



SAINT THOMAS SEMINARY
ARCHDIOCESE OF HARTFORD



SAINT THOMAS SEMINARY
BLOOMFIELD, CONNECTICUT



COURSE OFFERINGS
SPRING 2020 - FALL 2024

ARCHDIOCESE OF HARTFORD

Dr. Benjamin Peters

B.A. (Philosophy) Saint Hyacinth College and Seminary, ‘
M.Div. University of Notre Dame, South Bend, IN
Ph.D. University of Dayton, Dayton, OH

Ms. Melissa Pucci

B.A. (Literature and Religious Studies) Salve Regina University, Newport, RI
M.A.R. (Religious Studies) Yale University, Divinity School, New Haven, CT

The Reverend Michael Ruminski

B.Mus. (Organ Performance and Sacred Music) University of Hartford, Hartford, CT
M.Div. Catholic University of America, Washington, DC
S.T.B. Catholic University of America, Washington, DC
M.A.L.S. candidate (Liturgical Studies) University of Saint Mary of the Lake,
Mundelein, IL (in progress)

Deacon Robert Pallotti

B.A. University of Hartford
M.A. (Religious Studies) Saint Joseph College
D.Min. Graduate Theological Foundation, Mishawaka, IN

Ms. Linda Ward

B.A. (Education and Psychology) Molloy College, Rockville Centre, NY
M.S. (Special Education) Adelphi University, Garden City, NY
Professional Diploma (Educational Administration) Fordham University
M.A. (Theology) Seminary of the Immaculate Conception, Huntington, NY



Mr. Joseph Coray

B.A. Saint Francis College, Loretto, PA (Sociology)
M.A. Saint Bernard's Institute at Albany. Rochester, NY (Theology)
Former Ph.D. Candidate, Loyola University, Chicago, IL (New Testament)
D.Min. Candidate, Graduate Theological Foundation, Mishawaka, IN

Ms. Amy Ekeh

B.A. (Theology) University of Dallas, Irving, TX
M.A. (Theology) Catholic University of America, Washington, DC

Ms. Judith Kostelni

B.B.A. (Accounting) University of San Diego, San Diego, CA
M.P.H. (Health Policy and Management) Columbia University, New York, NY
M.A. (Education) University of Hartford, West Hartford, CT
M.T.S. (Biblical Studies) Jesuit School of Theology at Berkeley, Berkeley, CA

The Reverend John E. Gancarz

B.Phil. Saint John's Seminary, Boston, MA
S.T.B. Pontifical Gregorian University, Rome, Italy
S.T.L. (Dogmatic and Fundamental Theology) Pontifical University of Saint Thomas Aquinas, Rome, Italy

Dr. Joan M. Kelly

B.A. Saint Joseph College, West Hartford
M.A. (Theology) Catholic University of America
M.A. (Psychology) Fairfield University
D.Min, Graduate Theological Foundation, Mishawaka, IN

Sr. Mariette Moan, ASCJ

Diploma in Spirituality, U. Saint Anselm, Rome
Diploma in Pastoral Liturgy, Saint Paul U, Ottawa
M.S. Music Education, New York University, New York

The Reverend Jeremiah Murasso

B.A. (Philosophy) Saint Bonaventure University, Allegheny, NY
M.A. (Philosophy), M.A. (Dogmatic Theology) The Gregorian University, Rome
M.A. (Education, Applied Psychology) Fairfield University, Fairfield, CT
C.A.S. (School Administration and School Psychology) Fairfield University, Fairfield, CT
Ph.D. (Pastoral Psychology) The Gregorian University, Rome
Ed.D. (Education)—The Graduate Theological Foundation, Mishawaka, IN
Psy.D. (Psychology)—The Graduate Theological Foundation, Mishawaka, IN



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Mr. Steven Rugens

Operations Manager, Archdiocesan Pastoral Center

FACULTY

Full Time

The Reverend Michael Whyte

B.A. (Government and Public Policy) Eastern Connecticut University, Windham, CT
 B.A. (Philosophy) Saint John's Seminary, Brighton, MA
 M.A. (Public Administration) University of Connecticut, Storrs, CT
 M.Div., Saint John's Seminary, Brighton, MA

