptable progress are those described for admission. (III. E.)

4. Additional academic policies and procedures are delineated in the *Handbook for Academic Policies and Procedures in the Master of Divinity Program*.

D. PASTORAL FORMATION POLICIES

1. Successful completion of 19 credit hours in pastoral formation is a requirement for graduation with an M.Div. degree or Certificate in Priestly Formation. The 19 credit hours are distributed as follows:

- a. Prerequisite Pastoral Formation Courses

PP 520 Introduction to Pastoral Formation (1) PP 530
Introduction to Parochial Activities (1)

- b. Supervised and Evaluated Pastoral Experience

Four semesters (8 cr.) of supervised pastoral experience chosen from the following areas:

Pastoral Outreach Christian
Formation Summer Ministry

- c. Theological Reflection (2)

- d. Clinical Pastoral Education (6)

- e. Integrating Seminar (1)

- f. Parish Administration Workshop (non-credit)

2. Additional pastoral formation policies and procedures are delineated in the Pastoral Formation Handbook.

E. ADMISSION PROCEDURES

1. Entrance Requirements

- a. All applicants are required to have the sponsorship of a diocesan bishop or a major religious superior.
 - b. For the M.Div. degree all applicants are required to have a Bachelor's degree from an accredited university or college, and a Grade Point Average (hereafter GPA) of 2.00 based on a 4.00 scale.
 - c. For the Certificate in Priestly Formation, all applicants are required to have a minimum of two years of college (60 semester credit hours). Applicants are also required to have a GPA of 2.00 based on a 4.00 scale. An applicant for the Certificate in Priestly

Original Policy Approval by Board of Directors: 04/04/1995

Subsequent Procedural Revisions by Faculty Council

Most Recent Procedural Revision by Faculty Council: 06/20/2019

Formation must be at least 30 years of age.

d. Health Insurance

- All seminarians must have health insurance.
- The name of the insurance company and the number of the policy should be on file with the president-rector.
- The vice president of finance can supply information on insurance policies with reasonable premiums and coverage.

2. Application Procedures

- a. A seminarian at SHSST must be sponsored by either a bishop of a diocese or the major superior of a religious community. Such sponsorship means acceptance of the seminarian as a potential candidate for ordination to the priesthood in the sponsoring diocese or community.
- b. Application for admission will be considered by the admissions board when it receives all required documentation. Documentation is normally required by August 10 for fall applicants and by December 15 for spring applicants.
- c. The applicant is responsible for having the following documents forwarded to the seminary:
 - 1) The completed admission application.
 - 2) The completed physical examination form, signed by a physician, and the completed dental examination form, signed by a dentist.
 - 3) Official transcripts of all post secondary work.
 - 4) A certificate of Baptism issued within the last 6 months and a certificate of Confirmation.
 - 5) Any other documentation necessary to show that the applicant is free to pursue ordained ministry.
 - 6) A letter from the applicant requesting admission to SHSST.
 - 7) A personal history containing information about:
 - a) Early life
 - b) Past education or specialized training or both
 - c) Military service, if any
 - d) Employment

e) Church activity and service

8) A written statement of 500 words or more describing persons and events that have influenced the applicant's decision and motives for considering the priesthood.

9) Applicants who have attended another seminary must request a letter of recommendation from the president-rector of that seminary. Former religious must request a recommendation from the present major superior. This letter should be addressed to the president-rector of SHSST.

10) Psychological test results.

3. Psychological Testing Procedures

a. Psychological testing and a clinical interview by a qualified professional are conditions required for admission.

b. The applicant must undergo the specific psychological testing and clinical interview required by the seminary, as well as any additional psychological testing required by the sponsor. Fulfillment of this requirement is the responsibility of the sponsor.

c. Test scores are required for: the Minnesota Multiphasic Personality Inventory, the current version of the Wechsler Adult Intelligence Scales, and the Strong Interest Inventory.

d. The clinical interview and any testing should address the following questions as their principal, though not exclusive, focus:

1) Does the applicant manifest any psychopathology or any probability of such?

2) Does the applicant have adequate intelligence to do academic work at the graduate level?

3) Does the applicant have leadership ability concomitant with a profession of service to people?

4) How psycho-sexually mature is the applicant and how consistent would his psycho-sexual integration be with a celibate lifestyle?

5) What is the applicant's motivation for entering ministry at this time?

e. The testing psychologist should interpretatively synthesize and summarize both test results and the clinical interview in a written report. This report should conclude with a brief summary-and-recommendation paragraph that states the main findings and, if possible, makes a recommendation as to the applicant's suitability for seminary life/priesthood. A signed release from the applicant is required.

- f. The principal findings and recommendations for future development, if any, should be conveyed verbally to the applicant. The sponsor and president-rector should be notified if, for any reason, this guideline was not observed.
- g. Applicants are notified that test results, the written report based on the test results, and the clinical interview are held in strictest confidence and their dissemination restricted as follows:
 - 1) Raw test scores (and standard scores) for the Minnesota Multiphasic Personality Inventory (MMPI), the Strong Interest Inventory (SII), the Wechsler Adult Intelligence Scale (WAIS) are to be provided on the Psychological Data Report Form and accompanied by a signed release. These scores are restricted as follows:
 - a) MMPI scores are restricted to: the sponsor, the president-rector, seminary psychologist.
 - b) SCII scores are restricted to: the sponsor, the president-rector, seminary psychologist.
 - c) WAIS scores are restricted to: the sponsor, the president-rector, academic dean, seminary psychologist, admissions board, and those members of the administration and faculty whom the president-rector judges would benefit from this information.
 - 2) The written report of the findings, together with the summary-and-recommendations paragraph, is seen by the sponsor, president-rector, seminary psychologist, director of formation and first spiritual formation advisor. The summary-and-recommendation is seen by the admissions board.
- h. The written report and the Psychological Data Report Forms are kept in a secure, private file for the duration of the applicant's enrollment, after which they are destroyed.
- i. Testing and clinical interviews must have been completed no more than two years prior to making application to SHSST.
- j. The written report and the Psychological Data Report Form should be sent along with a copy of the signed releases to:

The President-Rector
 Sacred Heart Seminary and School of Theology
 7335 South Highway 100
 P.O. Box 429
 Hales Corners, WI 53130-0429

4. Documentation from the Sponsor

The following documents are requested from the sponsor: a letter of sponsorship from the sponsoring diocese or religious community, certification that a criminal background check has been conducted, certification that no canonical impediments exist, and a report on the results of the selection procedures employed by the diocese or religious community.

5. Procedures for Admission

When the necessary documents and papers have been presented, the director of admissions will submit these to the admissions board. If the board has doubt about an applicant, it may ask the seminary psychologist to attend the meeting. While the psychologist is not free to disclose the contents of the report of the testing psychologist, he/she may answer questions raised by the board members on the basis of the “summary and recommendation” paragraph they have received.

The president-rector admits applicants to the seminary by letter following a favorable recommendation from the admissions board. The president-rector may not admit candidates without this favorable recommendation; however, he may refuse admission for adequate cause.

SHSST reserves the right to require a personal visit and interview with any applicant.

F. INTRODUCTORY SEMESTER

To meet the challenge of incoming seminarians with diverse formational, academic, and pastoral backgrounds, SHSST has designated the first semester as an introductory semester.

1. Purpose of the Introductory Semester

- To complete the seminarian's admission process-- an assessment which began with the screening process of his diocese or religious community and the initial admissions procedures of the seminary.
- To aid the seminarian in adapting to seminary life.
- To introduce him to the spiritual life, to theological studies, and to pastoral formation.

2. Essential Elements of the Semester

a. Standard Tests to be Administered to all Incoming Seminarians

The Kolb Learning Style Inventory (an instrument that evaluates the student's learning style and how a student would deal with ideas and day-to-day situations in life), and the Pre-Post Test (for assessment purposes) are administered to all in-coming seminarians during orientation.

b. Academic Elements

Generally courses in the Pre-theology/Introductory studies program are offered during the first year. All must be taken unless the seminarian can prove competency in one or more areas. In cases of doubt, the question is settled by an interview with or testing by the respective teacher(s) of the course(s). (See *Handbook for Academic Policies & Procedures in the Master of Divinity Program*.) These courses are designed to introduce the seminarian to some basic areas of philosophical/theological/pastoral skills, so that the seminarian will be prepared for the study of theology on the professional level. These courses are prerequisites for the Master of Divinity and the Certificate in Priestly Formation programs as required by the *Program for Priestly Formation*.

If a seminarian shows competence in one or more of the Introductory Studies courses, other courses (core courses) may be taken; but the same attention to assessing the seminarian's academic ability will be present.

All students entering the M.Div. and M.A. programs are required to attend the non-credit Introduction to Theological Studies Seminar during his or her first semester of studies. This seminar is team-taught by the academic information

services librarian, an academic faculty member, and the student services staff member. The purpose of the seminar is to introduce students to theological terms, research and writing skills, and intellectual property concepts early in their studies to assist with the transition into graduate theological studies.

c. Human/Spiritual Formation

The various program elements of the Introductory Semester contribute to the achievement of three purposes:

- 1) The first purpose is to continue the seminary's assessment of the seminarian's personal spiritual potential.

The assessment is a key part of the first-year advisor's work with the new seminarians. First-year men meet with their advisor at least once a month. These interviews focus on personal and vocational history, reasons for entering the seminary at this time, and views of priesthood. During the course of the semester, the advisor conducts additional interviews with those seminarians who evidence need for them.

The first-year advisor works with the academic faculty in assessing the seminarian's personal potential for the ordained ministry. Such assessment is an ongoing part of the cooperation between the first-year moderator and the teachers of first-year seminarians. Together, the advisor and faculty seek to determine which seminarians evidence personal/spiritual needs. Of special concern are the following: a seminarian's openness to developments in theology, acceptance of intellectual challenge, and ability to move from a private life and prayer style to a more communal style of living and praying.

- 2) The second purpose is to aid the seminarian in adjusting to seminary life.

Several days of orientation are planned to help the new seminarians adjust to seminary life. Several upper classmen return early to assist the new seminarians in their settling-in process. Goals of the orientation process planned by the formation team are: to give the new seminarians information about seminary life and to respond to their questions, to give a basic introduction to the spiritual formation program, and to help with the transition to seminary living.

In the first interview with the seminarian, the first-year advisor seeks to aid in the student's personal adjustment process. He/she is also available to them throughout the semester for this purpose.

- 3) The third purpose is to provide an introduction to the spiritual life.

The first-year moderator conducts a group formation time each week during which such topics as the following are treated: why am I in the seminary; spiritual direction; the various forms of prayer; the seminarian and prayer; the spirituality of the seminarian; the Eucharist in the life of the seminarian.

Introductory Studies courses such as Introduction to Worship/ Liturgical Music and Interpersonal Communications are designed to impart personal/spiritual information and develop skills.

Personal growth in the spiritual life is further facilitated in spiritual direction. Each seminarian is expected to select a spiritual director by the end of the first month of the semester.

d. Final Acceptance into the Seminary's M.Div. or Certificate in Priestly Formation Programs

A final judgment on the overall ability and personal potential of these seminarians is made by the president-rector upon a recommendation by the faculty council toward the end of the first semester. In doubtful cases, a seminarian may be permitted to continue into the second semester on probation.

G. DISMISSAL OF SEMINARIANS

1. Generally, a seminarian's tenure at SHSST is terminated by the president-rector after a vote recommending dismissal by the faculty council. In this case, the procedures contained in the policy on "Faculty Discussion and Vote" are to be followed. (cf. III, I.)
2. However, in the course of the school year, there are reasons for which a seminarian's tenure may be called into question and for which he may be dismissed. These are listed below together with the procedures which the president-rector is to employ to protect both the seminary and the seminarian in question:
 - a. The president-rector is to seek the advice of the human/spiritual formation department when a seminarian is considered for dismissal for the following reasons: commission of acts seriously disruptive to the educational process of others; commission of acts seriously disruptive to the seminary's community life; commission of acts judged seriously inappropriate for the lifestyle of one preparing for the priesthood; conviction for a felony by a court of competent jurisdiction.
 - b. The president-rector is to seek the advice of the academic advisory board when a seminarian is considered for dismissal for the following reasons: failure to take the steps which have been set up for improvement of his academic performance after he has been placed on academic probation; failure to maintain an acceptable level of academic performance once his probationary status has been removed.

- c. The president-rector is to seek the advice of the pastoral formation department when a seminarian is considered for dismissal for receiving the grade of “U” in a pastoral placement while the seminarian is on probation.
3. Once he is certain of the fact, the president-rector shall dismiss a seminarian for abandonment of the communion of the Roman Catholic Church.
4. The seminarian shall be notified in writing of such termination and the reasons for it.

H. GRADUATION REQUIREMENTS

The board of directors of SHSST, upon recommendation from the faculty council, awards a Master of Divinity degree to seminarians holding a Bachelor of Arts or Bachelor of Science degree. A Certificate in Priestly Formation is awarded to those without the undergraduate degree.

1. The Master of Divinity degree ordinarily requires that the seminarian hold a Bachelor of Arts or Bachelor of Science degree. Those students without the bachelor's degree who are 35 years of age or older and who have at least a 3.50 cumulative GPA in Sacred Heart courses, can receive the Master of Divinity degree by special faculty vote and approval by the board of directors.
2. A Certificate in Priestly Formation is awarded to those without the undergraduate degree.
3. Graduation requires:

Satisfactory completion of the human/spiritual formation requirements:

- a. Program of spiritual direction
- b. Participation in the liturgical program
- c. Participation in weekly formation activities
- d. Regular meetings with a formation advisor
- e. A satisfactory annual formation assessment
- f. An annual retreat and days of recollection

The completion of 124 credit hours distributed as follows:

- a. Thirty-nine courses in the academic core curriculum (97 credit hours)
- b. One multi-cultural and four general electives (10 credit hours)
- c. Two one-credit didactic courses in pastoral formation (2 credit hours)
- d. Four semesters of supervised pastoral experiences (8 credit hours)
- e. Theological reflection (2 credit hours)
- f. A Clinical Pastoral Education unit (6 credit hours)
- g. Integrating Seminar (1 credit hour)
- h. Parish administration workshop (non-credit)
- h. *Note: Seminarians who are 60 years old when entering the M.Div. or Certificate in*

Priestly Formation Programs are exempt from the 10 elective credits.

