



# Catalog

## St. Anthony's Cathedral House of Liturgical Studies

**2023-2024 Academic Year**

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St. Anthony's Cathedral House of Liturgical Studies is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.

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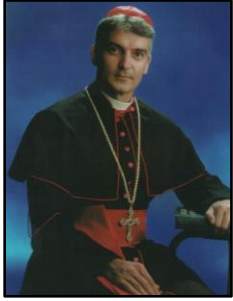
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About the cover photo: The earliest stained-glass windows date from the late 600s CE and contain many designs, including biblical narratives, saints, and symbolism.

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## **Letter from the Ecumenical Primate Archbishop**

Dear Student,

Greetings in Christ.

Welcome to St. Anthony's Cathedral House of Liturgical Studies. It is our prayer that you will find your respective program or course of study to be challenging and illuminating. Our hope is that you will use your education to edify the body of Christ, develop professional associations, and serve the community around you in order to further the work of the Holy Gospel.

In this catalog, you will find the information that you will need to begin and continue your studies with St. Anthony. Periodic updates are posted on the St. Anthony website or sent by e-mail and postal service.

If this is your first experience with seminary education, you will find that St. Anthony uses distance learning and residential courses of study, giving our students a full range of educational methods that address the variety of learning styles and needs of its ever-diverse student body. St. Anthony has designed programs and courses so the student can progress at his or her own pace at home and still receive the excellent training demanded in today's society. The educational methods used at St. Anthony are valid and have proven effective in training for Holy Orders, ecumenical Catholic education, pastoral counseling, and service as a deacon and priest.

Should you have any questions, please feel free to contact the institution by mail, e-mail, or telephone. We are here to assist you in any way we can to realize your spiritual and professional goals. May God bless you as you begin your studies.

With love in Christ,

The Most Rev. Dr. Karl Rodig  
His Eminence and Ecumenical Primate Archbishop  
Ecumenical Catholic Church of Christ

## **Catalog Overview**

The *Catalog* provides basic information about the academic programs and policies of St. Anthony's Cathedral House of Liturgical Studies. It is not meant to be a contract. St. Anthony reserves the right to determine which courses are included in any program and to revise requirements for graduation, degrees, curricula, schedules, charges for tuition and other fees, and regulations affecting current or incoming students.

Additional information is published in various locations on the institution's website and in other publications. It is the responsibility of each student to be aware of and understand all rules, regulations, policies, and procedures contained in this publication and on the institutional website.

Students enrolling in St. Anthony's programs and courses should not assume course credit will be accepted by other postsecondary institutions, businesses, and governmental agencies. It is the student's responsibility to determine whether St. Anthony credits will transfer or be accepted by other institutions, businesses, agencies, or organizations prior to enrolling in classes.

Questions can be directed to appropriate institutional contacts listed on pages 10-11.

## **Non-Discrimination Policy**

It is the policy of St. Anthony's Cathedral House of Liturgical Studies not to discriminate on the basis of gender, race, color, mental or physical impairment, religion, national or ethnic origin, and orientation in its educational programs, student activities, admission policies, employment, and any other seminary program. This policy complies with the requirements of the Internal Revenue Service Procedure 75-50, Title VI of the 1964 Civil Rights Act, and Title IX of the 1972 Educational Amendments as amended and enforced by the Department of Education.

Please be aware that admission to Holy Orders (ordination) is the sole discretion of Ecumenical Catholic Church of Christ (ECCC) or the various ecclesiastical bodies of respective jurisdictions.

## **Privacy Rights**

The Family Educational Rights and Privacy Act (Statute 20 United States Code, § 1232g, 34 CFR Part 99) is a federal law that protects the privacy of student educational records. This regulation, and hereafter referred to as the Code, requires that each student be notified of the rights accorded to him or her by the Code. The following is provided as basic general information relative to the Code: The Code provides for the institution to establish a category of student information termed "directory information." When available in school records, any information falling in the category of "directory information" will be available to all persons on request—i.e., IRS, FBI, or other government agencies: Student's name, address, telephone listing, race, sex, date and place of birth, major field of study, church membership/denominational affiliation, dates of attendance/enrollment, degrees and awards received, most recent or previous educational agency/institution attended.

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student placement records, and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the school as have responsibility for working with the student. Such information will not be released to second parties without the written consent of the student.

Except as required for use by the school's chief operating officer in the discharge of his or her official responsibilities as prescribed by school regulations, regulations of any accrediting agency, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

Additional questions about the school's policies and procedures pertaining to student privacy rights should be submitted in writing to the chief operating officer. (See page 10 for contact information.)

## **Institutional Description and History**

### ***Description***

St. Anthony's Cathedral House of Liturgical Studies is a non-profit corporation that operates as a religious, educational institution in the Commonwealth of Virginia to provide:

- biblical, theological, and liturgical education to prepare students for community service/social justice and ministry/ordination in their respective communions and denominations,
- professional development for diverse ministries, and
- opportunities for personal and liturgical spiritual formation.

St. Anthony formally opened its doors on January 1, 2018. In October 2018, St. Anthony was authorized as a non-stock, non-profit corporation by the State Corporation Commission to transact business in the Commonwealth. In January 2019, it was also registered with the Internal Revenue Service as a 501(c)(3) tax-exempt organization and recognized as a 509(a)(2) public charity.

In November 2020, the State Council of Higher Education for Virginia (SCHEV) acknowledged that St. Anthony can provide religious training or theological education in Virginia using its name, pursuant to § 23-276.4 of the Code of Virginia. St. Anthony's Cathedral House of Liturgical Studies is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia pursuant to section 8 VAC 40-31-50 of the *Virginia Administrative Code*.

### ***Governance***

St. Anthony is managed by a corporate board of directors and guided by an advisory board and administration. The listings of the current boards and administration appears on pages 10-11.

### ***Vision***

St. Anthony's will be a premier source of biblical, theological, and liturgical education that transforms, enriches, and equips students for community service/social justice and ministry in their respective communions and denominations.

### ***Mission***

St. Anthony's Cathedral House of Liturgical Studies is dedicated to transforming and equipping students for community service/social justice and ministry in their communions and denominations by delivering affordable, flexible, challenging, and recognized biblical, theological, and liturgical education and ministerial formation programs, professional development, and opportunities for personal and liturgical spiritual formation.

The House of Studies primarily serves as an open environment for theological education and liturgical ministerial formation and is open to ecumenical ministries within the Christian faith.

### ***Core Values***

- Historical Christian tradition and *ethos* of morality.
- Academic excellence, personal integrity, equality, non-discriminatory procedures, and intellectual freedom on the part of all students, faculty, and staff.
- A challenging, affordable theological education that is perceived by students, faculty, staff, the community, and educational partners as adding value to their ministries and enriching their lives.
- A solid educational delivery system that undergoes continuous evaluation and improvement and is built and maintained through:
  - Well-trained, motivated faculty, staff, and administrative leaders.
  - Access to an adequate supply of and equal access to tools and resources.
  - A quest for knowledge and understanding through scholastic research and distinction.
  - Rigorous academic standards.
  - Use of modern technology and teaching methods to enhance the educational experience.
- An expanded customer base by growing, strengthening, and delivering educational programs and services that appeal to diverse liturgical populations.
- A secure financial base.

### ***Name***

For more details on the cathedral abbey and the saint from whom St. Anthony receives its name, respectively visit [www.cathedralofstanthonydetroit.org](http://www.cathedralofstanthonydetroit.org) and <http://biography.yourdictionary.com/anthony-of-padua>.

### ***Brief History***

St. Anthony's Cathedral House of Liturgical Studies was initially conceived to provide education and formation for clergy of the Ecumenical Catholic Church of Christ (ECCC). It was founded in January 2018 to also offer biblical, theological, and liturgical education to Christians from any church or religious background. The institution was incorporated in Virginia to deliver theological training programs through distance learning, residential courses, and assigned mentors.

The following timeline provides major highlights:



*Before October 2017*

Rev. Dr. Tom Roberts, who is a priest in the ECCC, initiated discussions with His Eminence and Ecumenical Primate Archbishop of the ECCC, The Most Rev. Dr. Karl Rodig, about launching some type of educational outreach for the communion.

*October 2017*

Dr. Roberts, Archbishop Rodig, and Gary A. Staszak held formal discussions about education for the ECCC and discussed concrete steps about forming an institution of higher learning.

*December 2017*

St. Anthony's established a learning platform. The institution launched a website and completed initial regulatory requirements (fictitious name and financial accounts).

*January 2018*

St. Anthony is founded and offered internal students individual formation CEU courses in Old Catholic studies, biblical counseling, Biblical Greek.

*October 2018*

The State Corporation Commission authorized St. Anthony to transact business as a non-stock, non-profit corporation in the Commonwealth of Virginia.

*January-February 2019*

The Internal Revenue Service determined St. Anthony qualifies as a 501(c)(3) tax-exempt organization and recognized it as a 509(a)(2) public charity.

*March 2019*

A special inaugural board of directors meeting held to address regulatory and banking requirements.

*October 2020*

The board of directors formally approved the institution's degree programs. St. Anthony filed for name acknowledgement with the State Council of Higher Education of Virginia (SCHEV).

*November 2020*

SCHEV acknowledged the institution can provide religious training and theological education in Virginia using its name, St. Anthony's Cathedral House of Liturgical Studies.

## **Contact Information**

### ***Mailing Address***

St. Anthony's Cathedral House of Liturgical Studies  
P.O. Box 1846  
Manassas, VA 20108-1846

### ***Administrative Office***

St. Anthony's Cathedral House of Liturgical Studies  
7368 Colton Lane  
Manassas, VA 20109-2957

Telephone: 703-396-7493

E-mail: [admin@stathonysliturgicalhouse.org](mailto:admin@stathonysliturgicalhouse.org)

Website: [www.stanthonysliturgicalhouse.org](http://www.stanthonysliturgicalhouse.org)

***Hours:*** 9 a.m. to 4 p.m., Mondays through Fridays

### ***Communication Policy***

St. Anthony's policy requires that different correspondence be addressed within the following response times: voicemail (phone) within one (1) business day; electronic correspondence (e-mail) within three (3) business days; postal (traditional mail) within five (5) business days; and student assignments will be reviewed within 10 business days and an academic evaluation sent within 30 days for correspondence courses.

