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

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1. Purpose of the Rectors’ Handbook

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

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

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

a. History of the School of Philosophy (SPh)

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

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

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

From its foundation The Catholic University of America has given academic priority to theology and religious studies and related disciplines. Initially, the academic programs in these areas were offered in the School of Sacred Sciences (1889). In time, there emerged the School of Canon Law (1923), followed by a Seminary Program (1931) and, within the School of Arts and Sciences, the Program of Religion (1932). The original School of Sacred Sciences was later
divided into a School of Sacred Theology and a School of Philosophy (1937). In 1970 a Liturgical Studies Program was instituted.

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

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

3. Goals of Seminarian Education at CUA

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

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

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

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

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

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

2. **Initial Application Process:** Seminarians must first apply and be accepted to CUA and SPh in order to complete their philosophy requirements.
   a. **Undergraduate seminarians must apply through the Office of Undergraduate Admissions:** Applications and instructions regarding supporting materials are available on the University’s Admissions website (http://admissions.cua.edu)
   b. **Graduate Seminarians must apply through the Office of Graduate Admissions:** Interested students must submit a non-degree application and indicate that they are applying to the **Pre-Theology Certificate Program.**
Applications to the Certificate Program must include all undergraduate (and graduate) transcripts, three letters of recommendation, and a statement of purpose.

3. **Academic Advising in SPh: Prior to registering for any courses**, seminarians must first meet with their academic advisor.
   a. **For all undergraduate seminarians**, the Associate Dean of SPh is their academic advisor.
   b. **The academic advisor for all pre-theology seminarians will be assigned at the time the seminarian is admitted to SPh** (ordinarily, it will be either Fr. James Brent, O.P., or Fr. Ignacio de Ribera, D.C.J.M, both members of the School's faculty). After consultation with his rector and with his pre-theology advisor, and after securing online “permission” from the Office of the Dean (202-319-5259 or philosophy@cua.edu), the seminarian will register for his philosophy courses at the beginning of each semester via **Cardinal Station (CS)**.

4. **Graduation from SPh**
   a. **Undergraduate Seminarians** who complete degree requirements in a satisfactory fashion graduate from the University in the usual way, which requires that they apply for graduation through CS sometime during their final semester.
   b. **Pre-theology Seminarians** who wish to complete all requirements for the Pre-theology Certificate (which include, in addition to ten courses in philosophy, four TRS courses and two courses in Latin), must apply for the Certificate through the Dean’s Office of SPh. Those who intend only to complete philosophy courses will automatically have such completion recorded on their official CUA transcript.

5. **Upon finishing their philosophy requirements** seminarians typically pursue one of three first graduate degrees in STRS: the Master of Divinity (M.Div.), the Bachelor of Sacred Theology (S.T.B.), or the dual degree M.Div./S.T.B.

6. **STRS Admissions Process**: Seminarians are **REQUIRED** to complete an application through The Office of Graduate Admissions for admittance to the School of Theology and Religious Studies.
   a. Since the SPh requires three letters of recommendation as well as a statement of purpose, the student can request to have these materials transferred to his STRS application, which allows this second application to be completed very quickly.

7. **Orientation**: it is essential that all seminarians attend Orientation at STRS. Orientation is especially important for new students. During orientation
administrative procedures and classroom expectations are discussed. Orientation also provides opportunities to meet professors and the Academic Deans of STRS. Orientation typically occurs the day before the first day of classes of the Fall semester. Please reference section 6c for more information on Orientation.

8. Latin Requirement: it is essential that all seminarians have a reading knowledge of Latin. It is a prerequisite for BOTH the S.T.B. and M.Div. programs. Latin courses are built into the Pre-Theology Certificate Program since they are pre-requisites for theological study, although they may be completed in a manner of the student and rector’s choosing. Proof of Latin proficiency must be shown by the end of the student’s first semester in STRS.

9. Academic Advising in STRS: each seminarian will be assigned an academic advisor. The student is typically assigned an advisor in his letter of admission. The seminarian should be in contact with his academic advisor BEFORE enrolling in classes.