The Reverend Bishop Juan Miguel Betancourt, SEMV

B.A. (Science) University of Puerto Rico, San Juan
 M.Div. Pontifical Catholic University of Puerto Rico, Ponce
 S.S.L. Pontifical Biblical Institute, Rome

Ms. Barbara Jean Daly Horell

A.B. Honors (Religious Studies) Gonzaga University, Spokane, WA M.T.S.
 (Scripture) Harvard Divinity School, Cambridge, MA Post-masters Certificate
 (Spirituality) Boston College, Newton, MA

Part Time

The Reverend Michael Casey

B.A. (Philosophy) Saint Charles Borromeo Seminary, Philadelphia
 S.T.B. Pontifical Gregorian University, Rome, Italy
 S.T.L. (Moral Theology) Pontifical University of Saint Thomas Aquinas, Rome, Italy

Dr. Thomas Casey

S.T.L. (Theology) University of Baltimore
 M.A. (New Testament) Union Theological Seminary, New York, NY
 Ph.D. (New Testament) Catholic University of America, Washington, DC

Ms. Alexis Chacchia

B.A. (History) Western Connecticut State University, Danbury, CT
 M.R.E. (Youth and Young Adult Ministry) Fordham University, Bronx, NY

BOARD MEMBERS

Most Reverend Leonard A. Blair, S.T.D.

Archbishop of Hartford

Chair of the Archdiocesan Corporation

Very Reverend Steven C. Boguslawski, Ph.D.

Vice-Chair of the Archdiocesan Corporation

Vicar General and Moderator of the Curia

The Reverend Michael Whyte

Secretary and Treasurer of the Archdiocesan Corporation

Mr. Matthew Byrne, C.P.A.

Director of Finance of the Archdiocese of Hartford

Mr. Michael J. Hanlon, C.P.A.

Chief Financial Officer, Diocese of Bridgeport

Dr. Benjamin T. Peters, Ph.D.

Professor, Saint Joseph University

Reverend Ryan M. Lerner

Chaplain, Yale University

ADMINISTRATION

The Reverend Michael Whyte

President-Rector of Saint Thomas Seminary

The Reverend Michael Casey

Academic Dean

Ms. Barbara Jean Daly Horell

Chair of the Biblical Studies Certificate Program

Ms. Gail Bellucci

Chair of the Biblical Studies Certificate Program

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ACADEMIC CALENDAR

The Certificate in Biblical Studies program and the Certificate in Religious Studies program are designed so that students can complete coursework and all related requirements within four years.

Course Offerings for the Certificate in Biblical Studies:

CBS 100 Offered each year, beginning in September
 CBS 200 Offered each year, beginning in September
 CBS 300 Offered every second year, beginning in September 2022
 CBS 400 Offered every second year, beginning in September 2021

Course Offerings for the Certificate in Religious Studies:

CRS 111 Beginning in September 2023
 CRS 112 Beginning in January 2024
 CRS 113 Beginning in March 2024
 CRS 114 Beginning in September 2023

CRS 211 Beginning in September 2020
 CRS 212 Beginning in January 2021
 CRS 213 Beginning in February 2021
 CRS 214 Beginning in September 2020

CRS 311 Beginning in September 2021
 CRS 312 Beginning in January 2022
 CRS 313 Beginning in February 2022
 CRS 314 Beginning in September 2021

CRS 411 Beginning in September 2022
 CRS 412 Beginning in January 2023
 CRS 413 Beginning in March 2023
 CRS 414 Beginning in September 2022

CRS 412 Liturgical theology/ Homiletics I (.75 credits)

This course will introduce students to the foundations and theology of liturgical preaching within the Christian tradition.

CRS 413 Homiletics II/ Practicums in Baptism, Marriage, Funerals (.75 credits) (Prerequisite CRS 412)

This course will allow students to build on the solid foundation they received in Homiletics I for preparing and delivering of a homily. This will include several opportunities to practice preaching various types of homilies (from different liturgical seasons, children's liturgies, funerals, weddings, baptisms, etc.) before the instructor and their peers. Students will also become more familiar with the Lectionary.

