



# ACADEMIC HANDBOOK

SAINT CHARLES BORROMEO SEMINARY

THEOLOGICAL SEMINARY

AND

PRE-THEOLOGY PROGRAM

*Revised August 2025*

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION .....	4
GENERAL INFORMATION.....	5
1. SEMINARY FACULTY .....	5
2. ACADEMIC HONESTY AND INTEGRITY.....	5
3. ACADEMIC PROBATION .....	5
4. ACADEMIC REPRESENTATIVE.....	5
5. AUDITS.....	5
6. BOOK PURCHASING.....	6
7. COURSE SYLLABI.....	6
8. CREDIT HOURS.....	6
9. CLASS ATTENDANCE .....	6
10. COMPUTATION OF GPA .....	6
11. COURSE EVALUATIONS.....	7
12. FAILURE POLICY .....	7
13. ENGLISH LANGUAGE ASSISTANCE .....	7
14. MID-SEMESTER REPORTS.....	8
15. RECORDS POLICY.....	8
16. SEMINARY STYLE SHEET.....	8
17. TRANSCRIPTS.....	8
<b>PROGRAM OF PASTORAL SPANISH.....</b>	<b>9</b>
1. PURPOSE .....	9
2. DESCRIPTION OF PASTORAL SPANISH LANGUAGE PROGRAM .....	9
3. PLACEMENT EXAMINATION AND STANDARDIZED PROGRESS EXAMINATIONS.....	10
<b>MASTER OF DIVINITY .....</b>	<b>11</b>
1. PROGRAM DESCRIPTION.....	11
2. REQUIREMENTS.....	11
3. SCHOLASTIC HONORS FOR THE MASTER OF DIVINITY DEGREE.....	11
4. COMPETENCY EXAMINATIONS .....	11

A. DESCRIPTION OF THE COMPETENCY EXAMINATIONS .....	11
B. PURPOSE OF THE COMPETENCY EXAMINATIONS.....	12
C. PREPARATION AND REGISTRATION FOR THE COMPETENCY EXAMINATIONS .....	12
D. FORMAT FOR THE COMPETENCY EXAMINATIONS.....	12
E. GRADING OF EXAMINATIONS & REQUIRED AVERAGE.....	13
<b>MASTER OF ARTS IN THEOLOGY.....</b>	<b>14</b>
1. PROGRAM DESCRIPTION.....	14
2. HONORS .....	14
3. COMPREHENSIVE ORAL EXAMINATION.....	14
A. DESCRIPTION OF THE COMPREHENSIVE ORAL EXAMINATION .....	14
B. PURPOSE OF THE COMPREHENSIVE ORAL EXAMINATION.....	15
C. GRADING OF THE EXAMINATION AND REQUIRED AVERAGE .....	15
4. GUIDELINES FOR RESEARCH PAPERS.....	15
A. PREPARATION AND PLANNING FOR THE RESEARCH PAPER .....	15
B. COMPOSITION OF THE RESEARCH PAPER .....	16
C. EVALUATION GUIDELINES .....	16
<b>PRE-THEOLOGY PROGRAM.....</b>	<b>18</b>
<b>MASTER OF ARTS IN PHILOSOPHICAL STUDIES (M.A.P.S.).....</b>	<b>18</b>
1. EDUCATIONAL GOALS.....	19
2. ADMISSION REQUIREMENTS.....	20
3. M.A.P.S. DURATION AND LOCATION.....	20
4. SCHOLASTIC HONORS .....	21
5. M.A.P.S. GOALS .....	21
6. M.A.P.S. PAPER WRITING POLICY.....	21

## Introduction

The Theology Division of St. Charles Borromeo Seminary offers a seven- or eight-semester program of intellectual formation at the graduate academic level. The fundamental goals of this intellectual formation program are to increase the seminarian's own understanding of the Catholic Faith (*fides quarens intellectum*) and to provide him with the tools and skills necessary to elaborate the principles of the Faith for the people he will serve in the ordained ministry. The curriculum assists the attainment of these goals through a well-integrated series of courses designed according to the general principles outlined in the current edition of the United States Conference of Catholic Bishops' *Program of Priestly Formation*.

