



2017-18 Student Handbook

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www.ai.edu

VISION STATEMENT

As a collaborative ministry of the Order of Preachers –
Sacra Praedicatorio, a Holy Preaching – we will

- Teach from within our rich Catholic and Dominican Tradition...
- Companion students in their human, spiritual, intellectual, and pastoral formation...
- Engage dialogue and forge strategic partnerships across diverse theological, cultural, and religious communities, both face-to-face and online...
- Preach in the footsteps of Dominic, teach in the spirit of Aquinas, and lead with the passion of Catherine of Siena
Celebrate 800 years of Dominicans doing something new: Theology for Life!

MISSION STATEMENT

Impelled by the Catholic faith and the Dominican mission, Aquinas Institute of Theology educates men and women to preach, to teach, to minister, and to lead.

IDENTITY STATEMENT

As a Roman Catholic graduate school of theology and ministry, Aquinas Institute of Theology carries forward an 800-year Dominican tradition that serves the Dominican Family, local churches, and religious communities through its commitments to priestly and Catholic leadership formation, preaching education, and ecumenical and interreligious dialogue. Aquinas Institute teaches men and women, lay, religious, and ordained, to be hopeful about their faith, faithful to the Church, and servants to God's people in the world. Aquinas Institute is a generous innovator in collaborating with others to teach and to practice theology as a fruit of contemplation, a resource for life, and a ministry to the Church and wider world.

STUDENT HANDBOOK

This *Student Handbook* contains policies and procedures pertinent to all students of Aquinas Institute. In case of conflicting information, the *Aquinas General Catalog* shall be considered the authoritative version.

GODSPEED

Welcome to this academic year. Be assured of rich opportunities as you embark upon this leg of the journey.

Some of you are newcomers to AI; others of you joined us semesters ago and have grown in knowledge, gained experience in ministry, and reached deeper in spirituality.

This *Student Handbook* is a bedrock navigational tool to assist you in fulfilling your goals as a student in theology and ministry.

This manual will be your authoritative guide for the duration of your studies among us. Read it thoroughly. Keep it handy. Make use of the information provided to help you succeed.

May the Spirit make fruitful your commitment and animate AI's faculty and staff. Welcome!

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ADMINISTRATIVE OFFICES

President

Rev. Seán Charles Martin

Paula Kaintz, Executive Administrative Assistant

Academic Dean / Executive Vice-President

Fr. Gregory Heille, O.P.

Mary Urbanek-Mueller, Administrative Assistant

Institutional Advancement

Sue Wallace, Vice-President for Institutional Advancement

Stacey Krieg, Director of Institutional Advancement

Diane Henderson, Executive Administrative Assistant

Business Office

Donna Thro, Manager

Student Services

Kevin Sweeney, Director

Admissions

Bernie Backer, Director

Mary Frese, Administrative Assistant

Alumni Relations and Continuing Education

David Werthmann, Director

Instructional Technology

Dan Moore, Director

Tim Rosslein, Manager of Desktop and A/V Services

Student Billing, Financial Aid, and Communication

Jan Lingua, Director

Registrar

Erin Hammond

DIRECTORS OF PROGRAMS AND ACADEMIC SUPPORT

Director of Field Education

Carolyn Wright

Director of Spiritual and Human Formation

Hsin-hsin Huang

Director of Distance Learning

Director of MA in Theology

Sr. Juliet Mousseau, R.S.C.J.

Directors of MA in Health Care Mission

Sr. Colleen Mary Mallon, O.P.

Director of MAPS in Catechesis of the Good Shepherd

Carolyn Wright

Director of Doctor of Ministry in Preaching

Honora Werner, O.P.

Reference Library Staff

Kathleen Tehan, Library Coordinator and Writing Coach

Fr. Vincent Bryce, O.P., Library Assistant

Instructional Technology

Dan Moore, Director

Tim Roesslein, Manager of Desktop and AV Services

Ashley O'Rourke Initiative for Health Care Ministry Leadership Team

Sr. Colleen Mallon, O.P.

Thomas Bushlack

Delaplaine Initiative for Preaching Excellence

ORGANIZATION OF AQUINAS INSTITUTE OF THEOLOGY

Aquinas Institute of Theology is more than the school which you attend. AI is incorporated as a not-for-profit organization in the State of Missouri and is recognized by the IRS as a 501(c)(3) charitable and educational entity. AI is governed by two bodies: the Members of the Corporation and the Board of Trustees. These groups bear legal authority over the school as well as legal responsibility for the school as a civil corporation.

The Members of the Corporation are the members of the Provincial Council of the Dominican Province of St. Albert the Great, under the chairmanship of the Prior Provincial. The duties of the Members include the following:

- to elect the President of Aquinas Institute of Theology and the members of the Board of Trustees;
- to review and approve the annual budget;
- to approve and amend the By-Laws of the Corporation.

The Board of Trustees consists of from five to twenty-five persons, of whom three are *ex officio*: the Prior Provincial and the Regent of Studies of the Dominican Province of St. Albert the Great, and the President of Aquinas Institute. The other Trustees are elected by the Members of the Corporation. The duties of the Board of Trustees include the following:

- to give general oversight to the mission and direction of the school;
- to assist in managing the business and affairs of the Corporation, e.g., approving the budget, overseeing fiscal operations, and approving depositories used by the school and their signatories;
- to recommend candidates for the position of President of Aquinas Institute of Theology to the Members of the Corporation, and to elect the officers of the Corporation;
- to initiate amendments to the By-Laws to the Members of the Corporation.

THE ADMINISTRATION

The day-to-day running of the school is the responsibility of the Administration and Faculty.

1. President

The President is the chief administrative and executive officer of Aquinas Institute, and as such is both administrator and educator, participating with the Academic Dean in the academic leadership of the school. The President is directly accountable to the Board of Trustees and is an *ex officio* member of that Board. The President is appointed by the Members of the Corporation upon the recommendation of the Board of Trustees. The President has final authority and responsibility, subject only to the Board of Trustees, for the proper conduct of all matters, academic, disciplinary and financial, pertaining to the school.

2. Executive Vice-President

The Executive Vice-President acts in the place of the President when the latter is absent or impeded in office. The Executive Vice-President is elected by the Board of Trustees and is ordinarily the person who has been appointed Academic Dean by the President.

3. Academic Dean

The Academic Dean is the chief academic officer of Aquinas Institute and is responsible for all educational activities. The Academic Dean is accountable to the President and ordinarily serves as Vice-President, taking the place of the President in case of absence or incapacity. The Academic Dean is appointed by the President after consultation with the faculty.

4. Business Office Manager

The Business Office Manager serves as the chief budgeting officer and financial administrator. The Manager is appointed by the President and is ordinarily elected by the Board of Trustees as Treasurer of the Corporation.

5. Director of Student Services

The Director of Student Services provides a variety of non-academic student services, including new student orientation and facilitating access to SLU services available to AI students. The Director brings to the Academic Dean any issues that may affect student academic performance.

6. Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for the development activities of Aquinas Institute. The Vice President works with the President to implement effective ways to advance Aquinas as a center of theological education, build its reputation in the community and secure resources for its operation and growth.

7. Director of Student Billing, Financial Aid, and Communications

The Director of Student Billing, Financial Aid and Communications is responsible for electronic communications including the website, marketing and advertising, and official communications including press releases. The director also ensures compliance with federal regulations, directs the activities of the financial aid committee to establish goals, budgets and protocols for the administration of financial aid, and answers inquires relating to financial aid. In addition, the director assists the Business Office with student billing, payment plans, tuition and fee policies.

8. Director of Admissions

The Director of Admissions is responsible for leading the ongoing development and implementation of student recruitment strategies and enrollment planning as a reflection of the mission of AI.

9. Registrar

The Registrar is responsible for the security and maintenance of all student academic records; the scheduling of classes and comprehensive exams; and chairs the Commencement committee.

THE FACULTY

Within an academic institution the faculty plays a unique role. It is the faculty along with the administration that provides continuity for the institution and enables the institution to carry out its objectives. The composition of the faculty manifests the specific character of a school. The faculty members have responsibility for their own learning situation, and they must have the competence and freedom to carry out their responsibility.

The faculty as a whole has ordinary responsibility for the overall academic life of the school, subject to the overview of the Board of Trustees, and exercises this responsibility primarily in three areas:

1. Faculty Development

In the area of faculty development, the faculty as a whole shall be aware of and discuss the needs of the faculty both in terms of the evaluation of present faculty and in planning for the future.

2. Curriculum

In the area of curriculum, the faculty as a whole shall be consulted about any major changes. Opportunities will be provided for the faculty to express its concerns about present curriculum and to initiate necessary curriculum changes in the future. It is the responsibility of the Academic Dean to coordinate curriculum development and to seek the advice and consent of the faculty for any major policy changes concerning curriculum.

3. Degree Requirements

The faculty shall also be involved in the area of degree requirements. They are the ones who will work with the students in the various degree programs and ultimately certify that students have completed the necessary work and examinations. The administration of the various degree programs is carried out under the overall coordination of the Academic Dean, but any major changes in the degree programs and admission requirements should be presented to the faculty for its advice and consent.

STUDENT LEADERSHIP

The diversity of the Aquinas Institute student community reflects our ecclesial vision: women and men, religious, clergy, and laity preparing for ministry in the Church. Beyond the critical thought and dialogue within the classroom, Aquinas students have an active role in creating a learning community through celebration of liturgy, social events, and vital intellectual and personal exchange with faculty and other students.

While there is no formal student government association at present, students are involved in governance in the following ways:

1. Students may serve on the Student Life Committee. The students work with each other to plan and carry out social activities and social justice initiatives.
2. Students may be asked to serve one-year terms with members of the faculty and staff on the Community Events Committee and the Liturgy Committee. The Community Events Committee is responsible for planning and obtaining speakers and for scheduling and arranging regular and occasional events, such as the Aquinas Lecture. The Liturgy Committee works with planning Aquinas liturgies and overseeing the liturgical policy of the school.
3. Students are appointed by the Academic Dean to serve on the *ad hoc* interviewing teams in the recruiting and selection of the faculty.
4. Town Hall meetings may be held periodically with the students to discuss concerns they might have and to plan appropriate action regarding them.
5. Students are periodically asked to participate in other meetings to assess the curriculum and other aspects of Aquinas Institute.

SPIRITUAL AND HUMAN FORMATION PROGRAM

The purpose of the Spiritual and Human Formation program is to facilitate the integration of theological study with spiritual, human, and pastoral development, and to assist in the discernment and further development of gifts and charisms for ministry. While Aquinas Institute provides the environment and resources for spiritual formation, the student bears primary responsibility for his or her spiritual formation.

Lay students enrolled in MAPS, MAPM, MAPS-CGS, MAHCM, M.Div., and the Certificate in Pastoral Care are required to enroll in this program. MA and non-degree lay students may choose to participate in the formation program. Members of religious communities are normally exempted from this requirement because they participate in formation programs sponsored by their congregations or provinces. Two semesters of formation must be completed prior to enrolling in Supervised Practice of Ministry.

The Aquinas Institute program has five basic elements:

1. Seminars
2. Semester Day of Retreat
3. Spiritual and Developmental Assessment
4. Establishment and ongoing review of Formation Goals
5. Individual meetings with Formation Director

Consult the Aquinas Institute *General Catalog* for detailed information.