4. Prerequisites for the core courses include 44 hours of introductory studies in the areas of philosophy (30) and undergraduate theology (14).
5. Non-transfer seminarians, during their first and second semesters, may seek credit for some of the required courses (excluding electives) based on previous educational and ministerial experience. Transfer seminarians may do this during their first semester. Such credit will be awarded after established examination procedures have been successfully accomplished during the above periods. These courses will be listed on the transcript with a passing grade.
6. Transfer graduate credits from any accredited seminary/university that are equivalent to Sacred Heart courses will be officially recorded on the SHSST transcript; these courses must not have been taken more than ten years before the seminarian's matriculation at Sacred Heart. There is no limit to the number of hours that can be transferred. However, a minimum of 50 credits must be earned at Sacred Heart during a period of at least four semesters of full-time residency in order to graduate with the M.Div. degree or Certificate in Priestly Formation.
7. Full-time residency is defined as nine academic credit hours.
8. Seminarians must have a cumulative GPA of 2.5 in Sacred Heart courses in order to be eligible for the Master of Divinity degree or Certificate in Priestly Formation.
9. Seminarians must be free of all debts to SHSST.

I. FACULTY DISCUSSION AND VOTE

1. The Nature of the Discussion and Vote

- a. Each year the faculty council shall discuss the progress of all seminarians enrolled in the priestly formation program of SHSST, save those completing an internship. The discussion is based on a presentation of the person and his growth by a member of the human/spiritual formation, intellectual, and the pastoral formation departments. Saint Francis de Sales seminarians are discussed based on a presentation of the person and his growth by a member of the academic formation department only (*see I.d. below*).
- b. The discussion, with the exception(s) noted below (cf. I.2.a.), leads to a vote by the faculty council. The vote is a recommendation to the president-rector.
- c. In voting on a seminarian, the faculty council must make one of the following recommendations:
 - 1) "Promotion." This implies that the seminarian's level of development is such that he may advance as a seminarian in good standing. For those being considered for

advancement to orders, this implies that the seminarian's level of development is such that he can be recommended to his ordinary for ordination.

- d. Saint Francis de Sales Seminary (SFdSS) seminarians will be voted on, based on their academic formation, by the faculty council to enter the M.Div. program at the end of the fall semester. All SFdSS seminarians will be discussed and voted on each spring semester as to their growth and progress. The rector and formators from SFdSS are invited to the spring vote of the SFdSS seminarians, but do not vote or recommend. The president-rector of Sacred Heart will communicate the results of the vote to the rector of SFdSS.
- 2) "Promotion with Qualifications." This implies that the seminarian has shown some development, but there are serious concerns which must continue to be addressed if the seminarian is to remain in good standing (cf. I.2.c.3).
- 3) "Probation." This is a serious modification of the seminarian's status, indicating that the seminarian's level of development is such that the seminary questions whether the signs which, in the Church's experience, normally accompany a vocation are in fact present (cf. I.2.c.4).
- 4) "Deferral." This is a statement that a seminarian's level of development is such that his promotion to diaconate (or presbyterate) ought to be delayed for a definite time. The limits and conditions of such a deferral are proposed by the seminary (cf. I.2.c.5).
- 5) "Dismissal." This is a statement that a seminarian has failed so seriously in terms of his development that he cannot continue as a seminarian at the seminary.
- 6) "Abstention." This represents the decision of a faculty member not to vote on a seminarian. By this we observe the canons related to spiritual direction (*CIC [1983]*, c. 240, 2).

2. The Procedure of the Discussion and Vote

a. The Discussion

- As stated above (I.1.a.), all seminarians shall be discussed at least once each year by the faculty council. The discussion, except in the case of the admittance to the M.Div. or Certificate program noted below, will result in a vote by the faculty council for one of the recommendations listed in I.1.c.
- First-year seminarians who enter in the fall semester shall be discussed twice. The first discussion will take place towards the end of the seminarian's first semester at the seminary. It will focus attention on any major concerns that have surfaced. This discussion will lead to a vote by the faculty council only on whether or not the seminarian is to be finally admitted to the M.Div. or Certificate program, and what conditions, if any, are to be attached to that admittance. The second discussion will

take place towards the end of the seminarian's second semester at the seminary. It will result in a vote by the faculty council for one of the recommendations listed in I.1.c.

- Seminarians in their final semester will be discussed during that semester.

b. The Vote

- If voting members of the faculty council wish to recommend either promotion with qualifications, probation, deferral, or dismissal, they must state their reasons in writing.
- All ballots must be signed; unsigned ballots will not be counted.
- An absolute majority of votes cast for any of the alternatives listed above in I.1.c. and I.2.a. constitutes the recommendation of the faculty council.
- A faculty member who cannot be present for the discussion may vote by a clearly indicated absentee ballot. In considering the absentee vote, the president-rector will take into account the fact that the faculty member was not present for the discussion.

c. The Results of the Vote

- 1) The president-rector will tabulate the ballots of the faculty council and make his decision on each seminarian.
- 2) The president-rector will then inform the seminarians and their sponsors of the numerical tabulation of the faculty council's vote and his decision. The president-rector's decision should be communicated to the sponsor in writing. The president-rector will also inform the faculty council of the numerical tabulation of its vote and of his decision. If he has rejected the council's recommendation, he will so inform it, and communicate his reasons for so doing (except in the rare cases where his reasons are based on privileged information). If no absolute majority was obtained, the president-rector will so inform the council. In this case, he will inform the council of his disposition, along with the reasons for that action.
- 3) A seminarian is "promoted with qualifications" upon a recommendation by the faculty council and action of the president-rector. If the seminarian is "promoted with qualifications" following the recommendation of the faculty council, the following procedure is employed.

As soon as possible, the president-rector will meet with the appropriate department head(s) to discuss the qualifications as well as what is expected of the seminarian, taking into account the discussion of the faculty council. The results of this discussion are to be put in writing and discussed with the seminarian. A copy will be given to the seminarian and to the appropriate department head(s). The faculty council shall be informed of its contents.

At any subsequent meeting of the faculty council, the appropriate department head(s), after consulting the president-rector, may request that the qualifications be removed. Upon a favorable vote of the council, the qualifications shall be removed; upon a negative vote, the qualifications shall remain.

Ordinarily, no seminarian may remain in this status for more than one semester. Unless a longer period has been decided upon, at the end of the semester following the “promotion with qualifications,” the department head(s) must recommend either that the seminarian be restored to good standing, or that he be placed on probation, or that he be deferred, or that he be dismissed. The faculty council must vote to recommend one of those alternatives.

Once one of these alternatives has been recommended, the president-rector must decide whether to extend the “promotion with qualifications” for another semester, to remove the qualifications, to place the seminarian on probation, or to dismiss him. If the qualifications are extended for another semester by this action of the president-rector, then, at the evaluation following that second semester, the faculty council must decide to recommend either removal of the qualifications, or probation, deferral, or dismissal, and the president-rector must decide upon one of those same alternatives.

Ordinarily, no seminarian may be “promoted with qualifications” more than once. If, after the qualifications have been removed, his progress is again unsatisfactory, he must be placed on probation, or deferred, or dismissed.

- 4) In the event that the seminarian is placed on probation by the president-rector, following a recommendation of the faculty council, the following procedure is employed:

As soon as possible, the president-rector will meet with the appropriate department head(s) to discuss the probation and the means to be taken by the seminarian to remove himself from probation.

They shall take into account the discussion of the faculty council. These means, as well as the reasons for the probation are to be set down in writing and discussed with the seminarian. This document is to be signed by the seminarian, the president-rector, and the appropriate department head(s).

The seminarian's signature indicates that he has seen the document and understands its contents. Copies of the document shall be given to the signatories and the seminarian's ordinary.

At any subsequent meeting of the faculty council, the appropriate department head(s), after consulting with the president-rector, may request that the seminarian be removed from probation. Upon a vote of the council, the probation will be removed;

upon a negative vote, the seminarian shall remain on probation.

Ordinarily, no seminarian may remain on probation for more than two semesters. At the end of the two semesters following the placement of the seminarian on probation, the department head(s) must recommend either that the seminarian be removed from probation, or that he be dismissed. The faculty council must vote to recommend one of those alternatives.

Once removal from probation or dismissal has been recommended, the president-rector must decide whether to remove the probation and return the seminarian to good standing or to dismiss him.

5) If the president-rector decides to recommend that an ordinary defer a seminarian from promotion to orders following a recommendation of the faculty council, the following procedure is employed.

As soon as possible, the president-rector will meet with the appropriate department head(s) to discuss the deferral, taking into account the discussion of the faculty council. The results of this discussion are to be put in writing and discussed with the seminarian. This document shall then be signed by the president-rector, the appropriate department head(s), and the seminarian. The seminarian's signature indicates that he has seen the document and understands its contents. Copies will be given to the signatories and the seminarian's ordinary. The faculty council shall be informed of its contents.

The decision to defer a seminarian from orders is the prerogative of the ordinary. The faculty council does not vote on the issue a second time unless the seminarian remains in residence at the seminary during the semester subsequent to recommendation for deferral.

If the seminarian's ordinary has accepted the recommendation for deferral, and if the seminarian remains in residence at the seminary during the semester after the recommendation for deferral, then, at any subsequent meeting of the faculty council, the appropriate department head(s), after consulting with the president-rector, may report that the conditions and limitations have been met, and request a vote recommending promotion to orders. Upon a favorable vote of the faculty council, the regular procedure of the seminary shall be followed; upon a negative vote, the seminarian shall remain on deferred status. No seminarian shall be on deferred status for more than one semester. At the end of the semester following the vote for deferred status, the faculty council must vote either to recommend the seminarian for orders or not to recommend him. The president-rector must decide one of the same alternatives.

J. CONFIDENTIALITY

1. Principles

a. Principles Guarding the Right to Privacy

Each seminarian has the right to require the confidentiality of discussions, disclosures, and written documents concerning one's private life and character. (Canon 220)

Each faculty member and administrator has the right to require the confidentiality of discussion concerning seminarians and their fitness for ministry.

b. Principles Guarding the Right to Know

In general, all confidentiality, save that of the confessional, is limited by the right of individuals and society to be preserved from grave harm.

In particular, inasmuch as the faculty members and administrators of SHSST represent that institution and are obliged to preserve the integrity of the priesthood and foster the good of the Church through their proper education, formation, and assessment of priestly candidates, these faculty members and administrators have the right to be informed about seminarians to the degree necessary for the reasonable fulfillment of these responsibilities.

In general, seminarians have a right to know the reasons for and the sources of the assessments made of them.

2. Applications

There is a tension between the two sets of principles noted above for which there is no simple solution. However, in the following applications some attempts will be made to clarify the relative force of each set of principles in more specific cases.

a. The confidentiality of disclosures made or authorized by the seminarian concerning himself:

- 1) In no situation may disclosures be made which would be in violation of the seal of confession.
- 2) In spiritual direction, all disclosures made to a spiritual director explicitly acting in that capacity are subject to the utmost confidentiality. Any sharing of such disclosures can be justified only in cases where the revelation of confidences is required to protect persons from clear and imminent dangers.
- 3) In the area of the results of psychological testing, an applicant is required by seminary policy (cf. E.3.) to take a battery of psychological tests as well as a clinical interview. An applicant is notified that test results and the written report following upon the

test results and clinical interview are held in strictest confidence and their dissemination restricted.

a) Raw test scores (and standard scores) for the Minnesota Multiphasic Personality Inventory (MMPI), the Strong Interest Inventory (SII), and Wechsler Adult Intelligence Scale (WAIS) are to be provided on the Psychological Data Report Form and the release signed. These scores are restricted as follows:

- MMPI scores are restricted to: the sponsor, the president-rector, and seminary psychologist.
- SCII scores are restricted to: the sponsor, the president-rector, and the seminary psychologist.
- WAIS scores are restricted to: the sponsor, the president-rector, academic dean, seminary psychologist, admissions board, and those members of the administration and faculty the president-rector judges would benefit from this information.

b) The written report of the findings is restricted to: the sponsor, president-rector, seminary psychologist, director of formation and first-year formation advisor. The summary and recommendation paragraph, in addition to the above, is seen by the admissions board. This report should be accompanied by a signed release.

c) The written report and the Psychological Data Report Forms are kept in a secure, private file for the duration of the applicant's enrollment, after which they are destroyed.