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

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

11. Leave of Absence and Extended Pastoral Leave: Many seminarians are required to spend a year or two in their diocese or a religious community placement on the basis of a leave of absence or extended pastoral leave from the University.
   a. Both U.S. citizen and immigrant Seminarians should apply for a leave of absence before leaving for their Pastoral Year. Seminarians apply for a leave
of absence via the Office of Graduate Studies. The link for the leave of absence form is:
https://go.cua.edu/gradstudies/
For any questions in this regard please contact:

Ms. Mary Aquilino  
202-319-5247  
elwood@cua.edu

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

12. Comprehensive Exams: Seminarians enrolled in the S.T.B. program and joint S.T.B./M.Div. program are required to take comprehensive exams.
   a. Seminarians who are candidates for comprehensive exams apply via Cardinal Station. The class and corresponding catalog number are:
      S.T.B. Comprehensive Exams with Classes (TRS 698C)
      S.T.B. Comprehensive Exams without classes (TRS 698F)
      See 6.b.1.9 (comprehensive exams).
   b. The seminarian must also fill out a “Comprehensive Exam: Request for Approval Form”. This form must be filled out entirely with the appropriate signatures. The annual dates for the STB comprehensive exams can be found on the STRS website. For any questions regarding comprehensive exams, contact Ms. Rachel Smist, at 202-319-5700 (smist@cua.edu).

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

5. Pre-Theology in the School of Philosophy
   a. Drawing upon the distinguished faculty of the School of Philosophy, The Catholic University of America offers interested seminarians sound philosophical formation that fully accords with the academic directives of the PPF (no. 185). In addition to its strictly academic elements, pre-theological study involves careful human, spiritual, intellectual and pastoral formation as well. SPh will do whatever is in its power to accommodate particular needs of individual seminarians and their dioceses or religious communities.
   b. Seminarians typically matriculate in SPh in one of two ways:
      1. Undergraduate seminarians pursue a bachelor’s degree from CUA. They are registered as full-time undergraduate philosophy majors in the SPh (although in rare cases undergraduate seminarians may also register as philosophy majors in the School of Arts & Sciences).
         a. Basselin seminarians are a special subset of undergraduate seminarians. They transfer into SPh as undergraduates at the junior
level and pursue a three-year, joint B.A./M.A. They belong to the SPh as full-time undergraduate and graduate students. The Basselin Fellowship is administered jointly by Theological College and SPh and is open only to diocesan seminarians.

2. **Pre-theology seminarians** pursue the Pre-Theology Certificate. They have already completed their bachelor’s degree, and do not pursue a graduate degree in Philosophy, but seek to fulfill the PPF requirements as non-degree graduate students. The Certificate verifies that the student has fulfilled all the pre-theology academic requirements of the PPF; however, the PPF does not mandate the awarding of the certificate.

c. **Admission to the University**: Apart from seminarians who have already completed elsewhere all pre-theological requirements and any other prerequisites for admission to full-time study in STRS, seminarians at CUA will begin their studies enrolled in SPh.

1. **Undergraduate Seminarians** apply and are accepted by the Office of Undergraduate Admissions, in accord with the policies of CUA.
   a. Although a paper application is available for download at [http://admissions.cua.edu/pdfs.html](http://admissions.cua.edu/pdfs.html), all undergraduate applicants are strongly encouraged to apply online at [https://applyonline.cua.edu/login.cfm](https://applyonline.cua.edu/login.cfm).
   b. Undergraduate applications must include a completed application form, an application essay, the application fee, secondary school report, official high school transcripts, official SAT or ACT scores, and a letter of recommendation.
   c. Bear in mind the following two critical dates for undergraduate admissions: November 15th (the deadline for Early Action Applications) and February 15th (the deadline for Regular Decision Applications).