ACADEMIC INFORMATION

ACADEMIC CATALOG

The *General Catalog* is not to be considered a legal contract between Aquinas Institute of Theology and the student. At the discretion of the school, changes can be made in academic and financial policies in accordance with educational and economic trends.

ACADEMIC CALENDAR

The Academic Calendar, which includes binding deadlines, is posted online at the outset of each academic year and then regularly updated on the Aquinas Web site, www.ai.edu. Students should consult the calendar regularly for the most up-to-date information.

CATEGORIES OF ADMISSION

Students are admitted to Aquinas Institute either Fully, Fully on Academic Probation, or Conditionally. Consult the *General Catalog* for descriptions.

CATEGORIES OF STUDENTS

Graduate Degree Students: Students working toward a graduate degree.

Graduate Certificate Students: Students working toward a certificate in a specialized area. Credits earned, to the extent they fulfill requirements of a specific degree program, may be applied to that program.

Non-Degree Students: Qualified students not working toward a graduate degree. A course may be taken for credit, audit, as indicated in the schedule of courses. Coursework done by non-degree students—if taken for credit—is recorded and may be applied toward a program later declared as well as certified to appropriate institutions.

CHANGES IN REQUIREMENTS

Degree requirements in effect when a student is accepted remain in effect until the completion of the degree. When changes in degree requirements are made, they will be applied only when they are less restrictive than the original requirements. Final determination of this is made by the Academic Dean. *[Note conditions of Continuation Status for exception.]*

BACKGROUND CHECK

To ensure professionalism in the field education program, Aquinas Institute requires a basic criminal background check for field education students in advance of their first placement. The Aquinas Field Education Director will discuss this matter in an orientation meeting prior to SPM-I (Supervised Practice of Ministry).

CONTINUATION STATUS

A student in a degree or certificate program who is not taking courses during a semester must register for continuation status and pay the required fee. Continuation Status applies to students who are interrupting studies and to students who have completed all course requirements for a degree but have not completed comprehensive examinations, thesis, paper, or other non-coursework requirements. Students who are not compliant with the requirement of continuation status will be assessed a fee of \$100 when they return and register for classes.¹

If a student in a program fails to register for credit or for continuation status in a given semester, the student's file becomes inactive; upon subsequent registration the student will be subject to the program requirements in effect at that time rather than the requirements which were in effect at the time of the student's acceptance into the school. Any new or additional requirements will then have to be met for graduation.

TIME LIMITS

Initially the student must register for coursework within two calendar years of the original acceptance; if this time limit has expired, a new application must be initiated. If a student has registered at least once for coursework at AI, and if more than three years have elapsed since the last registration, the student may be required to reapply.

The MA, MAPS, MAHCM, MAPM, and dual MAPS/MSW² programs must be completed within five years of first registration as a degree-seeking student; the D.Min. program, within six years; the M.Div. program, within seven years of first registration as a degree-seeking student. Certificate programs must be completed within three years of first registration as a certificate student.

TRANSFER OF CREDIT / CREDIT FOR EXPERIENCE

Credit for work done at another institution may be accepted for credit toward a master's degree. Generally up to a total of six credit hours may be transferred for the MA degree. For the MAPS degree and the M.Div. degree, additional credit may be transferred at the discretion of the Academic Dean. Credit will not be transferred until:

1. an official transcript of a student's record has been sent directly to the Registrar by the institution(s) where the courses were taken and;
2. the student has completed at least six credit hours of coursework at AI
3. The appropriate paperwork is filed with the Office of the Registrar

Courses taken at another institution may be transferred for graduate credit only when the courses carry credit applicable to a graduate degree at that institution and when the student has earned a grade of "B" or higher. Courses graded on a pass/fail or credit/no credit, satisfactory/unsatisfactory system are not accepted for the MA degree. They may be accepted for other degrees at the discretion of the Academic Dean.

Credit for experience in ministry may be applied for through the Office of the Academic Dean. Application may be made only after the student has been admitted to AI as a degree-seeking student and has completed six credit hours of coursework.

Credits from other institutions, and/or credit for experience in ministry, accepted toward the MAPS or the M.Div. degree from AI, may not total more than one-third of the credits required by AI for the degree.

¹ Policy approved by administration, August 2004.

² Dual-degree students should check with their MSW adviser for Saint Louis University's policy.

REGISTRATION

General Registration

Both currently registered and newly admitted students are required to receive advising and register in advance of each academic term. All students are advised of the registration dates and procedures by way of the Academic Calendar which is posted on the Aquinas website at the beginning of each semester.

Cohort Registration

Cohort programs follow the general Aquinas registration calendar, registering for the Fall, Spring, and Summer semesters and observing all registration deadlines as noted on the Academic Calendar.

Late Registration Fee

A registration period, usually lasting 6-8 weeks, is noted on the Academic Calendar prior to each semester. Returning students are required to register for classes during that period. Returning students register after this period are charged a late registration fee of \$50 per week. See the Academic Calendar for notice of these deadlines.

Course Load

Twelve credit hours per semester is considered a full-time academic load in the MDiv, MAPM, MAPS (including MAPS-CGS), MAHCM programs; nine credit hours per semester is considered a full-time academic load in the MA programs; six hours is considered a full-time academic load in the certificate programs; and three credit hours per semester is considered a full-time academic load for the D.Min program.

Changes in Registration

Changes in registration are requested by completing a "Change of Registration" form available from ai.edu or the Registrar's Office. Any change in course registration requires the approval from the student's academic adviser. After the first two weeks of class, approval from the advisor and the Academic Dean is required. After the first five class days of the semester, no courses may be added.

Courses may be dropped during the first ten class days of the semester without financial penalty. Students who drop courses two to six weeks into the semester receive a partial refund. [See the *Financial Information* section of the *General Catalog*.] After seven weeks into the semester, no refund is issued. After the first ten weeks of the semester, no grading basis for a course may be changed, nor may one withdraw from a course. See the Academic Calendar for notice of these deadlines; see *Academic Standing* for further information.

In the MAHCM program, students who drop courses may receive refunds for only the first two weeks of the course, this is due to the shortened length of the courses.

Cross-Registration

With their adviser's approval, Aquinas students may cross-register for courses at Saint Louis University, Kenrick-Glennon Seminary, Eden Seminary, Concordia Seminary, and Covenant Seminary. Such courses are included in the AI registration without making a separate registration at the other institution, and are accounted as AI tuition.

If a student desires to cross-register for a required course in the degree program, the academic adviser can approve the course if it is an equal course to the requirement. If the student desires to cross-register for a course to use as a substitute for a required course in the degree program, the student must meet with the Academic Dean for approval.

The AI Academic Dean evaluates any provisos or limits on the quantity of cross-registered credits for a student. Each institution in the consortium may have registration restrictions in place. Please consult the Registrar if you have any questions.

Change in Academic Program

If a student wishes to change programs, the student must meet with the academic adviser to approve the change. The adviser will contact the Registrar and the Academic Dean for updating of records. The academic adviser and the student will decide together if the adviser will continue to work with the student, or if the student should be assigned to a new adviser.

Students who change academic programs will be subject to the degree requirements of the academic catalog in place at the time they change programs. The time limit to finish the new degree program will be measured from the date of first registration in the original degree program, not from the time of change in program.

Withdrawing from a Course

A student may obtain an authorized withdrawal from a course if the permission of the Academic Adviser is received and if withdrawal is requested prior to the deadline appearing in the Academic Calendar for that semester. Any student wishing to withdraw from a class should fill out the "Change of Registration" form found on ai.edu or by contacting the Registrar's Office.

Withdrawing from Aquinas Institute of Theology

When a student must withdraw after registering for any term or session, whether the withdrawal is voluntary, requested by the school, or for other reasons, the following regulations apply:

1. A written request or notification of the withdrawal must be made to the Academic Dean.
2. Failure to file the signed request or notification with the Academic Dean's office within one week of the last attendance in class, constitutes an unauthorized withdrawal.
3. Withdrawal from the school or from a course, whether voluntary or enforced, may entitle the student to a refund of tuition, but never of fees. See the *Financial Information* section of the *General Catalog*.

GRADUATION³

Students are responsible for determining with their adviser when they will graduate, consulting the Academic Calendar

for the Application for Graduation deadline. Before meeting with their adviser, students must obtain an Application for Graduation from the ai.edu website (found on the Registrar's Office page). The Academic Dean presents the candidates for graduation to the faculty for approval.

Students may participate in Commencement under the following conditions:

1. They have completed all requirements except for three credits or fewer.
2. They will not receive a diploma or official copy of their transcript until the credits are submitted.

ACADEMIC STANDARDS

Accreditation

Aquinas Institute is accredited by the Association of Theological Schools in the United States and Canada. The Order of Preachers (Dominicans) recognizes Aquinas Institute as a Center of Studies for the Province of St. Albert the Great (Central Province, U.S.A.) and the Province of St. Martin de Porres (Southern Province, U.S.A.). Aquinas Institute is a member of the Association for Clinical Pastoral Education, the Association of Graduate Programs in Ministry, the Catholic Health Association, the National Association of Catholic Theological Schools, and the National Catholic Education Association.

Credits and the Semester Hour

One credit or semester hour of credit is defined as one lecture, recitation or class exercise fifty minutes per week for one semester. A semester is one half of an academic year, usually fourteen to fifteen weeks.

³ Policy approved by administration, December 2003.

Continuing Education Units

One continuing education unit (CEU) equals ten contact hours in an organized continuing education experience.

Audit

In an effort to provide new educational opportunities to those who are looking for ways of enriching their lives and providing professional growth in their current ministry, Aquinas offers courses at a discounted rate to those wishing to take courses, but not for credit. All courses are open to Audit status with the following exceptions: preaching courses, practicum courses, and any courses in the D.Min., MAHCM, MAPS-CGS, and MAPM cohort programs.

Those auditing courses are expected to attend class regularly, complete reading assignments, and participate in class. No academic credit is given, nor can the classes be converted to credit after the grading basis change deadline each semester. Saint Louis University library privileges and computer lab privileges are not available to audit students. Audit students may register for courses on a space-available basis and may be asked to withdraw from a full class if a degree-seeking student needs to register for the class.

Grading

Grades are given at the end of each course and can be found in Populi, the student information system. Grade reports and unofficial transcripts may be printed by the student from their Populi account at any time. The student's academic adviser keeps a progressive checklist of regular advancement toward completion of program requirements. The student's grade record is also maintained in the Office of the Registrar.

Aquinas Institute uses the letter grade system for most courses; the pass/fail system and the satisfactory/unsatisfactory system are used in some courses. Grades are given and computed according to the following standard:

A	≥93%	4.0 quality points
A-	≥90%	3.7 quality points
B+	≥87%	3.4 quality points
B	≥83%	3.0 quality points
B-	≥80%	2.7 quality points
C+	≥77%	2.4 quality points
C	≥73%	2.0 quality points
F	<70%	0.0 quality points

A, A- These grades represent excellent work characterized by a thorough grasp of readings/lectures/presentations of course material; a mastery of key concepts and themes; a creative application of learning to contemporary situations; evidence of analysis, synthesis and independent judgment along with collaborative skills; excellent written and oral communication containing insightful explanation; a facility with appropriate methods of research.

B+, B These grades represent high quality graduate work. The work is characterized by a good grasp of readings/lectures/presentations of course material; a mastery of key concepts and themes; evidence of application of learning to contemporary situations; evidence of analysis, synthesis and independent judgment along with collaborative skills; evidence of critical thinking and integration of experience; good written and oral communication with minor improvements necessary in grammar or style; and evidence of appropriate use of methods and resources.