- 4) A seminarian is required to process his final CPE evaluation with a member of the pastoral formation department and of the human/spiritual formation department. Material covered in this process would be treated according to the principles enunciated below under "discussions outside of spiritual direction."
- 5) For the application of these principles to other written records, see the policy on privacy of records.
- 6) Where discussions outside of spiritual direction are concerned, the canons of confidentiality demand that every person respect another's request that a discussion or disclosure be kept secret. Such confidences may be revealed only if serious harm would otherwise result to persons or society. However, faculty members and administrators have special responsibilities to the seminary, priesthood, and Church. These responsibilities limit the kind of confidentiality that a seminarian can expect of these persons. When not operating in the capacity of confessor or spiritual director, faculty members and administrators reserve the right to act on confidences and even, if need be, reveal them to appropriate persons when serious harm to

individuals, the seminary, priesthood, or Church would otherwise result. If a person cannot share such confidences, it is improper to state simply that he or she has confidential information about a seminarian.

b. The anonymity of accusers and the right of a seminarian to face his accusers:

- 1) The dominant principle to be followed in all cases of serious complaints or accusations is that the seminarian against whom the complaint is lodged has the right to face those who accuse him if action is to be taken in his regard on the basis of the complaint or accusation. Hence, no faculty member or administrator is in a position to guarantee, prior to the hearing of a particular complaint or accusation, that he/she will both act on the complaint and preserve the anonymity of the accuser.
- 2) However, faculty members and administrators may take the action of prudently inquiring further into the complaint or accusation while maintaining the anonymity of the accuser.
- 3) If, on the basis of an accusation or complaint, any other action beyond that of prudent inquiry is to be taken by a faculty member or administrator in regard to the accused seminarian, that seminarian has the right to know the identity of his accuser.
- 4) However, in cases where there is strong independent evidence that the accusation or complaint is true, and it is clear that the revelation of the identity of the accuser to the accused would place the former in clear, immediate, and serious danger, a faculty member or administrator may take action with regard to the accused seminarian beyond that of mere prudent inquiry, while preserving the anonymity of the accuser.

c. The confidentiality of the deliberations of special bodies:

- 1) In general, all deliberations and discussions of the faculty council in executive session are to be kept strictly confidential by the members of the body. However, in the case of discussions concerning a seminarian, the president-rector, the director of human/spiritual formation, or the spiritual director of the seminarian may communicate the general import of the discussions to the seminarian in question. In order to report particular comments to the seminarian or reveal to him the identity of a particular member of the faculty council who made specific comments, the president-rector, the director of human/spiritual formation, or spiritual director needs the permission of the faculty member who made the comments.
- 2) All deliberation, discussions, and documents involved in the procedure for conflict resolution are to be kept strictly confidential as prescribed by the procedures for such cases.

IV. THE PRE-THEOLOGY PROGRAM

The completion of the full Master of Divinity Program or Certificate in Priestly Formation at Sacred Heart normally requires four years/eight academic semesters. However, many candidates come to study theology with little or no prerequisite philosophical and/or introductory theological background and need additional time for personal/spiritual formation. Some also lack the necessary undergraduate background. With this in mind, SHSST offers a pre-theology program of one to two years, depending on a candidate's previous background.

A. GOALS AND OBJECTIVES OF THE PRE-THEOLOGY PROGRAM

1. Goals Of Human/Spiritual Formation

(Refer to “Goals of Human/Spiritual Formation – M. Div. and Certificate Programs” section III, A.1, B.)

2. Goals Of Intellectual Formation

- a. To enable the seminarian to acquire the background in philosophy and religious studies needed to participate fruitfully in the Master of Divinity program or Certificate in Priestly Formation program and to continue lifelong theological and ministerial education.

OBJECTIVES - that the seminarian demonstrate:

- 1) a basic understanding of the central discussions emergent in the history of Western philosophy and their influences on theology;
 - 2) the skills required for reflective, critical thought;
 - 3) an attitude of intellectual openness;
 - 4) a basic understanding of the theology and practice of the post-conciliar church;
 - 5) a foundational understanding of contemporary approaches to biblical and theological study;
 - 6) a foundational understanding of liturgical prayer and music;
 - 7) basic interpersonal communication skills.
- b. To equip the seminarian with the learning skills needed for the discipline of theology.

OBJECTIVES - that the seminarian demonstrate:

- 1) the reading and study skills necessary to work successfully at the graduate theology level;

- 2) the writing and oral communication skills necessary to work successfully at the graduate theology level.
3. Goals of Pastoral Formation
(Refer to “Goals of Pastoral Formation – M.Div. and Certificate Programs” section IV, A.3.)

B. ADMINISTRATION OF THE PRE-THEOLOGY PROGRAM

The pre-theology program is an integral part of the program of priestly formation at SHSST. It is administered by the president-rector with the assistance of the directors of human/spiritual formation, intellectual formation, and pastoral formation. The director of pre-theology academics is the main contact for seminarians in this program. Each seminarian also has a human/spiritual formation advisor. As in the case of the Master of Divinity Program and the Certificate in Priestly Formation Program, the faculty council makes recommendations to the president-rector in developing and implementing major policies of this program.

C. COMPONENTS OF THE PRE-THEOLOGY PROGRAM

1. Human/Spiritual Formation Component

Human and spiritual formation is an integral part of the pre-theology program. All pre-theology seminarians live at SHSST and participate in all required spiritual formation activities. Each seminarian participates in a weekly formation group, where, with the formation moderator and his classmates, he develops skills for living the spiritual life. The daily celebration of the Eucharist, together with the Liturgy of the Hours, is at the heart of his community life. Spiritual direction, rector's conferences, days of recollection, an annual retreat, as well as frequent meetings with a formation advisor, contribute to preparing the seminarian to develop spiritually.

Vocational discernment is an important part of the formation program. In addition to the seminary-directed assessment process, the pre-theology seminarian finds the seminary celebrations and rites of candidacy, ministries and ordinations to be powerful witnesses and encouragements on the journey to priesthood. SHSST takes into account the unique talents, experiences and needs of the adult candidate in its formation process. In addition, the program introduces the seminarian to the full Catholic heritage of spiritual practice and to the discipline necessary for authentic spiritual development.

2. Intellectual Formation Component

The academic component of the pre-theology program is fulfilled by choosing one of two tracks.

TRACK I: UNDERGRADUATE STUDIES OPTION

Candidates who do not have the necessary undergraduate credits and the necessary philosophical and introductory theological background to be admitted to the Master of Divinity program or Certificate in Priestly Formation Program can meet the admission requirements in one of the following two ways. With each choice, the seminarians reside at SHSST and fully participate in the seminary's human/spiritual formation program (as described above), while they attend classes at Cardinal Stritch University, a Catholic university in Milwaukee.

a. Bachelor of Arts/Master of Divinity:

Those who do not have a bachelor's degree may enroll in our combined Bachelor of Arts/Master of Divinity (BA/MDiv) program. In this program seminarians may earn a Bachelor of Arts in religious studies from Cardinal Stritch University (CSU). Normally, a seminarian can expect to spend three to four semesters at CSU. The seminarian who enters into the BA/MDiv program is required to earn 60 undergraduate credits, at least 30 of which must be taken on the CSU campus, before beginning studies for the MDiv degree at SHSST. The 30 on-campus credits must include 12 credits of undergraduate theology and the completion of the general education and liberal arts courses. Details of the seminarian's academic program will be tailored to meet the needs of each seminarian. Typically a seminarian can earn both the Bachelor of Arts degree from CSU and the Master of Divinity degree from SHSST in five and a half to six and a half years depending on previous academic background.

b. Non-degree/Certificate in Priestly Formation

Sacred Heart offers a Certificate in Priestly Formation for certain candidates whose sponsors do not wish them to pursue an undergraduate degree. To be eligible, the candidate must be at least 30 years old and have at least 60 undergraduate credits from accredited institutions. These undergraduate credits can be completed by taking courses at Cardinal Stritch University if the candidate wishes to do so. The seminarian can complete all or some of the necessary philosophy and introductory theology courses as required in the introductory studies option. This program can be completed in two to four semesters depending on the previous academic background of the candidate.

TRACK II: INTRODUCTORY STUDIES OPTION

This option is for those candidates who either have an undergraduate degree or are over 30 years old and have at least 60 undergraduate credits from an accredited institution, but have little or no prerequisite philosophical and introductory theological background as mandated by the *Program of Priestly Formation*. In this option, the candidates are required to complete the program of study listed below, consisting of 30 credits in philosophy and 14 credits in introductory theology. These courses are not part of the Master of Divinity or Certificate programs. Depending on one's background, this option can be completed in one to two years. Exceptions to the philosophy requirement will be considered at the request of the sponsor, but Sacred Heart Seminary and School of Theology requires a minimum of 15 credits in philosophy in preparation for theological study. Certain undergraduate theology

courses are also required.

Philosophy requirements:

PH 500	Ancient Philosophy PH 501
	Medieval Philosophy PH 502
	Modern Philosophy
PH 503	Contemporary Philosophy PH 504
	Logic
PH 505	Philosophical Anthropology
PH 506	Introduction to Philosophical Ethics PH 507
	Metaphysics
PH 508	Natural Theology PH 509
	Epistemology

A seminarian may take an additional six credits in philosophy toward the 10 required elective credits in the Master of Divinity Program.

PH 571	Philosophy of St. Thomas Aquinas PH 572
	Philosophy of Nature
PH 575	Evolution and Divine Design PH 576
	Science and Religion
PH 577	Introduction to Phenomenology PH 578
	American Philosophy

The following 14 credits in undergraduate theology are required to complete the Pre-Theology Program.

DT 500	Catholic Doctrine I
DT 505	Catholic Doctrine II
PS 500	Interpersonal Communication Skills
LS 500	Introduction to Worship/Liturgical Music
SP 500	Prayer Styles
SS 500	Introduction to Scripture
MT 500	Introduction to Christian Morality

3. Pastoral Formation

In accordance with the expectations of the Program of Priestly Formation, pre-theology seminarians will be gradually introduced to pastoral formation through mentored engagement with existing pastoral outreach activities of the seminary. The pastoral formation goal, as always, is to form future priests in the model of Christ the Good Shepherd.

Pre-Theology Curriculum: Didactic

Pre-Theology seminarians will be oriented to a wide variety of approaches to social justice needs of our society and the global community through attendance of the monthly “Soup & Substance” sessions sponsored by the SHSST Justice and Peace Committee. Pre-theologians at Cardinal Stritch University will attend similar offerings at Cardinal Stritch University, when feasible.

Pastoral Activity

Pre-Theology seminarians are expected to engage in one or more pastoral outreach activities

(3-4 hours per month). Options for such outreach activities are available from the SHSST Justice & Peace Committee.

Reflection

The pastoral formation department will provide monthly group reflection meetings for pre-theology seminarians to process their outreach experiences and to initiate the beginnings of theological reflection.

D. DISCUSSION AND VOTE ON PRE-THEOLOGY SEMINARIANS

During the spring semester, the members of the human/spiritual formation department and the vice president for academic affairs or his/her delegate are required to vote on all pre-theology/undergraduate studies seminarians. All other faculty members are required to vote only on those pre-theology seminarians whom they have in class during the current semester or whom they had in class during the previous semester. In addition to the choices listed in the *Sacred Heart Seminary and School of Theology Handbook* under III, I.1.c, faculty members may also choose “admission to the Master of Divinity program” and the Certificate in Priestly Formation program for those seminarians seeking admission. If a pre-theology/undergraduate studies seminarian seeks admission to the M.Div. program for the spring semester, those persons mentioned above will also vote on such a seminarian during the fall semester.

E. ADMISSION TO THE MASTER OF DIVINITY PROGRAM FROM THE PRE-THEOLOGY PROGRAM

The president-rector will admit pre-theology/undergraduate studies seminarians to the M.Div. program after hearing the advice of the administrators and faculty mentioned in IV.D above.

Pre-theology/undergraduate studies seminarians promoted to the first-year of theology will be considered fully admitted to the M.Div. or the Certificate in Priestly Formation program. They will be exempt from the faculty vote required of seminarians who take the Introductory Semester program (cf. above III.F.2.d.)

F. OTHER PRE-THEOLOGY POLICIES

Unless and until the faculty council recommends a change of policy or additional policies to the president-rector, all policies and procedures contained in the *School Handbook* and department handbooks apply equally to the M.Div. program, the Certificate in Priestly Formation program, and the pre-theology program except those which from their context or content can apply only to one program or the other. If there is a doubt about the applicability of a policy or a procedure to the pre-theology program, a decision will be made by the president-rector after obtaining the advice of the president’s council. The president-rector will inform the faculty council of his decision.

V. THE MASTER OF ARTS PROGRAM

The Master of Arts program at SHSST was established in 1987. The program is fully accredited by The Association of Theological Schools and by the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. It is designed for students who seek an academic degree in theology in a Roman Catholic graduate school of pastoral ministry. It is further designed to strengthen the religious basis for one's life and work, in either a secular career or Church ministry.

A. THE GOALS AND OBJECTIVES OF THE MA PROGRAM

1. To deepen the student's understanding of the Christian message as found in the Scriptures, the history of theology, the past and present teaching of the Church and in the reflections of contemporary theologians.

OBJECTIVES - that the student demonstrate:

- a. an understanding of the foundational concepts, issues and methods in contemporary biblical studies and systematic theology;
 - b. an understanding of greater depth in a chosen area of concentration: either biblical studies, systematic theology or spirituality;
 - c. a more comprehensive theological understanding beyond the chosen area of concentration.
2. To nurture in the student an ability to integrate and apply the theoretical elements of theological understanding;

OBJECTIVES - that the student demonstrate:

- a. an ability to articulate in written form an in-depth reflection on a particular theological issue in the area of concentration;
- b. an ability to articulate in oral and written form an integrated general knowledge of theology appropriate to the master's level.

B. ADMISSION REQUIREMENTS

In order to be admitted to the Master of Arts program, the applicant must:

1. ordinarily be at least 30 years old;
2. possess an undergraduate degree (transcript must be sent by the college/university directly to the director of the Master of Arts program);
3. have completed six credits of undergraduate philosophy covering the medieval, modern or contemporary periods. These credits may be taken prior to admission or taken at SHSST before acceptance into the program;
4. demonstrate competency in undergraduate religious studies/theology.

C. ADMISSION PROCEDURES

1. The applicant is responsible for submitting the following:
 - a. results of the Miller Analogies Test taken at an approved test center;
 - b. a personal history containing:
 - 1) past education and/or specialized training
 - 2) employment record
 - 3) church activity and service
 - 4) personal goal statement describing why the applicant is interested in pursuing the master of arts degree
 - c. a letter of recommendation from a pastor or competent authority in a parish, diocese, religious community or the equivalent;
2. The seminary reserves the right to request a personal interview with any applicant.

