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Spanish Language Program

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DRAFT 2013: COLLEGE DIVISION ACADEMIC HANDBOOK
INTRODUCTION

Accredited by the Middle States Commission on Higher Education, the College Division offers a four year liberal arts program leading to a Bachelor of Arts degree, as well as a two-year Pre-Theology Program. The courses aim at personal and intellectual growth and a personal understanding of people and the world in a variety of disciplines. The Academic Formation is intended to prepare each seminarian for future specialization, particularly in theology. To achieve these goals, the curriculum:

1. Provides an opportunity to gain insights appropriate to the initial stages of priestly formation.
2. Allows each seminarian to have the experience of integrating various methods of intellectual inquiry, while making a vocational commitment with discernment and reasonable certitude.
3. Provides an opportunity to study subjects chosen on the basis of the seminarian’s particular vocation preparation.
4. Helps create an awareness of the contemporary world in which God’s saving presence is at work.

BACHELOR OF ARTS DEGREE PROGRAMS

The major within Saint Charles Borromeo Seminary’s College Division is Philosophy. Seminarians must fulfill the General Education Requirements as listed, (p.61 catalog) and are required to take elective courses in Philosophy, English and Social Science. Seminarians may take free elective courses in any area of the curriculum and may use free electives to fulfill requirements for a minor. Nine elective credits are necessary for a declared minor in English or Social Science; six are required for a declared minor in Classical Languages.
CORE CURRICULUM

Courses which fulfill the General Education Requirement (GER) are identified by the center number (0). The first number ordinarily indicates the level at which the GER course is taught. Elective courses are ordinarily numbered 320 and above within departments and are upper level. Additional information is available in the Office of the Registrar. All courses are three credits unless otherwise indicated.

ELECTIVE COURSES

There is a minimum requirement of six elective three-credit courses, bringing the College Division Curriculum required credit total to 125.

2 Philosophy
1 English (3 for Minor)
1 Social Science (3 for Minor)
2 Free Electives
Classical Languages (2 for Minor)

DEPARTMENTS

DEPARTMENT OF HUMANITIES AND SCIENCE

The aim of the Department of Humanities and Science is to develop – in the light of Catholic faith values – a broad and discriminate understanding of human culture through a disciplined study of history/civilization, languages, literature, music, the visual arts, mathematics, education, and natural and social science.

Biology

The aim of the Biology Program is to enhance the seminarian’s knowledge of the scientific method and the fundamental principles of biology.
Education

The goals of the Education Program are twofold. The first is to provide the seminarian with an overview of current pedagogical developments and issues. The second is to enable the seminarian to appreciate and to use the various skills and tools needed in classroom instruction.

English

The English Program fosters an appreciation and critical understanding of the great works of Western literature in their various forms—poetry, fiction, drama and the essay—as they reflect and inform their culture, and as they represent and speak to universal human experience. The Program also develops effective oral and written communication skills and systematically reviews the documented research paper.

Fine Arts

The Fine Arts Program fosters an appreciation and refined understanding of the various art forms as distinct media and as they represent and influence a culture.

Languages

The Language Program fosters intellectual development by the exercise of linguistic skills, grammatical analysis and precise communication; and it fosters insight into and appreciation of other cultures through the analysis of foreign languages and literature. The Program places most emphasis on the Greek and Latin languages in keeping with the Classical/Christian tradition of liberal arts education: the Greek program investigates the New Testament and the Greek Fathers as well as ancient philosophy and literature; the Latin program presents classical Latin prose and poetry with particular focus on the language of the Vulgate, the Mass, Latin Fathers of the Church, St. Thomas Aquinas, and the Documents of Vatican II. The study of Spanish is also integral to the program.

Mathematics

The aim of the Mathematics Program is to form systematic,
orderly and exact habits of thought, and to develop the power of reasoning that may be carried over into various other fields.