2. **Pre-theology Seminarians** submit all application materials to the Office of Graduate Admissions. Admissions decisions are made by the Admissions Committee in SPh. Whether or not the seminarian intends to complete all of the requirements for the Pre-theology Certificate Program (which include four TRS courses and two courses in Latin), all Pre-theology Seminarians must apply and be admitted to that program. *It is not possible to submit an online application for the non-degree Pre-Theology Certificate Program*. Pre-theology applicants should:
   a. Print and fill out the Non-Degree Application form available from the Office of Graduate Admissions website ([http://admissions.cua.edu/pdfs.html](http://admissions.cua.edu/pdfs.html)). To ensure that the student is coded correctly in the admissions system, the seminarian must indicate on the application that he is applying for the Pre-Theology Certificate;
   b. Submit official transcripts from all institutions of higher learning attended (undergraduate and graduate), whether or not the seminarian earned a degree from these institutions. College and university
transcripts should be sent directly to the Office of Graduate Admissions;
c. Secure three letters of recommendation (recommendation forms are also available using the link above). The recommender may either mail his recommendation directly to Graduate Admissions or supply the letter directly to the seminarian, provided that he has first enclosed it in a sealed envelope and affixed his signature to the envelope’s sealed flap, in which case the seminarian will submit the letter himself;
d. Provide a brief (one or two-page) statement of purpose.
e. Bear in mind that for fall admission, domestic students must apply by July 15th. International students must apply by July 1st for fall admission.

3. As a student enrolled in SPh, the seminarian is able to fulfill both the PPF requirements for pre-theology and the pre-requisites for admission to STRS. Only after a certain period of enrollment in SPh, a period of time that will vary from student to student, depending upon his circumstances, should the seminarian seek admission to STRS.

d. Academic Advising in the School of Philosophy: Course requirements for each degree or the certificate program are specified on the SPh website. “Tracking sheets” for the various programs (which allow the seminarian and his academic advisor to chart progress toward completion of program requirements) may be obtained from the seminarian’s academic advisor.

1. Undergraduate seminarians should meet with their academic advisor prior to registering for courses. The Academic Advisor for all Undergraduate Seminarians, including Basselin Fellows, is the Associate Dean of SPh: Dr. Matthias Vorwerk
VORWERK@cua.edu
202-319-5636

2. All Pre-Theology seminarians must meet with their academic advisor at the beginning of each semester. At this meeting, the advisor will review the student’s academic performance to date, go over course options and expectations, and authorize enrollment in specific philosophy courses for the semester. To facilitate the scheduling of such meetings, the Office of the Dean of Philosophy will circulate via email a meeting sign-up sheet a week or so before the semester begins.

a. Before the advising meeting, seminarians should be clear about their rector’s expectations for the semester. They should know, for example, how many courses they have approval to register for; they should also have clearly in mind any days and times during the week when they will not be free to take courses owing to the seminary’s house-schedule.

b. If the seminarian has taken any philosophy courses prior to enrolling at CUA, he should make every effort to obtain a syllabus for those courses prior to his first meeting with his SPh academic advisor. In that way, the advisor can determine whether the courses satisfy PPF philosophy requirements.
c. It is not possible for pre-theology students to register for philosophy courses without the authorization of the academic advisor (recorded on SPh advising sheets or via email) and the online “permission” obtained from one of the Dean’s assistants on Cardinal Station.

d. Warning: Pre-theology seminarians interested in taking only one or two courses in a given semester can apply for admission to the University and SPh as special, non-degree students. Because they are enrolled as part-time students, they are not eligible for federal financial aid. They must also reapply for admission to CUA if they wish to continue taking classes in subsequent semesters. Seminarians wishing to study at CUA for more than a single semester must be enrolled in either the pre-Theology Certificate Program or some SPh degree-granting program, or in a degree-granting program of STRS.