D. GRADUATION REQUIREMENTS

In order to qualify for the Master of Arts degree, the student must:

1. complete 30 credits of course work in the appropriate areas;
2. write a master's essay on an approved topic, or successfully pass oral and written comprehensive examinations;
3. maintain a grade point average of 3.0.

E. REQUIREMENTS FOR SHSST M.DIV. GRADUATES AND/OR SEMINARIANS

Seminarians who wish to apply for the MDiv/MA must meet the following requirements:

1. They must have a GPA of 3.0 for the entire program previously taken at SHSST;
2. They must have 18 credits in either Scripture or Systematic Theology and 12 credits in the other area and/or electives;
3. They must write a master's essay on an approved topic, or successfully pass the oral and written comprehensive exams;
4. A maximum of 16 credits can be transferred into the MA program from the M.Div. program.

F. ADDITIONAL POLICIES AND PROCEDURES FOR THE MA PROGRAM ARE DELINEATED IN THE *HANDBOOK FOR ACADEMIC POLICIES AND PROCEDURES IN THE MASTER OF ARTS IN THEOLOGY PROGRAM.*

VI. POLICIES AFFECTING THE MASTER OF DIVINITY, THE CERTIFICATE IN PRIESTLY FORMATION, THE MASTER OF ART, AND THE PRE- THEOLOGY / INTRODUCTORY STUDIES PROGRAMS

A. ALCOHOL AND CONTROLLED SUBSTANCES POLICY STATEMENT

As a Catholic seminary, Sacred Heart Seminary and School of Theology is an educational institution committed to meeting the challenges which face the Church and society. As a corporate member of society, the seminary follows all applicable state and federal statutes regarding the use of alcohol and controlled substances. Therefore, the principles of conformity to the law and the importance of education form the basis for institutional policies in this area.

1. The abuse of alcohol or a controlled substance (a drug that is regulated by the government) in the workplace directly interferes with the development and performance of the individual and the effects of that abuse diminish the working environment for all.
2. Employees and students who have problems with controlled substances or alcohol are required to seek help.
 - a. It is important that all employees and students understand that their status within the community will not be jeopardized by requesting and/or accepting evaluation and treatment.
 - b. Assistance in finding appropriate treatment is provided by the Department of Human-Spiritual Formation or the Director of Personnel and in consultation with the President-Rector.
 - c. Treatment interventions may range from relatively simple educational and informational experiences to more lengthy treatment.
 - d. Employees are reminded that health coverage for those eligible assists with the costs of treatment and that spiritual advice is available if desired.
3. Although the distinctions are not entirely precise, it is convenient to divide the members of the SHSST community into four groups: students, faculty, administration and staff. Members of all four groups are expected to conform their behavior to state and city statutes regarding the use of alcohol and controlled substances.
4. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all institutional properties and worksites.
 - a. The controlled substances prohibited in the workplace include all illegal drugs as well as drugs not prescribed by a licensed physician for the treatment of a current medical disorder.
 - b. An employee or student who engages in any of these activities may be referred to evaluation and subsequent treatment and may be subject to disciplinary action up to and including termination and/or expulsion.

Original Policy Approval by Board of Directors: 04/04/1995

Subsequent Procedural Revisions by Faculty Council

Most Recent Procedural Revision by Faculty Council: 06/20/2019

- c. An employee convicted of a criminal drug statute violation must notify the School within five days of this conviction.
 - d. Notification must be made to the immediate supervisor or the director of personnel.
 - e. Acceptance of these restrictions is a condition for employment.
 - f. Acceptance of these restrictions is a condition for all students.
5. As with an employee of SHSST, any student who abuses alcohol or controlled substances may be subject to disciplinary sanctions, detailed in the paragraph above. They may be required to participate in treatment programs of an educational or therapeutic nature.
 6. The misuse/abuse of controlled substances by any member of the School community is illegal.
 - a. The School promotes respect for individual rights and privileges, including mature and responsible consumption of alcoholic beverages by students and other members of the School community.
 - b. Although the School respects the privilege of choice, it neither encourages the use of alcohol nor condones its misuse.
 - c. The School supports responsible drinking by individuals of legal age who choose to exercise this legal right, while respecting the decision of those who choose to abstain from the use of alcohol.
 7. This policy will be reviewed annually by the president's council.

B. ANOINTING OF THE SICK PROTOCOL

The preferred option for the Sacrament of Anointing is a communal celebration for students, faculty, and staff who are in a crisis of sickness or preparing for serious surgeries. The ordinary minister of the Anointing is the rector of the seminary or his delegate. Communal celebrations of the Sacrament of Anointing of the Sick can be done as part of daily liturgy with a 24 hour notice, is possible, so that the director of worship can prepare the Rite. Individual celebrations of this Sacrament outside the Eucharist remain an option.

C. CLASSROOM PROCEDURES

1. Classroom Visitors

No one may attend a class or a course without official registration or permission of the dean.

2. Class Cancellation

All student-initiated requests for the cancellation of a class or classes or for the absence of a significant number of students from a given class must be submitted to the office of the academic dean. The academic dean will consult with the instructor before deciding whether to grant the request.

If a teacher needs to cancel a particular class, this should be reported to the academic dean as soon as possible.

3. Use of Recording Devices in Class

Although the habitual use of recording devices in class is discouraged, they may be used with the permission of the instructor.

4. Use of Personal Computers in Class

Computers may be used in the classroom provided they are not disruptive to the educational process.

D. COMPUTER POLICY, GUIDELINES AND INTERNET USE

1. Computers, Software, and Electronic Devices

All students at SHSST must have their own computer or other device capable of word processing, creating presentations, and accessing the internet and email. The seminary provides high speed access to the Internet, Microsoft Exchange e-mail service, and the Moodle learning management system for classroom activities.

Laptops, smart phones, and tablet computers may be used in classrooms only for course purposes. Use of recording devices during class requires the prior approval of the instructor.

2. Responsible Use of the Internet for Students, Faculty, and Staff

Sacred Heart Seminary and School of Theology's Internet is provided principally for instructional, research, administrative, and other work or mission-related purposes. Reasonable use of SHSST's Internet for personal reasons is permissible. However, such use should not interfere with staff work responsibilities, diminish staff work efforts, or disrupt the work of colleagues.

Standards of confidentiality and security must be observed by all users. Communication which contains confidential information must be treated as confidential. Users may not share passwords, provide e-mail access to an unauthorized person, or access another user's account without authorization.

E-mail is the common way for the school to communicate information to the community. Thus, email is to be accessed regularly by members of the school community. Indeed, students, faculty, administrators and staff are required to conduct school business on SHSST accounts. E-mail should not be used by individuals to broadcast chain letters, spam emails, or all-school messages. Normal, routine internal notices should be sent only by the staff member responsible for that area. Only certain individuals, due to their particular role in the school, have been designated to send emails using the various "bulk" distribution lists (e.g., All students, All faculty, etc.). All other school members must submit the text of the proposed "bulk" email to the director of communications for review, approval and distribution. Electronic communication should not be used for personal monetary gain or outside commercial purposes or for any political purpose, unless approved by SHSST

administration. Offensive, demeaning, harassing, defamatory or disruptive communications are prohibited.

Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer “hacking” or other related activities; or attempting to disable or compromise the security of information on any computer.

3. Recommended Precautions on Internet Use

Take precautions when providing or receiving information over the Internet. Never provide confidential, proprietary or restricted information about Sacred Heart Seminary and School of Theology over the Internet without the seminary's prior written consent. This includes, but is not limited to, information about employees, students, organizational structure, strategic plans, and financial data. Because it is possible for users to hide their true identity on the Internet, contacts made over the Internet should not be trusted with any seminary information, whether confidential or not, unless a due diligence process has first been performed.

Information obtained from the Internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the Internet provide information that is accurate, complete, current, or even legal. SHSST neither monitors nor controls third party information accessible through the Internet and cannot be held responsible for its content or use.

In the case of illegal use of the Internet, the proper legal authorities will be notified and this may result in legal action. Any other use of the Internet deemed by faculty and administrators as inappropriate is subject to review by the seminary administration who will determine the consequences.

4. Monitoring Internet Use

The SHSST infrastructure is a private network subject to monitoring, filtering, and/or censoring and all users acknowledge and agree to this condition when using it.

E. DRESS CODE: Policy Revised and Approved 06/20/19

“The ‘seminary’...more than a place, a material space, should be a spiritual place, a way of life, an atmosphere that fosters and ensures a process of formation, so that the person who is called to the priesthood by God may become, with the sacrament of orders, a living image of Jesus Christ, head and shepherd of the Church.” (John Paul II, Pastores Dabo Vobis, 42)

It is imperative that every dimension of the seminary environment contribute to the formative atmosphere called for by our late Holy Father. Seminaries across the country recognize that the matter of appropriate dress is of considerable importance. The manner in which the seminary community “clothes” itself and presents itself to the world is seen as a sign of the interior commitment and renewal that must occur during the seminary formational experience. Consequently, Sacred Heart has inaugurated the following dress code.

Definitions

Formal Dress: Modest style necktie, dress pants, dress shirt, dress shoes, and suit coat or matching sport coat. Deacons and those admitted to Candidacy will wear black clerical suit, clerical shirt with collar, black belt and black dress shoes. Religious candidates with distinctive habit may wear it in lieu of above formal dress.

Semi-Formal Dress: Collared dress shirt, dress pants and dress shoes. Dark colors are preferred for pants and shoes. Nice fleece-type outerwear may be worn during colder weather, but hooded sweat shirts are not appropriate. Deacons and those admitted to Candidacy will wear clerical garb as above, except for suit coat. Religious candidates with distinctive habit may wear it in lieu of above semi-formal dress.

Casual Dress: Neat, clean pants, collared shirt (i.e. no t-shirt), casual shoes, tennis shoes or sandals (no “flip flops”). Shirts must be tucked in. Polo shirts (i.e. with squared off tails) are the exception. Athletic clothing, pajamas or shorts are not appropriate for chapel, dining room or elsewhere on the second (main) floor.

Expectations

1. Seminarians will wear **formal** dress at all “special events”, including at least the following: Sunday Mass, Wednesday Community Liturgy, Ministries, Ordinations, Dehon Lectures, Graduation and Banquets. Other events may be so designated.
2. Seminarians will wear **semi-formal** dress on “school days” at Morning Prayer, Mass, classes, and formation sessions.
3. Seminarians may wear **casual** dress throughout Saturdays, on Sundays after Mass, and for daily seminary life when formal or semi-formal dress is not required. Casual dress is also permitted for Days of Recollection unless otherwise specified.
4. Seminarians will not wear any form of bodily ornamentation, such as earrings and the like, nor visible tattoos.

Liturgical Ministers:

1. Deacons and those admitted to Candidacy will wear clerical garb under their alb. Readers will wear formal dress.
2. Acolytes will wear semi-formal dress under liturgical garb. Eucharistic Ministers will wear formal dress.
3. Gift bearers will wear semi-formal dress for daily Mass and formal dress for all special liturgies (e.g. opening
4. Mass of school year, Wednesday community Eucharist, ministries, ordinations and days of recollection).

ESL Students: Dress will be appropriate to the occasion. Culturally appropriate casual dress is acceptable for class days.

MA Students: Dress will be professional and appropriate to the occasion

Faculty and Administration: Dress will be professional and appropriate to the occasion. Priests will dress in clerical garb. Religious priests with distinctive habit may wear it in lieu of clerical garb.

F. EDUCATIONAL PRINCIPLES AND PARAMETERS

Original Policy Approval by Board of Directors: 04/04/1995

Subsequent Procedural Revisions by Faculty Council

Most Recent Procedural Revision by Faculty Council: 06/20/2019

EDUCATIONAL PRINCIPLES

Sacred Heart Seminary and School of Theology affirms the following educational principles. These grounding principles help faculty members and administrators preserve the seminary's theological integrity, promote its service to the Church, and provide for the academic freedom appropriate to a Roman Catholic seminary. They further serve to guide the decisions of academic faculty concerning the pedagogy and content of their courses and assist human/spiritual formation and pastoral formation faculty to appropriately prepare students who exhibit widely different views of the cluster of issues which arise in the context of human, spiritual, and pastoral formation.

We teach with commitment to Roman Catholic tradition in its historical unfolding and ongoing development.

We strive to teach as much by example as by explanation and are explicit about our commitments to scholarship, tradition, and Christian discipleship.

We teach with intellectual rigor so that our students might mature in faith and spirituality, cultivate the habit of theological reflection, and develop the capacity for effective and compassionate pastoral practice.

We ensure that Gospel norms, especially those of unity, inclusiveness, hope and compassion are explicit elements in all teaching and learning activities.

We provide a professional theological education rooted in Catholic belief and practice that prepares students to minister effectively within the diversity of contemporary convictions about religions, spirituality, and social issues.

We take seriously the fact that receiving and handing on the tradition is a pastoral activity, making the intellectual, pastoral, and spiritual components our program intrinsically integrated.

We create a learning environment based on mutual trust and respect for our theological expertise and the significance of students' individual histories and diverse religious sensibilities.

We use teaching methods that respect the experience, diverse learning styles, abilities, and cultural backgrounds of our students.

We believe our primary focus of preparing men for ordination to the Roman Catholic priesthood is best accomplished in an inclusive setting where men and women religious and laity develop theologically and spiritually with seminarians in a spirit of collaboration.

We process disputes and disagreements as a Christian community: fairly and directly, using clearly stated and appropriate procedures and respecting the dignity of all persons involved.

PARAMETERS FOR TEACHING

Original Policy Approval by Board of Directors: 04/04/1995

Subsequent Procedural Revisions by Faculty Council

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Sacred Heart Seminary and School of Theology acknowledges and is committed to the boundaries formed by Word, Tradition, and Church. We articulate these parameters in order to serve Sacred Heart's mission of forming leaders for the People of God. These parameters reflect prudential pedagogy and our context as a Roman Catholic seminary.