The courses available to the seminarians cover all the major areas of theological study: Sacred Scripture, Systematic Theology, Moral Theology, Sacred Liturgy, Church History, Canon Law, Spirituality, as well as courses focusing on practical pastoral skills such as pastoral counseling and Spanish. Particular emphasis is given to contemporary developments in exegetical techniques and theological thought, all presented within the Tradition of the Church. The courses are intended to unfold in a systematic way the riches of Catholic theology and Christian living in order to help form the seminarian as a believer who can bring the timeless faith to bear upon the people of our age.

Seeking to aid the seminarian in his understanding and articulation of the faith, the theological faculty uses a variety of methods in their presentations and instruction, including: lecture, research papers, directed readings, presentations, field trips, guest lecturers, projects and practica.

The St. Charles Borromeo Seminary *Catalog* contains a complete description of the priestly formation program at Saint Charles Borromeo Seminary and the School of Theological Studies. Course descriptions may be found in that publication. Included here is a collection of supplementary material related to the intellectual formation program of the Theology Seminary.

## **General Information**

### **1. Seminary Faculty**

The Saint Charles Borromeo Seminary Faculty of the Theology Seminary acts as an advisory body in order to assist the Vice President for Academic Affairs (VPAA) in the administration of the Academic Program of the Theology Seminary. One particular role of the Faculty is to serve as that body with which the VPAA ordinarily consults or from which he receives advice regarding the curriculum and operation of the Academic Program.

### **2. Academic Honesty and Integrity**

Saint Charles Borromeo Seminary presumes that all seminarians come to the Seminary 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 excellence in their work.

Accordingly, the policy of the Theology Seminary, 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. Generation of textual content produced by artificial intelligence, and submitting the text as the student's own work, will be considered a form of plagiarism. All sources from which material is drawn are to be duly cited, and any text drawn verbatim from those sources is to be set off within quotation marks.

### **3. Academic Probation**

As noted in the *Catalog*, any seminarian whose cumulative grade point average drops below a 2.00 or who has failed a core or an elective course while maintaining a 2.00 average will be placed on academic probation.

### **4. Academic Representative**

Academic Representatives are elected from each of the four classes in the Theology Seminary (First Theology, Second Theology, Third Theology, and Fourth Theology). Any seminarian with a concern(s) regarding the intellectual formation program in the Theology Seminary is to bring this to the attention of the class Academic Representative, who in turn presents the concern(s) to the Vice President for Academic Affairs. The representatives also act as liaisons between the VPAA 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 Theology

Seminary or the School of Theological Studies may do so only with the approval of the Vice President for Academic Affairs and when appropriate the Dean of the School of Theological Studies. Seminarians who wish to audit a course should contact the VPAA.

## **6. Book Purchasing**

The booklists, as well as required and recommended textbooks and readings for each course, will be posted on the Seminary's *Populi* website on the course syllabus. It is the responsibility of the students to order and purchase course textbooks and readings.

## **7. Course Syllabi**

A course syllabus is to be generated by the professor for each course taught in the Theology Seminary. 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.

## **8. Credit Hours**

Course sessions are described in terms of credit hours. The scheduling of classes each week is then made according to the number of credit hours assigned to the respective course, with each single credit requiring 50 minutes of class time each week: i.e., 50 minutes for a single credit hour, 100 minutes for two credit hours, 150 minutes for 3 credit hours, etc.

## **9. Class Attendance**

Attendance in all regularly scheduled and re-scheduled classes is required for all seminarians in the Theology Seminary. 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 Vice President for Academic Affairs and the Professor well in advance of the absence. Provided that the seminarian has the permission of the VPAA to be excused from class, the seminarian has the responsibility to inform his professors and to receive the class assignments for that day or period. Absence from class on a day scheduled on the syllabus for an examination will not be permitted except for grave reasons approved by the VPAA. The seminarians should also seek the permission of the Dean of Men to be absent from campus during obligatory exercises or events.

Occasionally, a seminarian may be absent from class due to illness. Upon return to the regular schedule, the seminarian should inform the VPAA of the reason for the absence and consult the particular professor/s for his assignment and for any work missed.

## **10. Computation of GPA**

The following grading system is used for all courses taken in the Theological Seminary:

4.00 A 93-100 Outstanding

3.00 B 85- 92 Very Good  
2.00 C 77- 84 Satisfactory  
1.00 D 70- 76 Passing  
0.00 F below 70 Failed  
0.00 I Incomplete  
0.00 W Withdrawal (no penalty)

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

First, the course mark value (A=4.00; B=3.00; C=2.00; 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.