CRS 414 Field Education in Catholic Parishes (.75 credits)

This practicum provides an opportunity to gain basic knowledge of and practical experience in a diaconate candidate's diocese. Time will be spent visiting specific parishes within the Archdiocese with guided activities and regular reflection designed to introduce the student to the particular context in which he will exercise pastoral charity as a deacon. Attention will be given to the Archdiocese's unique character in five areas: culture, history, spirituality, organizational structures, and pastoral issues.



CRS 213 Moral Theology (.75 credits)

This course will introduce students to Catholic moral theology and its sources with Scripture and Tradition.

CRS 214 Field Education in Healthcare (.75 credits)

This practicum aims to help the student acquire pastoral education and skills to offer spiritual counseling with particular focus on the pastoral issues of illness, conflict, doubt, and situational health crises. The course also focuses on understanding prayer life that accompanies ministry to the sick and dying and acquiring professional ease in visiting the sick, being with the dying, and comforting grieving families.

CRS 311 Christian Spirituality (.75 credits)

This course will introduce students to the history and sources of spirituality and prayer with the Christian tradition.

CRS 312 Old Testament (.75 credits)

This course will introduce students to the Old Testament and its place within the Christian tradition, familiarizing the student with the content of the Old Testament books, their history and interpretation.

CRS 313 New Testament (.75 credits)

This course will introduce students to the history and theology of the New Testament.

CRS 314 Field Education in Catholic Schools (.75 credits)

This practicum introduces the student to how a parish passes on the “Good News of Jesus Christ” in the Archdiocesan Catholic schools and other faith formation settings. The student visits and assists in teaching parishioners of all age groups who participate in various faith formation programs, including sacramental preparation sessions, religious education, and school programs. The student will have the opportunity to examine and reflect on how rural, urban, and suburban parishes pass on the “Good News.”

CRS 411 Canon Law (.75 credits)

This course will introduce students to the foundations and theology of canon law within the Roman Catholic tradition. It will also explore the role canon law plays in the life of the Church.

SAINT THOMAS SEMINARY



SAINT THOMAS SEMINARY, located in Bloomfield, Connecticut, was established in 1897 by the Right Reverend Michael Tierney, the sixth Bishop of Hartford, for the purpose of training young men for ministry in the Roman Catholic Church. Throughout the course of the last one hundred and twenty-three years, over 5000 students have passed through the halls of the Seminary, receiving academic as well as spiritual formation. Many of these alumni went on to become priests and have served the Church well in a variety of capacities, some even attaining the rank of bishop. Many others have been active lay members of the Church and have assumed significant roles in esteemed professions throughout the world.

The goal of the Seminary since its founding has been the formation of candidates for ministry in the Church as priests, deacons, and lay ministers, and this remains its primary goal and purpose. With the restoration of the diaconate as a permanent order in the hierarchy of the Church in 1972, and with the rise in the numbers of lay men and women seeking to be involved in active ministry, the mission of the Seminary has broadened correspondingly. The Seminary seeks to form candidates for a variety of ministries in the Church today, training them in theological studies and forming them spiritually under the sponsorship and the authority of the Archbishop of Hartford. It is anticipated that many of those who complete the program of

study leading to a Certificate in Biblical or Religious Studies from Saint Thomas Seminary will use that knowledge in service to the People of God in the parishes of the Archdiocese of Hartford.

The Certificate Programs at Saint Thomas Seminary were initiated in 1999 to extend the mission of the Seminary. The Certificate in Religious Studies was accredited by the State of Connecticut, Department of Higher Education in 1999. The college-level certificate programs offered by the Seminary are geared very specifically toward formation for various forms of ministry in the Roman Catholic Church, although admission to the certificate programs is not limited to Roman Catholics. Saint Thomas Seminary offers these programs in response to the need for well-trained ministers in several areas of Church life, encompassing the priesthood, the diaconate, and the lay ministry. The Archdiocese of Hartford envisions the Seminary as an umbrella institution for ministerial formation. Thus, the certificate programs are applicable to those seeking priestly vocations, those preparing for diaconate ordination, and members of the laity seeking professional expertise as catechists and lay ministers. The potential student body may also include men and women who are interested in enriching and deepening their knowledge of the Catholic faith and the Catholic tradition.