B- This grade represents work that is slightly below the high quality demanded of graduate work. The work may be characterized by a good but slightly inconsistent grasp of the readings/lectures/presentations, as well as course concepts and themes; less evidence of analysis, synthesis and independent judgment along with collaborative skills; less evidence of the application of material to contemporary situations; good written and oral communication skills calling for some improvement; or more limited use of resources.

C+, C, These grades represent a lack of achievement in graduate work. The acceptability of the work is questionable and characterized by a limited grasp of reading/lectures/presentations of course material; a limited understanding of key concepts; a minimal ability to apply the knowledge to contemporary situations; weak or inconsistent written and oral communication; limited evidence of analysis, synthesis and independent judgment along with collaborative skills; minimal use of resources.

F This grade represents failure and is characterized by inadequate knowledge of reading/lecture and key concepts; lack of ability to apply material to contemporary situations; lack of analysis, synthesis and independent judgment along with collaborative skills; critical thinking or consistently poor written and oral communication; serious problems with timely submission of assignments or class attendance; inadequate use of resources. If the course is required, the student must repeat the course and earn a passing grade in order to qualify for graduation.

Not computed in Grade Point Average:

AF Failure due to unauthorized withdrawal or excessive absences; assigned at the direction of the Academic Dean.

AU Audit

I Coursework is incomplete at the end of a term: The incomplete must be removed within 60 days of the end of the term or the student receives an “F” for the course. In such a case, no credit will be given for the course. The course may be repeated, provided that the student registers and pays tuition according to the normal procedures of the school. In rare instances the Academic Dean may grant an extension of time because of extraordinary circumstances.

P/F Pass implies a letter grade of “A” through “B-” ($\geq 80\%$); the course counts toward degree. Failure indicates the course does not count toward degree.

NG Continuation Status

S/U Satisfactory/Unsatisfactory progress in certain courses including thesis and dissertation research for which no regular final grade is assigned.

W Authorized withdrawal from a course before deadline in Academic Calendar. Students may withdraw from any course prior to the deadline if permission of the Academic Adviser and the Academic Dean is obtained. They must follow the procedures outlined by the Registrar’s Office.

X Student has not taken the scheduled final examination; may be removed by special examination within six weeks of the end of a term; otherwise the grade is changed to “I” at the Academic Dean’s direction.

Academic Standing

To be in good standing, a masters-level student ordinarily must maintain a cumulative grade-point average of 3.0 in the program of study. Doctor of Ministry in Preaching students must maintain a grade of 3.0 in each course in their curriculum. The case of a student not in good academic standing will be reviewed by the Academic Dean to determine a course of action. Aquinas Institute of Theology reserves the right to dismiss a student whose grades do not meet the above academic standard or who demonstrates disruptive classroom behavior in the learning environment or other conduct that in the good judgment of the faculty presents a serious obstacle to ministry. A student dismissed for insufficient grades cannot be readmitted to a degree program. A student faced with dismissal may enter the grievance process if he or she considers the dismissal unjust (See *Appendix F.*) In serious cases of misconduct or violation of policy, Aquinas Institute reserves the

right to dismiss students at will without appeal. All cases of dismissal will be documented by letter from the Academic Dean or the President to the student.⁴

Policy Concerning Incompletes

Incompletes are given only for grave causes (such as illness, crisis, or death in the family) and are not given simply because the student is late in completing the work within the semester. A student requesting the incomplete from a professor must give the reasons for the request and submit a 'Request for Incomplete Grade' form, which the professor will submit to the Registrar with their grades.

The "Incomplete" grade should be requested by the student along with reasons for the request. The professor is the judge of the appropriateness of the reason and may grant or deny the request for an "Incomplete." The student may appeal a denial to the Academic Dean if the student believes a denial to have been unjustified. The decision of the Dean in this matter is final.

The incomplete work must be completed within 60 days following the day grades are due for the semester. In cohort programs (MAHCM, MAPS-CGS, and MAPM), the incomplete work must be completed within 60 days following the final day of the course as stated in the syllabus.

For reasons equally serious to those described in the first paragraph, the student may request an extension of the time limit from the Academic Dean. Such an extension, however, must be for as short a time as possible and may not, in any case, exceed 30 more days. The decision of the Dean in this matter is final. If the Dean grants an extension, the Dean must notify the professor, and the professor should note that an extension was granted on the 'Request for Incomplete Grade' form.

If the student completes the required work within the deadline, the professor then submits the completed 'Request for Incomplete Grade' form to the Registrar.. The Registrar removes the "I" from the student's record and assigns the grade earned.

If the student fails to make up the work needed to remove an "Incomplete" grade within the established time limit, the student receives an "F" for the course. No credit is given for the course and to obtain credit, the student must repeat the course and obtain a passing grade.

If a student who has not requested an "Incomplete" grade does not complete all the required work for a course, the professor is free to handle the matter in whatever way seems best: either by giving an "Incomplete," by giving a failing grade for the course or by giving a failing grade for the work not completed and computing the course grade on the basis of the grades thus earned.

Because of the added expense of processing incomplete grades, the fee for the removal of an incomplete grade is \$50.00 and is payable before the grade is added to a student's transcript.

Transcripts of Records

Transcripts of the official academic record are made available by the Office of the Registrar only upon the written authorization of the student. Forms to authorize release are available on the Aquinas website (ai.edu) or in the Registrar's Office. You may not sign the request form with an e-signature. A student may obtain an 'unofficial' transcript if needed at any time from their Populi account. A student may inspect his or her academic record at any time. *Transcripts of records will not be released if the student's financial account is in arrears.* Transcript requests are processed once a week. For same day service, \$15.00 is charged to the student and additional charges for express/overnight postage will be charged to the student.

Release of Records

Aquinas Institute of Theology affirms the concept of personal privacy and confidentiality of records, and adheres to both the letter and the spirit of the provisions of the Family Education Rights and Privacy Act of 1974, as amended, which pertains to higher education. (See policy statement in *Appendix E*.)

⁴ Revised and approved by the Faculty March 28, 2011

Academic Freedom

Aquinas Institute of Theology subscribes to the principles of academic freedom as found in "Academic Freedom and Tenure" (ATS Bulletin, #35, part 5, pages 3-10), except for section III, "Tenure."

Style Sheet for Academic Papers

Students are to consult the most recent edition of the Turabian manual in conjunction with the individual faculty member's syllabus/guidelines for the appropriate format of papers.

Writing Assistance

Writing assistance with research papers is available both through Aquinas Institute and Saint Louis University. The Library Coordinator at Aquinas Institute also serves as Writing Coach. She reads papers for grammar and correctness of footnotes and other style requirements. Regular writing assistance hours are posted each semester, as well as individual sessions by appointment.

The Saint Louis University Graduate Writing Center is occasionally available to any graduate student seeking to improve his or her writing skills. It is staffed by graduate students in the English Department. Students are encouraged to work with the Director of Student Services at Aquinas Institute to check availability of this resource.

DIRECTED READINGS AND TUTORIALS

1. Distinction between Directed Readings and Tutorials

- a. Directed Readings** are courses taught privately which are not listed in the regular course offerings in the *General Catalog*. In registering for the course, the appropriate "Directed Readings" number should be used.
- b. Tutorials** are courses taught privately which are listed in the regular course offerings in the *General Catalog*, but which the student must take "tutorially" because the course will not be offered within the time limit of the student's program. A Tutorial may not be taken in a semester in which the course is scheduled for regular teaching. In registering for the course, the *General Catalog* number and title of the course should be used.

2. Policies and Procedures Regarding Directed Readings and Tutorials

a. Directed Readings

A Directed Readings course shall normally originate from the student who may request a faculty member to guide him/her in such a course. The student shall be responsible for presenting an initial proposal to the professor at the time of the request, altering and revising the proposal until it merits the professor's approval. The student must then fill out a "Directed Readings/Tutorial Contract" (obtainable from Registrar). After the student and the professor have signed the contract, the student must then submit it to the Academic Dean for approval and to the Registrar at the time of registration for the term in which the course will be given.

The professor shall be free to accept or decline the request, without having to give any reason, at any time prior to signing the contract. The syllabus and all requirements shall meet the professor's final approval.

Approval of the student's academic adviser, registration of the course, and recording of completion and grade shall all follow normal procedures for registration and grading. The normal tuition shall be charged.

b. Tutorials

A student may request a faculty member to do an established course tutorially if he/she is impeded from taking the course in the term(s) in which it is usually offered. *The professor shall be free to accept or decline the request, without having to give any reason.*

The syllabus and requirements are those of the regular course offering, with appropriate adjustments for the tutorial format. After the student and the professor have signed the contract, the student must then submit it to the Academic Dean for approval and to the Registrar at the time of registration for the term in which the course will be given.

3. Guidelines for Directed Readings and Tutorials

- a) Students should not seek Directed Readings or Tutorials unless there is a truly serious reason for doing so.
- b) Professors should not agree to supervise a Directed Reading or Tutorial if to do so would burden them excessively.
- c) Professors should ascertain that a student requesting a Directed Reading or Tutorial is truly in need of the course being sought. Principal reasons for justifying the seeking of a Directed Readings or Tutorial would be one or more of the following:
 1. The school does not offer sufficient courses in an area of concentration which the student is pursuing;
 2. The course being sought is not offered in the *General Catalog*, fits the student's area of concentration, and is truly of special interest to the student;
 3. It would be a hardship for the student to take a similar course at another institution within the cross-registration agreements;
 4. The student is in need of the course to complete a program and the course will not be offered within the time that the student will be here.
- d) Meetings between the student and the professor should be kept at a minimum, so as not to take up an excessive amount of the professor's time. A three credit course normally would occasion three or four meetings within the semester.
- e) It should be clearly understood that the burden of the work in such a course is upon the student and that the student is responsible for having the assigned work done for each meeting.
- f) Because by the nature of such courses the student's time is unstructured, emphasis should be placed on completing the work for the course on time; the student should be reminded that incompletes are supposed to be given only for grave causes (such as illness, crisis or death in the family) and will not be given simply because the student is late in completing the work.

CONDUCT IN LEARNING ENVIRONMENTS ⁵

In accord with the Dominican ideal that truth is best pursued within the community of faith, faculty and students at Aquinas Institute of Theology should conduct themselves in a manner that supports communal pursuit of truth. To better facilitate appropriate participation in both face-to-face and online learning environments, the following community practices are to be observed:

- Faculty and students should participate in discussions thoughtfully, exercising care and compassion in their interchanges. Participants in discussion should tend carefully to their choice of language and also listen attentively to others who are speaking or writing.
- When there are differences of opinion or approach, faculty and students should first acknowledge those aspects of another's position that they find valid or useful before exploring those aspects with which they may differ. Paraphrasing what has been heard and thinking about differences in perspective can provide useful points of entrée into discussion.
- In any interchange, faculty and students should listen carefully to what is being said or written in order to discover new elements. By attending to the context and meaning that is flowing through the group and by opening oneself to new ideas and perspectives, a listener can achieve new insight.

⁵ Approved by the Faculty March 28, 2011

- Faculty and students should give everyone equal respect, and they should value the differences in people and their perspectives.
- Faculty and students should be willing to forgive one another for misunderstandings that arise.