Departmental averages are calculated in the same manner including only and all courses from a particular department.

## **11. Course Evaluations**

Course evaluations are completed every semester for all courses taught in the Theology Seminary, using the *Populi* website section for the respective course. Students are earnestly requested to submit their course evaluations in the awareness that these are taken seriously by the Faculty and Administration for the sake of improving course design, faculty distribution and overall instructional quality. Comments provided in the student's own words are very useful, and should be worded in dispassionate, objective terms rather than being addressed to the professor.

## **12. Failure Policy**

Any seminarian who receives a failure in a particular course needs to meet with the Vice President for Academic Affairs. The seminarian may retake the final examination for the course within a time frame agreed upon by the Professor with the approval of the VPAA. Should he pass the retake examination, he will receive a "D" 70 grade for the course. If the retake results in another failure, then the seminarian will have to retake the course. Both courses will be recorded on the official transcript and calculated into the cumulative grade point average.

## **13. English Language Assistance**

Proficiency in the English language is required by all seminarians taking courses in the Theology Seminary. At times, a full-time program is needed to assist the seminarian in learning English. In these cases and in consultation with the Vocation Director of the appropriate diocese, religious community or society of apostolic life, the VPAA will enroll the seminarian in the English as a Second Language (ESL) Program of the Seminary. For language issues other than English as a second language, the student will consult the VPAA for an appropriate path of remedial action.

## **14. Mid-Semester Reports**

Mid-Semester Reports are submitted to the VPAA Office 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 may submit forms for each student they teach, but 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 VPAA, who in turn will present copies to the Rector, Dean of Men, and the individual seminarians' Formation Advisor. Any student receiving a "D" grade or below must arrange to meet with the VPAA to discuss the reasons for the poor performance in the class.

## **15. Records Policy**

All current academic records are kept on file by the Office of the VPAA. Pertinent records are retained permanently by the Registrar when a seminarian either completes all the degree programs for which he is registered or if he leaves the seminary formation program.

## **16. Seminary Style Sheet**

The General Faculty of Saint Charles Borromeo Seminary has elected to use the *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 encouraged to be familiar with the guidelines in this text and may obtain assistance from the Professor or from Saint Jerome Library in applying the format to documents that are unique to the ecclesial setting.

## **17. Transcripts**

Grade Sheets are distributed by the Office of the Vice President for Academic Affairs at the conclusion of each semester to the Rector, as well as the vocation director of the student's diocese, religious community or society of apostolic life. Copies of the official transcripts are distributed at the completion of the degree program. Seminarians may request copies of the transcripts at any time from the Registrar.



## **Program of Pastoral Spanish**

### **1. Purpose**

Within its Program of Priestly Formation for Pastoral Ministry, Saint Charles Borromeo Seminary has for some years developed and offered its course and non-course offerings for the teaching of the Spanish language and other skills needed for ministry to Hispanic Catholics. The general goals of the Seminary in this area are:

To provide each seminarian with a more comprehensive understanding of ministry to Hispanic Catholics in the United States by fostering greater clarity regarding the generally enriching experience that results from involvement in cross-cultural pastoral and apostolic service to the People of God.

To develop advanced-level competency in essential language acquisition skills, thereby enabling each seminarian to grow in a sense of comfort, ability and confidence in pastoral situations related to ministry to Hispanic persons.

To venture far beyond a language textbook by treating attentively all cultural elements indigenous to such ministerial situations, especially concerning the celebration of the Eucharist and all other Sacraments.

This program is integrative, with aspects of the program being supported by all four dimensions of priestly formation: intellectual formation, spiritual formation, pastoral and apostolic formation, and human formation.

In the area of spiritual formation, the Seminary's general program provides for regular celebrations of the Eucharist in Spanish, normally on a three-times-per-month basis. In the area of human formation, the Seminary's general program provides opportunities, through the diversity of its enrollment, for non-Hispanic seminarians to interact with seminarians of Hispanic backgrounds, whose first language may be Spanish.

In the area of pastoral apostolic formation, a wide variety of pastoral placements is available, including placements allowing the seminarian to work in Hispanic ministry and/or in parishes or institutions with significant Hispanic populations.