The certificate programs at Saint Thomas Seminary make use of some excellent resources, namely a fine library, a well-trained and experienced faculty, and access to broad expertise in varied areas of Church life. The certificate programs at the Seminary operate under the authority of the Archbishop of Hartford. While there are programs of study in the field of religion leading to a bachelor's degree available in several institutions of higher learning in the greater Hartford area, the certificates in religious and biblical studies offered at Saint Thomas Seminary are unique in their specific sponsorship by the Roman Catholic Church and their distinct orientation toward ministry.

Purposes and Objectives

In keeping with the mission of Saint Thomas Seminary to form candidates for ministry in the Roman Catholic Church, the following purposes and objectives have been established:

1. To prepare candidates seeking a vocation in the priesthood.
2. To prepare candidates for diaconate ordination or for a variety of forms of pastoral ministry.

CRS 113 Faith and Reason (.75 credits)

Pope Saint John Paul II's encyclical letter, *Fides et Ratio*, was written in 1998 and is acknowledged to be one of the most important of Church documents examining the complementarity of faith and reason. Using that text as the foundation of study and reflection, the course will explore the major themes presented from a philosophical viewpoint. The course will present philosophy as a resource for generating greater knowledge of truth and on how the Church utilizes the science of philosophy as a way to know fundamental truths about human life. The integral relationship between philosophy and theology will be stressed, emphasizing that God and truth are one and the same and that both reason and faith are needed to understand this certainty.

CRS 114 Field Education in Social Justice (.75 credits)

In connection with Office of Social Justice, this practicum provides an overview of the Church's social teaching as found in Scripture and ecclesial documents. It promotes the common good's vision that unites Catholic social thought principles and their implications for contemporary issues and life in the Archdiocesan community. Visits to Archdiocesan social and charity outreaching are scheduled during the semester. Finally, it explores ways to integrate the vision and principles in the preparation of homilies.

CRS 211 Systematic Theology (.75 credits)

This course will introduce students to the foundations of Catholic systematic theology and its sources within the Christian tradition. Students will Develop a basic understanding of theology and the divine wellspring of Sacred Scripture and Tradition, articulate an understanding of various mysteries and beliefs of the Catholic faith (including the Trinity, the Incarnation, salvation), and develop a familiarity with the Catechism of the Catholic Church as a resource.

CRS 212 Sacraments (.75 credits)

This course will introduce students to the understanding of the sacraments and sacramental theology within the Catholic tradition. Particular attention will be paid to the scriptural foundation of the sacraments; the sacramental vision of worship from the first centuries of the Church the scholastic language of form, matter, and causality; and a pastoral understanding and celebration of the rites as currently in use by the Church.

comprehensive studies of the remaining Old and New Testament texts. Beginning with an intensive six-hour study and a book report on a scholarly monograph covering OT literature, students advance their ability to use the tools of biblical criticism and apply them to Old and New Testament texts. They read major portions of the assigned biblical books as well as significant secondary sources that provide historical, cultural, religious and literary insights into the primary texts—including careful study of the geography of biblical lands from the sixth century BCE through the second century CE. Students engage the texts by means of weekly written assignments and have opportunities on a weekly basis to place their understanding of the biblical texts in the context of their lived faith experiences by means of reflection and discussion in small groups. In the spring, students engage in a four-hour intensive study on a biblical topic of contemporary interest. A comprehensive exam completes each of the three units of study in this course. (Prerequisites: CBS 100; CBS 200)

Certificate in Religious Studies

The Certificate in Religious Studies is a part-time program which is completed over the course of four years. This program consists of sixteen required courses for a total of 12 credits. The Certificate in Religious Studies program parallels the Diaconate Formation program and at the current time is required of candidates for the permanent diaconate and is also available to the candidates' spouses should they choose to engage this academic and spiritual process.

Certificate in Religious Studies—Course Descriptions

CRS 111 Introduction to the Diaconate (.75 credits)

This course will introduce students to the diaconate: exploring its history from the early Church to today, the theology that underlies its ministry, and the place of the deacon within the ecclesiology of the Church today.

CRS 112 History of the Christian Tradition (.75 credits)

The course will cover the peaks and valleys of Christian History beginning with the Acts of the Apostles and continuing through Vatican II and into the 21st century. We will survey the major movements, doctrines, key persons and institutions that arose within the Church and influenced its development through the centuries.