ONLINE LEARNING

SLU Blackboard Learn (BbLearn)

Aquinas automatically enrolls each student in SLU Global Blackboard, an online learning community. Blackboard access is granted one week before the course start date.

Email

Students at Aquinas Institute are issued an email address through Saint Louis University (username@slu.edu) upon enrollment. This email address will be listed as the primary email address in Populi, our student information system. Email communication from faculty and staff will be sent to the SLU email address. Students may choose to forward email to a personal email address, however, students hold responsibility to ensure that they are receiving necessary communications from Aquinas Institute. Email forwarding settings can become reset by internet browser updates, so it is recommended that the student sign in directly to their SLU email account on at least a monthly basis to ensure same.

Guidelines for Online Communication

In all cohort classes, and in many on-campus classes, significant communication takes place via online media. Such media are a great blessing in that they make education and friendship possible at a distance in ways that never existed before. At the same time, these media offer challenges that are not present in ordinary face-to-face communication. For instance, when communications happen online it is difficult to tell when the other party is smiling or frowning, being sarcastic or being serious, joking or genuinely angry, teasing or just tactless. Please observe the following guidelines in online conversation with one another and Aquinas personnel:

- Do not add members of your courses to any listservs that you belong to or mass emails that you send out on a regular basis (e.g. Passing on funny stories, jokes, chain letters, etc.) There is a place on each course site where students can discuss out-of-class matters with each other and share a good story or joke, ask for prayers, etc.
- When writing posts, use standard language (not text-message shorthand) and avoid flaming (hostile or insulting language or all-capital letters. The use of all caps can convey a sense of anger or yelling.) Because it is difficult to italicize on BbLearn, using capital letters for an occasional word to add emphasis is acceptable.
- When posting online, continue to use proper punctuation and capitalization. Avoid “chat room” abbreviations (“ttyl,” “lol,” etc.)
- Acknowledge those aspects of another’s position that you find right, valid, or useful, before naming aspects in which you differ. Paraphrase what you believe they said to convey that you’ve heard what they were trying to get across before launching into critique.
- Suspend roles and status as much as possible, relating as learning peers.
- Be willing to forgive one another for misunderstandings that may nevertheless arise.
- When attaching a document to a post or submitting a paper, include your last name in the title of the document, as well as some indication of what you are submitting. (e.g. “Smith final history paper” or “Jones assignment 2”)
- Respond on time. If possible, let others know when one will be away or unable to participate fully for whatever reason (e.g., work-related travel).
- Observe confidentiality with respect to other people’s items unless permission is explicitly given by the author to do otherwise.

If a student or faculty member believes that these learning environment guidelines have been violated, please express concern first to the person breaching the guidelines. If a conflict between two students cannot be resolved, the faculty member should be apprised in order to assist in resolving the conflict. Similarly, if the conflict is between a student and faculty member, the Academic Dean should be apprised.

Ground Rules for Video Presentations and Conferencing

When presenting by video or participating in class activities by video conferencing, students are required to maintain appropriate casual attire befitting of the ordinary classroom setting. The student's chosen location should be a common indoor space appropriate for background visibility, such as an office, den, or living room. Avoid wireless connections. Avoid locations which pose audible or visual distractions such as malls, coffee shops, streets and sidewalks, and the bedroom. Participating students should be free of moving vehicles, as with texting, and all household interruptions such as other family members, roommates, and pets. Please be punctual, strive for eye contact, and refrain from eating and from drinking alcohol while online.

ACADEMIC ADVISING

At Aquinas Institute of Theology every degree seeking student is assigned an academic adviser. The role of the academic adviser is to offer guidance to the student regarding program requirements and selection of appropriate courses in accord with the student's academic and professional goals.

Students are asked to formulate academic, professional, and spiritual development goals as they begin their theological study. The Proseminar provides the framework for this process. Advisers assist students in the initial and subsequent formulation of these goals during the regular advising sessions, and they will review each advisee's goals with them on a yearly basis.

Students bear primary responsibility for their own progress and fulfillment of requirements toward the degree which they are seeking. However, it is the role of the adviser to assist students in carrying out their responsibilities. Because the advisor's role is so important, students are required to meet with their advisors before registration for courses – to review goals, plan for future classes and obtain approval for the following semester's course registration. The following procedures guide the academic advising process:

- Advisers are available to see students by appointment at any time, but especially at registration times;
- It is the student's responsibility to make the appointment to see the adviser;
- The adviser and student should keep a progress record of the student's advancement toward the degree.
- While the student always remains free to choose courses as he/she wishes, the adviser's recommendations should be carefully weighed.
- If the student is experiencing difficulty in academic work, he/she should consult with the adviser as to the best course of action to take;
- If the student is in danger of failure, the adviser is required to inform the Academic Dean of this in order to see if assistance can be given to the student;
- The adviser assists the student in fulfilling the non-course aspects of the student's program: arranging for ministry practica, internships, CPE placement, the taking of comprehensive examinations where required, finding a director for thesis or major paper, and applying for graduation. In some of these instances a person other than the adviser may be more directly involved (e.g., the Director of Field Education, the Director of the MA Program, the Academic Dean); however, the adviser is the person to begin with when the student is unsure.

Thesis and Project Direction is considered a regular part of faculty responsibility. Students are expected to approach faculty members to request their direction of a thesis, paper, or project. Upon being approached by a student to direct a thesis, paper or project, the faculty member should enter into discussion with the student to determine if the faculty member can direct the thesis, paper or project. If it is determined that this cannot be done (either because the faculty member does not feel fully competent about the topic or because the

faculty member is too heavily involved in other faculty responsibilities), the faculty member should recommend other faculty or resource persons to the student. Doctor of Ministry advisees are directed to *The D.Min. Handbook*.

PHOTOCOPYING

Aquinas Institute seeks to comply with the amended Copyright Act of 1976 regarding the copying of copyrighted works. Ordinarily, faculty apply for permission to copy materials for courses through Copyright Clearance Center. Students copying materials assume responsibility for photocopying in accordance with the Copyright Law.

The Doctrine of Fair Use guidelines allow a teacher to make a *single copy*, without getting permission, for scholarly research or for use in teaching or preparing to teach a class, of the following works:

- a chapter from a book;
- an article from a periodical or newspaper;
- a short story, short essay or short poem;
- a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

The teacher or school cannot charge the student beyond the actual cost of the photocopying.

Students in pursuit of their studies would seem to fall under the guidelines for *single copy* for research. However, we remind all students of the following prohibitions:

1. Unauthorized copying may not be used to create, replace or substitute for anthologies, compilations or collective works, whether or not such unauthorized copies are collected and bound together or are provided separately.
2. Unauthorized copies may not be made of “consumable” works, including workbooks, exercises, standardized tests, test booklets, answer sheets and the like.
3. Unauthorized copying may not substitute for the purchase of books, publisher’s reprints or periodicals.
4. Unauthorized copying may not be directed by higher authority, such as a dean or head of a department.
5. The same teacher cannot copy the same item without permission from term to term.

Students may use the photocopier in the Faculty and Staff Mailroom for class or personal use between 9:00 a.m. and 4:00 p.m. A charge of 10¢ per copy is assessed. Ordinarily payment should be made at the time copies are made unless prior arrangements have been made with the Manager of the Business Office. A copier is also available in the Aquinas Library at 10¢ per copy. **The person copying assumes responsibility for photocopying in accordance with the Copyright Law.**

LIBRARIES

AQUINAS REFERENCE LIBRARY

Library hours are posted in advance of each semester or term. Reserve sections, by course, are available each semester; a professor may direct students there for pertinent resources. *Note:* Food and drink are not permitted in the AI Library.

Circulation of Materials

The general policy of the AI Reference Library is that these materials are used in the library. Reference books, current periodicals, and bound periodicals may be photocopied in the library. Reference books, current periodicals, and bound periodicals may be checked out one hour before the library closes for the day. These materials are due during the first hour of the next day that the library is open.

At the discretion of the librarian, older volumes of bound periodicals and highly specialized reference books may be checked out by faculty members for longer periods as determined by the librarian. These are subject to immediate recall by phone if needed by another patron.

ELECTRONIC RESERVE

Faculty members often place course materials on electronic reserve. Consult faculty syllabi for directives on retrieving these materials.

SAINT LOUIS UNIVERSITY PIUS XII LIBRARY

Aquinas Institute faculty, staff, and students have full privileges for the use of all materials and services at the Pius XII Memorial Library of Saint Louis University. Each student, taking a course for credit, is assigned a Saint Louis University identification card and Internet username and password for purposes of accessing the services of Pius XII Memorial Library. Auditing students do not have access to the Saint Louis University facilities.

Circulation policies and procedures are contained in the Pius XII Library Handbook.

General Information: 314.977.3580.

Circulation Services: 314.977.3087.

Reserve Room: 314.977.3585.

OTHER LIBRARIES

All faculty and students also have full privileges at the following libraries:

Eden Theological Seminary/Webster University Libraries

475 E. Lockwood, Webster Groves, MO 63119 (252.3130)

Kenrick-Glennon Seminary Library

5200 Glennon Drive, St. Louis, MO 63119 (314.792.6100)

St. Louis Public Library

Main Branch. 1301 Olive, St. Louis, MO 63103 (314.241.2288)

Schlafly Branch. 225 N. Euclid, St. Louis, MO 63108 (314.367.4120)

Responsibilities for Borrowed Materials

1. The borrower is responsible for knowing when materials are due and for their prompt return.
2. The borrower is responsible for any loss or mutilation of materials they have borrowed.
3. The borrower is liable for fines for overdue materials and for replacement/repair costs for lost or mutilated materials according to the policies of each library.
4. Diplomas and transcripts will be held until fines are cleared.

FINANCES

PAYMENT OF TUITION AND FEES

Students are required to register for courses through the Populi student information system. Student Billing will then apply appropriate fees and charge the student by providing an 'invoice' in Populi. Students are directed to make their tuition payment directly through Populi by either credit card or ACH debit.

Payment Options

Tuition and fees (the account balance) are required by the respective due dates. Students who do not pay their account balance in full by the due date must complete the **Tuition Payment Plan and Agreement** which can be found online (ai.edu) or from the Student Billing Office. There is a \$20 per credit hour processing fee which is payable upfront; no interest is charged on amounts paid in installments under the terms of the payment plan. Returned checks and dishonored electronic payments may be subject to a service charge of up to \$50.00. Students are responsible to make payments in Populi by the assigned dates. Students who do not make timely payments will be assessed an additional \$50 late payment fee and the payment amount (including the late payment fee) will be charged to the credit card or bank on file.

Registration is not finalized until payment is received. Students are required to make payment or submit a payment plan and agreement to the student billing office.

- Students paying the full account balance may pay online through Populi. Electronic payments may be made by credit card or by electronic debit from a checking or savings account; post-dated checks cannot be accepted.
- For students opting to use the **Tuition Payment Plan and Agreement**, payments and payment due dates will appear on that form and in Populi.

The Tuition Payment Plan and Agreement

The **Tuition Payment Plan and Agreement** permits students to pay 50% of the account balance by the due date (found on the form). The remaining balance is payable in three installments of one third each due each month following the month school begins (i.e. for fall term –of September, October and November; for spring term - of February, March and April). Students using the payment plan and agreement, are required to make payments electronically by credit card or by automatic debit from a checking or savings account.