Parameters Related to Fidelity

1. Catholic teaching, its official expressions, and its most significant traditional and contemporary discussions shall have primacy in all courses.
2. Neither faculty nor students shall advocate ideas hostile to the intellectual, pastoral or spiritual traditions of the Church.

Parameters Related to Critical Reflectiveness

3. The faculty shall insure that each course reflects a systematic, intentional development of knowledge, skills, and attitudes necessary for the critical study of theology.
4. Course preparation shall include development of clear norms to guide the judging and critiquing that must occur within a classroom.
5. Exploration of diverse viewpoints, ideas, and approaches to pastoral practice will take place within a context of Catholic traditions for the sake of effective and authentic intellectual and pastoral development of students.
6. All members of the community will be allowed to express views in a manner that promotes mutual understanding and permits disagreement.

Parameters Related to Integration

7. Faculty shall be sensitive to the diverse stages of faith development and intellectual readiness represented in the average classroom.
8. Faculty shall regularly assess students' comprehension to insure that they are gaining understanding and are able to engage in theological discussion.

Parameters Related to Respect

9. The Church, its teaching, its leadership, and its practices shall not be the object of ridicule or other acts of disrespect.
10. The ridicule of other religious traditions or beliefs shall not be permitted.
11. Faculty shall be held accountable for gauging the impact of presentational styles on sensitive issues, explaining controversial materials clearly and thoroughly without resorting to stereotyping people or positions.
12. Faculty shall exercise sensitivity and care in discussing or assessing liturgical practices.
13. Faculty, seminarians, men and women religious, and laity shall demonstrate appropriate mutual respect and appreciation.

G. GRADING PROCEDURES

1. Grading System

Official grades are issued by the registrar at the end of each semester. A consideration of examinations, assignments, papers and class participation will determine the semester grade. The following grading system is used:

A	Excellent	4.0 Grade Points
AB		3.5 Grade Points
B	Good	3.0 Grade Points
BC		2.5 Grade Points
C	Fair	2.0 Grade Points
CD		1.5 Grade Points
D	Minimum Passing	1.0 Grade Points
F	Failure	0.0 Grade Points
I	Incomplete	
W	Withdrawal within 4 weeks	
WP	Withdrawal Passing in the 5th to the 11th week	
WF	Withdrawal Failing in the 5th to the 11th week	

2. Academic Evaluations

Academic evaluation will take the form of letter grades and be recorded as such in the student's permanent file. It is strongly suggested, however, that the individual faculty member aid the academic development of the students by means of written evaluations which will be kept on the level of the student-professor relationship.

3. Change of Registration

If a class is dropped by the drop/add deadline of the semester, no record is carried on the transcript.

4. Withdrawals

- If made within the second to fourth week of the semester, the course is recorded as "W" on the transcript.
- After the beginning of the twelfth week of the semester, no withdrawals are permitted unless the student withdraws from the seminary; in such a case the withdrawal is recorded as "W."

- c. In unusual circumstances, it is the prerogative of the academic dean to make adjustments to the above.

5. Incompletes

- a. The request for such must be initiated by the student and is given only with the instructor's permission.
- b. Forms for this request are available from the academic office and must be used.
- c. On this form the student will indicate the nature of the incomplete work and the reasons for the request.
- d. The student must complete all unfinished course requirements within four weeks of the end of the semester in which the course was taken. In extraordinary circumstances such as family or medical emergency, the dean, in consultation with the faculty member, may extend the deadline as far as the end of the next semester.
- e. Failure to complete whatever is necessary within the time limit will automatically turn the incomplete into a failing grade.

6. Grievances

Any dissatisfaction concerning grades received must be communicated to the dean by the end of the Add/Drop period of the semester following the one in which the grades were received. The student must have consulted with the instructor before approaching the dean. The decision of the dean is final.

7. Mid-Term Reports

About the middle of each semester the dean will request a progress report from all instructors. Generally these reports are limited to students whose work at midterm is C or lower. This is to insure that the student receives a timely notification of his situation and to give the dean an opportunity to explore with the student any possible need for remedial assistance.

8. Transcripts

The registrar's office maintains a permanent record of each student's official grades. A transcript of this record may be obtained only through a written request to the registrar. A fee is charged for each transcript and should accompany the written request. For a transcript to be official (sending or receiving) it must be printed on security paper and include the signature of the registrar, date of printing, and school seal. Thus faxed or emailed copies cannot be considered as official.

H. INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS

To comply with federal regulations, the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools now requires affiliated institutions to maintain records of the formal, written student complaints filed with the offices of the Chief Executive Officer (president-rector), the Chief Academic Officer (vice-president for academic affairs), or the Chief Student Services Officer.

As of September 1, 1998, the following policy of INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS was instituted.

1. A tracking system of written student complaints filed with the offices of the Chief Executive Officer (President-Rector), the Chief Academic Officer (Academic Dean), or the Chief Student Service Officer (Vice President for Finance) is maintained by the said offices.
2. The complaint must be in writing, signed by the student complainant, and addressed to and submitted to an institutional officer with the responsibility to handle the complaint.
3. The tracking system maintained by said offices consists of the following elements:
 - a. the date the complaint was first formally submitted to an appropriate officer;
 - b. the nature of the complaint (e.g. dispute about a grade, allegation of sexual harassment, etc.);
 - c. the steps taken by the institution to resolve the complaint;
 - d. the institution's final decision regarding the complaint, including referral to outside agencies;
 - e. any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.);
4. The information gathered through the tracking system will be shared with accrediting agencies as requested. However, individual identities will be shielded.
5. SHSST will provide an evaluation team from an accrediting agency with letters or documents from individual complaints only with the express permission of that complainant.
6. The tracking system record will be maintained for a two-year period, after which it will be destroyed.

I. LEARNING ACCOMMODATIONS FOR STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

Faculty Council Approval: 5/11/2016

Students for whom English is a Second Language are to be provided learning

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accommodations as they transition to degree course work. In order to receive such accommodations, students must meet the following criteria:

1. English must not be their first language.
2. They must not have achieved a college or graduate degree from a college or university in which the academic work was delivered exclusively in English.
3. Their scores on the Cambridge Michigan Language Assessment (CaMLA), which is typically administered upon enrollment, must indicate issues in English language aptitude, and the Director of ESL certifies that the student has ongoing issues in English language facility.
4. The student must annually fill out the “Learning Accommodations for Students for Whom English is a Second Language” form and submit it to the Registrar, who will place it in the student’s file.
5. If a person qualifies under the above criteria and the “Learning Accommodations” form is on file, the student may request that learning accommodations be provided in the manner described below. The student’s grade is not to be negatively affected if any of the following accommodations are provided.
 - a. The student must provide a copy of the form to each course instructor from whom accommodations are desired. This should be done at the beginning of the semester to let the instructor know that a request for accommodations may be made and that the student qualifies for this request.
 - b. The student must explicitly and directly request in advance from the course instructor that a learning accommodation be provided for any assignment or exam for which s/he chooses to utilize this option.
 - c. It is the student’s option to accept or forgo this accommodation. However, instructors are able to encourage students to take advantage of this opportunity if, from observation in the course, it appears that it would be helpful to the student.

Stage 1 Transition: During any year that a student is still enrolled in an ESL course other than accent modification or in the first year of full-time degree course work at SHSST, the following accommodations are to be made.

Required Accommodations:

1. **In-Class Exams:** The student can request that the exam be administered in an oral format, take-home format, or the length of the in-class exam period be extended by 100% (i.e., doubled). The instructor has the right to select which of these three options will be employed. If the selected option is an extended time period for the in-class written exam, then the student will have access to a dual language dictionary, which can be provided by the Academic Department.

- 2. Take-Home Exams and Papers:** The student will be given at least one week to complete a take-home exam, and two weeks to complete a take-home paper. Instructors will grade the assigned work based on an assessment of the content (i.e., the sense, or meaning of the written work) and not the grammatical expression of thought. If the written work is insufficient in demonstrating adequate knowledge or skill acquisition, faculty are to meet one-on-one with student to allow the student the opportunity to demonstrate their knowledge or skill acquisition in an oral format.

Optional Accommodations:

- 3. Native Language Exams and Papers:** If the instructor is competent in the native language of the student, the instructor has the option to allow students to take oral exams, complete take-home exams, and/or write papers in their native language. This accommodation is at the discretion of the instructor, and is not a required accommodation. If this option is offered by the instructor and accepted by the student, then an extended in-class exam period or other accommodations listed above do not need to be provided.
- 4. Instructor Specific Options:** The instructor may offer additional accommodation options to the student over and above the mandatory options.

Stage 2 Transition: During the second year of full-time degree course work at SHSST, the following accommodations are to be made.

Required Accommodations:

- 1. In-Class Exams:** The student can request that the length of the in-class exam period be extended by 50%. The student will have access to a dual language dictionary, which can be provided by the Academic Department.
- 2. Take-Home Exams and Papers:** The student will be given at least one week to complete a take-home exam, and two weeks to complete a take-home paper. Instructors will primarily grade the assigned work based on an assessment of the content (i.e., the sense, or meaning of the written work) and less on the grammatical expression of thought. If the written work is insufficient in demonstrating sufficient knowledge or skill acquisition, faculty can either meet one-on-one to allow the student the opportunity to demonstrate their knowledge or skill acquisition in an oral format or require that the written work be revised and resubmitted.

Optional Accommodations:

- 3. Native Language Exams and Papers:** If the instructor is competent in the native language of the student, the instructor has the option to allow students to take oral exams, complete take-home exams, and/or write papers in their native language. This accommodation is at the discretion of the instructor, and is not a required accommodation. If this option is offered by the instructor and accepted by the student,

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then an extended in-class exam period or other accommodations listed above do not need to be provided.

- 4. Instructor Specific Options:** The instructor may offer additional accommodation options to the student over and above the mandatory options.

I. PLAGIARISM

1. FORMATIONAL IMPORTANCE

Plagiarism is intellectual theft and an act of academic dishonesty. Committing plagiarism thus signifies a lack of the moral integrity essential for the exercise of the Christian virtues required of priests and ministers in the Church. Because of these implications, SHSST requires the publication of a standardized statement on plagiarism on all course syllabi.

In order to help students avoid plagiarism, students are provided with practical, culturally sensitive training in intellectual integrity, research strategies, and academic writing, including the quotation of others' words, proper techniques in paraphrasing, citation of source material, creation of bibliographies, etc. This training is provided in the following ways: 1) required participation of all incoming students in the Theological Studies Workshop in which the proper use of sources and the avoidance of plagiarism are covered; 2) individualized consultation with the Writing Skills Associate on such topics as paraphrasing techniques, citation expectations, etc.; and 3) faculty availability outside of the classroom for one-on-one assistance regarding the proper use of other's material.

2. DEFINITION OF PLAGIARISM

Plagiarism is using "someone else's language, ideas, or other original (not common knowledge) material without acknowledging its source" (Council of Writing Program Administrators, 2003).¹ Plagiarism includes using but failing to cite formal sources, such as books, journals, newspapers, film, television, and web pages, or informal sources such as conversations, interviews, e-mails, and other private correspondence. If a student uses another person's words or material, the simple cataloguing of the source in the bibliography is not sufficient acknowledgement; rather, the source material must be appropriately cited within the text following the conventions outlined in the SHSST Style Manual.

Examples of plagiarism include but are not limited to:

- Copying the exact words of another source without placing them in quotation marks
- Producing text that too closely resembles another source in thought, order, or vocabulary
- Reduplicating diagrams, tables and pictures without citation of source
- Cheating on an exam by copying from another source, including another student
- Submitting without instructor permission one's own work previously submitted in another course
- Splicing together an assignment from one or more unacknowledged source(s)
- Submitting a paper purchased or acquired from another individual or company
- Submitting a translation of another person's work as one's own original work.

¹ Council of Writing Program Administrators (WPA). 2003. "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices." January. Accessed November 7, 2013. <http://wpacouncil.org/node/9>

3. CITATION EXPECTATIONS

- a. Written papers, exam essays, oral presentations, and other assignments submitted by students as their own work in any course (degree courses, formation classes, theological reflection, etc.) at SHSST must indicate the published and unpublished sources for any material used, including quotations, paraphrases, summaries, or ideas from another source.
- b. The SHSST Style Manual is to be followed in the creation of citations and reference lists. (The Style Manual is available on the intranet and the SHSST Moodle page under Library/Writing Consultation Services.)
- c. It is the student's responsibility to know and understand how to use the works of others. If there is any uncertainty, the student should consult with an Instructor and/or with the Writing Skills Associate (WSA).

4. STYLISTIC MISUSE OF THE WORK OF OTHERS

SHSST policy distinguishes between stylistic misuse of the work of others and plagiarism. A stylistic misuse of the works of others is the failure to employ the proper conventions of citation as listed in the Style Manual or the inadequate technical ability in paraphrasing another's words, with no intention of portraying the content from the source as one's own authorship.

- a. The incorrect citation or paraphrasing of sources can be weighed by the instructor as a factor when determining the grade for an assignment. The instructor can require that the student correct the problem and re-submit the assignment before a grade is assigned for the submitted work.
- b. If there are significant issues in the proper use of the Style Manual, stylistic issues related to citation of sources, or proper paraphrasing techniques, the instructor is to fill out the Writing Consultation Services Referral Form so that the identified issues can be addressed through appropriate instruction by the Writing Skills Associate (WSA).
 - i. In addition to identifying for the student the problematic issues in the submitted assignment, the instructor informs the student of the referral to the WSA and the requirement that the student meet with the WSA within 10 days.
 - ii. The WSA will inform the instructor if the student has fulfilled the obligation to meet by the end of the 10-day deadline.
- c. Upon receiving more than one referral on the same student for this issue, the Writing Skills Associate informs the Vice President for Academic Affairs.
 - i. The Vice President for Academic Affairs can redress the situation in the manner deemed appropriate, including placement of the student on academic probation.
 - ii. If the student is a seminarian, the Vice President for Academic Affairs will inform the Formation Advisor of the situation. The sponsor might also be informed of the situation if deemed appropriate by the Vice President for Academic Affairs, Human Formation Advisor, and/or Rector.
 - iii. If the student is not a seminarian, the Vice President for Academic Affairs will inform the student's academic advisor of the situation.