**Social Sciences**

The Social Science Program fosters a discerning understanding of human history and behavior of the various factors, past and present, which have shaped and continue to inform culture and society, its members and its institutions.

**DEPARTMENT OF PHILOSOPHY**

The immediate goal of the Department is to engage the seminarian in the perennial value of philosophy. Long-range expectations are a holistic vision, grounded systematically and historically, of God, humanity and the world; ability to dialogue with contemporary culture; and firm rational preparation for graduate study in the Theology Division.

The Philosophy major, through its systematic dimension, enables the seminarian to form a holistic vision of reality by founding his studies in the Thomistic synthesis of faith and reason. Through the program’s historical dimension, the seminarian develops a sound understanding of the thought of Western civilization. The elective segment allows him to pursue particular interests while building on this systematic and historical base.

**DEPARTMENT OF THEOLOGY**

The Theology Program in the College Division seeks to complement, on the intellectual level, what the seminarian receives through his participation in the Church’s life of worship. In the organization of the course material, the Department seeks to bring the seminarian to a more mature theological knowledge of the basics of Christian faith.

**INTENSIVE ENGLISH LANGUAGE PROGRAM**

In response to the needs of seminarians for whom English is their second language, Saint Charles Seminary has initiated the Intensive English Language Program (IELP). The program as outlined in the tables that follow is designed to accommodate seminarians who qualify for this unique curriculum. The IELP allows
the seminarian to be immersed in the traditional curriculum and receive instruction in the English language. When the seminarian demonstrates proficiency with English, through standardized testing and staff evaluation, he is then able to join the traditional curriculum. The IELP adds a year to the total formation process. However, courses can be arranged for seminarians who would like or need additional instruction in the English language. Applicants to Saint Charles Borromeo Seminary for whom a language other than English is their first language may be required to schedule and take the Test of English as a Foreign Language (TOEFL) prior to their entrance. Results should be forwarded to the Office of Admissions with his application material.

YEAR I

Fall Semester
COM 101  Oral Communication
THL 101  Perspectives of Catholic Belief
IELP 110  Intensive English Language
IELP 111  Intensive English Language

Spring Semester
MTH 106  College Algebra and Trigonometry
THL 103  Introduction to Liturgy
IELP 120  Intensive English Language
IELP 121  Intensive English Language

YEAR II

Fall Semester
ENG 101  College Composition
HIS 101  History of Western Civilization
IELP 210  Intensive English Language
IELP 211  Intensive English Language

Spring Semester
ENG 106  Survey of Western Literature
HIS 102  History of Western Civilization
IELP 220  Intensive English Language
IELP 221  Intensive English Language
PRE-THEOLOGY PROGRAM

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SPANISH LANGUAGE PROGRAM

The goals of the Spanish Language and Ministry to Hispanic Catholics Program are as follows:

1. To integrate and to synthesize the skills of pastoral ministry, which include evangelization, counseling, teaching and liturgical worship through coursework within the Spanish language curriculum.

2. To aid in the development of each seminarian’s individual level of competency by enhancing the essential language acquisition skills of speaking, listening, reading and writing so that he may grow in a sense of comfort, ability, and confidence in pastoral situations related to Hispanic ministry.

3. To venture beyond a language textbook by treating attentively all cultural elements indigenous to such ministerial situations which include the celebration of the Eucharist and all other sacraments, and special cultural events.

4. To provide each seminarian with a more comprehensive understanding of ministry to Hispanic Catholics in the United States by fostering greater clarity with regard to the generally enriching experience that results from involvement in cross-cultural pastoral and apostolic service to the People of God.
For Dioceses and Religious Communities who require their seminarians to gain some facility in Pastoral Spanish, the Spanish Language and Ministry to Hispanic Catholics Program is incorporated into the seminarian’s normal curriculum.
General Information

1. College Division Faculty

The Faculty of the College Division acts as an advisory body in order to assist the Academic Dean in the administration of the Academic Program of the College Division. One particular role of the Faculty is to serve as that body with which the Academic Dean ordinarily consults or from which he receives advice regarding the curriculum and operation of the Academic Program of the College Division.