e. For the 2013-2014 academic year, the Academic Advisor for all Pre-Theology Seminarians is:
    Fr. James Brent, O.P.
    BRENT@cua.edu
    202-319-5980

f. For the 2014-2015 academic year, the Pre-Theology Academic Advisor will be:
    Fr. Ignacio de Ribera, D.C.J.M.
    deriberamartin@cua.edu
    202-319-5980

e. Graduation from the School of Philosophy:
   1. Upon satisfactory completion of all degree requirements, seminarians seeking either undergraduate or graduate degrees from SPh must apply for graduation in CS (see the University’s academic calendar for the application deadlines). Diploma candidates are eligible to participate in the CUA Commencement Exercises and in the SPh Diploma Ceremony.
   2. Upon satisfactory completion of all program requirements, seminarians in the Pre-Theology Certificate Program must apply for the Certificate through the Office of the Dean of the School of Philosophy. No paper certificate is issued, but completion of the certificate program is recorded on the student’s transcript. Although completion of the Certificate Program is not required in order to satisfy the PPF requirements for pre-theological study of philosophy, issuance of the certificate provides documentary assurance from SPh and CUA that the seminarian has satisfied the PPF requirements in philosophy and Latin, as well as certain theology prerequisites for continued study in STRS.
<table>
<thead>
<tr>
<th>Year One: Fall</th>
<th>Year One: Spring</th>
<th>Year Two: Fall</th>
<th>Year Two: Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 353: Ancient Philosophy</td>
<td>PHIL 354: Medieval Philosophy</td>
<td>PHIL 453: Modern Philosophy</td>
<td>PHIL 454: Contemporary Philosophy</td>
</tr>
<tr>
<td>PHIL 301: Reasoning and Argumentation</td>
<td>PHIL 309: Theories of Ethics</td>
<td>PHIL 355: Metaphysics I (*With advisor approval, alternately, PHIL 305: Metaphysics)</td>
<td>PHIL 356: Metaphysics II <em>(for those who have taken PHIL 305, either PHIL 308 OR PHIL 317)</em></td>
</tr>
<tr>
<td>PHIL 313: Philosophy of Human Nature</td>
<td>PHIL 331 Philosophy of Knowledge</td>
<td>Philosophy Elective. <em>Some suggestions</em></td>
<td>Theological Elective</td>
</tr>
<tr>
<td>LAT 501: Elementary Latin I <em>(Students may also take LAT 101)</em></td>
<td>Latin 502: Elementary Latin II <em>(Students may also take LAT 102)</em></td>
<td>Theological Elective <em>(These include such courses as Catechetics, Personality and Religious Development, and the like. The courses chosen should probably not be from the Ordination Requirements)</em></td>
<td>Theological Elective</td>
</tr>
</tbody>
</table>
The following chart is designed to show a side by side comparison between the Pre-Theology requirements as stated in the PPF, the requirements of the Pre-Theology Certificate in the School of Philosophy, and the admissions requirements for the School of Theology and Religious Studies in order to help you decide on the best course of study for your seminarian.

<table>
<thead>
<tr>
<th>PPF Philosophy Requirements</th>
<th>Pre-Theology Certificate Requirements in the School of Philosophy</th>
<th>Requirements for Admission to Theological Study in TRS</th>
</tr>
</thead>
</table>
| 30 credits in philosophy and supporting subjects | 10 3-credit courses in philosophy  
4 3-credit courses in theology  
2 3-credit courses in an approved language | M.Div.: 12 philosophy credits from the six areas here below  
S.T.B.: 18 philosophy credits from the six areas here below |
| History of Ancient Philosophy | PHIL353, History of Ancient Philosophy | History of Philosophy |
| History of Medieval Philosophy | PHIL354, History of Medieval Philosophy | |
| History of Modern Philosophy | PHIL453, History of Modern Philosophy | |
| History of Contemporary Philosophy | PHIL454, Contemporary Philosophy | |
| Logic | PHIL301, Reasoning & Argumentation  
OR  
PHIL351, Symbolic Logic | Logic |
| Philosophical Anthropology | PHIL313: Philosophy of Human Nature | Philosophical Anthropology |
| Ethics | PHIL309, Theories of Ethics  
OR  
PHIL311: Contemporary Moral Issues | Ethics |
| Metaphysics | PHIL355, Metaphysics I  
*PHIL 305 may be substituted with approval from the pre-theology advisor | Metaphysics |
| Natural Theology | PHIL 356, Metaphysics II  
*PHIL 308 OR 317 may be substituted with approval from the pre-theology advisor | Philosophy of God |
| Epistemology | Either A—PHIL 331, Philosophy of Knowledge  
Or B—PHIL 329, Philosophy of Science | |
| Philosophy of Nature | Or C—a philosophy elective (one of PHIL 303, Biomedical Ethics; PHIL 311, Contemporary Moral Issues; PHIL 315, Philosophy of Language; PHIL317, Philosophy of Religion; PHIL328, Philosophy of Social Science; PHIL332, Political Philosophy) | |
| Theological preparation (to acquaint students with the themes found in the *Catechism of the Catholic Church*) | Theology: TRS 562A (Foundations in Catholicism I), 562B (Foundations in Catholicism II), 504A (Introduction to Old Testament), 504B (Introduction to New Testament) | Old Testament and New Testament (M.Div. only) |
| Latin and/or Greek, or some other appropriate language study | Latin: LAT 101 or 501A (Introduction to Latin I), LAT 102 or 501B (Introduction to Latin II)  
*Other appropriate language study may be substituted with the approval of the Pre-theology advisor | Reading Knowledge of Latin |
| General Knowledge of Western Civilization | | |
6. Theological Training in the School of Theology and Religious Studies (STRS)