### **2. Description of Pastoral Spanish Language Program**

In the area of intellectual formation, the College Seminary and Pre-Theology curriculum will already have included courses in Spanish as part of the curriculum that are "elective" in terms of degree requirements but may be required of seminarians by their dioceses or religious communities that opt for the Spanish Language and Ministry to Hispanic Catholics Program. For these seminarians, enrollment is incorporated into the normal curriculum in place of other electives or in addition to them.

### **3. Placement Examination and Standardized Progress Examinations**

Seminarians who are required to take the Spanish language courses and who have had previous opportunities to study the Spanish language are given the opportunity to take a placement examination to determine the appropriate level for their ability. The test will be administered at the beginning of each academic year. All seminarians are also welcome to use it as an instrument to evaluate the development of their own Spanish language skills. Since the Spanish language courses are taken as “electives” in the Theology Seminary, any seminarian who is excused from a course due to proficiency will need to take another elective in its place.

# MASTER OF DIVINITY DEGREE PROGRAM

## 1. Program Description

The Master of Divinity Degree is considered the foundational academic degree of the intellectual formation program in the Theology Seminary. The degree is designed for students who are in formation for ordained ministry; the program is thus designed to provide explicit preparation for pastoral ministry. The course of study in this program focuses on the implementation in pastoral practice of knowledge received in the various courses in the Theology Seminary.

## 2. Requirements

The following is a description of the Master of Divinity Degree requirements:

A. Successful completion of the courses of the core curriculum in all years that are designated as required for the Master of Divinity degree (69 credits).

B. Successful completion of 3 elective credits.

C. Successful completion of the Master of Divinity Competency Exam, thus a minimal score of “77” overall with at least a “70” in each of the four departmental examinations (Sacred Scripture, Systematic Theology, Moral Theology, Pastoral Theology), for a complete description see below.

D. Attaining a 2.00 minimal cumulative grade point average.

## 3. Scholastic Honors for the Master of Divinity Degree

Scholastic honors will be awarded to an individual seminarian if he has maintained the following grade point average for the courses pertaining to the Master of Divinity degree:

3.20 – *Cum Laude*

3.50 – *Magna Cum Laude*

3.80 – *Summa Cum Laude*

## 4. Competency Examinations

### A. Description of the Competency Examinations

The Theology Seminary maintains competency examinations as an essential component of the Master of Divinity Degree Program. Neither extra coursework nor a written thesis are acceptable substitutes for these examinations.

Degree candidates are required to take both written and oral competency examinations in order to integrate their course work in four major theological disciplines, including: Sacred Scripture, Systematic Theology, Moral Theology and Pastoral Theology.

Students are eligible to take the competency examinations only after the successful completion of at least five semesters of theological study in which a cumulative grade point average of 2.00 has been attained, and at a time designated by the Office of the Vice President for Academic Affairs.

Transfer students must complete a minimum of four semesters of full-time study in the Theology Seminary and meet all other requirements in order to qualify for the Master of Divinity Degree.

### **B. Purpose of the Competency Examinations**

The competency examinations are designed to:

- a) certify that the candidate has a reasonable grasp and understanding of the basic tenets of Catholic Theology as befits an ordained minister of the Church;
- b) foster the candidate's ability to integrate the content of the various courses of the Theology Seminary's curriculum, with an eye to its use in pastoral settings.

### **C. Preparation and Registration for the Competency Examinations**

Prior to the approach of the time for the comprehensive exams, and normally at the end of 2<sup>nd</sup> Theology, each prospective candidate for the degree will receive a study guide drawn from individual courses in the curriculum covered by the comprehensive examination. The candidate is responsible to be conversant with the material in each of the theological and pastoral disciplines and to supplement coursework with appropriate readings according to the study guide in preparation for the examinations.

Registration for the examinations should be made in the Office of the Academic Dean no later than two months before the scheduled examinations.

### **D. Format for the Competency Examinations**

The two components of the competency examinations are:

- a) a written examination consisting of four sections, one for each of the four major theological disciplines, as indicated in the study guide. The written examinations are normally given in two sessions of one hour and fifteen minutes each, over a two-day period.
- b) an oral examination of thirty minutes in length; the seminarian will be examined by a board of examiners representing each of the four major theological disciplines. Presented with a pastoral situation, the student is asked to apply appropriately the relevant material from the different theological and pastoral disciplines. The oral examination assesses the seminarian's global mastery of the teaching of the Church, particularly how the various

disciplines are interrelated and overlapping, and how the body of knowledge acquired in his studies is to be applied to the pastoral situation.