2. Academic Honesty and Integrity

Saint Charles Borromeo Seminary presumes that all seminarians come to Saint Charles with a desire to embrace all aspects of Formation including the intellectual component. They take upon themselves the desire to grow in wisdom and knowledge of the faith and its development. As they enter into the realm of academic life they seek to fulfill all the requirements with honesty and seek to attain excellence in their work.

Accordingly, the policy of the College Division is as follows: “An important sign of one’s sincerity in committing his life to the service of the Lord and of the Church is the seminarian’s observance of total honesty in the pursuit of his formal studies. No instance of plagiarism, cheating, or falsification of research work, examinations or academic records will be tolerated and will make the seminarian liable to dismissal.” For more information see St. Charles Borromeo Seminary Catalog, p. 69.

3. Academic Probation

Saint Charles Borromeo Seminary reserves the right to place on academic probation any seminarian who is in the danger of failing, or who, in the opinion of the professors teaching him, is not working to his ability. A seminarian ordinarily will be placed on academic probation if his cumulative average in I College or II
College is below 1.60, or if his cumulative average in III College or IV College is below 2.00. Additionally, the seminarian can be placed on academic probation if his Philosophy grade point average falls below a 2.00. Failure to remove probationary status within two semesters of its initiation may make a seminarian ineligible for Title IV financial aid and/or result in dismissal.

4. Academic Representative

Academic Representatives are elected from each of the six classes in the College Division (I College, II College, III College, and IV College, Pre-Theology I and Pre-Theology II). Any seminarian with a concern(s) regarding the Intellectual Formation Program in the College Division is to bring this to the attention of the class Academic Representative who in turn presents the concern(s) to the Academic Dean. The Representatives also act as liaisons between the Academic Dean and the particular classes as well as between particular professors and the class. Among the responsibilities of the Academic Representative is the distribution and collection of the course evaluation forms at the conclusion of each semester.

5. Audits

Seminarians with a cumulative grade point average above a 3.00 who wish to take an extra course (that is, above the regular course load) during the Academic Year in either the College Division or the Religious Studies Division may do so only with the approval of the Academic Dean of the College Division and, when appropriate, the Academic Dean of GST. Seminarians who wish to audit a course should consult the Academic Dean of the College Division.

6. Book Purchasing

The Office of the Academic Dean of the College Division posts the required and recommended textbooks/readings for each course on the Saint Charles Borromeo Seminary website. It is the
responsibility of the students to order and purchase course textbooks/readings.

7. **Course Syllabi**

A course syllabus is to be generated by the professor for each course taught in the College Division and presented to the Office of the Academic Dean; copies of the syllabi are distributed to the students in the beginning of each semester and should provide them with the following information: a description of the course, expected outcomes of the course, the methods used for evaluation of the seminarian’s learning, a schedule of topics to be covered in the course, a list of the expectations for the students and a bibliography for further reading. Syllabus Guidelines can be found on the Policies and Procedures section of the Overbrook online site.

8. **Credit Hours**

Course sessions are described in terms of credit hours. In the College Division a class comprises one, two or three credit hours. The three-credit courses meet twice a week in 75-minute sessions.

9. **Class Attendance**

Attendance in all regularly scheduled and re-scheduled classes is required for all seminarians in the College Division. Permission to be absent from class will be given only for serious reasons. Except for times of emergency, any seminarian who needs to be excused from class attendance for a particular day or for a particular period of time should notify the Academic Dean well in advance of the absence. Providing the seminarian has the permission of the Academic Dean to be excused from class, the seminarian has the responsibility of informing his professors and obtaining the class assignments for that day or period. The seminarians must also seek the permission of the Dean of Men to be absent from campus.
Occasionally a seminarian may be absent from class due to illness. Upon his return to the regular schedule, the seminarian will inform the Academic Dean of the reason for the absence and consult the particular professor(s) for his assignment(s). For more information see *St. Charles Borromeo Seminary Catalog*, p. 66.