### **Institutional Records**

All student evaluations, grades, and personal records are secured by the institution at the administrative office listed above for a period of no more than five years. Student transcripts are retained permanently and secured by the institution at the administrative office. The school does not share e-mail and personal data (see "Privacy Rights" on pp. 5-6)

### **Board of Directors**

The following individuals currently comprise St. Anthony's board of directors:

- *Chairperson:* Bruce Curtis, M.A., M.Div., Kansas
- *Vice Chairperson:* Alex Ciurana, M.A., M.T.S., Vermont
- *Secretary/Treasurer:* Gary A. Staszak, M.A., C.A.S., Virginia
- The Most Rev. Dr. Sunny Alappat, M.Sc. (Psy.), L.L.B. (H), D.Phil. (Christian Counseling), Metropolitan Archbishop and Apostolic Nuncio for Asia, India

- Tom Carrozzo, California
- Rob Sloat, Utah
- *Ex-officio*: The Most Rev. Dr. Karl Rodig, D.Min., His Eminence and Ecumenical Primate Archbishop of the ECCC, Michigan

### **Advisory Board**

The following individuals currently comprise St. Anthony's informal advisory board:

- Chairperson: Bruce Curtis, M.A., M.Div., Kansas
- The Most Rev. Godfrey Siundu Wasike, D.D., Apostolic Nuncio for Africa, Kenya
- Rev. Fr. Nicholas Nanayakkara, Sri Lanka

### **Administration**

- **Administrator** (including admissions and registration): Gary A. Staszak, M.A., C.A.S., Ph.D. (cand.)

To reach the administration, contact 703-396-7493 or [admin@stathonysliturgicalhouse.org](mailto:admin@stathonysliturgicalhouse.org).

### **Faculty and Instructors**

Faculty, instructors, and mentors, along with their credentials, are listed on the institutional website at [www.stathonysliturgicalhouse.org/instructors](http://www.stathonysliturgicalhouse.org/instructors).

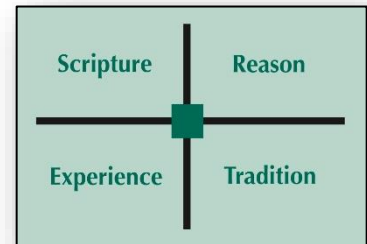
## Approach to Education

The approach to or philosophy of education at St. Anthony's Cathedral House of Liturgical Studies is based upon a general quadrilateral model of theological reflection and modified elements of Hellenistic schools.

### *A Holistic Approach to Education*

The quadrilateral model consists of four elements: scripture, reason, experience, and tradition. Scripture, both Old and New Testaments, serve as the primary source (*prima scriptura*) within the context of the Church for guiding spiritual formation and theological training. The individual student and faculty encounter Scripture through reason, namely reasonable thinking and sound interpretation, and experience, the Christian's personal and mutual journey in Christ.

Tradition, which includes liturgical practice, patristic teachings, church councils, and even modern Christian thought, though not infallible, serves as a witness to the ancient context (Holy Tradition) from which Scripture arose. All four elements together lead students to pursue truth and develop a holistic understanding of theological concepts and Christian thought, while encouraging a deep, personal relationship with Christ.



### *The Human Side to Distance Learning*

St. Anthony has structured its programs to address the sometimes detached nature of distance learning, which frequently requires from a student a fair amount of independent study and research.

Upon admission to a St. Anthony's program, students are assigned an academic mentor (faculty member) who serves as a personal advisor and guide through the educational process. In some respects, this mentor-student relationship partially reflects the nature of Hellenistic schools, whose social structures are partially analogous to early Christian groups.

The mentor-student relationship involves one-on-one consultation, supervision, feedback, and assistance with questions about studies upon request. In one sense, it creates a situation where mentors serve as academic and spiritual role models, both during a student's period of study at St. Anthony's and later in adult life. In another sense (according to social theory), it might perform the function of institutionalizing the chain of spiritual and academic tradition promoted by St. Anthony's Cathedral House of Liturgical Studies.

### *Praxis: Faith and Education Working in Harmony*

Hellenistic schools often functioned with several purposes in mind: professional training, liberal education, intellectual inquiry, and moral training. There are notable parallels between the education provided by St. Anthony and these Greco-Roman schools.

Like many of its ancient counterparts, St. Anthony ministers to the need of its students to pursue an excellent course of study in preparation for adult life and professional ministry in today's society. A St. Anthony's education also focuses on harmonizing theory and the skills students gain in their chosen programs with their faith. Students do not have to be liturgical Christian to study at St. Anthony.

At the same time, St. Anthony is committed to attracting capable faculty and ample resources to permit students to explore theological subjects intellectually and to share this knowledge for the purpose of edifying the body of Christ. Ultimately, a St. Anthony's experience promotes moral development and a lifelong commitment to Christ in one's life in the context of the Church.

### **Instructional Support and Learning Management System**

St. Anthony has presently chosen to utilize **Canvas** as its software for learning management and instructional support. It is a web-hosted learning management system that allows any institution to create an entire personalized online presence in minutes. The interface is easy-to-use and can be accessed from any web browser and mobile web-application. Most St. Anthony's courses will be provided online through Canvas. As a result, before purchasing any new equipment and software, students who enroll in online courses are encouraged to visit the computer requirements page on the institutional website to determine if purchases are indeed necessary. Visit [www.stanthonysliturgicalhouse.org/computerrequirements](http://www.stanthonysliturgicalhouse.org/computerrequirements).

More specifically, the system serves St. Anthony's potential international student and faculty population, by offering the capability for faculty members to upload syllabi/lesson plans, multimedia files (pre-recorded video/audio lectures), course calendars, assignments (quizzes, exams, papers, etc.), and other resources for courses/seminars (e.g., web links). Real-time discussion groups, threaded forums, and private messaging options provide faculty and students the necessary interaction time to discuss and to master program and course objectives.

In addition, Canvas provides St. Anthony faculty and staff comprehensive management of the school's online instructional program. They can create rubrics for various programs, track the learning of course proficiencies, and generate grades and student portfolios.

### **Instructional Methods**

St. Anthony offers four instructional delivery methods to meet the diverse needs of its students: online live or archived courses/webinars, hybrid courses/webinars, and residential courses/seminars (see definitions below).

- **Online Live** refers to a course/webinar that is online, interactive, and synchronous (i.e., participants regularly meet online at same time).
- **Online Archived** refers to a course/webinar that is archived online and asynchronous (i.e., participants determine when and where to learn).
- **Residential** refers to a course/seminar that is face-to-face, interactive, and synchronous (i.e., participants regularly meet in a physical location at a set time).

- **Hybrid** refers to a course/webinar that includes a synchronous online live or residential element AND an asynchronous online archived element.

St. Anthony has designed most of its programs and courses to allow students to progress at their own pace at home without having to leave one's career, while still receiving excellent theological and ministerial training demanded in today's society.

### *Online Courses/Webinars (live and archived)*

**Online courses** are Internet-based instruction and offer interaction between faculty and students. These courses are generally three semester credits in scope, comprise a year in duration from date of enrollment (registration), and begin on a rolling basis. Eventually, St. Anthony might offer some courses over a traditional semester period. These courses generally consist of 15-module lessons and include assignments (term papers, discussions, etc.), exams, and/or final projects. All final examinations and other assignments must be submitted within 90 days of the completion of the course, unless otherwise indicated in the course syllabus. Most courses taught at St. Anthony are online live and archived courses/webinars.

Depending on the course style (live or archived), students might be able to choose a convenient time to log into Canvas based on a 24/7 classroom environment. St. Anthony has chosen Canvas because the system offers a comprehensive set of online features for teaching and assessing students that includes modules, lessons, resources, co-teachers, student rosters, forums, calendars, assignments, grade books, rubrics, outcomes, attendance, and other interactive elements that allow online teacher-student and student-student interaction (see page 13 for more details on Canvas). Self-paced courses, such as those for the catechetical non-degree programs, allow students to work at their individual pace under the supervision of an instructor and mentor.

For online live courses/webinars, instructors and students might meet live via Canvas' Big Blue Button Conferencing software or via Zoom/Skype. Video/audio lectures are presented in the "module" areas. Lessons are designed to be browser-friendly and include a combination of text, images, audio, video, and other web media. They are comprised of several modules (sections), instructions, assignments, and instructor notes, if provided. Some of the assignments serve as "gateways," which means that students cannot proceed to the next lesson unless a specified assignment is completed successfully.

Various social media—such as real-time discussion groups, threaded forums, debate assignments, and private messaging options—provide students the necessary interaction time to post questions, develop critical thinking skills, and master program/course objectives.

**Webinars** are offered for credit and non-credit and generally operate in a similar fashion as online courses but for a shorter duration (e.g., one- or two-week intervals). Students read, listen to, or watch the weekly lectures and respond to assignments posted by the instructor. All final examinations and other assignments must be submitted at the completion of the course, unless otherwise indicated.

### *Residential Courses/Seminars*

All students can attend residential courses and seminars at an extension campus to receive credit (for the current course schedule, visit [www.stanthonysliturgicalhouse.org/schedule](http://www.stanthonysliturgicalhouse.org/schedule)). Some programs may require a hybrid delivery system of online and residential courses/seminars, especially those for Holy Orders and certifications. In addition to paying the required course tuition and fees, students might be responsible for their own expenses, such as transportation to and from campus, lodging, and meals.

These courses are generally three semester credits in scope and a year in duration from the date of enrollment, unless indicated otherwise. They generally consist of 15-module lessons and include assignments (term papers, discussions, etc.), exams, and/or final projects. All final examinations and other assignments must be submitted within 90 days of the completion of the course, unless otherwise indicated in the course syllabus.

### *Correspondence (Paper) Courses*

Some students might require a correspondence (paper) method of instruction due to a variety of factors, including the inability to access reliable Internet service or an extension campus. Correspondence traditionally offers students some advantages: flexible scheduling and enrollment times, lower cost than residential programs, and more individualized attention. Correspondence courses are usually sent to students on CD/DVD. Each lesson contains directions for study (program guidelines, course-specific syllabi, study guides/lesson plans) and assignments which are to be completed. Texts for classes may also be included in some instances.

Individual undergraduate and graduate paper-based courses are expected to be completed within one year from the date of enrollment (registration). If courses are not completed within this period of time, students need to re-enroll in the course, pay full tuition, and submit any outstanding assignments. Students enrolled in non-degree courses are given up to one year to complete their studies, after which time they will need to follow the same re-enrollment procedure to complete their assignments.

Student **correspondence assignments** are carefully supervised by the faculty member and student's mentor. Students complete and return two copies of all assignments for each course to the administrative office in Manassas, where their receipt is recorded and then forwarded to the instructor for grading. Assignments are reviewed by the instructor to verify that they have met submission guidelines before grading. Graded assignments are then returned to the administrative office by the instructor with an academic evaluation. A copy of the graded coursework is recorded and stored in the student's permanent academic file. One marked and graded copy of the student's assignment is then returned to the student.

Upon completion of a course, **an exam** is given by a student-selected, school-approved proctor and a grade is issued. The school reserves the right to conduct verbal examinations via telephone or another mutually agreed upon method to ensure that students have mastered the course objectives or to examine student's work that may be borderline.