No reference materials will be permitted for use by the candidate in either the oral or written examination, unless otherwise communicated to the students by the department chairs responsible for the respective area(s) being tested.

#### **E. Grading of Examinations & Required Average**

Examinations are evaluated on a numerical basis; the written and oral components each comprise fifty percent of the final grade. Each of the four sections of the written examination is graded individually and an average grade for the written component is then calculated. In the oral examination, each examining professor submits an individual grade, and an average grade for the oral component is then calculated. The final grade for the competency examinations is the average of the two grades achieved in the written and oral components.

Degree candidates are required to attain a passing grade (70/100) in the oral examination, a passing grade (70/100) in each section of the written examination and a final grade of at least 77/100 in order to qualify for the Master of Divinity Degree.

A candidate who does not receive a passing grade in either the oral examination or in any individual section of the written examination is required to take and pass another examination in the failed section(s) within a time frame specified by the Vice President for Academic Affairs in order to qualify for the degree. The re-take examination will be prepared by the department chairperson(s) of the section(s) which have been failed, while one or more other faculty members may be asked to participate when necessary. For the purpose of re-examination, the highest grade given for a successful re-take of any failed section(s) of the competency examinations is 70/100.

Degree candidates who pass all sections of the competency examinations but fail to achieve the minimum final grade of 77/100 may retake the competency examinations. This includes both the oral component and all four sections of the written component, and must be done during the next scheduled administration of the examinations at the Theology Seminary. However, with explicit approval from the VPAA, candidates may be granted permission to retake one or more of the examinations at an earlier date. Candidates are not ordinarily eligible to retake the competency examinations more than once.

# MASTER OF ARTS IN THEOLOGY DEGREE PROGRAM

## 1. Program Description

The Master of Arts (MA) degree is designed as an academic degree that investigates the theological disciplines in an in-depth manner, focusing on speculative and historical aspects of knowledge received in various courses offered in the Theology Seminary. The MA courses run concurrently with the courses constitutive of the Master of Divinity degree. The program is open to Seminarians who meet the program requirements, which are specified further on the Master of Arts Guidelines sheet distributed by the Office of the Vice President for Academic Affairs. These include passing the 10 required M.A.-level courses and 6 credits of electives beyond those required for the Master of Divinity degree, and producing a formal research paper in a theological discipline such as Canon Law, Homiletics, Liturgy, Moral Theology, Pastoral Theology, Psychology, Sacred Scripture, or Systematic Theology. Any waivers or alterations of these requirements can be given only for a serious reason, by the Vice President for Academic Affairs after any necessary consultation with the Theology Formation Committee, the Rector, and/or others as may be appropriate.

The thesis paper is expected to be a minimum of 50 pages of text, double-spaced in 12-pt font, and its bibliography should include at least 30 sources, including monographs, peer-reviewed and other relevant articles, and Church documents. A minimum grade of B/85 is required for the satisfactory completion of the research paper.

To be eligible for registration of his intention to pursue the Master of Arts degree, the seminarian should be maintaining a 3.00 cumulative grade point average.

On a timetable to be communicated by the Office of the Vice President for Academic Affairs, the candidate for the degree will also be required to undergo an oral comprehensive examination specifically for the Master of Arts degree.

## 2. Honors

Scholastic honors for the Master of Arts degree will be awarded to an individual seminarian if he achieves a satisfactory completion of the research paper in addition to the following grade point averages in the courses designated for the Master of Arts Degree:

3.20 – *Cum Laude*

3.50 – *Magna Cum Laude*

3.80 – *Summa Cum Laude*

## 3. Comprehensive Oral Examination

### A. Description of the Comprehensive Oral Examination

The Theology Seminary maintains the oral comprehensive examination as an essential component of the Master of Arts Degree Program. Neither extra coursework nor a research paper are acceptable substitutes for this examination.

Degree candidates are required to take an oral comprehensive examination in order to integrate their coursework within an area of concentration chosen by the student. Registration forms for the comprehensive examinations are available in the Office of the Academic Dean.