5. PLAGIARISM PROCEDURES

The following procedures will be followed when there is a reasonable suspicion that a student has plagiarized.

- a. The instructor undertakes an investigation in an effort to identify the original source(s). Normally, the suspicion of plagiarism based upon writing style alone is not sufficient verification, but rather the original source material should be located. The instructor can consult with the Writing Skills Associate in this assessment process. The faculty member is not required to contact the student at this stage, but may choose to do so. In some cases, contacting the student may be important in order to determine if the issue is plagiarism or a stylistic misuse of the works of others.
- b. Once there is reasonable evidence of plagiarism, the instructor completes a Plagiarism Incident Report (PIR) within 48 hours and sends it to the Vice President for Academic Affairs.
 - i. The instructor meets with the Vice President for Academic Affairs to review the evidence and verify the level of the plagiarism.
 - ii. After the PIR is signed by the Vice President for Academic Affairs, the original copy is placed in the student's academic file. If the student is a seminarian, the Vice President for Academic Affairs gives a copy of the signed PIR to the Vice President for Human Formation, who in turn informs the seminarian's formation advisor. If the student is not a seminarian, the Vice President for Academic Affairs will inform the M.A. Director who in turn informs the student's academic advisor.
 - iii. The instructor contacts the student regarding the plagiarism, providing a copy of the signed PIR and the supporting documentation, and informs the student of the academic consequences (see Section 6: Academic Consequences below).
 - a) The student is required to meet with the course instructor and the Vice President for Academic Affairs to discuss the plagiarism.
 - b) After this meeting, the student is required to meet with the Writing Skills Associate in order to be re-instructed on the proper use of sources. If the student is a seminarian, he is also required to contact and meet with his formation advisor to discuss the moral character issues associated with plagiarism.
- c. In addition to outlining the academic procedures and the associated deadlines required of the student, the PIR informs the student of the right of appeal to the Committee for Conflict Resolution if the accusation of plagiarism and/or the academic penalty is disputed.
 - i. In such cases, the student is to follow the procedures found in the *School Handbook* Chapter VIII.
 - ii. The student is required to initiate any such appeal within 48 hours after the meeting with the instructor and Vice President for Academic Affairs (see section 5.b.iii.a. above).
 - iii. If the conflict resolution process results in exonerating the student of plagiarism or modifying the penalty, then the President-Rector writes a report delineating his decision and attaches it to the PIR in the student's academic file.
- d. If there is a repeated incident of plagiarism by the same student, the above procedures are followed. However, once the student indicates that an appeal to the Committee for Conflict Resolution will not be pursued or after any such appeal is adjudicated, the Vice President for Academic Affairs will take one of the following steps so that the proper course of action can be determined (see Section 7: Institutional Consequences below):
 - i. If the student is a seminarian, the Vice President for Academic Affairs will submit the PIR to the Rector, who will determine the institutional consequence of this repeated incident of plagiarism.
 - ii. If the student is not a seminarian, the Vice President for Academic Affairs will determine the institutional consequence of this repeated incident of plagiarism.

6. ACADEMIC CONSEQUENCES

The manner in which the first instance of plagiarism is redressed depends upon the degree of plagiarism.

Level One

- a. The amount of plagiarism does not exceed 10% of the total length of the paper/assignment.

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- b. The assignment is not graded until the student reworks and resubmits the assignment in the time frame determined by the instructor and listed on the PIR.
- c. The resubmitted assignment is penalized one full grade (e.g., an A becomes a B, a BC becomes a CD).
- d. If the assignment is not sufficiently reworked, it is the instructor's prerogative to determine if the student will be allowed one more opportunity to resubmit the work or if a grade of F will be assigned to the work.
- e. If the student does not resubmit the work within the required time frame, the assignment receives a grade of F.

Level Two

- a. The amount of plagiarism exceeds 10% of the total length of the paper/assignment.
- b. The assignment is not graded until the student reworks and resubmits the assignment in the time frame determined by the instructor and listed on the PIR. The resubmitted assignment cannot receive a grade above a C.
- c. If the assignment is not sufficiently reworked, it is the instructor's prerogative to determine if the student will be allowed one more opportunity to re-submit the work or if a grade of F will be assigned to the assignment.
- d. If the student does not resubmit the work within the required time frame, the student receives an F for the assignment and will receive an F for the course.
- e. Level Two consequences can be applied in all repeated occurrences of plagiarism, regardless of the extent of the plagiarized material.

7. INSTITUTIONAL CONSEQUENCES

- a. The first instance of plagiarism results in the student being immediately placed on academic probation and will remain on academic probation for one full semester. In the case of seminarians, the sponsor will be informed of the plagiarism incident.
- b. While circumstances need to be appropriately weighed (extent and type of plagiarism, student response, etc.), the normative practice for a second instance of plagiarism is the student's dismissal from the school. In the case of seminarians, the sponsor will be informed of the course of action taken by the Rector.
- c. Dismissal Decisions
 - i. Dismissal of non-seminarians (e.g., lay students, clerics, religious order members) for violations of the plagiarism policy is made by the Vice President for Academic Affairs (see *MA Handbook* 3.4.2). These students have the right to appeal this dismissal decision to the President-Rector (see *MA Handbook* 3.4.3).
 - ii. Dismissal of seminarians for violations of the plagiarism policy is made by the President-Rector. If warranted by additional formational issues, seminarians can be dismissed in response to a first instance of plagiarism.

Revision approved by faculty council 03/19/2014

J. SEXUAL HARASSMENT POLICY

We are committed to providing an environment in which all members of the seminary community are treated with courtesy, respect and dignity. Consistent with this policy, conduct, whether intentional or unintentional, that results in the harassment, sexual or otherwise, of other members of the community will not be tolerated.

All complaints of sexual harassment or any other form of “harassment” will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop or remedy any such conduct. Any member of the community found in violation of this policy will be subject to disciplinary action, including discharge or dismissal.

Sexual harassment is any conduct of a “sexual” nature that interferes with another person’s work performance, formational or academic progress, or creates or may create an intimidating, hostile, or offensive environment.

If you believe in good faith that there has been a violation of this policy, we encourage (in fact we insist) that you report the perceived violation as soon as possible to the appropriate seminary department chair or to the human resource department, who will investigate all allegations promptly, objectively and confidentially.

K. STUDENT ABSENCE PROCEDURE

If a student knows in advance that he or she needs to be absent from a scheduled activity (e.g. academic class, spiritual formation session, field education responsibility), then the appropriate classroom instructor, formation advisor, and/or placement supervisor must be notified. The instructor/advisor/supervisor can direct the student to complete additional work as a means of achieving the formational goals of the missed scheduled activity.

If a student is unexpectedly absent from a scheduled activity due to illness or other unforeseen circumstances, then the appropriate department office (academic, human- spiritual, pastoral) must be notified as soon as possible.

Any residential student who anticipates being gone for the greater part of a day must sign out at the reception desk.

If a residential student anticipates an overnight absence from the seminary, he must first be in conversation with his formation advisor and receive permission from the rector.

Approved by President’s Council, November 5, 2012

L. TRANSFER CREDIT POLICY

Introduction

Sacred Heart Seminary and School of Theology is dedicated to serving God's people by preparing men of all ages for priesthood and by educating others for ministry in the Roman Catholic Church. Inspired by the charism of Father Leo John Dehon, founder of the Priests of the Sacred Heart, we are committed to academic excellence, authentic human and spiritual formation with an emphasis on the Eucharist and social justice, and formation of effective Church leaders with pastoral hearts. To that end, SHSST makes every effort to assist students in succeeding in their goals. Therefore, SHSST accepts completed graduate level transfer credits into the following programs: Pre-Theology Introductory Studies, Master of Divinity, Master of Arts and Certificate in Priestly Formation.

Transfer of Credits and Clock Hours

SHSST will accept transfer credits of graduate level work completed and awarded at another regionally or nationally accredited institution and national seminary. Credits from a foreign seminary, college or university will be evaluated on a case-by-case basis occasionally requiring evaluation by Educational Credential Evaluators, Inc. (ECE) or World Education Services (WES).

Clock hour documentation from Roman Catholic arch/diocesan courses and permanent diaconate programs are also accepted in transfer. Clock hours for specific coursework will be considered on a 10:1 ratio (10 clock hours = 1 credit hour) to translate as academic credit.

Transferred credits, course titles and grades will appear on the student's SHSST transcript. However, transferred credits and grades are not included in the student's GPA. Only courses taken at SHSST are reflected in the student's semester and cumulative credits and GPA.

Following the initial credit audit conducted by the registrar, the academic dean reviews the files of new students. If there is doubt about the acceptability of courses, the student will receive written instructions from the dean to meet with a specific instructor for an interview and/or evaluation.

A course taken by a student at another institution while the student is enrolled at SHSST will be accepted in transfer toward a degree or certificate only if prior permission for taking the course for transfer has been obtained from the academic dean.

SHSST will evaluate all credits submitted by the new student and reserves the right to accept or deny any of the credits for transfer. Credit is generally granted for successfully completed courses comparable to those offered at SHSST. Specific transfer credit nuances for each program are listed below under the program heading following the general guidelines.

1. Transfer of Pre-Theology Introductory Studies Credits

For pre-theology introductory studies credits (philosophy, religious studies pre-requisites and interpersonal communication skills) to transfer the following are required:

- a. An official transcript of the credits must be sent directly from the granting institution to SHSST;
- b. The course may be at the undergraduate level;
- c. The course must be demonstrated as equivalent to our introductory studies courses;
- d. The school reserves the right to refuse transfer credits that were completed more than 10 years before matriculation into SHSST.

2. Transfer of Core Course Credits

For credits to transfer the following are required:

- a. An official transcript of the credits must be sent directly from the granting institution to SHSST;
- b. The course must be at the graduate level;
- c. The course must be demonstrated as equivalent to our core course;
- d. The school reserves the right to refuse transfer credits that were completed more than 10 years before matriculation into SHSST.

3. Transfer of Elective Credits

Students who have been given advanced standing may have previous academic work accepted to fulfill the elective requirement. For elective credits to transfer the following are required:

- a. An official transcript of the credits must be sent directly from the granting institution to SHSST;
- b. The course must be at the graduate level;
- c. The school reserves the right to refuse transfer credits that were completed more than 10 years before matriculation into SHSST;
- d. In the judgment of the dean, the course fulfills the purpose for which elective credits are given.

4. Credit by Examination

SHSST recognizes that some students enter the seminary/school of theology with experiences and training that meet the objectives of some core courses for our degree/certificate programs. When these experiences and/or training do not meet the school's guidelines for the transfer of credit, the student has the option of requesting credit by examination as follows:

- a. The request for examination is made by the student through the dean's office. At that time evidence to support the claimed background is given. The evidence presented must be verifiable professional experience and/or a transcript of graduate courses.
- b. If the academic dean judges that the evidence seems to warrant an attempt at credit by examination, the dean will give the student the authorization form for the examination; this form will summarize the related background and specify the instructors who will be responsible for giving the exam.
- c. First year students must complete all such examinations by the end of their first year; transfer students with advanced standing must complete all such examinations by the end of their first semester.
- d. The examination will ordinarily be written and oral and will be based upon the instructional objectives of the essential syllabus for the specific course. The academic dean will select a qualified instructor for the examination. The criteria for a pass/fail decision are the instructional objectives.
- e. The examination must be completed within two weeks after the instructor has agreed to the exam. The instructor will report the results of the exam to the dean within one week after the testing has been completed.
- f. A failed examination cannot be repeated; however, a failure can be appealed to the dean.
- g. A record of the following will be kept in the student's academic file until graduation:
 - a) documentation of background presented identifying prior competency equivalency with or without having an undergraduate degree, b) the instructors' written evaluation of the exam in which the instructional objectives of the course are to be specifically addressed, and c) the final recommendation for or against granting credit. If the testing was successful, a passing ("P") grade will be indicated on the transcript.
- h. A fee is charged for the exam process, whether or not the exam was passed.

5. Credit for Non-Academic Training and/or Experience

Non-academic training/experience will not be accepted for credit if taken before a student matriculated to SHSST. If such training and experience are taken while the student is enrolled at SHSST, they can be considered for elective transfer credit under the following conditions:

- a. It is a language training program that relates directly to the future ministry of the student, or it is a highly specialized ministry training program under the direction of a competent organization, i.e., KIIS, CPE, etc.;
- b. A detailed description of the program is submitted to the dean before approval is given;
- c. Credit will be given only when proper evaluation from the sponsoring organization is received by the dean.

6. Transfer Credit Program Requirements

A. Pre-Theology Introductory Studies

For credits to transfer into the Pre-theology Introductory Studies program, the following is required:

1. Undergraduate philosophy, religious studies and interpersonal communication skills courses will be considered for transfer credit to fulfill the pre-requisites before entering the MDIV and/or Certificate programs;
2. The course must have been passed with at least a “C” grade;
3. Ordinarily, the course should not have been completed more than 10 years before matriculation into SHSST.

B. Master of Divinity and Certificate in Priestly Formation

For credits to transfer into the Master of Divinity and the Certificate in Priestly Formation Programs the following is required:

1. The course must have been passed with at least a “C” grade;
2. Ordinarily, the course should not have been completed more than 10 years before matriculation into SHSST;
3. There is no limit to the number of credits that can be transferred. However, a minimum of 50 credits must be earned at SHSST during a period of at least four semesters of full-time study (minimum of 9 credits per semester) in order to earn the M.Div. degree or Certificate in Priestly Formation.
4. Credits from Creighton Institute for Priestly Formation (IPF):
SHSST will accept up to three (3) courses from the Creighton Institute for Priestly Formation with no more than two (2) credits being given per course for a total of 6 credits possible for transfer. Credits accepted will be applied as elective credits in the M.Div.

program. Conditions listed above must be met.