## ***Mentorship/Advisement***

Unlike residential programs of study, distance learning programs often require a fair amount of independent research and study on the part of the student. St. Anthony's programs of study are generally arranged to offer a systematic investigation of a particular discipline and provide each individual an opportunity to select courses according to his or her experience, needs, and interests (e.g., concentrations in the Th.D. program). Students are allowed many choices in courses for the degree programs offered, which allows them to plan their programs of study.

To provide academic guidance and assistance throughout the educational process, an academic mentor (usually the program coordinator or a faculty member) is assigned to each St. Anthony student. The mentor-student relationship involves one-on-one consultation, supervision, feedback, and assistance with questions about studies upon request. Mentors also assist individual students assigned to them in selecting the appropriate required and elective courses for their chosen programs of study. After initial enrollment, the administrator and program coordinators, in discussion with the student's mentor, arrange a course of study for a student that would be based on a preliminary evaluation of the student's achievements, aims, and interests. The mentor then presents the student with an outline of his or her program of study.

Consultations occur via telephone or e-mail in most cases. Matriculating students are required to contact their mentor at least quarterly to remain in good academic standing (see section below for what type of contact constitutes acceptable forms of communication). Failure to do so may result in dismissal and tuition forfeiture. A delinquent notice is sent to students who have not contacted the school within the required period. Teaching faculty are also available for course advisement based on the office hours stated in their respective course syllabi.

## **Holidays**

The following federal holidays are observed, including days immediately preceding or following these days, and no classes will be held: New Year's Day, Easter, Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), and Christmas Day.

## **Registration Dates**

The school operates on a rolling enrollment basis, meaning courses usually begin for students when they enroll (register) for an online (archived) courses/webinars. Students should contact the institution for registration details for online live courses/webinars, residential courses/seminars, and hybrid courses. Students can enroll (register) for correspondence courses at any time. See the online schedule for the latest course, webinar, and seminar information:

<https://www.stanthonysliturgicalhouse.org/schedule>.



## Academic Calendar (important dates)

Since registration for courses occurs on a rolling basis, staff are available daily and weekly for consultation. In the future, a traditional semester term might be offered for some residential seminars and online live courses/webinars. The school reserves the right to amend the calendar.

**An academic calendar, if provided, is posted online under the “Resources” section on the institution’s website at [www.stanthonysliturgicalhouse.org](http://www.stanthonysliturgicalhouse.org).**

The academic calendar lists dates important to students and instructors alike:

- The date when semester enrollment begins for online live and hybrid courses/webinars and most residential courses/seminars.
- The date after which a late fee is applied for adding a course.
- The date when online live, hybrid, and residential courses begin.
- The last date to drop/withdraw from semester classes without a penalty and loss of all tuition.
- The dates for final exam week.
- The official date when courses end (all assignments for online live and hybrid courses/webinars and most residential courses/seminars due by 5 p.m. on this date).
- The dates of official school holidays.

## Admissions Requirements (revised August 2023)

St. Anthony’s Cathedral House of Liturgical Studies has a rolling admissions process, which means prospective students can apply at any time. **Applications are required ONLY for applicants pursuing credit for degrees/credentials:** 1) for a professional-seminary degree or 2) for a Houses of Study catechetical/formation diploma and a micro-credential certificate because applicants in this general category will be studying with the institution for a period of time.

**Applications are NOT required** 1) for graduates and qualified former students of the institution and 2) for individuals pursuing credit for non-degrees, such as self-enrichment and professional development (e.g., enrolling in a single academic course or a continuing education course).

To learn about any additional admissions requirements, prospective students are asked to refer to individual programs or degrees featured on the institution’s website and later in this catalog.

## ***Admissions Package Submission***

Prospective **credit-for-degree students must** complete and/or submit the following items as part of the admissions process:

1. An application form and a non-refundable \$10 USD admissions fee. **An application will not be processed unless the fee is paid** (see the online registration portal at [www.stanthonyliturgicalhouse.org/registration](http://www.stanthonyliturgicalhouse.org/registration)).
2. Copies of transcripts (official and unopened preferred), documenting any undergraduate and graduate work. See section below about “Transcripts and Transfer Credit” for those applicants who might have difficulty providing transcripts due to unforeseen circumstances, such as fire and war.
3. A one- to two-page letter, describing the applicant’s 1) past and current academic and professional/experiential history, 2) reason(s) for applying to St. Anthony, and 3) an description of how the institution would help the applicant achieve his/her career (ministry) and personal goals.
4. Mandatory interview with admissions personnel (in person, phone, or online).
5. For international and non-native English prospective students: document English proficiency (see relevant section below).

**Note:** Applicants pursuing credit for a House of Study catechetical/formation diploma and a micro-credential certificate only need to complete/meet requirements 1 and 5 above.

An admissions application in MS Word format (with fillable boxes) can be downloaded from the institution’s website (see [www.stanthonyliturgicalhouse.org/admissions](http://www.stanthonyliturgicalhouse.org/admissions)). **Applicants can presently submit their applications and documents in one of two ways:**

- 1) Mail the completed application and accompanying documents to the following address with the admissions fee (check or money order made payable to St. Anthony’s Cathedral House of Liturgical Studies):

St. Anthony’s Cathedral House of Liturgical Studies  
c/o Office of Admissions  
P. O. Box 1846  
Manassas, VA 20108-1846

- 2) Scan and send the package to the institution via [admin@stanthonyliturgicalhouse.org](mailto:admin@stanthonyliturgicalhouse.org) (note “Admission Application” in the subject line). Before submitting your application and accompanying documents, visit the online registration portal and pay the \$10 admissions fee ([www.stanthonyliturgicalhouse.org/registration](http://www.stanthonyliturgicalhouse.org/registration)).

Incomplete applications will not be accepted. Applicants will be notified if their applications are incomplete and given 30 days to respond, after which time the application will expire, all submitted documents will be destroyed, and the \$10 applicable fees will not be refunded. If the applicant is interested in enrolling at a later time, the candidate must re-submit all documents and any applicable fees.

### *Admissions Policy*

There are three categories of applicants applying to become a student:

1. **New credit-for-degree students**, who have never been enrolled at the institution and wish to pursue a professional-seminary (theological) degree, one of the Houses of Study diplomas, or a micro-credential certificate, **must complete the application process with all pertaining documentation and any fees as required**, before being officially accepted and admitted as a credit for degree/credential or matriculating (permanent) student. *Note:* Applicants pursuing credit for a House of Study catechetical/formation diploma and a micro-credential certificate only need to complete/meet requirements 1 and 5 above.

**New credit for non-degree students** are a special category of students who have never been enrolled at the institution but wish to enroll in individual courses for credit/audit, but not for a degree, diploma, or certificate. These non-matriculating (visiting) students **do not need to complete** the admissions process but can simply register for the course in which they desire to enroll.

2. A **graduate**, who at a later point in time wishes to continue his or her studies in a different or higher program, does not need to reapply, but simply state in a formal cover letter his or her intention to register (enroll) in courses. However, the student does need to complete a reactivation form and pay any applicable nonrefundable reactivation fee.
3. A **former student** can re-apply at a later time after being dismissed for one or more of the following reasons (if that issue is corrected): lack of contact, delinquent tuition payments, exceeding leave of absence period, lack of academic progress, violation of the institutional honor code.

### *Transcripts and Transfer Credit*

Transcripts still play an important function in the admissions process. Previous education and training are reviewed by respective institutional officials to determine qualifications for respective degree/credential programs and how many transfer credit might be awarded, if any, unless a waiver for a professional-seminary degree is granted by the chief operating officer. See respective programs and degree prerequisites for more details. **If no transcripts and narrative course descriptions (see note below) are available**, students will be placed on a probation period and required to enroll in three core courses in their respective programs to demonstrate that they can manage the academic workload.

Previous experience and education, including printed and media materials, practical pastoral experience, and external credits can be assessed for transfer credit and advanced standing. Applicants are encouraged to download and complete the “Credit Assessment Form” on the admission webpage and to submit the supporting materials requested by the form.

**Note:** Applicants, who find it difficult to provide official and unofficial transcripts with their application due to fire, war, and other circumstances, are encouraged to provide non-transcribed documentation of their courses, which should include a narrative description of the courses completed. Such narratives should include this type of information: institution, dates of attendance, address, school contact/advisor (if available), name of courses, grades (if possible), weekly hours completed, books read, subjects covered, name of instructor (if available), etc. If course syllabi are available, these would be very helpful in creating such a narrative and/or in submitting the application. The attempt is to “challenge a course,” so the applicant can transfer course credits (course) to or does not need to retake the required credits at St. Anthony. Such a challenge might also entail completing a comparable oral exam or a written assignment to gauge comprehension and proficiency in the subject matter.

### ***ATTENTION: International (I-20) and Non-native English-speaking Students***

English is the primary language of the administration and instruction at St. Anthony (the institution is working on foreign language programs). International and non-native domestic speakers will need to be proficient in the English language to optimally function in this learning environment. While language accommodations might be attempted, one year of college-level English is required.

Applicants will need to document proficiency in the English language **either** 1) by completing two semesters of remedial college-level English (that is, English as a Second Language) with a C or better from either an accredited U.S. or an equivalent educational institution, **or** 2) by earning a qualifying score on an English language assessment approved by St. Anthony.

St. Anthony recommends that prospective non-native English-speaking students complete their language requirement using the TOEFL iBT (Internet-based test), the following three exams of Cambridge ESOL, or the Duolingo tests. These are the minimal scores that St. Anthony will accept for admissions for international non-native English-speaking applicants:

**TOEFL iBT (of four sections):** Reading: 22, Speaking: 20, Listening: 22, Writing: 25. **Total Score:** 89 with a minimum of 20 in each section. To locate one of the 7,000 TOEFL iBT testing centers and to register for the test, students should visit [www.ets.org/toefl](http://www.ets.org/toefl). Applicants should send their TOEFL scores to St. Anthony.

### **Cambridge Exams:**

IELTS (International English Language Testing System) with Academic Writing:

Minimum Band Score of 6.5-7.0

CAE (Certificate in Advanced English): lowest acceptable grade: B1

CPE (Certificate of Proficiency in English): lowest acceptable grade: C1

Students who wish to take the Cambridge ESOL examinations should visit [www.cambridgeesol.org](http://www.cambridgeesol.org) to locate one of the 2,500 worldwide testing centers nearest them.

**Duolingo:** St. Anthony now accepts the Duolingo English test (<https://englishtest.duolingo.com/>), which is more convenient and affordable than other standardized English tests. Prospective students need to receive an overall score of 110 and a minimum subscore in each section (subscores): literary: 105, comprehension: 110, conversation: 90, and production: 110.

**Tuition, Fees, and Tuition Policy**

*NOTE:* The most current listing of tuition and fees is posted online at [www.stanthonyliturgicalhouse.org/registration](http://www.stanthonyliturgicalhouse.org/registration).