Students are eligible to enroll for the oral comprehensive examination only after the successful completion of all Master of Arts courses scheduled prior to the 4<sup>th</sup> year of Theology, with an overall 3.00 cumulative grade point average. Eligibility further requires substantial progress on the research paper, as verified by the student's moderator.

### **B. Purpose of the Comprehensive Oral Examination**

During the comprehensive examination, which will last for 30 minutes, the candidate will:

- a) deliver a brief presentation (10-15 minutes) explaining his topic, the sources chosen, and the methodology of his research;
- b) answer questions and receive counsel from the examining board (2 or 3 professors) regarding his research and any other areas of theology pertinent to it;
- c) demonstrate that the research project represents his own research and reasoning, that it has not been artificially generated, and that he is able to justify its methodology.

### **C. Grading of the Examination and Required Average**

The grading of the examination is based primarily upon mastery of the material, ability to synthesize rather than merely memorize information, and clarity/organization of the presentation. The final grade for the oral examination is the average of the grades submitted by the examining professors. The final grade for the Master of Arts Degree is the average of the two grades achieved in the oral examination and the written thesis.

Each candidate is required to attain a passing grade (D/70) on the oral examination in addition to a B/85 on the paper. Candidates who do not receive the minimum grade in either component of the degree requirements are required to retake/resubmit that component in order to qualify for the Master of Arts Degree and are not ordinarily eligible to retake the examination more than once.

## **4. Guidelines for Research Papers**

The topic of the research project may be generated out of the content of an individual core course, an elective, or may be drawn from a key topic in the area of concentration, which is of particular interest to the student.

### **A. Preparation and Planning for the Research Paper**

Each candidate is expected to consult with a professor within the chosen area of concentration regarding the selection of a topic for the research paper. This professor, selected by

the student, will act as the Moderator for the student and will be the final evaluator of the research paper.

The candidate is required to complete a formal registration of the research paper and submit that registration to the Vice President for Academic Affairs (VPAA); this registration includes a completed form specifying the area of concentration, the Moderator, and a brief description of the research topic.

### **B. Composition of the Research Paper**

Since the research paper is an instrument for the development and demonstration of the skills proper to a graduate academic degree, it must evidence a scholarly research process, a sound theological methodology, and the student's own original research. Facts or ideas drawn from published sources are to be attributed according to an acceptable and consistent method of citation. Any text drawn verbatim from such sources is to be set off clearly within quotation marks, and the text is to be the student's own original work; any generation of text by artificial intelligence is regarded as a form of plagiarism.

Although length is a function of content and some topics may require more extensive treatment, the research paper is ordinarily expected to be a minimum of fifty pages of text, double-spaced and in 12-point font. The formatting of the research paper must follow any further style guidelines approved by the Seminary Administration and/or Faculty.

In order to better aid both the candidate and the Moderator in the timely completion of the thesis paper, the timeline communicated to the student by the Office of the VPAA should be carefully followed.

### **C. Evaluation Guidelines**

Research papers will be evaluated on the following criteria [based on the subject matter and scope of the paper, some criteria may receive more attention than others]:

1. Research: the competency to gather appropriate data drawn from authoritative sources around a chosen topic.
2. Interpretation: the competency to understand, synthesize and discuss the meaning of the sources in their original context and in some cases – if possible – their original languages.
3. Historical Awareness: the competency to trace the historical development of the sources from their original contexts into contemporary times.
4. Pastoral Value: the competency to demonstrate the value of research for the student for Church life and ecclesial ministry.
5. Dialectic Integrity: the competency to include in the presentation, whenever appropriate, opposing views on the chosen topic, expressed both in the original era of the topic and, where applicable, in subsequent eras, illustrating the development of doctrine as well as current debate.



6. Dogmatic Integrity: the competency to demonstrate knowledge of the Church's normative faith tradition and how it impacts the chosen topic.
7. Originality: the competency to draw new insights and hypotheses from research on the chosen topic, without improper use of artificial intelligence.
8. Organization: the competency to organize and synthesize research materials into an understandable whole.
9. Communication: the competency to articulate clearly, with unity, emphasis and coherence in the presentation based on a consistent grammatical style and usage.