3. To prepare individuals seeking deepened theological knowledge, both for personal spiritual enrichment and for preparation for lay ministry in the Church.
4. To continue to work toward the vision of Saint Thomas Seminary as an umbrella institution for ministerial formation.

Location

Saint Thomas Seminary is located within the Archdiocese of Hartford Pastoral Center (Pastoral Center) at 467 Bloomfield Avenue in Bloomfield, CT, situated on 80 acres of land just three miles north of Hartford.

Facilities

The Archdiocese of Hartford Pastoral Center (Pastoral Center) opened in 1930. The facilities offer office spaces, conference rooms, classrooms, dormitory style guest rooms, and recreational facilities. The gothic-style Saint Thomas Chapel has the distinction of being one of the most prestigious in the State of Connecticut. The priceless stained glass windows from Great Britain depict a dozen scenes from Scripture. With a capacity of 400, the Chapel is conducive to any liturgical service.

The Pastoral Center maintains classrooms and a large lecture hall available to the Certificate Programs.



In addition to the Bloomfield Campus at the Pastoral Center, Saint Thomas Seminary holds classes and events in a variety of locations throughout the Archdiocese of Hartford, i.e., in Hartford, Litchfield, and New Haven counties, as follows:

- Saint Mary-Saint Michael School, 14 Seymour Avenue, Derby, CT 06418
- Caritas Christi Center, 295 Benham Street, Hamden, CT 06514
- Our Lady of Mt. Carmel Parish Center, 2819 Whitney Avenue, Hamden, CT 06518
- Trinita Retreat Center, 595 Town Hill Road, New Hartford, CT 06057
- Saint Aloysius Parish Center, 254 Burritt Street, Plantsville CT 06479
- Saint Dominic Parish Center, 1050 Flanders Rd, Southington, CT 06489

Saint Thomas Seminary meets the code requirements for accessibility and fire safety. A Master Plan has been developed for accessibility and safety and is continuously reviewed. A full-time general manager oversees the physical operation of Saint Thomas Seminary, and a full-time facilities manager works under the direction of the general manager.



God's saving action through Jesus of Nazareth and continuing in the community of disciples. Students read major portions of the assigned biblical books as well as secondary sources that provide historical, cultural, religious and literary insights into the primary texts—including careful study of the geography of biblical lands in the first and second centuries CE. Students engage the texts through weekly written assignments and have opportunities on a weekly basis to place their understanding of the biblical texts in the context of their lived faith experiences by means of reflection and discussion in small groups. In the spring, students engage in a four-hour intensive study on a biblical topic of contemporary interest. A comprehensive exam completes each of the three units of study in this course. (Prerequisite: CBS 100)

CBS 300: Old Testament: Exile and Restoration (4.5 credits)

This year-long course of study builds upon and develops students' understanding and use of the interpretive and exegetical methods of encountering the biblical texts learned in CBS 100 and 200, continuing with comprehensive studies of the Old Testament prophets, the People of God's experience of the Babylonian Exile, and the post-exilic restoration of the land and faith of Israel. Beginning with an intensive six-hour study and a book report on a scholarly monograph on methods of reading the Bible, students go on to read major portions of the assigned biblical books as well as secondary sources that provide historical, cultural, religious, and literary insights into the primary texts—including careful study of the geography of biblical lands from the eighth century to the first century BCE. Students engage the texts by means of weekly written assignments and have opportunities on a weekly basis to place their understanding of the biblical texts in the context of their lived faith experiences by means of reflection and discussion in small groups. In the spring, students engage in a four-hour intensive study on a biblical topic of contemporary interest. A comprehensive exam completes each of the three units of study in this course. (Prerequisites: CBS 100; CBS 200)

CBS 400: Old and New Testaments Concluded: The Word in the Hellenistic World (4.5 credits)

This year-long course of study builds upon and develops students' understanding and use of the interpretive and exegetical methods of encountering the biblical texts learned in CBS 100 and 200 by engaging in

Integral Challenges

In addition to completing all required course work, to be awarded the Certificate in Biblical Studies students must complete at least one Integral Challenge (additional assignment) to be eligible for a grade of “C”; complete at least three Integral Challenges to be eligible for a grade of “B”; complete at least five Integral Challenges to be eligible for a grade of “A.”