**Tuition for Continuing Education (CE) Course (for all delivery methods):** \$75.50 per course, unless otherwise indicated on the registration page

**Tuition for Academic Courses (for all delivery methods)**

Certificate Programs (House of Studies or catechetical/formation) .....	\$36 per credit hour
Undergraduate (B.Th., Th.B.).....	\$36 per credit hour
Graduate (M.Div.).....	\$36 per credit hour
Doctoral (Th.D.).....	\$36 per credit hour

Estimates for the total tuition and registration costs of each certification and degree program appear on their respective webpages. Additional fees may apply for special materials, seminars, and webinars. Some courses may require special fees, depending on materials, facilities, and certification. Special fees will be announced in advance by the course instructor.

**Fees**

There are presently no annual student services fee and late drop/add fees due to St. Anthony’s largely online delivery method. The institution reserves the right to add additional fees and will publicize such changes 30 days in advance of their effective date (see the “News” and “Student Services” webpages).

Admissions Application Fee .....	\$10
Graduation Fee (per certificate or degree) .....	TBD
Copying Charge for academic catalog .....	\$25
Copying Charge for all other purposes .....	\$.15 (cents) per page
Late Payment of Tuition Fee.....	\$25
Returned Check Fee .....	\$15 or service charge
of 10 percent, whichever is higher	
Tuition reactivation fee .....	\$50
Translation of document into English from secondary language .....	cost
Translation of document from English into secondary language .....	cost
Transcript Fee (requested in writing).....	\$10*

Original Certificate of Achievement.....	n/c
Certified copy of Original Certificates of Achievement.....	\$10 each
Request for Duplicate Certificate of Achievement.....	\$25 each*
Original Diploma or Degree .....	n/c
Certified copy of Original Diploma or Degree.....	\$10 each
Request for Duplicate Diploma or Degree.....	\$25 each*

To avoid shipping and handling fees, course materials may be downloaded and lessons may be submitted online via the St. Anthony Canvas portal. The St. Anthony *Catalog* may be downloaded via the institution’s website.

\* A request for transcript due to name change must be accompanied with proper legal documentation.

***Payment Options***

Personal check drawn from U.S. banks, certified check, money orders, or VISA/MasterCard (via PAYPAL) are the methods of payment accepted by St. Anthony. Payment must be received before registration will be processed. All checks and money orders must be made payable to *St. Anthony’s Cathedral House of Liturgical Studies*. Students may pay tuition in full at time of enrollment or they may elect to pay tuition by automatic monthly credit card payments via PayPal. Tuition and fees must be paid in United States dollars only.

International students should submit payments by wire transfer or credit card via PayPal. **Cash payments of any kind are not accepted.**

If students will be paying their tuition by a third party (employer, parish, etc.), they must provide a letter of authorization or a purchase order from the third party at the time of registration, with the understanding that they accept responsibility for full payment of tuition if the third party does not pay.

St. Anthony seeks to assist students in preparing a financial plan that will not cause undue burden or hardship. If tuition and fees are not paid in full at the time of registration (enrollment), students may elect to place their tuition balance on a payment plan. Optional automatic plans, including credit/debit card or direct debit, can be arranged through the administrator. Switch Cards are not accepted.

Students whose accounts are delinquent for more than three months will be dismissed and all tuition forfeited.

**Returned Checks**

A service charge of 10 percent or \$15, whichever is higher, will be added to the student’s account for any check returned unpaid by the bank. This fee is charged in addition to all applicable late fees.

## **Late Fees**

If tuition is not received on time according to the payment plan schedule, a late fee will be charged to the student's account as stipulated in the monthly payment schedule.

### ***Tuition Refund/Cancellation Policy***

#### **A. Tuition Paid in Full**

Students who find it necessary to officially withdraw from a course must notify the school immediately in writing. The official withdrawal date will be the date the school receives the request for withdrawal, and it will be used in calculating the amount of tuition refund. **Any registration/enrollment fee, if accessed, is not refundable.** Any course deposit submitted with the student's application is only refunded if the candidate is not accepted as a student.

- No tuition refund may be given after graduation.
- Students will not be allowed to graduate until all outstanding tuition and fees are paid in full.

#### **Withdrawal and Refunds**

Students who find it necessary to withdraw from a course must notify the St. Anthony administrative office immediately via phone, mail, or e-mail. The official date of withdrawal will be the date the administrative office receives the request for withdrawal, including weekends and holidays, and it will be used in calculating any tuition refund.

#### **Tuition Refund Schedule\***

- 100% - Withdrawal prior to the first session of a residential and hybrid course/seminar or within five days from date of enrollment for an online course/webinar.
- 30% - Withdrawal within the first 30 calendar days from the first session of a residential and hybrid course/seminar or date of enrollment for an online course/webinar.
- 0% - Withdrawal after 30 calendar days from the first session of a residential and hybrid course/seminar or date of enrollment for an online course/webinar.

\*No refunds will be provided on registration/enrollment fees or for those on discount/scholarship programs. Date of **confirmed** enrollment (date registration is received and processed) is used for calculating refunds for online and correspondence courses.

#### **B. Tuition Paid on any Payment Plan**

- No refund will be made for tuition paid on any payment plan schedule.
- All funds made on any payment schedule, including enrollment and course deposit fees, will be forfeited once the student withdraws or is otherwise discharged.

- Students will not be allowed to graduate until all outstanding tuition and fees are paid in full.

**Tuition after Leave of Absence** (see page 25 for “Leave of Absence”)

- Students who still owe tuition at the time of the leave of absence will be given the choice to continue on the payment plan or to resume with the payment plan at the end of the leave of absence and pay a tuition account reactivation fee.
- Should the student not resume his or her studies after the leave of absence period has ended, dismissal procedures may be initiated by the school administration. Accounts then will be treated as delinquent with applicable late fees or may be closed with recommendation of student dismissal. In such cases, all tuition is forfeited.

***Tuition Discounts, Reduction, and Scholarships***

**Tuition Discounts**

All discounts are based upon the total tuition amount including processing fees paid in full or from the respective payment plan. Late charges, fees, and supplies are not discounted. Two categories of students who may receive tuition discounts:

1. A student approved for a Preferred Student Status (PSS), i.e., a student recommended from a church or organization that has a signed contract outlining the discount with St. Anthony’s Cathedral House of Liturgical Studies.
2. A student from an extension campus (EC) that has a signed contract outlining the discount with St. Anthony’s Cathedral House of Liturgical Studies.
  1. Before being accepted for PSS or EC status, a student must provide a letter of endorsement from the proper authority as stipulated in the contract within thirty (30) days of enrollment. Otherwise, the tuition discount will revert to full tuition.
  2. All tuition discounts and reductions must be approved by the chief operating officer.
  3. Discount categories may not be modified, deleted, or added to without prior approval of the school’s Board of Directors.
  4. Students will not be allowed to graduate until all outstanding tuition is paid in full.

**Personal Hardship**

Students, who experience personal hardship after registration (enrollment), may request a tuition reduction under the following conditions:

- Sudden illness or serious mental or physical impairment due to a medical condition that requires extra medical expenses not covered by insurance.
- Loss of employment, other than termination.
- Serious accident and medical expenses not covered by insurance.



- Change of residence resulting in temporary unemployment.
- Need to provide immediate family support, such as in-home care, basic financial support, or medical expenses not covered by insurance for a sick or infirmed family member.

A request for tuition reduction must be made formally in a letter, signed, dated, and addressed to the chief operating officer. E-mail messages and/or phone calls will not be accepted. With the letter of request, adequate documentation must be submitted to support the request for tuition reduction. Supporting documentation may include a statement from the attending physician, medical bills, statement of earnings, affidavits, etc.

The school administration reserves the right to further investigate each request for tuition reduction. The school administration may set certain conditions before the request can be granted. All matters will be handled in strict confidence and in the best interest of the student.

Tuition reduction will not consist of any type of a tuition refund. The amount of the tuition reduction is at the discretion of the school administration, which may or may not be in consultation with the student. No tuition reduction can exceed 50 percent of the total tuition or each subsequent tuition payment.

### **Scholarships**

1. Scholarships may be given by the chief operating officer's approval in the following categories:
  - Institutionalized and incarcerated
  - Clergy of the jurisdiction
2. A scholarship may not be more than one half of the tuition.
3. The scholarship may, under no circumstances, be paid out directly to the student.
4. The scholarship amount may not be awarded until the student has paid his or her remaining share of the tuition.
5. Scholarships are not permitted on payment plans.

### **Student Leave of Absence**

1. A leave of absence is granted to a student by the institution's chief operating officer, usually upon recommendation of faculty, but with the full agreement of the student.
2. The student must request a leave of absence in writing, signed and dated. By requesting a leave of absence, a student is placed on the inactive student list and notified in writing.
3. The student must continue his or her studies within the agreed upon period, which may not exceed 24 months. Should the student not resume his or her studies before the end of the 24 month-period, dismissal will automatically take effect.
4. Should the student intend to resume studies at a later point, he or she must reapply with all applicable fees and deposits. If the student is accepted, any new tuition rates will be in effect.

5. A student may choose to continue on the payment plan. Alternatively, he or she will be given the option to discontinue payments of current tuition until such time studies are to be resumed (as so noted on the tuition statement), but no later than the time frame for which the leave of absence was granted. If a student chooses this option, a reactivation fee is assessed and payable on the day the leave of absence will have expired or at an earlier date the student may have chosen to begin.

## Academic Policies

### *Grading System*

Diploma, bachelor, master programs grading chart:

<u>Grade</u>	<u>Percent Points</u>	<u>Awarded/Credit</u>
A	95-100	4.0
A-	90-94	3.7
B+	86-89	3.3
B	83-85	3.0
B-	80-82	2.7
C+	76-79	2.3
C	73-75	2.0
C-	70-72	1.7
D+	66-69	1.3
D	63-65	1.0
D-	60-62	.7
F	0-59	0
I	Incomplete	0
W	Withdrawn	0
A	Audit	0

Doctoral programs grading chart:

<u>Grade</u>	<u>Percent Points</u>	<u>Awarded/Credit</u>
A	95-100	4.0
A-	90-94	3.7
B+	86-89	3.3
B	83-85	3.0
B-	80-82	2.7
F	0-79	0
I	Incomplete	0
W	Withdrawn	0
A	Audit	0

- “A” represents excellent comprehension of the subject and outstanding scholarship.
- “B” represents above average comprehension and good scholarship.
- “C” represents average comprehension and scholarship, basically normal achievement.

- “D” represents borderline understanding of the subject, marginal performance, and unsatisfactory progress toward a certificate or degree.
- “F” represents failure to gain an adequate comprehension of the subject and unsatisfactory performance.