## PRE-THEOLOGY PROGRAM

The Pre-Theology Program at Saint Charles Borromeo Seminary maintains conformity with the 6<sup>th</sup> edition of the *Program for Priestly Formation* established by the United States Conference of Catholic Bishops. Thirty credits of Philosophy are taken during two years of formation within the College Seminary in order to prepare men for study in the Theological Seminary. Six credits of Greek, six credits of Latin, and six credits of Spanish are required of all seminarians enrolled in the Pre-Theology Program.

## MASTER OF ARTS IN PHILOSOPHICAL STUDIES (M.A.P.S.)

### PROGRAM DESCRIPTION:

Saint Charles Borromeo Seminary offers a two-year graduate level program in Philosophical Studies. This program enables seminarians enrolled in the Pre-Theology Program an opportunity for advanced study of philosophy. The Master of Arts in Philosophical Studies (M.A.P.S.) is designed for the Pre-Theology seminarian who seeks philosophical formation, at the graduate level, while also fulfilling the philosophy prerequisites for admission into the Theological Seminary as articulated in the *Program for Priestly Formation* – 6th Edition. The M.A.P.S. degree program is intended to satisfy the *PPF*, 6th Edition philosophy prerequisites for the Pre-Theology program and is intended only for Pre-Theology seminarians at SCBS. While Pre-Theology seminarians need not enroll in or complete the M.A.P.S. program in order to fulfill the requirements for the Pre-Theology program, the M.A.P.S. program can serve those seminarians who seek a degree in philosophical studies at the graduate level.

The M.A.P.S. degree program for Pre-Theology seminarians requires a total of 36 graduate credit hours in philosophy coursework as well as comprehensive oral and written examinations in philosophy. The credit hours are distributed as follows: 30 credits (10 courses) in core requirements, 6 credits (2 courses) in elective requirements, and both a written and an oral comprehensive examination (0 credits each).

### PRE-THEOLOGY/M.A.P.S. PROGRAM SEQUENCE:

The structure of the program is as follows:

#### PRE-THEOLOGY PROPAEDEUTIC

Fall	PRO 551A CATECHISM OF THE CATHOLIC CHURCH I
	PRO 552A INTRO TO SACRED SCRIPTURE I
	PRO 553A SELECTED FORMATIONAL TOPICS
Spring	PRO 551B CATECHISM OF THE CATHOLIC CHURCH II
	PRO 552B INTRO TO SACRED SCRIPTURE II
	PRO 553B SELECTED FORMATIONAL TOPICS

## **PRE-THEOLOGY**

PT 1 Fall	LAT 507 ECCLESIASTICAL LATIN I
	PHL 509 ANCIENT PHILOSOPHY
	PHL 515 LOGIC
	THL 501 PRACTICAL THEOLOGICAL CONCEPTS
	THL 505 HISTORY OF CHRISTIAN SPIRITUALITY
PT 1 Spr	LAT 508 ECCLESIASTICAL LATIN II
	PHL 517 MEDIEVAL PHILOSOPHY
	PHL 511 EPISTEMOLOGY
	THL 502 INTRO TO DOGMATIC THEOLOGY
PT 2 Fall	GRK 507 BIBLICAL GREEK I
	PHL 501 PHILOSOPHY OF THE HUMAN PERSON
	PHL 512 METAPHYSICS
	PHL 518 MODERN PHILOSOPHY
	SPA 501 BASIC SPANISH I
PT 2 Spr	GRK 508 BIBLICAL GREEK II
	PHL 502 ETHICS
	PHL 516 NATURAL THEOLOGY
	PHL 519 CONTEMPORARY PHILOSOPHY
	SPA 502 BASIC SPANISH
	THL 507 INTRODUCTION TO LITURGY

The Non-Degree Program requires one elective course.

The MAPS Program requires two elective courses.

The M.A.P.S. program satisfies the philosophy prerequisites for entrance into theology studies as outlined in the Program for Priestly Formation, 6th Edition.

M.A.P.S. Students will also complete comprehensive Oral and Written Examinations. These are (0) credits and will be prior to (or concurrent with) the second half of their Pre-Theology II Spring Semester, depending on available scheduling.

### **1. EDUCATIONAL GOALS**

The educational goals of the M.A.P.S. program are as follows:

- Analyze the role of the Western philosophical tradition in the development and articulation of Christian theology, as well as the role of philosophy in the Catholic intellectual tradition.
- Demonstrate proficiency in logic, including syllogistic logic, and philosophical argumentation.
- Interpret, analyze and synthesize advanced philosophical texts and materials.
- Demonstrate synthesis and critical analysis of the history of philosophy and of the major topic areas in philosophical inquiry.