Certificate in Biblical Studies—Course Descriptions***CBS 100: Old Testament Foundations: Genesis through Kings (4.5 credits)***

Students begin this year-long course of study with an intensive six-hour class and a book report on a scholarly monograph covering introductory issues in biblical studies. Throughout the year, students learn the interpretive and exegetical methods of encountering the biblical texts by engaging in a comprehensive study of the Pentateuch (Torah) and the “historical” works of the Old Testament. Students read major portions of the assigned biblical books as well as secondary sources that provide historical, cultural, religious and literary insights into the scriptural texts—including careful study of the most significant geography of biblical lands from the eighteenth century BCE to the sixth century BCE. Students engage the texts by means of weekly written assignments and have opportunities on a weekly basis to place their understanding of the biblical texts in the context of their lived faith experiences by means of reflection and discussion in small groups. In the spring, students engage in a four-hour intensive study on a biblical topic of contemporary interest. A comprehensive exam completes each of the three units of study in this course.

CBS 200: New Testament Foundations: Jesus and Discipleship (4.5 credits)

This year-long course of study continues from CBS 100, developing students’ understanding and use of the interpretive and exegetical methods of engaging the biblical texts. Students focus on the foundational texts of the New Testament. They begin by completing a book report on a scholarly monograph covering New Testament Christology, followed by a six-hour introduction to the literature of the New Testament and the historical and social-political context of the New Testament writings. Then, over the course of weekly classes, students obtain a firm grasp of the basic Christian story of

Library

The Saint Thomas Seminary Library, known as the Archbishop O’Brien Library, is located at the facility. The library has collections primarily in philosophy and theology with some additional volumes in literature, psychology, and history as well as a reference section and an archive accessible for research and study.

The total number of volumes in the collection is approximately 30,000. Of these, approximately 15,000 are philosophical and theological works. The archive is a collection of approximately 3,000 books and manuscripts. These include 15th -17th century theological works and 18th-19th century Catholic Americana and history.

The library currently receives subscriptions to 37 journals and newspapers. The bound periodical collection numbers approximately 4,150 volumes. In addition, vast library resources are available to students through the Hartford Consortium for Higher Education of which Saint Thomas Seminary has been a member since 1977. Members of the O’Brien Library also have library privileges at libraries of other member schools, including the University of Hartford, Trinity College, Saint Joseph College, Hartford Seminary and the University of Connecticut, Greater Hartford Campus.

The O’Brien Library at Saint Thomas Seminary uses the Fulfillment interlibrary loan system and is a member of the ReQuest iConn statewide database which makes access to all of the collections of Connecticut’s academic, public, school and special libraries possible through sharing of resources. In addition the iConn database makes available a variety of journal, reference and research databases that are accessible to students for extended research purposes.

ADMISSIONS

Who May Apply?

Saint Thomas Seminary welcomes applications from adult students of all ages, all nationalities, and all ethnic, racial, and religious groups.

Admission Requirements

1. To be admitted for study toward the Certificate in Biblical Studies or the Certificate in Religious Studies, applicants must:
2. Have a high school diploma or have passed an equivalent exam (G.E.D.), as recognized by the State of Connecticut.
3. Submit an application for enrollment no later than August 31st of the year of expected enrollment.
4. Attend an interview with the Chair of the Biblical Studies Program or with the Chair of the Religious Studies Program.
5. Submit an application fee.

Application Process

Classes for the Certificate in Biblical Studies and for the Certificate in Religious Studies are held at the Archdiocese of Hartford Pastoral Center in Bloomfield, CT and satellite locations. Virtual learning options are also available in many cases. An application and further information regarding the schedule for classes and fees may be obtained by contacting:

Chair of the Certificate in Biblical Studies

Saint Thomas Seminary
467 Bloomfield Avenue
Bloomfield, CT 06002

Phone: (860) 242-5573, ext. 2679

www.catholicedaohct.org

Email: CatholicBiblicalSchool@aohct.org

Chair of the Certificate in Religious Studies

Saint Thomas Seminary
467 Bloomfield Avenue
Bloomfield, CT 06002

Phone: (860) 242-5573, ext. 3112

Email: Gail.Bellucci@aohct.org

CERTIFICATION PROGRAMS OVERVIEW

Certificate in Biblical Studies

The Certificate in Biblical Studies is a part-time program which is completed over the course of four years. This program consists of four required courses for a total of 18 credits. It provides intensive study covering every book of the Bible in the following sequence:

CBS 100 Old Testament Foundations – Students learn skills for studying and praying with Scripture, focusing on the foundational books of the Old Testament.