C. Master of Arts

For credits to transfer into the Master of Arts program, the following is required:

1. The course must have been passed with at least a “B” grade;
2. Ordinarily, the course should not have been completed more than 10 years before matriculation into SHSST;
3. Ordinarily, no more than 6 credits may be transferred in.

7. Transfer Credit Appeal Process

If a student wishes to appeal the academic dean's original decision, s/he should discuss the matter with the dean. Upon the presentation of further evidence, the dean will either accept additional credits or give the student the proper form to authorize an interview and/or evaluation with a specified instructor.

M. USE OF SPANISH IN LITURGIES & PUBLIC PRAYER

Rationale: This policy is in response (1) to the unfolding reality of the growing number of Spanish-speaking Roman Catholics in the United States and (2) to the US Bishops’ documents encouraging seminaries to satisfactorily prepare future priests to effectively minister in this reality.

Guiding Principle: The unfolding of the Hispanic presence among us in the Church in the United States is a reality that must be incorporated in each and every aspect of the priestly formation program at SHSST. In terms of this specific policy, the intention is that the Spanish language will be incorporated into the prayer of the SHSST community as an authentic expression of who we are as church in the United States.

1. The Spanish language will predominate at least once a week in one celebration of the Eucharist and in one celebration of the Liturgy of the Hours.
2. The Spanish language will be incorporated in every special celebration at SHSST. Such celebrations include, but are not limited to: ordinations, installation of ministries, candidacy, deacon promises, rite of sending, graduation, appreciation evening and awards evening.
3. The policy will be reviewed and updated on a yearly basis. The director of spiritual formation will be responsible for the yearly policy review.

VII. FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)

(Below is the government's required statement regarding the FERPA Act of 1974, as amended.)

Each year Sacred Heart Seminary and School of Theology is required to give notice of the various rights accorded to students pursuant to the Family Educational Rights and Privacy Act (FERPA). For FERPA purposes SHSST defines a student as one who is currently attending Sacred Heart Seminary and School of Theology and whose records are in the files of this school.

FERPA for Students

In accordance with FERPA, you (student) are notified of the following:

1. You have the right to review and inspect all of your education records maintained by or at Sacred Heart Seminary and School of Theology within 45 days of the date the registrar receives a written request from you for access.

Education records are those maintained by Sacred Heart Seminary and School of Theology, or a party acting for the institution, which are directly related to a student. Records containing your name, social security number or other personally identifiable information (data or information) may include:

- A. your name; the names of your parents or other family members;
 - B. your address;
 - C. a personal identifier such as a social security number or your student ID number;
 - D. a list of personal characteristics, or other information which would make your identity easily traceable in whatever medium (handwriting, print, tapes, files, microfilm, microfiche, any form of electronic data storage), are covered by FERPA unless identified in one of the Act's excluded categories.
2. You have the right to prevent disclosure of personally identifiable information contained in your education records to third parties with certain exceptions allowed by Federal regulations. It is the intent of Sacred Heart Seminary and School of Theology to limit the disclosure of information contained in your education records to those instances when prior written consent has been given for the disclosure, or when the provisions of FERPA allow such disclosure without prior written consent.

Parents/legal guardians of traditional-age (17-22) students have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.

Information may be released to parents/legal guardians or sponsors, including bishop, vocation director, religious congregation provincial, only if one of the following is met:

a) through written consent of the student [form for this purpose available in the Office of the Registrar], b) in connection with a health or safety issue, c) in compliance with a subpoena, or d) by submission of evidence that one or both parents declared the student as a dependent (providing more than 50% of support in the previous calendar year) on their most recent federal income tax form.

One exception which permits disclosure without consent is disclosure to a school official at Sacred Heart Seminary and School of Theology who has a legitimate educational interest in a student's education record. A school official is a person employed by a postsecondary institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted (such as an attorney, auditor, NSC or collection agent); a person serving on the Board of Trustees or a student serving on an official committee or assisting another school official in performing his/her tasks.

A legitimate educational interest exists if the school official needs to review an education record in order to fulfill his or her professional responsibility. Disclosure to a school official does not constitute institutional authorization to transmit, share or disclose any or all information received to another party. Upon request, SHSST discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

3. You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed, if Sacred Heart Seminary and School of Theology decides not to alter the education records according to your request. Note: If a student questions any grade as recorded in the Registrar's Office, the student has a period of one year, beginning with the end of the term in which the grade was awarded, to challenge the accuracy of the grade. At the end of one year, the permanent record will become the absolute record, and changes may not be made.
4. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202, concerning any alleged failure by Sacred Heart Seminary and School of Theology to comply with FERPA.
5. You have the right to obtain a written copy of SHSST's official notification to students regarding FERPA. A copy may be obtained in person or by mail from the Office of the Registrar or the Office of the Vice President for Academic Affairs.

Directory Information Sacred Heart Seminary and School of Theology has designated certain information contained in the education records of its students as Directory Information for purposes of the Family Educational Rights and Privacy Act (FERPA). This information may be released to persons or agencies outside the college without student consent unless the student has requested non-disclosure of some or all of this information using the form available for this purpose in the Office of the Registrar. Directory information for Sacred Heart Seminary and School of Theology is defined as: 1) full name, 2) major field of study, 3) participation in officially recognized activities and sports, 4) height/weight of members of athletic teams, 5) dates of attendance, including current classification and year, matriculation and withdrawal dates, 6) degrees and awards received, 7) most recent previous

educational institution attended, 8) full- or part-time status, 9) photograph, and 10) campus e-mail address. Not included are: social security number, race/ethnicity, or gender. An item of directory information may be disclosed by Sacred Heart Seminary and School of Theology for any purpose, without the prior consent of a student, unless the student has forbidden its disclosure in writing.

The Solomon Amendment & FERPA

Sacred Heart Seminary and School of Theology is required under the provisions of the Solomon Amendment to provide directory information on students who are at least 17 years of age to representatives of the Department of Defense for military recruiting purposes upon request. That information includes: student name, addresses, telephone listings, date and place of birth, level of education, degrees received, prior military experience and the most recent previous educational institutions enrolled in. If any of this information is not collected by Sacred Heart Seminary and School of Theology, the college is not required to collect it in order to provide it to military recruiters. Sacred Heart Seminary and School of Theology is not required to disclose the directory information of students who have requested nondisclosure of any or all directory information. Students wishing to prevent disclosure of the designated directory information must file a non-disclosure form with the Registrar's Office. In the event that such written notification is not filed, Sacred Heart Seminary and School of Theology assumes that the student does not object to the release of the directory information. Students are urged to consider very carefully the consequences of a decision to withhold any information. Such a request must be renewed annually to remain in effect, and will remain in effect once a student leaves Sacred Heart Seminary and School of Theology. Any future requests for such information from non-institutional persons or organizations will be refused until the student notifies Sacred Heart Seminary and School of Theology in writing that his/her information should be released.

VIII. CONFLICT RESOLUTION

A. INTRODUCTION

Prior to initiating the process of conflict resolution, every effort should be made to resolve a conflict on an informal basis.

The process for conflict resolution outlined below applies ONLY to those conflicts which are not otherwise specifically provided for in the various handbooks which cover the policies and procedures of SHSST.

Furthermore, the specific institution, SHSST, is a seminary under the auspices of the Roman Catholic Church. All parties concerned -- administrators, faculty members, and students -- are subject to the disciplinary, administrative, and doctrinal norms established by the Church for such institutions. These norms are presupposed in any process of conflict resolution.

For purposes of clarity, this process of conflict resolution is proposed for the following members of the community that form the seminary: administrators, faculty, and duly enrolled students in the pre-theology, M.Div./CPF, MA, and ESL programs. Continuing education and all other students are specifically excluded. Also excluded from this process are support personnel who are deemed to be properly safeguarded by the general norms of employer/employee relationships.

B. PROCESS FOR CONFLICT RESOLUTION

1. Committee for Conflict Resolution

a. A committee for conflict resolution shall be comprised of:

- 1) One member of the seminary community appointed by the president-rector.
- 2) One member of the seminary community elected by the faculty council.
- 3) One member of the seminary community elected by the student council.

b. The president-rector will convene the committee in the manner described below under "Process". When the conflict involves the president-rector, the provincial superior of the SCJs will convene the committee in the manner described below in "Process". The Provincial Superior may appoint a SHSST board member or a provincial councilor to serve as his representative to convene the committee and, if necessary, serve as its final arbitrator in the manner described below under "Process".

- c. The three members of the committee are chosen at the beginning of the school year and serve for a term of one year.

2. Matters Subject to the Process

- a. The procedures described herein are to provide a means of solving conflicts which are not otherwise provided for and which involve the members of the seminary community listed above.
- b. The following are conflicts NOT subject to this process:
 - 1) Conflicts which are specifically provided for in the various handbooks or elsewhere in the *School Handbook* which cover the policies and procedures at SHSST.
 - 2) The civil or canonical status of the aforementioned persons.
 - 3) The decisions of the members of the hierarchy and major religious superiors concerning the members of the seminary community subject to their jurisdiction.
 - 4) The discretionary decisions of the president-rector relating to a seminarian's status in the priestly formation program or advancement to orders.

3. The Process

- a. If a conflict has not been resolved on an informal basis, then one or both parties can bring the conflict to a member of the committee. The committee member will interview both parties to determine if sufficient time and effort have been given to resolve the conflict on an informal basis.
- b. If the committee member determines that the dispute cannot be resolved informally, then within five (5) working days, he/she shall inform the president-rector (or the provincial superior if the dispute involves the president-rector) that a request for conflict resolution has been made. The president-rector (or the provincial superior or his representative) will convene the committee for conflict resolution.
- c. The initial meeting of the committee shall be with the president-rector (or the provincial superior or his representative) to determine if the formal process is applicable to the dispute in question. For the formal process to be undertaken, both the president-rector (or the provincial superior or his representative) and two members of the committee must agree that the process is applicable to the case at hand in view of the guidelines given under B.2. Their decision on the question is final.

- d. If a decision has been made to apply the process, the committee shall determine how hearings will be conducted, the extent to which evidence will be gathered, how it will be introduced, and the number of witnesses to be heard. The committee conducts its investigation as it deems necessary.
- e. Once convened, the committee shall have fifteen (15) working days to render its decision.
- f. The decision will be given to the president-rector (or the provincial superior or his representative) who, in turn, will inform the parties to the conflict within five (5) working days.
- g. If the parties to the conflict agree with the committee's decision, the process ends.
- h. If either of the parties to the conflict disagrees with the committee's decision, the party may appeal to the president-rector (or the provincial superior or his representative).
- i. The president-rector (or the provincial superior or his representative) shall have ten (10) working days to make a decision.
- j. If the president-rector (or the provincial superior or his representative) decides otherwise than the committee, he will share with the committee the reason(s) for his decision.
- k. The decision of the president-rector (or provincial superior or his representative) is final. There is no other appeal process available within SHSST.

4. Confidentiality

All deliberations, discussions, and documents involved in the process of conflict resolution are to be kept confidential. All materials will be destroyed within 30 days of the completion of the process.

IX. EDUCATIONAL PRINCIPLES AND PARAMETERS DUE PROCESS POLICY

These due process procedures are to be employed only in the following instances:

1. There is a complaint that theological teaching, pedagogical presentation or pastoral placement decisions have occurred which, in the judgment of the department head, call into question the Education Principles and Parameters which govern the faculty of Sacred Heart; and
2. The complaint is brought by a seminarian in the priestly formation program or an M.A. student.

This process must be followed before any other recourse is taken. Justice demands that no one be subject to administrative or outside review before having the opportunity to discuss the matter with the complaining party. Consequently, the School will inform outside parties, including vocation directors of sponsors, if this internal process has not been followed prior to their involvement.

Level I

1. The person with a complaint must first speak with the person who is the object of the complaint, i.e. academic faculty, formation moderator, field education supervisor.
2. There must be a “good faith” effort, including sufficient time, for the parties to resolve the matter between themselves.
3. If the complain cannot be resolved at this first Level, the complaining party may then approach the department head of the faculty member concerned.
4. The department head makes a judgment whether a) the complaint is appropriate to resolution by this process, and b) the parties involved have had sufficient opportunity to resolve the matter. The department head may decide not to get involved at this point, and recommend that the parties involved continue to work at resolving the matter themselves. An alternative path toward resolution may also be recommended. The department head may also decide that it is appropriate to move to Level II.

Level II

At this level, the complaint is addressed by the appropriate administrator, i.e., Director of Intellectual Formation, Director of Human/Spiritual Formation, or Director of Pastoral Formation [or the President-Rector if the complain involves a department head] who will take appropriate steps to resolve the complaint. The resolution will include gathering the facts, mediating clarity and understanding, and making a determination about the merit of the complaint and any further action needed.

The administrator will keep in mind the *Principles and Parameters* in making a judgment about the legitimacy of the complaint. The administrator will also keep notes of the steps taken by the parties involved and the process utilized for future reference if necessary.

All parties will keep in mind that the goal of the process is resolution and reconciliation. However, if, in the judgment of the administrator, he or she is unable to resolve the complaint, the administrator will recommend to the President-Rector that he undertake a resolution of the matter according to the procedures for Level III, as stipulated below. The other parties involved, i.e. faculty member or student, may request but cannot mandate the Level III process. If the President-Rector decides to go forward with the Level III process, he is not precluded from suspending the faculty member during the process, should prudence dictate such action.

Level III

Initiation of the Level III Process

The President-Rector decides whether or not to initiate the Level III process within five days after receiving a recommendation to do so from the appropriate administrator, or a request to do so from one of the parties involved.