a. STRS Contact Information

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

Ms. Rachel Smist
Assistant to the Associate Director of Graduate Studies
202-319-5700
smist@cua.edu

Ms. Abimbola Akintolayo
Associate Director of Graduate Studies
202-319-5482
akintolayo@cua.edu

Rev. Christopher Begg
Associate Dean of Seminarians and Ministerial Students
202-319-6512
begg@cua.edu

Rev. Mark Morozowich
Dean
202-319-5684
morozowich@cua.edu

b. STRS Academic Degrees

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

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

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

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

The degree requirements for the above three degree programs are as follows:
i. **S.T.B. Degree Requirements:**

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

1. The proseminar for Master's Students (TRS 699) should be taken in the first semester.


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

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

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

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

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

9. Towards the end of their S.T.B. studies, students are required to take written comprehensive exams in the areas of Scripture, Systematics and Sacramental Theology, and Moral Theology. These comprehensive exams are based on courses taught in these areas in STRS. See 4.II.

**Language Requirement**

Students are required to have a reading knowledge of Latin. Since Latin is considered a prerequisite for the S.T.B., this requirement must be satisfied by the end of the first fall semester in the program.
ii. **M.Div. Degree Requirements:**

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

1. All students entering the program must take the following courses in their first fall semester: TRS 699: Proseminar for Master's Students, TRS 660: History and Method in Theology, and TRS 630A: Foundations of Christian Moral Life.

2. Systematic theology (18 credits)

3. Moral theology (12 credits)

4. Biblical studies (12 credits)

5. One course each in: canon law, church history, liturgical studies, and spirituality (12 credits)

6. Academic electives (12 credits)

7. Pastoral ministry (18 credits): these courses are to include Pastoral Theology and two successive segments of Basic Supervised Ministry.

8. Ministry seminars (6 credits). Ministry seminars are designed to be the primary aid in achieving an integration of the theoretical and practical aspects of the program. Because the nature of the seminar is to integrate pastorally what the student has learned academically, the seminars should be taken during the student’s last four semesters in the program.

9. All M.Div. seminarian students must take at least one course at a non-Roman Catholic academic institution through the offerings of the Washington Theological Consortium during their course of studies.

**Language Requirement**

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

iii. **Joint S.T.B. / M.Div. Degree Requirements:**

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

1. Proseminar (TRS 699)


4. Liturgical studies and sacramental theology - six (6) credits, selected from: Sacraments of Initiation (3), Eucharist (3), Ordained Ministries (3), Sacraments of Reconciliation and Anointing (3).


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

7. Church history (3) - credits: one course chosen from the appropriate offerings.

8. Academic electives (9) – credits

9. Pastoral ministry (15) credits – to include Pastoral Theology (see #2 above) and two semesters/six credits of Basic Supervised Ministry.