Tuition Reimbursement

Students are responsible for the payment of their account balance by the due date. If a student receives tuition reimbursement from a third party sponsor (e.g. an employer) the student must make arrangements with that third party to receive the reimbursement. Payment deadlines are not extended due to delays in third party reimbursement. Students waiting for reimbursement are required to pay their account balance in the manner described above. Aquinas does not bill third parties for student reimbursement.

Accounts in Arrears

Grades, diplomas and transcripts will not be released if a student's account is in arrears. Students may not register for a new semester if their account is in arrears. Students may be withdrawn from classes if their account is in arrears.

FINANCIAL AID

A student is responsible for setting an appointment with Director of Financial Aid to discuss financial need. The student must demonstrate financial need and maintain satisfactory academic progress to receive aid. See the *General Catalog* for a more complete description of Stafford (federal) Loans as well as Aquinas Institute scholarships and grants.

**RECIPROCAL TUITION AGREEMENT WITH SAINT LOUIS UNIVERSITY
FOR STUDENTS WHO ARE FACULTY OR STAFF OF EITHER INSTITUTION**

Tuition remission for cross-registered courses and programs is available under established provisions that detail the terms and limits. Aquinas employees interested in this opportunity are to consult first with their supervisor and then with the AI Registrar. SLU employees are to consult with their supervisor, the SLU Employee Benefits Office, and the AI Registrar.

SERVICES AND FACILITIES

BOOKSTORE

Supplies and other resources may be obtained through the Saint Louis University Bookstore (Barnes & Noble), located in Busch Student Center on Grand Avenue.

CAMPUS SAFETY

Aquinas Institute cooperates with and uses the Department of Public Safety (DPS) of Saint Louis University, which is dedicated to creating a campus environment that is safe, comfortable and conducive to learning. The department is responsible for safety and security, providing services 24 hours a day, 365 days a year.

Contact Information

DPS is located in Room 9 of DuBourg Hall. The information number is 314.977.2376. The emergency number is 314.977.3000.

Annual Campus Security Report

In accord with federal requirement, *warning reports* of certain crimes are posted publicly for the Saint Louis University Community and crimes on campus are reported in the *University News*. (USDE, Dear Colleague Letter, May 1996, GEN-96-11.) The annual SLU campus security report, required by the Jeanne Clery Act to be available to all students and employees in a university setting, can be found at http://dps.slu.edu/security_report; the Aquinas annual security report can be viewed at <http://www.ope.ed.gov/Security>.

Saint Louis University Security Services

All officers wear the French Blue uniforms. Officers patrol SLU buildings, lock/unlock buildings, enforce parking, etc. The Protective Services Officers are armed. They function essentially as law enforcement officers and are responsible for responding to and investigating all violations of criminal law.

DPS Escort / Assistance Available

The Department of Public Safety of Saint Louis University provides escorts after dark, seven days a week, call 314-977-RIDE (7433). Do not hesitate to call them, even if you only have a short distance to walk.

CAREER DEVELOPMENT AND PLACEMENT

Aquinas maintains an on-line job listing site (<http://www.ai.edu/Resources/JobListings.aspx>) to assist students in finding ministry opportunities after graduation. In addition, the Saint Louis University Career Development and Placement Center, located in the Student Success Center, Busch Student Center Suite 331, offers a broad range of services and programs designed to assist students and alumni in matters relating to career planning, job placement, and career development, e.g., resume writing and interview skills.

AI STUDENT EMPLOYMENT

Students are needed in such areas as graduate assistants for faculty, front desk attendants, summer factotum, and support staff for various departments. Students interested in an Aquinas job should contact the Front Desk Attendant.

CHECK CASHING

Students with a valid Saint Louis University ID may cash personal checks up to \$100 at the U.S. Bank located in Busch Center. Hours are 9:30 a.m. to 5:30 p.m. Monday through Friday.

EMERGENCY PHONE NUMBERS

City: Fire - Police - Ambulance 911
University Public Safety/Emergency 314.977.3000

SNOW EMERGENCY

If Aquinas Institute is closed because of snow or inclement weather, the notice will be posted several places: the AI website; Populi; our main phone number, 314.256.8800; facebook, twitter, and the school closings on Channel 4 or Channel 5 in St. Louis.

FAX MACHINES

School fax machines are ordinarily reserved for administrative use. Students who need to send or receive faxes should speak with the Front Desk Attendant for instructions.

STUDENT HEALTH AND COUNSELING SERVICE

The center for Student Health Services is located in Marchetti Towers East, 3518 Laclede Avenue. The center offers on-site out-patient assessment, consultation and treatment (314.977.2323). Health insurance, through the University Health Plan, may be obtained by contacting Student Health Services.

Insurance for personal belongings is the responsibility of each individual student.

ID CARDS

All full-time and part-time Aquinas students needing to check out material from the Pius XII Library are required to have a Saint Louis University ID card. To obtain an ID card the student must have their banner id and an official form of photo identification (e.g. driver license or passport). The ID can be used on campus as a debit card (“Billiken Bucks”) and is the only way to pay for copies at Pius XII Library; contact Parking & Card Services, Room 33 of DuBourg Hall (314.977.2957). The first ID card is free; there is a \$25 replacement fee payable to SLU for any lost or damaged cards.

STUDENT MAILBOXES

Students registered for courses at AI have a mailbox assigned to them in the building.

PARKING

Parking is available to all visitors and cross-registered students for \$2.00 per hour/\$25 maximum at the SLU garage on Laclede and the SLU garage at Compton & Olive. Students with a validated ID may purchase parking permits by the semester in the Parking/Card Services Department, Room 33 in DuBourg Hall. Coupon books for one-day parking in the Laclede Parking Garage at the reduced rate are also available in room 33 of DuBourg Hall (314.977.2957) or through the garage parking attendant.

Street parking is available at meters on Laclede, Spring Ave, and Forest Park Ave. In addition to paying at the parking kiosks, the ParkMoblie app (free for iOS and Android) is also available to pay for parking from your smartphone or tablet.

RECREATION CENTER

The John E. and Adaline Simon Recreation Center is located on the campus of SLU. All AI students, taking courses for credit and with a SLU ID card, are members.

Facilities

6-lane, 40-meter pool with diving well; Swedish saunas and whirlpool; indoor track; 6 full-size multi-purpose courts for basketball, volleyball or tennis; 4 racquetball courts; weight rooms, including Universal and Hydra-Gym equipment; dance room; exercise rooms.

Services

Daily lock and towel checkout; sports equipment checkout; daily racquetball and tennis reservations; weight rooms and exercise consultation; recreation programs— aerobics, dance, lifesaving, scuba, yoga, CPR, racquetball and tennis classes (call 314.977.3969).

TELEPHONE

Office and cubicle phones are normally reserved for the handling of incoming calls to the school and are not available for student use. See the Receptionist for direction to an appropriate phone.

USE OF AI FACILITIES

Classroom scheduling and use of other AI facilities is handled through the Academic Dean's Office. Ordinarily, use of AI facilities is restricted to Aquinas faculty, students, staff, and certain organizations in cooperative relationships with Aquinas. Outside groups will be required to sign an insurance waiver along with the agreement for use of facilities.

TRANSPORTATION

Billiken Bus Line

The SLU Billiken Shuttle provides free transportation between the Frost and Health Sciences Center campuses. The shuttle bus makes regularly scheduled stops at various locations on both campuses Monday through Friday from 7:00 a.m. to 7:00 p.m. The shuttle operates on days when Saint Louis University undergraduate classes are in session. Schedules may be obtained from various locations on the Frost campus, including the Office of Student Life, Public Safety and the Busch Center Information Desk (call 314.977.7128), and the SLU website.

Metro Bus

Stops at Grand and Lindell, on the East Side of Grand. Connections may be made throughout the city (call 314.231.2345).

MetroLink

The Metrolink (both Red and Blue Line) light rail has a stop located on Grand (just south of campus) and connects with Metro buses. A dedicated phone is available at that stop so that students and visitors can call SLU Public Safety for a ride to campus outside of Billiken Bus hours.

LITURGY AND PRAYER

Eucharistic Liturgy

Celebrated Tuesdays at 11:30 a.m. in the AI Chapel. Special feasts are celebrated at other times; please watch for announcements.

Liturgical Ministries

Students, faculty and staff are invited to participate in the worship services as lectors, acolytes, preachers, greeters, extraordinary ministers of Communion, cantors, choir members and musicians.

Invitation from the Dominican Community

Additionally, the friars of St. Dominic Priory invite faculty, staff and students to join them for the communal celebration of the Liturgy of the Hours and Eucharist. Their liturgies are celebrated in the St. Dominic Priory Chapel.

Private Prayer

The Blessed Sacrament is reserved in the tabernacle in the AI Chapel. Therefore, the doors to the Chapel are normally kept closed to allow for private meditation and personal devotions.

Sacrament of Reconciliation

The priests on faculty are available by appointment for the celebration of Reconciliation

APPENDIX A

POLICY ON DRUGS

Possession of stimulants, depressants, narcotics or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, is forbidden by state and/or federal law and not permitted at Aquinas Institute of Theology, on any Saint Louis University property, or at any Aquinas Institute sponsored event.

The selling, bartering, exchanging or giving away of such drugs to any person not intended to possess them by physician's or dentist's prescription is illegal and prohibited.

Any student engaged in such activities will be subject to arrest by law enforcement agents, as well as subject to suspension and/or expulsion from Aquinas Institute of Theology.

For assistance and information on issues relating to drugs, please contact the Student Health and Counseling Center at (314) 977-2323.

APPENDIX B

POLICY ON AIDS AND HIV INFECTION

The American Bishops, addressing the AIDS/HIV crisis, have said:

Our response to persons with AIDS must be such that we discover Christ in them and they in turn are able to encounter Christ in us. Although this response undoubtedly arises in the context of religious faith, even those without faith can and must look beyond suffering to see the human dignity and goodness of those who suffer.

In accord with statements of the American Catholic Bishops, *The Many Faces of AIDS* (Washington: Administrative Board of the U.S. Catholic Conference, November 1987) and *Called to Compassion and Responsibility: A Response to the HIV/AIDS Crisis* (November, 1989), Aquinas Institute recognizes the serious ethical and social questions raised by the AIDS epidemic and affirms the following:

1. Aquinas Institute of Theology does not discriminate against persons who have AIDS, Aids Related Complex (ARC), or who have tested HIV positive, nor will testing for HIV infection be required or requested for admission. Aquinas Institute will not deny admission to an HIV-infected applicant unless the Academic Dean concludes, on the basis of sound medical and scientific evidence, that the applicant's infection would prevent her or him from completing essential program requirements and that no reasonable accommodation could be made that would enable the applicant to complete those requirements. Similarly, no currently enrolled student will be dismissed or denied any privileges or rights enumerated in the Aquinas *General Catalog* solely on the basis of an HIV infection.
2. Determination of the suitability of HIV-infected persons for ordination to the priesthood shall be made by the sponsoring diocese or religious community. Suitability of HIV candidates for ordination to ministry in denominations other than Roman Catholic shall be made by that denomination in accord with its own standards and policies.
3. Because known or suspected victims of HIV infection have been subjected to discrimination or abuse, information concerning any Aquinas student, faculty or staff member with HIV infection shall be maintained in strictest confidence and divulged only to the extent required to protect the common good or as otherwise required or permitted by law.