### ***GPA Calculation***

The student’s cumulative grade point average (CGPA) is computed based on the following formula:

$$\text{CGPA} = (\text{Total Grade Points Obtained}) / (\text{Total Credit Hours Taken})$$

$$\text{Grade Points Obtained} = \text{Grade points awarded in the course} \times \text{credit hours of the course}$$

The following CGPA earn special honors for graduation, as indicated:

- For a cumulative grade point average of at least 3.50, cum laude,
- For a cumulative grade point average of at least 3.80, magna cum laude, and
- For a cumulative grade point average of at least 3.90, summa cum laude.

Grades are normally mailed or sent via e-mail to students within 30 days after completing all the course requirements.

### ***Types of Credit***

#### **Continuing Education Credits (CEUs)**

Each CEU earned represents approximately 10 hours of time spent interacting with course materials through St. Anthony’s Canvas portal or with the instructor in a residential setting. Only a short assignment is submitted to gauge the participant’s comprehension of the course content.

#### **Academic Credits**

Each academic credit earned represents approximately 15 hours of instruction per credit and successful completion of additional assignments (papers, exams, quizzes, projects, etc.) through St. Anthony’s Canvas portal or with the instructor in a residential setting.

### ***Academic Progress***

The minimal standards for successful completion of courses are as follows for each program level:

#### **Certificate and Bachelor Levels**

- A. Completion of all assignments and exams at 70% level is required for satisfactory progress.

- B. A student must maintain a CGPA and not receive less than the GPA during any term or semester as specified in each program.
- C. Fulfill all requirements (attendance, internship, etc.) as outlined in program descriptions and course syllabi.

### **Masters and Doctoral Levels**

- Completion of all assignments and exams at 80% level is required for satisfactory progress.
- A student must maintain a CGPA and not receive less than the GPA during any term or semester as specified in each program.
- Fulfill all requirements (attendance, internship, etc.) as outlined in program descriptions and course syllabi.

### ***Attendance/Deadlines for Assignments and Exams***

Due to the diverse nature of instruction at St. Anthony, the school's attendance policy is based on the method of instruction.

### **Scheduled Residential Courses/Seminars**

Students are expected to be on time and attend all sessions. Documentation of the reason for absences is required for a student to return to class after an absence. Instructors are asked to manually withdraw (drop) any student who has never attended any session during the first three weeks or stopped attending before the 13th week of the course. Students are allowed to miss 3-5 days per semester (depending on the course), in addition to completing any other requirements set by the instructor and the school. Failure to attend a course or exceeding this limit may result in a possible grade reduction based on the discretion of the instructor and an automatic withdrawal from the course, which might incur a late drop fee and the loss of all tuition paid. All assignments and exams for residential courses/seminars must be submitted within 90 days after the completion of on-site instruction, unless otherwise indicated in course syllabi.

### **Online (live, archived, hybrid) Courses/Webinars**

Since online lessons can be archived, attendance policies (absences and tardiness) for online courses are left to the discretion of the instructor. All assignments and exams for online live and hybrid courses/seminars must be submitted at the end of each course or semester as listed on the school calendar or one year from confirmed enrollment for students who are enrolled in an online archived course.

### **Correspondence Courses**

There are no attendance policies for correspondence courses; however, assignments, projects, and exams must be submitted within six months from the date of confirmed enrollment for each individual course. Failure to contact the school once per quarter, especially when enrolled in correspondence courses, will result in dismissal.

## **Continuing Education Unit Courses**

Students must attend 90% of all scheduled class hours, in addition to completing any other requirements set by the instructor and the course survey, in order to earn CEUs and a Certificate of Achievement. *Note:* Students who do not wish to obtain a transcript and certificate do not need to meet these requirements but should inform St. Anthony's administrator of their intentions to audit the course.

### ***Academic Probation***

A student will be placed on academic probation if he or she is unable to maintain the minimal standards outlined in this catalog. The student will also be offered additional assistance and guidance in an effort to help the student reach the required level of performance.

### ***Academic Suspension and Dismissal***

If a student's grades do not meet the requirements of satisfactory academic progress by the end of a probationary period, the student will be suspended or dismissed, depending upon the recommendation of an academic review committee. The student has the right to appeal the decision to the school's chief operating officer. The appeal should be submitted in writing within one week of the committee's decision. Ultimate decision on the matter rests with the school's Board of Directors.

### ***Graduation Requirements***

#### **Undergraduate, Graduate, and Doctoral Students**

In order to merit a recommendation for graduation to the school's chief operating officer by school officials and/or the student's mentor, students must have maintained the minimal academic standards (see above) and fulfilled all requirements for the degree program in which they are enrolled.

The chief operating officer reviews the recommendation for graduation and presents acceptable candidates to the Board of Directors for review for the next scheduled graduation date. Graduation is the first Saturday in May, August, and December, depending on the number of students who are eligible for graduation. Students have a choice of attending the graduation ceremony or graduating in absentia.

Students who successfully completed a degree program are awarded a degree under the seal of the school and supplied with a detailed transcript of the work for which they have earned their degree. This is useful for career purposes and for enrolling in courses or programs offered by other institutions. Copies of the appropriate degree with the school seal and transcript for each student are stored in the school's archives.

Students who have completed their respective programs enjoy the following rights of privileges:

- They are eligible for appointment as proctors for examinations.
- They are eligible for appointment as Board members of the school.
- They are entitled to wear prescribed academic regalia and insignia.
- They are entitled to receive the school's newsletter and other official publications.

### **Non-Degree Students**

**House of Studies Students:** In order to merit a recommendation for graduation to the school's chief operating officer by school officials and/or the student's mentor, students must have maintained the minimal academic standards (see above) and fulfilled all requirements for the program in which they are enrolled.

The chief operating officer reviews the recommendation for graduation and presents acceptable candidates with the appropriate diploma. Students who successfully completed a non-degree program are awarded a diploma under the seal of the school and supplied with a detailed transcript of the work for which they have earned their diploma. This is useful for career purposes and for enrolling in courses or programs offered by other institutions. Copies of the appropriate diploma with the school seal and transcript for each student are stored in the school's archives.

**Continuing Education (CE) Students:** In order to merit a recommendation for completion, a student must have maintained the minimal academic standards for the CE course (see above) and fulfilled all requirements for the course in which they are enrolled, including completing any assignment and course survey.

### **Dismissal of Students**

The following constitute grounds for dismissal:

#### ***A. Lack of Contact***

1. Students are required to contact the school at least once per quarter (every three months), esp., if pursuing correspondence and online archived courses. Failure to do so is subject to dismissal. All tuition and fees will be forfeited.
2. The following constitutes official contact by the student:
  - a) Submission of student work to the administrative office or to the student's instructor/mentor.
  - b) Correspondence by letter or e-mail to the administrative office or to the student's instructor/mentor.
  - c) Phone contact to the administrative office or to the student's instructor/mentor.
  - d) Payment of tuition.
  - e) Visiting the school or the student's mentor in person or online.
  - f) Attending classes or seminars authorized or conducted by the school.

3. Upon delinquency of (2) (a) through (f) above, an inquiry letter will be sent to the student with a 30-day request for response, and a copy will be filed in the student's permanent record.
4. If the student has not made contact within 30 days of notice, a termination notice will be mailed with the intent of reaching an amiable agreement with the school administration in the student's best interest. A copy will be filed in the student's permanent record.
5. If the student again fails to contact the school or reach an amiable agreement, automatic dismissal is activated on the date noted in the termination notice. The usual procedures for termination are then initiated and completed (see Termination Procedure).
6. Should the student intend to resume studies at a later point, he or she must reapply with all applicable tuition, fees, and any deposits paid in full.
7. Students who have formally withdrawn themselves in writing (i.e., dropped out) are sent a letter of acknowledgment with the opportunity of a 30-day reconciliation period.

***B. Exceeding Leave of Absence Period***

A student must continue his or her studies within the agreed upon period, which may not exceed 24 months. Should a student not resume his or her studies before the end of the 24 month-period, dismissal will automatically take effect.

***C. Delinquent Tuition Payments***

- A. All tuition must be paid according to the individual payment plan set for each student.
- B. If payments are not received on time according to the payment plan schedule, a late fee will be charged to the student's account for each delinquent month.
- C. Accounts delinquent for two months may be closed with recommendation of student dismissal. In cases of dismissal, all paid fees and deposits are forfeited.
- D. In the case of delinquency, a letter is sent to the student (first notice), providing reasonable time to reconcile the delinquent tuition or to reach an amiable agreement with the school's administration in the student's best interest.
- E. After the grace period has expired without results, a second letter is mailed to the student giving a 30-day termination notice.
- F. If the student fails to contact the school or reach an amiable agreement, automatic dismissal is activated on the date noted in the termination notice. The usual procedures for termination are then initiated and completed (see Termination Procedure).

#### ***D. Violations of the Honor Code or Incompatible Situations***

All other dismissal issues, such as violating the School Honor Code or incompatible situations with student status, are handled on a case-by-case basis between the student's mentor, the chief operating officer, and the student.

#### ***E. Lack of Academic Progress***

If a student fails to meet the minimal academic standard as outlined above, he or she will be placed on probation with the possibility of suspension or dismissal. See the sections on "Academic Probation" and "Academic Suspension and Dismissal" for more information.

#### ***Termination Procedure***

Only the chief operating officer may impose final dismissal of a student. The student has the right to appeal any dismissal to the school's Board of Directors at the next scheduled meeting. The student's dismissal remains in effect until such time as the Board of Directors considers the student's appeal.

- The student must submit the appeal in writing, addressed to the school's administration.
- The student will then be informed of the place and date of the next Board meeting.
- The chairperson of the Board of Directors will be requested to place the appeal on the meeting agenda.
- The student may attend the appeal's portion of the Board meeting or present his or her case in writing or by conference call.
- The school's Board shall make a decision that will be conveyed to the student in writing.

#### **School Honor Code**

Professionals with the highest responsibilities as staff or students of theology are required by the guidelines of St. Anthony and by Catholic Christian ethical standards to show a level of integrity that is beyond reproach.

#### ***Reasons for an Honor Code***

1. There should be a sense of satisfaction and respect for yourself and others that you have done what is morally correct.
2. There should be a recognition that people around you see and know that you are a Christian or a person of goodwill in all you say and do.

#### ***Lying***

Lying is making an assertion that intentionally deceives or misleads. This deceitful assertion may be in verbal or written form, or clearly communicated by a gesture. Your responsibility for the truth goes beyond what is said or written. It includes what is understood and perceived by others.



### ***Stealing***

Stealing is defined as intentionally depriving someone else of property or service without permission.

### ***Cheating***

Cheating is defined as attempting or aiding in the intent to receive undeserved credit or to give an unfair advantage. The essence of cheating (i.e., plagiarism) is the act of deceiving the school into thinking that some piece of work is your own, when in fact it is not.