- Demonstrate facility with philosophical research and argumentation, both oral and written.

## **2. ADMISSION REQUIREMENTS**

To be eligible to seek the M.A.P.S. degree, students must be enrolled as Pre-Theology seminarians at Saint Charles Borromeo Seminary, subject to the requirements of the Pre-Theology program. In addition, students must: 1) Possess a Bachelor's degree from an accredited college or university; 2) Demonstrate evidence of academic ability (This requirement is normally met by an undergraduate cumulative GPA of 3.0 or higher); and 3) Gain the permission of the Program Director who will consult with the Vice President for Academic Affairs, and with the respective Vocation Director.

## **3. M.A.P.S. DURATION AND LOCATION**

In order to fulfill the demands of the M.A.P.S. Degree within the context of the Pre-Theology program and its four-fold division of Human, Spiritual, Pastoral and Intellectual formation, a minimum of two academic years of full-time residential work or its equivalent is required. Seminarians presenting acceptable transfer credits earned at another accredited institution must gain a majority of the total number of credits required for the M.A.P.S. degree from SCBS in order for such degree to be granted by SCBS. All M.A.P.S. degree program courses are offered solely on the campus of SCBS.

## **GRADING SYSTEM**

Letter grades are used to indicate the quality of a seminarian's performance in a course. Professors assign grades as the result of class work, reports, research papers, examinations, or a combination of the above.

Grade points apply only to semester grades. The following grading system is used for all courses taken by students enrolled in the M.A.P.S. program:

4.00 A 93-100 Outstanding  
 3.00 B 85- 92 Very Good  
 2.00 C 77- 84 Satisfactory  
 1.00 D 70- 76 Passing  
 0.00 F below 70 Failed  
 0.00 I Incomplete  
 0.00 W Withdrawal (no penalty)

For students enrolled in Pre-Theology who are not pursuing the Master of Arts in Philosophy, the grading system is the same as for the College Seminary, namely:

4.00 A 93-100 Outstanding  
 3.70 A- 90-92 Excellent  
 3.30 B+ 87-89 Very Good  
 3.00 B 83-86 Very Good  
 2.70 B- 80-82 Good

2.30 C+ 77-79 Satisfactory  
2.00 C 73-76 Satisfactory  
1.70 C- 70-72 Acceptable  
1.30 D+ 67-69 Marginal Pass  
1.00 D 63-66 Pass  
0.70 D- 60-62 Minimum Pass  
Below 60 F Failure

### **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 Vice President for Academic Affairs.

## **4. SCHOLASTIC HONORS**

The M.A.P.S. Degree is granted with honors when the following criteria have been met:

*Cum Laude*: when a cumulative grade point average of 3.20 or higher has been maintained in all course work and the final grade in the competency examinations is at least a “B” (3.00).

*Magna cum Laude*: when a cumulative grade point average of 3.50 or higher has been maintained in all course work and the final grade in the competency examinations is at least a “B” (3.00).

*Summa cum Laude*: when a cumulative grade point average of 3.80 or higher has been maintained in all course work and the final grade in the competency examinations is at least a “B” (3.00).

## **5. M.A.P.S. GOALS**

- Analyze the role of the Western philosophical tradition in the development and articulation of Christian theology, as well as the role of philosophy in the Catholic intellectual tradition.
- Demonstrate proficiency in logic, including syllogistic logic, and philosophical argumentation.
- Interpret, analyze and synthesize advanced philosophical texts and materials.
- Demonstrate synthesis and critical analysis of the history of philosophy and of the major topic areas in philosophical inquiry.
- Demonstrate facility with philosophical research and argumentation, both oral and written.

## **6. M.A.P.S. PAPER WRITING POLICY**

All courses offered in the M.A.P.S. program will require at least one research paper, of no less than 10 pages in length and following the standard style requisites of SCBS. These papers are to be assessed as graduate level work and will be expected to conform to research standards of a graduate level degree. While professors/instructors will have discretion in assessing papers, all professors/instructors are required to use the “Rubric for Research Paper” document in assessing

papers. A copy of the “Rubric for Research Paper” document may be obtained from the M.A.P.S. Director.