4. Aquinas Institute of Theology will not advise other students, faculty or staff of the presence of HIV- infected persons. All inquiries from the public media regarding the actual or suspected presence of HIV-infected individuals in the Aquinas community shall be referred to the President's Office.
5. Aquinas Institute will not deny employment to an HIV-infected applicant on the basis of that infection unless the President concludes on the grounds of sound medical and scientific evidence that the applicant's infection would prevent him or her from performing essential job duties and that no reasonable accommodation could be made that would enable the applicant to perform such duties. Sick days and leaves of absence will be granted to all eligible employees in accordance with Aquinas Institute's regular policy on sick leave and leaves of absence in the Aquinas staff and faculty handbooks.
6. Aquinas Institute encourages complete education about transmission, occurrence and prevention of HIV infection. Information on safety precautions and procedures are available from the Office of Risk Management on the Frost Campus of Saint Louis University. Those desiring testing are urged to contact the Saint Louis University Student Health Service, which provides screening for HIV infection as well as information about testing services in the St. Louis area. Counseling regarding HIV infection is available through the Counseling Center on Frost Campus.
7. This statement is based upon and intended to be in essential agreement with the Saint Louis University Policy on AIDS, issued June 5, 1991.

APPENDIX C

NOTICE OF NONDISCRIMINATORY POLICY

Aquinas Institute of Theology admits qualified students of any race, color, national and ethnic origin, religion, age, sex, or disability to all the rights, privileges, programs, and activities generally made available to students of the Institute.

Aquinas Institute of Theology does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability or age in administration of educational policies, admissions policies, employment policies, scholarship and loan programs, or other school-administered programs. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Office of the Academic Dean
Fr. Gregory Heille
23 S. Spring Ave.
St. Louis, MO 63108
314-256-8881

Office of the Director of Student Services
Kevin Sweeney
23 S. Spring Ave.
St. Louis, MO 63108
314-256-8803

For further information on notice of non-discrimination, visit <https://wdcrobcopolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

APPENDIX D

POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

(Approved by the USDE Office of Civil Rights on 3 December 2015; adopted by the President of Aquinas Institute 4 December 2015)

Aquinas Institute of Theology (the “Institute”) is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the Institute to maintain an educational and work environment free from all forms of unlawful discrimination and harassment.

To that end, the Institute strictly prohibits and does not tolerate unlawful discrimination or harassment by or against any of its employees, students, or applicants for employment or admission on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, marital status, pregnancy, or other characteristic protected by federal or state law. The Institute prohibits all unlawful discrimination in the school environment, including all academic, extra-curricular, and school-sponsored activities.

Students experiencing or witnessing any perceived act of discrimination and/or harassment in violation of this policy are encouraged to immediately report it in accordance with the Institute’s Grievance Procedure, below. All employees of the Institute are required to promptly report incidents of unlawful discrimination, whether verbal, physical or otherwise, of which they become aware by whatever means, pursuant to the Grievance Procedure below. All Institute personnel who observe student-on-student or staff-to-student discrimination based on race, color, national origin, sex, disability, age or otherwise are required to intervene to stop the discrimination, unless circumstances would make such an intervention dangerous. All members of the Institute community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the Institute. The Institute will investigate all formal and informal complaints of discrimination and/or harassment.

The Institute does not disclaim any right it might otherwise lawfully have to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

Discrimination

Unlawful discrimination may occur when an individual is treated less favorably with respect to the terms and conditions of employment or education, or with respect to the individual’s receipt of employment or educational benefits, because of his or her membership in a protected class. Accordingly, all employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, benefits and any other terms and conditions of employment, will be made without regard to the employee’s or applicant’s race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, marital status, pregnancy, age, physical or mental disability, medical status, covered veteran status, or any other characteristic protected by federal or state law. Similarly, all education-related programs and activities, including but not limited to admissions, financial aid, academic programs, research, and other extracurricular activities, will be administered without regard to the student’s race, religion, national or ethnic origin, sex, sexual orientation, gender identity, marital status, pregnancy, age, physical or mental disability, medical status, covered veteran status, or any other characteristic protected by federal or state law.

Sexual and Other Unlawful Harassment

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment or academic success.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment or academic decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with work or academic performance by creating an intimidating, hostile or offensive work environment.

The Institute will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault, impeding or blocking movement, or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).

Harassment on the basis of race, color, national origin, sex, disability, age and/or other characteristics protected by law is also prohibited. Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).

These listed are illustrative only, and not exhaustive. No form of harassment will be tolerated.

Complaint Procedure

The Institute's complaint procedure addresses complaints of discrimination based on race, color, and national origin, sex, disability and age including complaints of harassment. The Institute's policies prohibit discrimination in the school environment, including all academic, extra-curricular and school-sponsored activities. The Institute encourages any student who feels that he or she has been unlawfully discriminated against or harassed, to report the incident promptly. The Institute requires any employee who observes or is otherwise aware of an incident of unlawful discrimination or harassment, to report the incident promptly. To assist in the investigation, the Institute may request that a complaint be made in writing with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Although the Institute may request the submission of a written complaint, an oral complaint is sufficient to initiate the procedures set forth under this policy. All incidents of discrimination witnessed or otherwise reported must be documented by the designated officers listed below.

Complaints should be made orally or in writing to any of the following people, who are the Institute's designated officers for investigating complaints and implementing the Institute's policy against unlawful discrimination and harassment:

1. Complaint by Student or Prospective Student/Applicant:

Director of Student Services
Kevin Sweeney
Rm. 209
23 S. Spring Avenue
St. Louis, MO 63108
(314)256-8803
sweeney@ai.edu

Academic Dean
Fr. Gregory Heille, O.P.
Rm. 122
23 S. Spring Avenue
St. Louis, MO 63108
(314)256-8881
heille@ai.edu

2. Complaint by Employee or Prospective Employee/Applicants:

Academic Dean
Fr. Gregory Heille, O.P.
Rm. 122
23 S. Spring Avenue
St. Louis, MO 63108
(314)256-8881
heille@ai.edu

President
Fr. Seán Charles Martin
Rm. 121
23 S. Spring Avenue
St. Louis, MO 63108
(314) 256-8860
martin@ai.edu

If the person making a complaint feels uncomfortable directly reporting to an individual identified above, he or she may make a report to any of the other individuals identified, regardless of whether he or she is a student, employee or prospective student or employee. Further, in the case of a complaint by an Institute employee, a complaint may also be made to the employee's supervisor. A supervisor who receives a complaint of unlawful discrimination or harassment, or observes or is otherwise aware of an incident of unlawful discrimination or harassment, shall promptly inform the appropriate designated officer, as set forth above.

In cases involving potential criminal conduct, the Institute will determine whether appropriate law enforcement or other authorities should be notified.

Complaints of discrimination and/or harassment on the basis of disability, age, sex, race, color, or national origin may be filed at any time with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut, Suite 320, Kansas City, Missouri 64106, (816) 268-0550.

Investigation and Corrective Action

The Institute will investigate and prepare an investigatory report in connection with each reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt and

professional manner by individuals trained in complaint investigation and who are knowledgeable about the Institute's obligation to comply with laws prohibiting discrimination in the Institute's programs. In determining cases, the Institute adheres to a preponderance of evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred) consistent with Title IX standards). Absent extraordinary circumstances or the unavailability of parties or witnesses, investigations will take place over a period of no longer than ten (10) business days. Unless prohibited by applicable privacy laws, written notice of the outcome of the investigation will be provided to the parties within five (5) business days of the completion of the investigation.

Procedure

Once a complaint is filed, the designated officer will alert the other two designated officers. All three will first take action to stop the discrimination immediately. The three designated officers will read any relevant reports or documents pertinent to the allegations and conduct an interview with the complainant. The accused will then be interviewed and both parties will be allowed the opportunity to present witnesses. Any additional witnesses identified will also be interviewed. Following the interview process, the three designated officers will confer to determine if unlawful discrimination or harassment occurred, and/or if a hostile environment exists. (A hostile environment may be created when an employee or student feels uncomfortable or scared to be in his or her work space or learning environment due to offensive behavior, intimidation or abuse by an Institute employee or a peer.). Based on their findings, the designated officers will decide the appropriate action moving forward, including whether disciplinary action must be taken, and prepare an investigatory report. The investigatory report shall include: (1) the name and applicable race, national origin, sex or age of the alleged victim and, if different, the name and race, sex and age of the person reporting the allegation; (2) the nature of the allegation, a description of the incident, and the date and time (if known) of the alleged incident; (3) the names and applicable races, sex and age of all persons alleged to have committed the alleged discrimination, if known; (4) the names and applicable races, sex and age of all known witnesses to the alleged incident; (5) any written statements of the reporter, the victim (if different from the reporter), the accused student(s), and any known witnesses; (6) the outcome of the investigation; and (7) the response of Institute personnel and, if applicable, the date any incident was reported to law enforcement.

Confidentiality

It is required that all individuals involved in a grievance proceeding maintain the confidentiality of information obtained during a grievance to the greatest extent possible, including the names of the parties, alleged witnesses, and other information received during the processing of a complaint.

Corrective Action

If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the Institute will initiate prompt corrective and remedial action, as appropriate under the circumstances. Sanctions for employees for a violation of policy may include: termination; suspension; disciplinary probation; mandated counseling; alcohol and/or drug education programs; and/or other employment sanctions. Sanctions for students for a violation of policy may include: expulsion; suspension; disciplinary probation; mandated counseling; alcohol and/or drug education programs; restrictions of campus privileges including participation in student activities; and/or other education sanctions. If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the Institute, corrective action within reasonable control of the Institute and as appropriate under the circumstances will be initiated.

If termination of a faculty member is contemplated, the applicable rules governing dismissal for serious cause will be followed.

Retaliation Prohibited

The Institute prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of unlawful discrimination or harassment or is involved as a witness or participant in the complaint or investigation process.

In order to protect a Reporting Party and facilitate the Party's continued access to Institute employment or educational programs and activities, the Institute may offer the following protective measures:

- Imposition of an on-campus, no-contact directive;
- Rescheduling of exams or assignments;
- Providing alternative course completion options;
- Change in class schedule, including the ability to withdraw from a course without penalty;
- Change in employee's work schedule or job assignment;
- Limit of an individual's access to certain Institute facilities or activities pending the outcome of the matter;
- Voluntary leave of absence;
- Providing academic support services;
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy.

The Institute encourages any individual who believes he or she has been subject to unlawful retaliation, or observes or is otherwise aware of an incident of unlawful retaliation in violation of this policy, to report the incident promptly pursuant to the complaint procedure identified above. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of unlawful retaliation in violation of this policy.

Right to Appeal

An employee or student who is found to have engaged in unlawful discrimination, harassment or retaliation in violation of this policy shall have the right to appeal the decision. Similarly, the complainant may appeal the decision.

If the academic dean was the Institute's designated officer responsible for handling the complaint, the appeal must be made to the president or the president's designee. If someone other than the academic dean was the Institute's designated officer responsible for handling the complaint, the appeal must be made to the academic dean. The appeal may address the decision of whether unlawful discrimination, harassment or retaliation occurred, and it also may address the corrective action imposed.

The appeal must be submitted in writing within ten (10) working days after the written notification of the results of the investigation. The appeal should describe with specificity why the findings or corrective action imposed were not reasonable based upon the evidence and information made available to the investigator and/or the Institute official who made the decision regarding the corrective action.