10. Ministry seminars (6) – credits.

11. All seminarian candidates for the Joint S.T.B. / M.Div. degree are required to take one course at a non-Roman Catholic academic institution from the offerings of the Washington Theological Consortium during their course of studies.

12. Comprehensive exams: see #9 under S.T.B. requirements.

Language Requirement
Students are required to have a reading knowledge of Latin. Since Latin is considered a prerequisite, this requirement must be satisfied by the end of the first fall semester in the program.
c. STRS Suggested Sequence of Courses for Seminarians

REVISED OCTOBER 7, 2013

SUGGESTED SEQUENCE OF COURSES
FOR MASTER OF DIVINITY DEGREE

<table>
<thead>
<tr>
<th>SCRIPTURE AND LANGUAGE PREREQUISITES (Unfulfilled prerequisites must be taken Year 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER ONLY</td>
</tr>
<tr>
<td>504A Introduction to Old Testament</td>
</tr>
<tr>
<td>500A Theological Latin</td>
</tr>
</tbody>
</table>

| YEAR 1                                                                                     |
| FALL SEMESTER ONLY                                                                        | SPRING SEMESTER ONLY |
| *699 Proseminar for New Master's Students (1 cr.)                                         | *640 Fnd. of Liturgy and Sacramental Theology |
| *660 History and Method in Theology                                                       | *656 Pastoral Theology |
| *630A Foundations of Christian Moral Life                                                  | 632A Christian Social Ethics |
| 650A Intro to History of Christian Spirituality                                          |                            |
| 601 Pentateuch                                                                           |                            |

| EITHER SEMESTER                                                                            |
| Scripture Elective I                                                                      | +662 Revelation and Faith   |

| YEAR 2                                                                                     |
| FALL SEMESTER ONLY                                                                        | SPRING SEMESTER ONLY |
| *652A Basic Supervised Ministry                                                           | *652B Basic Supervised Ministry (Requires 652A) |
| 665A Basic Principles of Latin Canon Law                                                   | NOTE: A summer C.P.E. course confers 3-credits, but does not fulfill the requirement for either 652A or 652B. |
| 607 The Synoptic Gospels                                                                  | 631 Christian Marriage and Family |
| 641A Sacraments of initiation                                                             |                            |

| EITHER SEMESTER                                                                            |
| +666 Theology of God                                                                      | Church History Elective I  |
| +667A Christology                                                                        | Scripture Elective II      |

| YEAR 3                                                                                     |
| FALL SEMESTER ONLY                                                                        | SPRING SEMESTER ONLY |
| *653A Intro to Liturgical Preaching                                                       | *653C Mystagogical Preaching (Requires 653A) |
| 632D Biomedical Ethics                                                                    | *657A Art of Pastoral Leadership |
| 641B Eucharist                                                                           | 641D Ordained Ministries   |
| 641C The Sacraments of Eucharist                                                         | Canon Law Elective         |

| EITHER SEMESTER                                                                            |
| +661 Christian Anthropology                                                               | Church History Elective II |
| +664A Theology of the Church                                                              |                            |

| YEAR 4                                                                                     |
| FALL SEMESTER ONLY                                                                        | SPRING SEMESTER ONLY |
| *657C Pastoral Leadership (Requires 657A)                                                 | *641C Sacraments of Reconciliation and Anointing |
| Course in Another Tradition                                                               | 609 The Gospel According to John |
| General Elective                                                                         | 643A Ministry of Liturgical Presider |

| EITHER SEMESTER                                                                            |
| +663 Christian Eschatology                                                                | Spirituality Elective     |
| General Elective                                                                         | Church History Elective III |

"C" designates classes that must be taken semester & year listed.