### ***Conduct***

At all times and in all situations the student will conduct himself or herself in a Christ-like manner. This behavior applies to classroom work, correspondence studies, and personal situations. At all times, a St. Anthony student must reflect the values a servant of God would hold, at home, work, recreation, in study, and in the classroom.

### **Student Grievance Policy**

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school's administrator. If a resolution is not reached, the student should file a written complaint with the chief operating officer, which will be responded to in writing. If further resolution is not reached, the student may request a hearing of the school's Board of Directors. If attempts at a satisfactory resolution have been exhausted through the school's administration, then the student can request a binding arbitration process (a neutral third party) to resolve the outstanding dispute. No unfair action/treatment or retaliation will result from a student's initiation of a complaint.

### **Student Transfers**

#### ***Transfer to a Different Program***

(e.g., transfer from Bachelor of Theology to Baccalaureate of Theology)

#### **Step 1:**

- The student must request his or her intention to transfer in writing. E-mail and regular letter (with signature and date) are acceptable forms of communication.
- The letter is to be addressed to the program coordinator.

#### **Step 2:**

- The program coordinator has 14 days to either reject or approve the transfer.
- The program coordinator will convey the results to the student in writing and file a copy in the student's permanent record.
- This constitutes the completion of the transfer, and the student is allowed to enroll in the approved program.

**Step 3:**

- The student will receive an updated tuition statement within 30 days. As with all tuition, the new tuition is governed by the school's tuition policies. Overpaid tuition will not be refunded, but may be applied towards future courses, programs, or services.
- The transfer will not affect the student's grade point average in any manner and the individual's transcript will duly note the transfer.

## Non-degree and Degree Programs

### *Program Listing and Credentials Conferred*

St. Anthony's Cathedral House of Liturgical Studies offers non-credit adult spiritual formation/enrichment and continuing education (CE) certificates and professional degrees.

<u>Program Title</u>	<u>Credential/Degree Conferred</u>	<u>Pages #</u>
<b>Non-degree programs/courses</b>		
House of Studies catechetical/vocational programs	Diploma in <ul style="list-style-type: none"><li>• Old Catholic Studies</li><li>• Liturgical Studies</li><li>• Eastern Church Studies</li><li>• Practical Ministry Studies</li><li>• Sabbatarian Studies</li></ul>	35-37
Micro-credentials and Continuing education courses	Certificate of Achievement	38
<b>Degree programs</b>		
Bachelor of Theology (B.Th.)	Bachelor of Theology	39-41
Baccalaureate of Theology (Th.B.)	Baccalaureate of Theology	42-45
Master of Divinity (M.Div.)	Master of Divinity	46-49
Doctorate of Theology (Th.D.)	Doctorate of Theology	50-53

## **House of Studies Formation (Catechetical and Vocational) Core Courses and Programs**

The House of Studies offers **non-degree, formation (catechetical and vocational) programs** for individuals engaging in catechesis, pursuing an ecclesiastical vocation (diaconate or presbyter: deacon or priest), or continuing in a vocation of ordained ministry. A major element of this program provides spiritual formation for students, and another provides them with studies in the biblical text, theology (systematic theology, church history, etc.), and in various areas of practical theology. The goal of these programs is to prepare graduates for conducting their ministry at a level of professional competence, communicating in a manner that is intellectually articulate, and relating to others in a way that is spiritually mature and morally sensitive.

Upon completion of the House of Studies program, **graduates will earn a diploma** in a particular program of study and have:

- Acquired a deeper knowledge of historical theology and the Bible to more effectively function in various roles in a church setting;
- Developed skills in studying the Bible;
- Formed a sound foundation for continuing scholarly biblical studies and theology; and
- Prepared for vocational opportunities as a diaconate or presbyter or in various professional fields in ministry and theology.

### ***Program Requirements***

- Students must maintain a minimum 3.0 cumulative grade point average.
- All requirements must be completed within six years of the date of acceptance into the program.
- All assignments and exams for online courses/webinars must be submitted at the end of each course or semester as listed on the academic calendar, unless otherwise stipulated in the course syllabus. Assignments for residential courses/seminars must be submitted 90 days after the completion of on-site instruction, unless otherwise stipulated in the course syllabus.
- Standard admission application process. Potential students will soon be able to apply online.

### ***Overall Required Credits - Estimated Cost of Programs***

Individual Houses of Study programs have difference credit requirements. The institutional website provides estimated costs of tuition and registration fees per program based on those credit requirements and a prospective student following an academic track (\$108). The costs are provided for general budgeting purposes only and do not include books, other resources, and other applicable fees (certification, professional, etc.). St. Anthony reserves the right to change tuition and required fees and the required credits to successfully complete a program.

**Individual Houses of Study Modules with Courses (each course is three credits: CEU or academic track)**

*Note:* Course numbers and descriptions will be featured in the online course schedule once the courses are scheduled.

The core module of courses is 27 credits (each course is 3 credits: CEU or academic track with a difference in assignments and cost):

- Old Testament Survey (3 credits)
- New Testament Survey (3 credits)
- Introduction to Church History (3 credits)
- BIB150 Biblical Hermeneutics (3 credits)
- Introduction to Biblical Languages and Use of Key Resources (3 credits)
- Mapping the Theological Terrain: Finding Yourself within the Christian Context (3 credits)
- MIN152 Personal Spiritual Direction and Formation (3 credits)
- Missions and Apologetics (3 credits)
- Contemporary Ministry Issues (3 credits)

<b>Old Catholic House of Studies 63 Credits**</b>	<b>Liturgical House of Studies 48 Credits**</b>	<b>Eastern Church House of Studies 39 Credits**</b>	<b>Practical Ministry House of Studies 36 Credits**</b>
<p><b>Basic Courses</b></p> <ul style="list-style-type: none"> <li>• OC102 Introduction to Catholicism</li> <li>• History of Catholic Church*</li> <li>• The Legacy of Utrecht</li> <li>• First Seven Ecumenical Councils</li> <li>• Introduction to Patristics</li> </ul>	<p><b>Basic Courses</b></p> <ul style="list-style-type: none"> <li>• Western/Eastern Church</li> <li>• First Seven Ecumenical Councils</li> <li>• Introduction to Patristics</li> </ul>	<p><b>Basic Courses</b></p> <ul style="list-style-type: none"> <li>• Basic Non-Chalcedon Church</li> <li>• The Nestorians</li> <li>• Eastern Canon</li> <li>• Eastern Church Studies</li> <li>• Introduction to Eastern Church Patristics</li> </ul>	<p><b>Basic Courses</b> (core module above)</p>
<p><b>Theology</b></p> <ul style="list-style-type: none"> <li>• Systematic Theology</li> <li>• Christian Ethics/Moral Theology</li> <li>• Sacramental Theology</li> <li>• The Mystery of Faith: The Eucharist</li> <li>• Ecclesiastical Theology</li> <li>• Catholicism and Human Sexuality</li> <li>• Catholic Apologetics*</li> </ul>	<p><b>Theology</b></p> <ul style="list-style-type: none"> <li>• Systematic Theology</li> <li>• Gospel and Social Ethics</li> <li>• Sacramental Theology</li> <li>• The Mystery of Faith: The Eucharist</li> <li>• Ecclesiastical Theology</li> </ul>	<p><b>Theology</b></p> <ul style="list-style-type: none"> <li>• Enthronement Theology</li> </ul>	<p><b>Theology</b></p> <ul style="list-style-type: none"> <li>• Theology and Ethics of God</li> <li>• Gospel and Social Ethics</li> <li>• Enthronement Theology</li> </ul>
<b>Biblical Studies</b>	<b>Biblical Studies</b>	<b>Biblical Studies</b>	<b>Biblical Studies</b>

<ul style="list-style-type: none"> <li>• Greek or Hebrew</li> <li>• Elective textual course</li> <li>• Elective textual course</li> </ul>	<ul style="list-style-type: none"> <li>• Greek and Hebrew</li> <li>• Epistles of Paul</li> <li>• Elective textual course</li> </ul>	<ul style="list-style-type: none"> <li>• LANG110 Basic Syriac</li> <li>• Peshitta of Old and New Covenants</li> <li>• Eastern View of Apocalypse</li> </ul>	<ul style="list-style-type: none"> <li>• Prophets</li> <li>• Epistles of Paul</li> <li>• Johannine Literature</li> <li>• Apocalyptic Literature</li> </ul>
<p style="text-align: center;"><b>Practicum</b></p> <ul style="list-style-type: none"> <li>• Homiletics 1</li> <li>• Homiletics 2</li> <li>• Liturgics</li> <li>• Business of Church</li> <li>• Introduction to Pastoral Care</li> <li>• Spiritual Direction*</li> <li>• Introduction to Catholic Spirituality</li> <li>• CCIA Distinctives/Heritage</li> <li>• Contemporary Issues in Christianity*</li> <li>• Missiology—Missions*</li> </ul>	<p style="text-align: center;"><b>Practicum</b></p> <ul style="list-style-type: none"> <li>• Homiletics 1</li> <li>• Liturgical Practice</li> <li>• CCS100 Biblical Counseling</li> <li>• Church Prayer</li> </ul>	<p style="text-align: center;"><b>Practicum</b></p> <ul style="list-style-type: none"> <li>• Eastern Church Liturgy</li> <li>• Syriac Prayers: The Lord's Prayer</li> <li>• Eastern Church Spirituality</li> </ul>	<p style="text-align: center;"><b>Practicum</b></p> <ul style="list-style-type: none"> <li>• Making of a Leader</li> <li>• CCS100 Biblical Counseling</li> <li>• Discipleship</li> <li>• Psychology and Good Religion</li> </ul>
<b>Final Thesis***</b>	<b>Final Thesis***</b>	<b>Final Thesis***</b>	<b>Final Thesis***</b>

**NOTES:**

\*These courses are fulfilled in the core module with additional readings required for students from an Old Catholic tradition. An additional one credit in Old Catholic readings (with a reflective assignment) may be awarded in addition to the regular three credit course.

\*\*Prerequisites include B.A., B.S., Th.B., or equivalent degree. Special status can be obtained if a student has completed 107 credits of undergraduate study, possesses 15 years of pastoral/ministerial experience, and is at least 35 years of age. Advanced placement of up to 24 semester hours can be obtained if a student has completed a graduate level major in religious or theological studies and received a grade of 2.7 (B-) in the courses under consideration with the remaining semester credits taken at the House of Studies for complete fulfillment of certification/licentiate requirements.

\*\*\*The final thesis or project will be supervised by an academic affairs committee in cooperation and consultation with ecclesiastical authorities.

## Micro-Credentials (Certificates) and Continuing Education Courses

St. Anthony offers micro-credentials and continuing education courses for learners at all stages of life. The St. Anthony Continuing Education Program enables students to earn continuing education units (CEUs) for (re)certification, future degrees, or personal growth and enrichment. Students can study whenever they want and can take **up to one year** to complete a course.