10. **Computation of GPA and Departmental Averages**

The grade point average (GPA) is formulated in the following manner.

First, the course mark value (A+, A=4.00; B+=3.50; B=3.00; C+=2.50; C=2.00; D+=1.50; D=1.00; F=0; I=0; W is not included) is multiplied by the number of credit hours for each course.

Second, the total value for all the courses is calculated.

Third, this figure is divided by the total number of credit hours, resulting in the grade point average.

A departmental average is calculated in the same manner, but includes only and all courses from the particular department.

11. **Course Evaluations**

Course evaluations are completed every semester for all courses taught in the College Division. The College Division uses the Student Instruction Report II of Educational Testing Services, Inc. (ETS). The evaluation packets are distributed to the Academic Representatives toward the end of each semester. Each class is given the last fifteen minutes of the penultimate class of each course to complete the evaluation. When the course evaluations are completed, the academic representative returns the packet to the Office of the Academic Dean. At the conclusion of the semester all the reports are sent to ETS for processing. When the evaluation reports are returned to Saint Charles Borromeo Seminary, the Academic Dean distributes them to each professor; complete sets are sent to the Rector and Vice Rector, and departmental sets are distributed to the respective Department Chairs of the College Division.
12. Failure Policy

Any seminarian who receives a failure in a particular course must meet with the Academic Dean within one month to receive a plan for remediating the said failure; this could require academic efforts, such as re-taking an exam or re-taking the entire course. In re-taking the course, both grades will be recorded in the transcript of the seminarian (i.e., “‘F’ for original course; ‘B’ for remedial course”) and calculated into the cumulative grade point average. For more information see, St. Charles Borromeo Seminary Catalog, p. 67.

13. Incomplete Grades

Incomplete grades must be resolved within two weeks of the date of the final examination. If the incomplete is not resolved, the grade of “F” will be given for the course. Extensions can be granted only by the Academic Dean.

14. Mid-Semester Reports

Mid-Semester Reports are submitted to the Academic Dean by the Faculty in the middle of each semester. The reports provide an update on the seminarians’ progress in the particular course. The forms are intended to give feedback to the student regarding his progress and participation in class. Professors are encouraged to submit forms for each student they teach, and are required to complete the form for anyone who has a “D” average or lower or is in danger of failing a particular course.

The forms are submitted to the Academic Dean who in turn will distribute copies to the Rector, the Dean of Men, and each seminarian’s Formation Advisor. Any student receiving a “D” grade or below will meet with the Academic Dean to discuss the reasons for the poor performance in the class.
15. **Records Policy**

All current academic records are kept on file in the Office of the Academic Dean. Pertinent records are transferred to the Office of the Registrar when a seminarian either completes all the degree programs for which he is registered or leaves the seminary Formation Program. The records are retained permanently.

16. **Seminary Style Sheet**

The General Faculty of Saint Charles Borromeo Seminary has elected to use *Turabian Manual of Style* as the “style sheet” for all written work submitted by seminarians. The style sheet is to be used as the basis of all term papers, reports, essays, etc. Seminarians are expected to familiarize themselves with the guidelines in this text.

17. **Transcripts**

Grade Sheets are distributed by the Office of the Registrar at the conclusion of each semester. Copies of the official transcripts are distributed at the completion of the degree program. Seminarians may request copies of the transcripts from the Registrar.

18. **Academic Grievance Policy**

Redress of an academic grievance begins with the student’s appeal to the appropriate faculty member and ideally is resolved in that forum. If a resolution is not satisfactorily reached, appeal may be made to the respective Academic Dean, who will consult with the respective Department Chair and the Vice Rector in reaching a decision. If necessary, a further appeal may be made to the Rector to resolve the situation.