"E" designates elective systematic theology classes, all but one of which must be taken.
## ELECTIVE COURSES

### CHURCH HISTORY ELECTIVES

**FALL SEMESTER ONLY**
- 622 Ancient and Medieval Church History

**SPRING SEMESTER ONLY**
- 621C Early and Modern Church History

**EITHER SEMESTER**
- 620 Introduction to Patristic Theology

- Other 600-level Church History course

### SCRIPTURE ELECTIVES

**FALL SEMESTER ONLY**
- 603 Prophecy in Israel

**SPRING SEMESTER ONLY**
- 602 The Psalms
- 610 The Pauline Letters

### CANON LAW ELECTIVES

**SPRING SEMESTER ONLY**
- 644 Canon Law and Sacramental Ministry
- 644A Canon Law of Marriage

### HIGHLY RECOMMENDED ELECTIVES

**FALL SEMESTER ONLY**
- TRS 656A Pastoral Counseling
- TRS 652D Supervised Ministry for Religious

**SPRING SEMESTER ONLY**
- Remaining Canon Law Elective (i.e., 644 or 644A)
- TRS 654 Intro to Hispanic Ministry

### COURSE IN ANOTHER TRADITION

- M.Div. students are required to take one theology course at a non-Catholic school of the WTC.
- If students wish to receive credit toward their M.Div. degree, they must take a 3-credit course.
- Courses in the areas of Church History and Spirituality are particularly recommended.
- 3-credit courses in Church History and Spirituality fulfill distribution requirements for those areas. 3-credit courses in other areas may fulfill distribution requirements with approval of the Associate Dean.

### GUIDELINES FOR COMBINED DEGREES AND SPECIALIZATION IN HISPANIC MINISTRY

### COMBINED DEGREES

#### FOR COMBINED M.DIV./S.T.B.
- Take “620 Introduction to Patristic Theology” (offered every semester) as one of Church History Electives; alternatively, take it instead of “662 Revelation and Faith”
- Take Comprehensive Exams Year 4 (Fall) in place of General Elective

#### FOR COMBINED M.DIV./M.A.
- Take Comprehensive Exams Year 4 (Fall) in place of General Elective

#### FOR M.DIV. IN HISPANIC MINISTRY
- “652A, 6258 Basic Supervised Ministry” should be taken with a ministry placement in a Hispanic setting.
- Take “654 An Introduction to Hispanic Ministry” in spring semester of odd-numbered year.
- Take 600-level course in Hispanic Latino Theologies in spring semester of even-numbered year.
- Take two 3-credit courses in Latin American Culture.
- Take “657A Capstone Seminar One” in Year 3 (Spring) and “657B Capstone Seminar Two” in Year 4 (Fall).
- Show proficiency in Spanish. Proficiency in Spanish may be certified either in the context of a course (e.g., “Liturgical Presider”) or via a separate oral test.
STRS SUGGESTED SEQUENCE OF COURSES
ORDINATION REQUIREMENTS/ DEGREE REQUIREMENTS

YEAR I

<table>
<thead>
<tr>
<th>Theological Latin</th>
<th>OT Course or Paul</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proseminar</td>
<td>Revelation and Faith or Intro Patristic Theology</td>
</tr>
<tr>
<td>History and Method in Theology</td>
<td>Social Ethics</td>
</tr>
<tr>
<td>Pentateuch or Synoptics</td>
<td>Fdn. Liturgy and Sacraments</td>
</tr>
<tr>
<td>Introduction to Christian Moral Life</td>
<td>Introduction to Pastoral Theology</td>
</tr>
<tr>
<td>Introduction History of Christian Spirituality</td>
<td>Introduction to the Study of Religion</td>
</tr>
</tbody>
</table>

YEAR II

<table>
<thead>
<tr>
<th>Basic Supervised Ministry 1</th>
<th>Basic Supervised Ministry 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Canon Law</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>Theology of God</td>
<td>Christology</td>
</tr>
<tr>
<td>Pentateuch or Synoptics</td>
<td>OT Course or Paul</td>
</tr>
<tr>
<td>Sacraments of Initiation</td>
<td>Church Hist. Elective or Intro Patristic Theology</td>
</tr>
</tbody>
</table>