### *Steps to Enroll in St. Anthony CEUs*

1. Visit the “House of Studies - Degrees” category in the navigational bar on the school’s website at [www.stanthonysliturgicalhouse.org](http://www.stanthonysliturgicalhouse.org) and click on the “Course Schedule” in the dropdown menu. Determine in which CEU course(s) you would like to enroll, then click “Registration.”
2. In the next window, complete the online registration form and check the CEU courses you wish to order and click “Submit.” Registration is that easy!
3. Once payment is received, you will receive an e-mail notification from St. Anthony containing a link to the online instructional portal.
4. Send your completed CEU course short assignments (paper, test, etc.) to the instructor’s e-mail address provided for grading in order to receive your Certificate of Achievement. You can complete your assignments and receive your certificate up to one year after the date of purchase or from enrollment in the course.

**Prior to Enrolling/Ordering (especially if you are enrolling in St. Anthony CEUs for certification or a degree program):** Verify directly with the school, college, business, or governmental agency to determine if it will accept St. Anthony CEU credits.

**CEU Program Regulations:** Students must attend 90% of all scheduled residential class hours, in addition to completing any other academic requirements set by the instructor, in order to earn CEU credit and a Certificate of Achievement.

**Note:** Prospective students seeking to complete a micro-credential (certificate) program are required to complete steps 1 and 6 of the administration process because they will be studying at St. Anthony for a longer period of time. See Admissions requirements on pages 17 and following above.

## **Bachelor of Theology (B.Th.)**

### ***Description***

The Bachelor of Theology (B.Th.) is an introductory degree program for individuals planning to enter or continue careers in ministry. A major element of this program provides students with introductory and general studies in the biblical text, theology, and a few areas of practical ministry. The Baccalaureate of Theology (Th.B.) (see next degree program) requires additional language, systematic theology, biblical theology, ethics, homiletics, hermeneutics, Christian ministry studies through the first year of the Master of Divinity (M.Div.) degree.

### ***Objectives***

The main objective of the degree is to provide students with general (survey) knowledge and skills in biblical, theological, and pastoral studies for a successful career in the personal or church ministry and preparation for advanced studies at the masters level.

### ***Degree Requirements***

#### **General Education Module: 60 Semester Credits**

To qualify for admittance into the program, students must have completed 60 semester credits of general education requirements. Students with less than the required hours will be admitted on a provisional status while they work on completing all program requirements. General education credits can be earned at any accredited institution or equivalent. Basic requirements include:

- Composition (English, business and technical writing): 9 credits
- Human communications (speech, modern foreign language): 9 credits
- Social sciences (history, sociology, economics, psychology): 9 credits
- Natural science (biology, chemistry, ecology, earth science): 6 credits
- Applied mathematics (e.g., business math), statistics, and computer training: 9 credits
- Arts and humanities (music, art, philosophy, logic): 9 credits
- General education electives: 9 credits

#### **Biblical, Theological, and Pastoral Studies Module: 60 Credits (see inset below)**

- All degree requirements must be completed within six years of the date of acceptance into the program.
- All assignments and exams for online courses/webinars must be submitted at the end of each course or semester as listed on the school calendar. Assignments for residential courses/seminars must be submitted 90 days after the completion of on-site instruction, unless otherwise stipulated in the course syllabus. Assignments for correspondence courses must be submitted within six months of the date of enrollment for each course.
- Students must maintain a minimum 2.7 (B-) cumulative grade point average.
- Students must contact their mentor at least once per quarter to remain in academic good standing.



## ***Prerequisites***

Standard admission application process. Potential students will soon be able to apply online.

- Advanced placement of up to 24 semester hours can be obtained if a student has completed previous religious or theological studies and received a grade of 2.7 (B-) in the courses under consideration; the remaining semester credits must be taken at St. Anthony to complete degree requirements.
- General education requirements for the B.Th.: 60 semester credits for professional development (provisional admission granted until completed: see above).
- Mentoring under supervision of a bishop, if available, will be considered and approved by St. Anthony for credit in area of practical theology (ministry).
- Selection of a proctor who will be responsible for exams. A mentor will be provided by St. Anthony.

## ***Overall Credits - Estimated Cost of Degree***

The institutional website provides estimated costs of tuition and registration fees for 60 credits earned through St. Anthony based on the credit requirements and a prospective student following an academic track (\$108). The costs are provided for general budgeting purposes only and do not include books, other resources, and other applicable fees (certification, professional, etc.). St. Anthony reserves the right to change tuition and required fees and the required credits to successfully complete a program.

## ***Areas of Study and Total Number of Credits***

*Note:* Course numbers and descriptions will be featured in the online course schedule once the courses are scheduled.

### ***Biblical Studies: 27 credits***

- Introduction to Sacred Scriptures: 3 credits
- Biblical Languages Survey: 3 Credits
- Hermeneutics: 3 credits
- Pentateuch: 3 credits
- Prophets: 3 credits
- Writings: 3 credits
- Canonical Gospels: 3 credits
- Epistles of Paul: 3 credits
- General Epistles: 3 credits

### ***Theological Studies: 24 credits***

- New Testament Ethics: 3 credits
- Systematic Theology: 3 credits
- Moral Theology: 3 credits

- Canon Law: 3 credits
- Survey of Church History: 3 credits
- Patristic Perspectives: 3 credits
- Spirituality of East and West: 3 credits
- Philosophy and its Influence of Liturgical Theology: 3 credits

*Pastoral Studies: 9 credits*

- Spiritual Formation: 3 Credits
- Pastoral Counseling: 3 credits
- Ethics in Ministry and Counseling: 3 credits

*Electives beyond required 60 credits or in lieu of a course above with approval:*

- Apocalyptic Literature and Prophecy: 3 credits
- Christology: 3 credits
- Family Counseling and Life Issues: 3 credits

## **Baccalaureate of Theology (Th.B.)**

### ***Description***

The Baccalaureate of Theology (Th.B.) is a four-year theological degree that requires additional language, systematic theology, biblical theology, ethics, homiletics, hermeneutics, and Christian ministry studies through the first year of and in preparation for the Masters of Divinity (M.Div.) degree.

### ***Objectives***

Upon completion of this degree, students will:

- Possess general (survey) knowledge and skills in biblical, theological, and pastoral studies for a successful career in church ministry, and
- Be prepared for advanced studies at the masters level, especially for the Masters of Divinity (M.Div.) degree.

### ***Degree Requirements***

- All degree requirements must be completed within six years of the date of acceptance into the program.
- All assignments and exams for online courses/webinars must be submitted at the end of each course or semester as listed on the school calendar. Assignments for residential courses/seminars must be submitted 90 days after the completion of on-site instruction, unless otherwise stipulated in the course syllabus. Assignments for correspondence courses must be submitted within six months of the date of enrollment for each course.
- Students must maintain a minimum 2.7 (B-) cumulative grade point average.
- Students must contact their mentor at least once per quarter to remain in academic good standing.

### ***Prerequisites***

Standard admission application process. Potential students will soon be able to apply online.

- Advanced placement of up to 24 semester hours can be obtained if a student has completed previous religious or theological studies and received a grade of 2.7 (B-) in the courses under consideration; the remaining semester credits must be taken at St. Anthony to complete degree requirements.
- Mentoring under supervision of a bishop, if available, will be considered and approved by St. Anthony for credit in area of practical theology (ministry).
- Selection of a proctor who will be responsible for exams. A mentor will be provided by St. Anthony.

### ***Overall Credits - Estimated Cost of Degree***

The institutional website provides estimated costs of tuition and registration fees for 120 credits earned through St. Anthony based on the credit requirements and a prospective student following an academic track (\$108). The costs are provided for general budgeting purposes only and do not include books, other resources, and other applicable fees (certification, professional, etc.). St. Anthony reserves the right to change tuition and required fees and the required credits to successfully complete a program.

### ***List of Courses and Total Number of Credits***

*Note:* Course numbers and descriptions will be featured in the online course schedule once the courses are scheduled.

#### **Year 1**

Methodology of Theological Study: 2 Credits  
History of Ancient and Medieval Philosophy: 2.5 Credits  
Anthropology and Philosophical Ethics: 2 Credits  
Introduction to Holy Scripture: 1.5 Credits  
Synoptic Gospels and Acts of the Apostles: 3 Credits  
Pentateuch: 3 Credits  
Patrology: 2 Credits  
History of the Church I (ancient and medieval): 3 Credits  
Fundamental Theology: 2.5 Credits  
Theological Anthropology and Eschatology: 2.5 Credits  
Spiritual Theology: 1.5 Credits  
Fundamental Moral Theology: 2 Credits  
Fundamentals of Canon Law: 3 Credits  
Latin: 3 Credits

#### **Year 2**

History of Modern and Contemporary Philosophy: 2.5 Credits  
Ontology and Metaphysics: 1.5 Credits  
Prophets: 3 Credits  
Pauline Epistles: 3 Credits  
Church History II (from 11th to 20th century): 2.5 Credits  
Christology and Soteriology: 4 Credits  
Ecclesiology: 2 Credits  
Liturgics/Liturgy: 2 Credits  
Pastoral Theology and Catechesis: 2 Credits  
Mariology: 1 Credit  
Social Moral Theology: 2 Credits  
Biblical Hebrew: 3 Credits  
Biblical Greek: 3 Credits

### **Year 3**

Philosophy of Religion: 2 Credits

Johannine Corpus: 3 Credits

Wisdom Writings: 3 Credits

History of Liturgy: 2 Credits

History of Independent Catholicism: 2 Credits

Theology of the Trinity: 1.5 Credits

Ecumenism: 2 Credits

Sacramental Theology: 2.5 Credits

Bioethics: 2 Credits

Sexual and Family Morality: 1.5 Credits

Pedagogy and Psychology of Religion: 2 Credits

Sociology of Religion: 1.5 Credits

Final Tests for students entering the Master of Divinity with advanced status

**Total: 90 Credits**

### **Year 4**

Biblical Hermeneutics: 3 Credits

Catholic Epistles: 2.5 Credits

Administration and Leadership: 2.5 Credits

Apocrypha: 3 Credits

Homiletics: 2 Credits

Pneumatology: 2.5 Credits

Social Ethics and the Gospels: 2.5 Credits

Practices and Doctrines of the ECCC: 2 Credits

Spiritual Direction and Formation: 2 Credits

Liturgical Practice: 2 Credits

Final Project: 6 Credits

**Total for Th.B.: 120 Credits**

## **Master of Divinity (M.Div.)**

### ***Description***

The Master of Divinity (M.Div.) is a professional-level degree program for individuals planning to enter or continue careers in ministry. A major element of this program provides students with extensive studies in the biblical text and thorough preparation in theology (systematic and liturgical theology, church history, etc.) and various areas of practical ministry. The goal of these programs is to prepare graduates for conducting their ministry at a level of professional competence, communicating in a manner that is intellectually articulate, and relating to others in a way that is spiritually mature and morally sensitive.