The president or academic dean who is deciding the appeal may receive or consider additional information if he or she believes such information would aid in the review of the appeal. This right to appeal shall not entitle the appellant to a new or second investigation. The appeal should be granted only if the president or the academic dean who is deciding the appeal concludes that the findings were not reasonably based on the evidence and information available to the investigator, or that the corrective action imposed was not reasonably based upon the evidence and information available to the Institute official who made the decision regarding the corrective action.

The president or the academic dean who is deciding the appeal will provide the decision to the individual who submitted the appeal within 30 days of receipt of the written appeal. The decision of the president or the academic dean who is deciding the appeal is final.

During the time of the appeal and review, any corrective action taken as a result of the original complaint may be implemented and enforced.

Comprehensive Training

Arrangements have been made to provide training on implementing and enforcing Federal anti-discrimination and anti-harassment laws and the Institute's policy and procedures prohibiting discrimination and harassment

and grievance procedure to all Aquinas Institute of Theology faculty and staff within sixty days of approval of the Office for Civil Rights of these policies and procedures.

APPENDIX E

POLICY REGARDING CONFIDENTIALITY AND DISCLOSURE OF EDUCATION RECORDS

Regarding Current Students

All student information is confidential and for the use of Aquinas Institute only. In no case will lists of student or faculty names be made available to any company or agency, except as required by law or by regulations of accrediting agencies.

Regarding Alumni

No information, including addresses and phone numbers, will be released for any former student.

Exception

The only exception to this policy regards *inquiries by legitimate financial institutions and authorized governmental agencies* who are dealing with student loans or legal proceedings. All inquiries regarding such information should be referred to the Director of Financial Aid or the Registrar.

Aquinas Institute will require written consent from students to disclose information from education records *except* when:

1. The information is “Directory Information.” The following information is considered Directory Information: Name, address, telephone number, email, date of birthday (excluding year), field of study, participation in officially recognized activities, degrees received (and years, awards received, and photograph).
If a student does **not** want any Directory information released, the student must inform the Registrar in writing before the completion of the first full week of classes in the Fall or Spring semester, or before the end of the first full day of class in the Summer semester. The student should state the kinds of information he/she does not want released.
2. The information is requested by school officials who have a legitimate educational interest in the records.
A school official is a person employed by Aquinas Institute in an administrative, supervisory, academic or research, or support staff position, a person elected to the Board of Trustees, a person employed by Aquinas Institute to perform a special task, such as an attorney or auditor, or a person employed by the Saint Louis University Campus Security.
A school official has a legitimate educational interest if the official is performing a task specified in his/her job description or contract agreement, performing a task related to the student’s education, performing a task related to the discipline of a student, providing a service or benefit relating to the student’s family, such as financial aid, job placement, or counseling, or maintaining the safety and security of the campus.
3. The information is requested by officials of another school in which a student seeks or intends to enroll.
4. The information is requested by certain officials of the U.S. Department of Education, the Comptroller General, or State and local educational authorities in connection with an audit or evaluation of certain state or federally supported education programs.
5. The information is connected with a student’s request for or receipt of financial aid to determine the eligibility, amount, or conditions of the aid, or to enforce the terms and conditions of the aid.
6. The information is specifically required by state or local officials by a state law adopted before November 19, 1974.
7. The information is needed by accrediting organizations to carry out their functions.
8. The information is needed to comply with a judicial order or a subpoena.
9. The information is needed in a health or safety emergency.
10. The information is needed by organizations conducting certain studies on behalf of Aquinas Institute.

APPENDIX F

PROCEDURES FOR STUDENT GRIEVANCES AND APPEALS

PRESENTED FOR FACULTY ASSEMBLY APPROVAL BY THE FACULTY DEVELOPMENT COMMITTEE, 16 OCTOBER 2014

2. If the grievance is not resolved to the student's satisfaction at level one, the student shall submit a written statement of the grievance with supporting documentation to the academic dean within thirty days of the incident. After investigating the accuracy of the facts presented in the written statement, the academic dean shall render a decision and propose any necessary remedies within fourteen days of the submission of the grievance.
3. If the grievance is still not resolved to the student's satisfaction, the student may appeal to the grievance committee by submitting a letter to the academic dean within three months of the end of the course.
4. If the faculty member against whom the grievance is made is a member of the committee, a substitute committee member will be appointed by the academic dean. If the grievance is directed against the academic dean, the president shall refer it directly to the grievance committee, which will make its recommendation to the president for a final decision.
5. If the grievance is directed against the president and is not able to be satisfactorily resolved between the student and president, the student will submit a letter of formal grievance and supporting documentation to the academic dean to present to the grievance committee. The committee's decision shall be final, although the president has the right to appeal the committee's decision to the executive committee of the Board of trustees. The executive committee's decision shall be final.
6. This policy does not cover financial grievances, which shall be first addressed to the director of finance and administration. If the matter is not satisfactorily resolved, it may be presented in writing to the president, whose decision will be final.

Protection of the Instructor's Rights

The decision of the grievance committee may not be used as a cause for any disciplinary action or for dismissal of a faculty member before the expiration of a contract period. All pertinent evidence considered by the grievance committee shall be made available to the president when taking independent disciplinary action concerning an instructor according to school procedures.

Committee Procedure for Handling an Academic Grievance

In extenuating circumstances, the chair of the faculty development committee—serving as the grievance committee—may adjust the following procedures to insure a fair and impartial hearing.

The grievance committee functions to facilitate the consideration of matters relating to student academic grievances. The committee is composed of the faculty members and chair of the faculty development committee, excluding the academic dean. Meetings are scheduled by the chair as needed, and to the extent possible the process will be expedited for students whose academic standing is in question.

The grievance committee serves as a hearing committee to address a specific grievance and also serves to assess and make recommendations regarding grievance procedures. The committee chair provides written reports summarizing activities and findings of the committee to the academic dean or, as the case may be, the president or the executive committee.

The academic dean assures that written grievances include required supporting documentation, provides for secretarial support to the committee, receives and acts upon the recommendations of the committee in consultation with its chair, and informs the student, the president, and the committee of the final disposition of a grievance.

The committee chair sets a timetable of meetings, provides members with documentation, presides at meetings, arranges for individuals to appear before the committee for the purpose of clarifying and responding to questions regarding the submitted written statements, approves and distributes committee minutes, compiles and submits a formal written report with recommendations, and confers with the academic dean regarding the report and recommendations.

In its signed report to the academic dean, the committee is to briefly present the grievance and supporting documentation, the activities of the committee pertaining to the case and including the dates and purposes of meetings and the persons interviewed, and the findings and recommendations of the committee. In the case of grade appeals, the report will state the committee's recommendation whether a grade be upheld or changed, answering whether the instructor adhered to her or his stated policies, whether the student was adequately informed of these policies, and whether the student was given the opportunity to correct deficiencies.

All parties are to maintain confidentiality regarding grievances, documentation, proceedings, and recommendations.

APPENDIX G

POLICY ON ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

(Passed by the Faculty on November 12, 2015)

Students with needs for special assistance due to learning, physical, or medical disabilities on either a short- or long-term basis should contact Disability Services at Saint Louis University (SLU) to negotiate a letter of accommodation. Additionally, students must confer with their professors and the director of student services at Aquinas Institute within the first two weeks of class or at such other time that accommodation has been approved. A copy of the SLU accommodation letter is to be given to professors and the Director of Student Services if accommodation is requested.

The following guidelines give the procedures through which special accommodation and/or auxiliary aids are provided to students with disabilities admitted to study at Aquinas Institute of Theology. For the purpose of these guidelines, "special accommodation" and "auxiliary aids" refer to those provisions, services, and aids designed to facilitate the higher education of qualified students with disabilities.

1. All requests for special accommodation and auxiliary aids should be directed to Disability Services at SLU. Provision of aid will be based upon an individual student's need. Ordinarily, accommodation will be developed in consultation with the Program Director, Disability Services at SLU.
2. To be considered for an accommodation or aid, the student must meet the following requirements:
 - a. The student must meet with Disability Services at SLU and discuss his/her needs at least six weeks prior to the start of classes.
 - b. The student must have a disability and submit current medical documentation of the disability to the Office of Disability Services at SLU.
 - c. Upon receiving an accommodation letter from Disability Services at SLU, the student must have the letter approved by the Aquinas Institute Director of Student Services.
3. Aquinas Institute administration reserves the right to deny any accommodation deemed beyond the scope of the Institute's capabilities and/or size. Accommodation or aids that impose an undue hardship on the campus, the members of the academic community, or the Institute, or that require modification of academic standards, programs, or coursework may be declined by Aquinas Institute administration.
4. It is the sole responsibility of the student to request accommodation or aid through Disability Services at SLU, and have the letter approved by the Director of Student Services at Aquinas Institute. Aquinas Institute cannot otherwise grant accommodation or aid to a student.
5. If students experience harassment or discrimination because of their disability, they should contact the Director of Student Services.
6. It is always at the student's discretion to use or not use the letter of accommodation in any or all classes.
7. A student will never be required to disclose his/her disability outside of the Office of Disabilities at SLU. Accommodation letters will never disclose a disability, only the accommodation granted to the student.

Disability Services
disability_services@slu.edu

314-977-3484

Fax: 314-977-3486

Busch Student Center, Suite 331 (part of Student Success Center)

20 North Grand Boulevard

St. Louis, MO 63103

APPENDIX H

POLICY ON VIOLATION OF ACADEMIC HONESTY

(Passed by the Faculty on September 11, 2006.)

Aquinas Institute of Theology holds honesty and integrity as primary goods related to the study of God's revelation and to the Order of Preachers' commitment to the proclamation of the truth. Academic dishonesty thwarts this purpose.

Definitions

Academic dishonesty includes *plagiarism*, *cheating*, and *falsification*:⁶

Plagiarism

Plagiarism entails the presentation of others' ideas, language, graphics, or structures of thought as one's own. It includes the failure to provide appropriate documentation to acknowledge one's sources.

Cheating

Cheating involves the use of unauthorized or unethical assistance in completion of assigned work. Instances include unauthorized assistance in taking quizzes or examinations and the acquisition, dissemination, or use of tests or other academic materials belonging to an instructor or a member of the staff without prior approval.

Falsification

Falsification involves misrepresentations of fact for academic gain. Instances include lying to or deceiving an instructor in matters relevant to a course, fabrication or misrepresentation of the documentation or the data involved in carrying out assignments, and the fabrication, misrepresentation, or unauthorized alteration of information in academic records belonging to an instructor or to any administrative unit within the Institute.

Procedures

Should a faculty member discover what is suspected to be an instance of academic dishonesty, the following procedure will take place:

1. The faculty member will notify the student and the Academic Dean of the suspicion.
2. The student has three days to respond to the faculty member regarding the allegation.
After the three days, if the faculty member remains convinced that plagiarism has occurred, the faculty member and the Academic Dean will consult to determine the credibility of the allegation.
3. Should the allegation be found credible:
 - The faculty member assigns the relevant assignment zero credit.
 - The Academic Dean notifies the student that the allegation has been found credible.
 - a) The Academic Dean will keep a record of all cases of academic dishonesty found to be credible.
 - b) The Academic Dean may, depending on the seriousness of the offense or any history of previous offenses, impose a penalty on the student, including probationary status or dismissal from the Institute.
4. Should the allegation not be found to be credible, the faculty member is to grade the work as submitted without prejudice or penalty to the grade of the relevant assignment or of the course as a whole.