YEAR III

<table>
<thead>
<tr>
<th>Christian Anthropology or in 4th</th>
<th>Theology of Church</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Ethics</td>
<td>Canon Law of Sacramental Ministry</td>
</tr>
<tr>
<td>Introductory Preaching</td>
<td>Ordained Ministry</td>
</tr>
<tr>
<td>Eucharist</td>
<td>Advanced Preaching</td>
</tr>
<tr>
<td>Church History Elective</td>
<td>Pastoral Leadership I</td>
</tr>
</tbody>
</table>

YEAR IV

<table>
<thead>
<tr>
<th>Christian Anthropology</th>
<th>Eschatology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church History Elective</td>
<td>Reconciliation</td>
</tr>
<tr>
<td>Course in Another Tradition</td>
<td>Spirituality Elective</td>
</tr>
<tr>
<td>Pastoral Leadership II</td>
<td>Ministry of Liturgical Presider</td>
</tr>
<tr>
<td>Comprehensives for M.A. and S.T.B.</td>
<td>Gospel of John</td>
</tr>
</tbody>
</table>

S.T.B. requirement
M.A. Requirement
M.Div, S.T.B. Requirement

M. Div. Requirement
d. STRS Admissions

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

i. A completed and signed application form (submitted through the Office of Graduate Admissions website).

ii. A Statement of Purpose Essay: in an essay of 500 to 700 words, state your purpose in undertaking graduate study in theology and religious studies. Include mention of your academic objectives, research interests and career plans. Also discuss your related qualifications, including collegiate, professional and community activities, and any other substantial accomplishments not already mentioned on the application form.

iii. Official Transcripts: applicants should contact the registrar of each post-secondary school previously attended and request an official transcript be sent directly to the Office of Graduate Admissions. Transcripts marked “Student Copy” or issued to the Student” will not be accepted. Official transcripts must be sent in sealed envelopes with an official college or university stamp or signature across the seal to ensure confidentiality.

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

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

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

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

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

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

Please note: the GRE is required for seminarians applying to the S.T.B. degree and the Joint S.T.B./M.Div. degree. The GRE is NOT required for the M.Div. degree.
vi. **Nonrefundable $55.00 application fee.**

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

**e. STRS Orientation:**

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

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

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

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

**f. STRS Advising**

Academic advising plays a crucial role in the experience of a seminarian at STRS. Seminarians should be in regular communication with their advisors regarding their academic performance and academic planning.

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

**g. STRS Academic Forms**

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

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

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

h. STRS Graduation

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

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

7. Immigration Options for Seminarians at CUA

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

F-1 student status
This status is appropriate whenever an individual is engaged in a full course of study at an accredited institution of learning in the United States. This option is often a convenient way for seminarians to enter the U.S. to engage in formal courses of theological study.

To qualify for F-1 status, the student must:
- Be accepted by the University into a program that constitutes a full course of study,
- Not intend to immigrate to the U.S. and must maintain a residence abroad,
- Have the financial resources to cover the costs of tuition and living expenses, and
- Meet English language proficiency requirements.

To maintain lawful, F-1 student status a student must:
- Be enrolled at a particular school,
- Be registered for a full course of study (full time),
- Make normal progress towards completing the program,
- Keep a valid Form I-20 that reflects the realities of his course of study (level of study, financial support, etc.),
- Follow the employment guidelines associated with F-1 status with respect to employment authorization, and
- Not violate the terms of his student status.
Employment
ALL off campus employment needs authorization (this includes ministerial activities off-campus for which a stipend or other remuneration may be received). Students should ALWAYS consult with the ISSS office McMahon 315 (202-319-5618) before engaging in off-campus employment.

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

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

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

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

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

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

For any questions regarding international seminarians, please contact:

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

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

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

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

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

9. Miscellaneous Matters

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

For insurance issues at CUA, please contact:

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

b. Billing:
Each semester, rectors must provide a list of their current seminarians to
the Associate Director of Graduate Studies STRS, Ms. Abimbola
Akintolayo. This list should include the Last Name, First Name and
Student ID number of each seminarian. It is on the basis of this list that the
50% discount for seminarians is awarded by University. Failure to provide
the list each semester will jeopardize the seminarians’ discount for that
semester. For any further questions about billing matters, please contact the Office of Enrollment Services:

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