### ***Objectives***

Upon completion of the Master of Divinity program, graduates will have:

- Acquired a deeper knowledge of the Bible to function more effectively in various roles in a church setting;
- Developed skills in studying and expounding the biblical text;
- Formed a sound foundation for continuing scholarly biblical studies, such as a Doctor of Theology (Th.D.); and
- Prepared for career opportunities as a minister or in various professional fields in theology.

### ***Degree Requirements***

1. All degree requirements must be completed within five years of the date of acceptance into the program with an extension approved by the Dean of Academics.
2. All assignments and exams for online courses/webinars must be submitted at the end of each course or semester as listed on the school calendar. Assignments for residential courses/ seminars must be submitted 90 days after the completion of on-site instruction, unless otherwise stipulated in the course syllabus.
3. Students must maintain a minimum 3.0 cumulative grade point average (GPA). If a student's CGPA falls below 3.0 then oral examinations might be necessary for graduation.
4. Successful completion of the parish ministries practicum (project/ministry development).
5. Students must contact their mentor at least once per quarter to remain in good academic standing.

### ***Prerequisites***

Standard admission application process. Potential students will soon be able to apply online.

- An earned Bachelor of Arts, Bachelor of Science, or Bachelor of Theology degree or equivalent. Special status can be obtained if a student has completed 107 credits of

undergraduate study, possesses 15 years of pastoral/ministerial experience, and is at least 35 years of age. Advanced placement of up to 24 semester hours can be obtained if a student has completed a graduate level major in religious or theological studies and received a grade of 2.7 (B-) in the courses under consideration with the remaining semester credits taken at St. Anthony's for complete fulfillment of degree requirements.

- Selection of a proctor who will be responsible for exams. A mentor will be provided by St. Anthony.

### ***Overall Credits - Estimated Cost of Degree***

The institutional website provides estimated costs of tuition and registration fees for 129 credits earned through St. Anthony based on the credit requirements and a prospective student following an academic track (\$108). The costs are provided for general budgeting purposes only and do not include books, other resources, and other applicable fees (certification, professional, etc.). St. Anthony reserves the right to change tuition and required fees and the required credits to successfully complete a program.

### ***Areas of Study and Total Number of Credits***

*Note:* Course numbers and descriptions will be featured in the online course schedule once the courses are scheduled.

#### ***Sacred Scripture***

- Introduction to OT Literature and Theology
- Introduction to NT Literature and Theology
- Biblical Languages Survey and Resources
- Hermeneutics and Methods
- Pentateuch
- Historical Literature
- Prophetic Literature
- Psalms and Wisdom Literature
- Synoptic Gospels and Acts
- Johannine Literature
- Pauline Epistles
- Catholic or General Epistles
- Extra-canonical Writings: Apocrypha and Pseudepigrapha

*Total Credits: 39*

#### ***Moral and Spiritual Theology***

- Spiritual Theology
- Moral Theology
- Social Ethics
- Marriage

*Total Credits: 12*

*Systematic and Liturgical Theology*

- Liturgical Theology
- Sacramental Theology with Practicum
- Theology of Ministry with Practicum
- Doctrine of God
- Christology/Soteriology/Atonement
- Eschatology
- Pneumatology
- Ecclesiology and Missiology
- Patristic Theology

*Total Credits: 27*

*Church History*

- Church History 1
- Church History 2
- Church History 3
- Elective: Denominational History

*Total Credits: 12*

*Pastoral Theology*

- Pastor as Catechist and Evangelist
- Survey of Canon Law
- Pastoral Counseling, Ethics, and Care
- Family Counseling and Life Issues
- Crisis Intervention Ministries
- Preaching from the Lectionary
- Homiletics and Effective Preaching
- Pastoral Ministry: Ecumenical/Interfaith
- Pastoral Administration and Leadership

*Total Credits: 27*

*Parish Ministries Practicum (Project/Ministry Development)*

Depending on the area of concentration, the balance of the program will consist of a one-year church project or a thesis consisting of at least 20,000 words according to the standards in *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed.) by Kate L. Turabian. The church project should be proctored by a local priest, church elder, rabbi, or qualified ecclesiastical authority and approved by St. Anthony's. Other lab arenas, such as the mission



field, counseling centers, and homeless shelters, can be used in lieu of a church project provided these venues are consistent with the student's concentration in ministry service.

180 hours depending on track; blended instruction

*Total Credits: 12*

**Total Credits: 129**

## **Doctorate of Theology (Th.D.)**

### ***Description***

The Doctor of Theology (Th.D.) is a research degree. The Th.D. is an extension of seminary-based master's programs and is designed to prepare the student to teach in a seminary or university environment and to publish research in theological or scholarly publications. Historically this doctorate is dedicated to the church's text, theology, liturgy, and development of canon. It is the highest degree designed to prepare clergy for scholarly research.

### ***Objectives***

Upon completion of the Doctor of Theology program, graduates will have:

- Prepared to conduct research in primary and secondary sources on a specific theological or biblical topic,
- Equipped to read and publish research in theological journals and other scholarly publications,
- Contribute new models and teachings based on scholarly methods that will enhance the church's understanding of theological thought, and
- Prepared to teach in ecclesiastical educational programs.

### ***Degree Requirements***

1. Students write a prospectus and abstract of subjects to be covered in the degree (e.g., a student would consult with St. Anthony's Syriac specialist and write a prospectus related to Syriac studies).
2. All degree requirements must be completed within seven years. Further extensions may be granted for personal hardships and where the doctoral project warrants extra time for dissertation research and must be obtained from the academic dean.
3. All assignments and exams for online courses/webinars must be submitted at the end of each course or semester as listed on the school calendar. Assignments for residential courses/seminars must be submitted 90 days after the completion of on-site instruction, unless otherwise stipulated in the course syllabus. Assignments for correspondence courses must be submitted within six months of the date of enrollment for each course.
4. Students must maintain a minimum 3.0 cumulative grade point average.
5. Students will be required to arrange and pay for the simultaneous audio and/or video conferencing for field and comprehensive examination and for defense of dissertation.
6. Students must contact their mentor at least once per quarter to remain in good academic standing.

### ***Prerequisites***

Standard admission application process. Potential students can obtain the details online on the admissions page and will soon be able to apply online.

- If not already submitted as part of the admission process, potential students need to provide three letters of recommendation from other professionals about their capability to complete doctoral level work.
- An earned master's degree with a minimum of 90 semester units, which may be transferred from a Master's in Biblical Studies, a Master of Divinity, or an equivalent degree (documentation required).
- Working proficiency in at least two biblical languages, namely Hebrew and Greek, or other ancient languages related to the student's subject of study. Modern languages may be substituted if the research project warrants their use. This requirement is designed to aid the student in reading and publishing in theological journals and other scholarly publications.
- Selection of a proctor who will be responsible for exams.
- A mentor will be provided by St. Anthony's.

### ***Overall Credits - Estimated Cost of Degree***

The institutional website provides estimated costs of tuition and registration fees for 87 credits earned through St. Anthony based on the credit requirements for six core modules each consisting of 12-15 credits and a prospective student following an academic track (\$108). The costs are provided for general budgeting purposes only and do not include books, other resources, and other applicable fees (certification, professional, etc.). St. Anthony reserves the right to change tuition and required fees and the required credits to successfully complete a program.

### ***Areas of Study and Total Number of Credits***

*Note:* Course numbers and descriptions will be featured in the online course schedule once the courses are scheduled.

## **Six Core Modules**

Courses and seminars will largely be conducted in an online delivery method, except otherwise noted. A separate portal for the program will be created on Canvas where instructors may seamlessly upload materials for access by the student. Project reviews would be conducted via online conferencing, such as Zoom or Skype.

*Note:* Students wishing to study an Aramaic module must indicate their desire at the beginning of their studies. This area of concentration will greatly enhance the scholar's ability to understand the development of the Eastern Church's textual, canonical, historical traditions.

### **Module 1**

- History of Biblical Theology: 3 credits
- The Art of the Developed Theological Terrain: 3 credits
- Critical Analysis of Theology Proper: 3 credits

All notes from all seminars must be submitted according to Kate L. Turabian in her *A Manual for Writers of Term Papers, Theses, and Dissertations* after the completion of the seminar before continuing to the essay phase. Students will be required to declare the style guidelines for the country in which they will be writing. St. Anthony reserves the right to set the standard in each case.

- Project: 6 credits\*

\*The project consists of a 40- to 60-page essay, which covers the student's reaction to the subjects raised in the lecture series (seminars) in the module. This research paper is required to be double-spaced and formatted in the Turabian dissertation style.

## **Module 2**

- Theology in Biblical Transmission: 3 credits
- Theology in the Creeds and Councils: 3 credits
- The Theology of the Church through Space and Time: 3 credits
- Project: 6 credits\*

\*Same as in Module 1

## **Module 3**

- Western and Eastern Thought Patterns: 3 credits
- Comparative Religions: 3 credits
- Integrated Theological Thought: 3 credits
- Project: 6 credits\*

\*Same as in Module 1

## **Module 4**

- The Art of Literary Borrowing: 3 credits
- Theology and Cultural Context: 3 credits
- Archaeology's Contribution to Biblical Studies: 3 credits
- Project: 6 credits\*

\*Same as in Module 1

## **Module 5**

- History of Biblical Interpretation: 3 credits
- An Examination of Historical and Critical Methods: 3 credits
- Theology's Impact on the Modern Critical Mind: 3 credits
- Project: 6 credits\*

\*Same as in Module 1

## **Module 6**

- The Bible's Influence on Western Culture: 3 credits
- Eastern Spiritual Wisdom: 3 credits
- Dissertation Preparation and Research: 6 credits

**Field and Comprehensive Exams:** This portion of the student's tutorial and direction is completed by a steering committee who advises the student during the development of the dissertation project. The student will be required to submit a dissertation proposal which will provide the committee a working title and table of contents with chapter headings and subtitles. A bibliography must be provided for the committee to develop its comprehensive examination. These proceedings will consist of an oral and a written defense of the project. The dissertation style must follow the guidelines as set forth by Kate L. Turabian in her *A Manual for Writers of Term Papers, Theses, and Dissertations* and must consist of at least 50,000 words, double-spaced. Special permission must be obtained from the program advisors for a dissertation consisting of a length of over 300 pages. The advisory faculty will be asked to review 25 to 50 textbooks in each discipline in order to facilitate the field exams necessary to judge the validity of the dissertation. These submissions are taken from the proposal of the Th.D. candidate.

**Program Changes:** Changes to this program may be instituted at any time without notice as St. Anthony deems necessary due to the availability of staffing and faculty to meet the needs of the student body.

**Course Descriptions:** Due to the nature of this degree program, course descriptions will be featured as soon as they become available.



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