The Process itself

1. The President-Rector instructs the members of the Advisory Committee on Educational Principles and Parameters to familiarize themselves with the complaint and prepare for a consultation. The role of the committee in this context is to serve as a source of theological expertise available to all parties in the dispute, but especially the President-Rector to help him determine whether any party involved in the complaint has transgressed the Educational Principles and Parameters of the school.
2. The Advisory Committee on Educational Principles and Parameters may call upon an additional faculty member particularly competent in the area in question to serve on the committee for the duration of its examination of the complaint. If the complaint has been lodged against a member of the committee, or if the administrator handling the complaint at Levels I and II is a member of the committee, or if a committee member judges that the case involves him or her in a conflict of interest, that member's place on the committee shall be taken by the alternate. If more than one of these situations obtain the committee shall choose appropriate substitutes as needed from the full-time faculty.
3. The committee shall interview the parties involved, consult relevant theological and ecclesiastical texts and documents, confer, if it is useful and practical, with experts outside the seminary, and reflect together on the complaint in the light of the school's *Educational Principles and Parameters*. The meetings of the committee will be closed to all except those asked to attend. Committee members and all in attendance at meetings are expected to maintain appropriate confidentiality so as to preserve the reputation of everyone involved. This confidentiality does not bind anyone who might be called before an *ad hoc* review committee (ref. *Faculty Handbook*, chapter 11, section 3, B).

4. Within ten days of the committee's convocation the committee chairperson shall meet with the President-Rector to determine a time for a consultation.
5. The President-Rector shall meet with the committee at the appointed time and elicit from its members their views on the merits of the complaint in the light of their investigation of the matter, their theological and pedagogical expertise, and their understanding of the of the seminary's *Educational Principles and Parameters*.
6. Taking into account the reflections of the Advisory Committee on Educational Principles and Parameters, the observations of the department head or administrator involved at Level II, and the results of his own investigations into the complaint (including his own interviews with the parties involved) the President-Rector shall decide upon a course of action to resolve the issue.
7. The President-Rector's decision is final, with the sole exception of a decision to terminate the faculty member's contract. The President-Rector may come to such a decision if he concludes that the complaint against the faculty member is warranted and is of such gravity as to constitute one or more of the six grounds for dismissal listed in chapter 11, section I of the *Faculty Handbook*. In case of such a decision the faculty member may invoke the appeal procedure defined in chapter 11, section 3, B, 4-12 of the *Faculty Handbook*.

The Advisory Committee on Educational Principles and Parameters

1. The committee shall be composed of four members of the Faculty Council with teaching experience and advanced degrees in theological disciplines.
2. The members shall be appointed to the committee at the beginning of each school year in the following manner and order: one shall be selected from the list of eligible faculty members by the student council; one shall be appointed by the President-Rector; and two members and an alternate shall be elected by the Faculty Council.
3. The committee has three responsibilities:
 - a. to serve when needed in the manner prescribed in the Level III processing of student complaints concerning orthodoxy or theological appropriateness of teaching content, pedagogy, field education assignments, etc.;
 - b. to serve at the President-Rector's pleasure as a general advisory council to him on all theological matters;
 - c. to serve as a source of non-binding advice available to faculty members and administrators seeking it on questions of teaching and pedagogy or on any matter relating to theology in general or the seminary's *Educational Principles and Parameters* in particular.

4. The committee shall meet only as needed.

X. MINISTRIES, CANDIDACY AND ORDERS

A. INTRODUCTION

The primary responsibility for formation and education of candidates for the priesthood as well as for call to ministries, candidacy, and orders, and installation or ordination into them lies with the ordinary.

If the ordinary delegates the responsibility to SHSST for preparation for institution into the ministries, or admission to candidacy, or the celebration of institution and/or the ordination of them, the seminary recommends the following policy to the ordinaries of its priestly formation seminarians.

This policy statement rests upon and assumes familiarity with *Ministeria Quaedam, Ad Pascendum*, the *Code of Canon Law*, the latest edition of the *Program of Priestly Formation*, and other disciplinary requirements of the Church.

B. THE INSTITUTION OF READER AND ACOLYTE

1. General Principles

SHSST assumes that, while reader and acolyte are ministries in their own right, institution into them is a positive step in a seminarian's preparation for ordained ministry.

2. Time of Celebration

- a. Ordinarily, the ministry of reader will be instituted in the second semester of the second year and the ministry of acolyte in the first semester of the third year.
- b. The ministry of reader may be instituted either before or after that of acolyte, with no relationship as to whether or not candidacy has been celebrated.
- c. Ordinarily, a minimum of six months is necessary between institution into the ministry of acolyte and ordination to the diaconate.

3. Preparation

- a. In preparation for the ministry of reader, the seminarian will be expected to have completed the following: an introductory session on the place of ministries in the church community, a session on the theology of proclamation, a practicum on the theory and art of public reading and liturgical proclamation, and the regular courses designed to give him sufficient background in Scripture and in worship. He will also be expected to have read at daily Eucharist so as to gain needed experience in proclamation and familiarity with the *Lectionary*.
- b. In preparation for the ministry of acolyte, the seminarian will be expected to have completed the following: an introductory session on the place of ministries in the Church community (if this has not already been completed [cf. above]), a practicum on Communion outside of Mass, Communion to the sick, and exposition of the Blessed Sacrament, and a session on the ministerial role of the acolyte, as well as the regular courses designed to give him sufficient background in worship. He will also be expected to have served at daily Eucharist so as to gain needed experience.
- c. Spiritual reflection and preparation should ordinarily precede institution to the ministries.

4. Application Procedure

Whether or not the celebration takes place at the seminary, the seminarian will ordinarily initiate the process for institution into the ministries of reader or acolyte with one personally handwritten letter of petition to his ordinary. The letter will be submitted to the president-rector's office. The president-rector will then forward the seminarian's letter to the ordinary with a cover letter and so inform the seminarian.

5. Place of Celebration

SHSST recommends that institution into these ministries be celebrated at the seminary. When the ministries are celebrated at the seminary, permission from the respective ordinaries must be obtained through a letter of permission granting the presiding bishop permission to install the seminarian in the ministry.

6. Celebration

If the celebration is to take place at the seminary, the liturgy should be planned by those to be installed in the ministry of reader or acolyte in conjunction with the director of liturgy. After the installation the seminarians receive a certificate confirming their installation and their ordinary receives a letter confirming the installation.

C. ADMISSION TO CANDIDACY FOR THE DIACONATE AND PRESBYTERATE

SHSST assumes that admission to candidacy is of great importance in supporting the vocational growth of the seminarian.

1. Time of Celebration

- a. Admission to candidacy may take place any time after entrance into SHSST, following the discretion and judgment of the ordinary.
- b. SHSST recommends that the celebration not take place before the end of the seminarian's first semester at the seminary, when the faculty votes on the seminarian's full admission to the M. Div. or Certificate programs.

2. Preparation

Ordinarily a regular sequence of courses, pastoral formation experience, and human and spiritual formation assessment precedes admission to candidacy.

3. Application Procedure

The seminarian will initiate, with one personally handwritten letter, a request for admission to candidacy whether in the diocese or at the seminary. If admission to candidacy takes place at the seminary, a written permission from the ordinary is required. The ordinary may request a recommendation from the seminary through the office of the president-rector.

4. Celebration

If celebration of the admission to candidacy takes place at SHSST, the planning should be done in conjunction with the director of liturgy. After the admission to candidacy the seminarians receive a certificate confirming their admission to candidacy and their ordinary receives a letter confirming the admission to candidacy.

D. THE ORDER OF DEACON

1. SHSST assumes that a recommendation for ordination to the diaconate will normally lead to a recommendation for the presbyterate.

2. Time of Celebration

- a. The time of ordination to the diaconate is the prerogative of the ordinary.
- b. By seminary policy, ordination to the diaconate ordinarily should not take place before a candidate has completed his third year of theology. This timing ensures that the faculty has sufficient time to make a recommendation for orders, and that the candidate has been able to take the courses that are necessary for fulfilling that ministry (e.g. Deacon in the Liturgy, Preaching the Word of God).
- c. If necessary, the seminary may schedule one deacon ordination each year, usually in November on the Saturday before Thanksgiving Day.
- d. While discouraging an earlier ordination, the seminary requests that any ordinary planning on an ordination before a candidate completes his third year of theology communicate that fact to the seminary early enough to permit the faculty to make a formal recommendation for orders and permit the seminarian to take those courses necessary for fulfilling that ministry.
- e. In the case of transfer seminarians, the seminary will ordinarily give a formal recommendation for orders no sooner than a seminarian's fourth semester.

2. Vote

The formal faculty vote to recommend a candidate for the Order of Deacon is ordinarily taken in the semester before the anticipated date of ordination, provided the candidate is at Sacred Heart for at least two years.

3. Application Procedure

- a. Upon a positive recommendation, the seminarian should prepare one personal handwritten letter of petition addressed to his ordinary. The letter should be submitted to the president-rector's office. The president-rector will then forward the seminarian's petition together with his own letter of recommendation. He will inform the seminarian that he has done so.
- b. Seminarians who complete their requirements while no longer in residence at the seminary should petition the ordinary directly.
- c. At some time prior to ordination, the seminarian must take all the oaths required by the Holy See. Permission for the president-rector to accept the oaths on behalf of the ordinary must be petitioned by the seminarian and granted by a dimissorial letter from the respective ordinary. The seminarian also participates

in a workshop, given by a member of the human/spiritual formation department, at which the Profession of Faith, Oath of Freedom and Knowledge and Oath of Fidelity are reviewed. After the ceremony a copy of the signed promises along with a letter from the president-rector is sent to the ordinary.

4. Celebration

If the celebration is to take place at the seminary, the candidate(s) should plan the celebration in conjunction with the director of liturgy. Permission from the respective ordinary(-ies) must be obtained through a dimissorial letter granting the presiding bishop permission to install the seminarian in the ministry. After the ceremony, a copy of the signed promises along with a letter from the president-rector is sent to the ordinary.

5. Preparation for Celebration of Ministry, Candidacy, and Orders within the diocese or religious community: SHSST requires that when such preparation and/or celebration has been completed the ordinary notify the seminary.

6. When possible, the seminary will send a representative to the ordination.

E. ORDER OF PRESBYTER

1. Time of Celebration

Ordination to the Presbyterate should not take place before the deacon has completed his program at SHSST.

2. Vote

The formal faculty vote to recommend a candidate for the Order of Presbyter is ordinarily taken in the semester before the anticipated date of ordination, usually the final semester of the seminarian's program.

3. Application Procedure

Upon a positive recommendation the seminarian should prepare one personal handwritten letter of petition addressed to his ordinary. The letter should be submitted to the president-rector's office. The president-rector will then forward the seminarian's petition together with his own letter of recommendation. He will inform the seminarian that he has done so. Seminarians who complete their requirements while no longer in residence in the seminary should petition the ordinary directly.

4. Place of Celebration

Ordination is celebrated in the diocese or place determined by the ordinary. All arrangements are made by the candidate and ordinary.

5. Seminary Representative

Ordinarily the seminary sends a representative to the ordination.

XI. THE LEO DEHON LECTURES

A. PURPOSE

The Leo Dehon Lectures are designed to complement the priestly formation program by providing opportunities for faculty and students to deal more reflectively and profoundly with topics of special concern for ministry in our time. As appropriate, these lectures may be opened to the general public so more people in the greater Milwaukee community can benefit from the lectures and, in the process, become better acquainted with SHSST.

B. STRUCTURE

The Leo Dehon Lectures will consist of two individual lectures during the school year; one in the fall and one in the spring.

Each lecture will include a major presentation, generally followed by a panel discussion and response time. The lectures normally occur on a Wednesday formation day, but may be changed to accommodate the main speaker's schedule.

C. IMPLEMENTATION

The Dehon Lectures will be implemented by the rector's cabinet.

APPENDIX

The following schedules are updated each semester.

RECTOR'S CONFERENCES

Rector's conferences with the seminarians are generally held twice each month on Wednesday mornings. The first session begins at 8:15AM; the second at 9:15AM. Seminarians may attend either session, but they must attend all conferences.

DAILY PRAYER SCHEDULE

All liturgies and prayers in the Sacred Heart Chapel, unless otherwise indicated. The entire SHSST community and visitors are welcome at all prayer services.

Sunday

*9:30 a.m.	Eucharist (or Mass at area parish)
*8:30 p.m.	Compline

Monday

*7:00 a.m.	Lauds in small groups or private
*7:30 a.m.	Eucharist
4:30 p.m.	Adoration, St. Joseph's Chapel
*5:15 p.m.	Vespers
8:30 p.m.	Rosary, St. Joseph's Chapel

Tuesday

*7:00 a.m.	Lauds in small groups or private
*7:30 a.m.	Eucharist
4:30 p.m.	Adoration, St. Joseph's Chapel
*5:15 p.m.	Vespers
*5:15 p.m.	Visperas, IHM Chapel
8:30 p.m.	Rosary, St. Joseph's Chapel

Wednesday

*7:30 a.m.	Lauds
*7:30 a.m.	Laudes (Spanish) IHM Chapel
**11:00 a.m.	Eucharist
*5:00-5:30 p.m.	Adoration/ Benediction
	Vespers - private
8:30 p.m.	Rosary, St. Joseph's Chapel

Thursday

*7:00 a.m.	Lauds in small groups or private
*7:30 a.m.	Eucharist
4:30 p.m.	Adoration, St. Joseph's Chapel
*5:15 p.m.	Vespers
8:30 p.m.	Rosary, St. Joseph's Chapel

Friday

*7:00 a.m.	Lauds in small groups or private
*7:30 a.m.	Eucharist
4:30 p.m.	Adoration, St. Joseph's Chapel
*5:15 p.m.	Vespers
8:30 p.m.	Rosary, St. Joseph's Chapel

Saturday

	Lauds - private
*8:00 a.m.	Eucharist, IHM Chapel
	Vespers - private

***Weekly participation in small prayer groups.**