Appeals

Students who wish to dispute the matter further are to follow the procedures for Student Grievances and Appeals in the Student Handbook (Appendix F, from number 3).

⁶ The definitions of plagiarism, cheating, and falsification are derived and adapted from the Policy on Academic Honesty of the College of Arts and Sciences of Saint Louis University (St. Louis, Missouri).

APPENDIX I

ACCEPTABLE USE OF TECHNOLOGY POLICY

(Approved by the Administrative Staff on June 8, 2007, amended by the Faculty Assembly on March 28, 2011.)

1. *Purpose.* The purpose of this statement is to make users aware of Aquinas' policies and procedures for the proper use of electronic communication and the internet and to assure that all users are safe and secure while they use technology in their teaching, learning, researching, communicating and working at Aquinas Institute. Each student, faculty member or staff member is responsible for knowing and understanding these policies and procedures so that technology is used for appropriate and lawful purposes and does not compromise the confidential records, the security of the network, reputation, policies or mission of the Institute.

2. *Safety of resources.* All computer resources ("resources" means hardware, software, software licenses, peripherals and network connections) are the property of the Aquinas Institute and are to be protected from unauthorized access, use, modification, destruction or disclosure. An active terminal should not be left unattended for any extended period of time, such as, overnight or while the user is away from their office for several hours, especially the computers in the common areas on the first floor. If someone else uses or learns a user's password or username that information should be changed immediately. Each user is responsible for activity performed using the user's name and password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents without prior authorization.

3. *Privacy.* Users do not have an expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on the Institute's computers, whether or not the matter is designated as private or confidential. In regards to online learning, the Institute strives for academic privacy in the discussion boards and emails, but again there is no guarantee of absolute privacy. The Institute reserves the right to access all files or data contained on any institutional affiliated source, including but not limited to email messages, personal file directories and internet usage and material at any time and without prior notice. Computer files may also be subject to search if prompted by court officials.

4. *Software License Restrictions and Copyright Laws.* Most proprietary software licenses have legal restrictions prohibiting unauthorized use or copying their software. The Office of Instructional Technology tries to ensure that the proprietary software is up to date and complies with licensing requirements. Only personnel authorized by the Office of Instructional Technology may install software onto any institutional computer, connect any hardware or other equipment to any institutional computer, or move or change any Institute computer equipment. Furthermore, information posted, viewed or downloaded from the internet may be protected by copyright, trademark, piracy or other laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use or (2) based on express permission given by the copyright owner or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of the information. *It is each user's responsibility to comply with applicable copyright and other legal restrictions and posted use or permission guideline.*

5. *Web Policies.* Personal web pages cannot have any official or official-appearing institutional logo or branding. They should not appear to be representing Aquinas Institute of Theology or one of its subsidiaries and may not claim to represent a collective or official position of Aquinas Institute. No student or employee may use or display official Aquinas Institute branding on any personal or outside web page without the express written permission from the Aquinas Institute's president. Finally, no student or employee may post any written word or photos regarding another person without that person's express permission. In no case may Aquinas students, faculty or staff post words or photos that may be considered offensive or demeaning to another person.

6. *Virus protection.* All files originating from outside sources, including files obtained over the internet, must be checked for possible computer viruses before being downloaded onto institutional computers. Until such time as Aquinas has the capacity for automatic institutional anti-virus updates, the virus software on each computer must be manually updated by each user. Failure to do so jeopardizes not only the user's work, but the data security of the entire institution. All users must contact the Office of Instructional Technology before downloading any suspect file that may pose a risk to the network. All users, including students, must have antivirus installed on their laptops before joining the wireless network. Any computer suspected of peer-to-peer activity or suspect files will not be joined to the wireless network because such action for the most part is illegal and includes questionable files or if a computer is suspect of engaging in peer-to-peer activity, the computer will be taken off the network and subjected to disciplinary action and possible legal action.

7. *Responsible internet usage.* 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. While the institution permits reasonable use of its internet connection for personal reasons (subject to the privacy policy noted above), such use should not interfere with an employee's work responsibilities, diminish an employee's work efforts, or disrupt the work of other users. For this reason, extended use of the Internet for personal reasons during an employee's work hours is generally inappropriate. All communication, regardless verbal or electronic, must comply with the employee handbook and student policy in regards to sexual harassment or inappropriate behavior. In case of inappropriate behavior, there will be consequences proportionate to the offense. Users may not use e-mail to widely broadcast "chain letters", "bulk" email (or "spam," meaning more than fifty recipients at one time). Mail "bombing" (i.e., electronic mail messages to other accounts with the intent of disrupting the recipients' use of their accounts) and sending unwanted, frequent or extremely large messages, is prohibited. Electronic communication may not be used for personal monetary gain or outside commercial purposes or for any political purpose, unless approved by the Institute. All electronic mail sent in the name of Aquinas Institute must contain the true identification information of the sender. The forging of return addresses is called spoofing. Spoofing of an email address is not permitted. Tampering with email headers is prohibited.

8. *Safeguarding institutional information.* A user may never provide confidential, proprietary or restricted information about Aquinas over the Internet without the institution's prior written consent. This includes but is not limited to information about employees, students, organizational structure, strategic plans, and financial data. Since it is possible for users to hide their true identity on the internet, contacts made over the internet should not be trusted with any institutional 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. Aquinas neither monitors nor controls information accessible through the internet and cannot be held responsible for its content or use. Students are responsible for assessing the quality of information obtained on the internet, especially if it is used for academic purposes.

9. *Compliance is required.* When students register for class, when faculty sign contracts, and when other staff agree to employment, they also agree to adhere to these use policies. Violation of the policy may result in discipline, up to and including termination of employment or dismissal from the Institute. Alumni and other constituents may lose privileges to use the Institute's electronic communications. Aquinas Institute reserves the right to refuse internet or network service to any student, faculty or staff member if in its judgment allowing such service would jeopardize the Institute or its mission.

10. *Other Affiliations.* Since many faculty, staff and students of Aquinas Institute of Theology have a St. Louis University email accounts for academic purposes, we must also adhere to their acceptable use policies too. These policies can be found at: <https://www.slu.edu/its/policies>.

11. *Conduct in Online Learning Environments.* Please refer to the Policy on Conduct in the Learning Environment.

To better facilitate appropriate participation face-to-face and online, the following community practices will be in place:

- Participate thoughtfully, with care and compassion. Listen to what’s behind each person’s words, as well as to the words themselves.
- Respond on time. If possible, let others know when you will be away or unable to participate fully for whatever reason (work-related travel or vacation) during parts of the course.
- Keep confidential other people’s items (unless permission is explicitly given by the author to do otherwise).
- Acknowledge those aspects of another’s position that you find right, valid or useful, before exploring those aspects in which you differ. Paraphrase what you believe they said before you think about how your perspective differs.
- Creatively investigate what is being said to discover new elements. Attend to the context and to the meaning that is flowing through the group. Be willing to be open to new ideas, possibilities, and ways of being.
- Suspend roles and status. Give everyone and their opinions equal respect and value the differences in people and opinions.
- Be willing to forgive one another for misunderstandings that may arise.
- When writing posts, please use standard English, not text message language.

Acknowledgements

Adapted by Tom Walker of Fisher’s Net from the following sources:

Holmdahl, John. “Suggested attitudes for enabling us to maximize positive synergistic outcomes and to minimize difficulties as we work together.” Society for General Systems Research, 1986.

Johnson-Lenz, Peter and Trudy. “Community of inquiry and practice: On wholeness and meaning in the virtual workplace.”

O’Fallon, Terri, and Gregory Kramer. “Learning from Online Dialogue.”

Aquinas Institute acknowledges with gratitude Luther Seminary and University of Missouri- St. Louis whose acceptable use policies helped shape ours.

APPENDIX J

HUMAN AND SPIRITUAL FORMATION PROFESSIONAL COUNSELING POLICIES

(Approved by the President and Academic Dean on November 3, 2008.)

Based on a student’s Developmental Assessment report from St. Louis Behavioral Medicine Institute, or other issues of concern brought to the Formation Director’s attention as they arise, professional counseling can be recommended and in some cases required. In order to attend to the well-being of the student, his/her effectiveness in ministry, the people who will be served by the student, and the integrity of Aquinas Institute of

Theology programs, accountability on the part of the student is essential. The policies regarding counseling and accountability are stated below:

1. In some cases the Academic Dean, in consultation with the Formation Director, will authorize that a student may remain in the program while seeking professional counseling, and that it must begin prior to registering for Supervised Practice of Ministry I.
2. In other cases the Academic Dean, in consultation with the Formation Director, will ask a student to leave the program temporarily to address issues of concern prior to registration for SPM I.
3. If it is required and the student agrees to seek counseling, written authorization by the student is necessary for the counselor to share information with the Formation Director regarding the student's consistency, effort and progress. Particular details about the sessions will not be shared. This may be communicated by telephone, but a written report on the counselor's letterhead is preferred at least once a semester. The Formation Director will communicate as needed with the Academic Dean.
4. Future course registration, including, as the case may be, participation in SPM I, will depend on communication from the counselor to the Formation Director stating that the student has been attending sessions, has made effort and progress, and is at a 'readiness' level to move forward in ministry formation. No particular details about the sessions will be shared. The Formation Director will communicate the outcome to the Academic Dean.
5. If upon returning to the program ongoing professional counseling is recommended, then the Formation Director will continue to request from the counselor information regarding the student's consistency, continued effort and progress. A written communication at least once a semester is required. The Formation Director will communicate as needed with the Academic Dean.
6. If the student chooses not to pursue required counseling, or is inconsistent or noncompliant based on information received from the counselor, the Formation Director will communicate this to the Academic Dean who may require the student to leave the program.

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HELPFUL NUMBERS

Archdiocese of St. Louis.....	314.792.7000
Busch Student Center, SLU	314.977.2820
Bookstore, SLU Barnes & Noble.....	314.531.7925
Cab (Yellow Cab/County Cab)	314.993.8294
(Laclede Cab)	314.652.3456
Campus Ministry, SLU	314.977.2425
Campus Safety Escort	314.977.7433
Career Services, SLU	314.977.2828
Counseling Services, SLU	314.977.2323
Emergencies # for SLU.....	314.977.3000
Fax (Aquinas Institute).....	314.256.8888
Food, SLU campus (Fusz Hall Food Court).....	314.977.1549
(Au Bon Pain, Busch Student Center).....	314.977.1611
(Ameren Café, Cook Hall)	314.977.1501
Gym (Simon Recreation Center, SLU)	314.977.3181
Health Services, SLU	314.977.2323
Walgreen Take Health Care Center (www.takecarehealth.com)	866.825.3227
Hospital, SLU.....	314.577.8000
IT / e-mail / Tech Support, Aquinas.....	314.256.8878
ID Cards (through SLU).....	314.977.2957
Kenrick Seminary	314.792.6100
Library, Aquinas Institute.....	314.256.8809
Library, SLU (Pius XII).....	314.977.3580
Media Center, SLU.....	314.977.2919
Medical Insurance (through SLU).....	314.977.7168
Metro St. Louis (Public Transit)	314.231.2345
Metro St. Louis (Public Transit) Illinois.....	618.271.2345
Parking Services, SLU	314.977.2957
Public Safety (SLU Security)	314.977.2376
St. Dominic Priory	314.678.9427
St. Francis Xavier College Church.....	314.977.7300
U.S. Post Office (Laclede)	314.436.6853
Western Union	800.325.6000