CBS 200 New Testament Foundations – Students learn skills for studying and praying with Scripture, focusing on the foundational books of the New Testament.

CBS 300 and 400 Advanced Biblical Studies – Students sharpen their interpretation skills while covering the remaining books of the Old and New Testaments.

Continuing enrichment opportunities are offered for graduates of this program.

Additional Requirements for the Certificate in Biblical Studies *“Scripture Days”*

Two one-day components (known as Scripture Days) for each course (CBS 100; CBS 200; CBS 300; CBS 400) will be offered for students matriculating towards the Certificate of Biblical Studies every academic year. That is, two Scripture Days will be made available each year to students in CBS 100; two Scripture Days will be made available each year to students in CBS 200; and two Scripture Days will be available each year to students in the Advanced Year course offering (CBS 300 or 400—depending on which course is being offered that year).

Summer Book Reports

Texts for the written book reports will be assigned every year in June. Assignments must be completed by the first Scripture Day each academic year and achieve a grade of “C” or better.

Incompletes

A student who has not fulfilled requirements of a course because of serious illness or other justifiable cause may request the instructor to grant an incomplete for the course. It is up to the discretion of the instructor to grant or deny the request.

If the request for a grade of Incomplete is granted, the instructor determines the amount of time a student will be given to complete requirements for the course. The grade of Incomplete, however, must be cleared by the student no later than the end of the first four weeks of the following semester.

The "Request for an Incomplete Grade" form must be filled out, approved and signed by the course instructor and approved and signed by the Chair for the program in which the student is enrolled. A student who requests a grade of Incomplete must be doing passing work in the course at the time he or she requests the Incomplete. No grade of Incomplete will be given without this form.

Leave of Absence

Students who wish to take a leave of absence from a certificate program should fill out the Leave of Absence form and return it to the Office of the Academic Dean. Students who return within one year to the certificate program do not need to reapply for admission. Students who are absent for more than one year must reapply for admission.

Withdrawal from a Program

Students who decide to withdraw from the Certificate in Biblical Studies Program or the Certificate in Religious Studies Program must provide written notification to the Chair of the program. The policy on tuition refund remains in effect.



FINANCIAL MATTERS

Tuition and Fees

Tuition for the Certificate Program in Biblical Studies and the Certificate Program in Religious Studies is a flat fee of \$380.00 per year of study. An administrative fee of \$80.00 is also assessed and is due upon enrollment on an annual basis, in the fall.

Refund Policy

Payment of all fees is required at registration, unless special arrangements have been made through the Academic Dean. These exceptions will be made in writing, signed by the student and the Academic Dean, and kept on file until such time that all fees are paid.

To drop a course, the student must fill out the appropriate form and return it to the Office of the Academic Dean. Failure to attend class or to merely give notice to the course instructor of intent to drop a course does not constitute official dropping of the course. Failure to follow this policy within the time frame allowed for dropping a course (see below) will result in a full charge to the student.

Note: Students who are unable to successfully complete a course due to a medical or family emergency must send a letter to the Academic Dean, along with appropriate medical documentation in order to be considered for a refund.

Tuition Charges Refund Schedule

For students who withdraw, drop out, are dismissed, or take a leave of absence from their studies at Saint Thomas Seminary, the refund schedule below will be applied towards tuition fees. Please be aware that, based on the refund calculation applied, a student is still responsible for any outstanding fees owed to Saint Thomas Seminary.

Schedule of Refunds on Tuition Fees

| | |
|--------------|--|
| 100% refund: | Up to Friday of the week of the first class meeting |
| 80% refund: | Up to Friday of the week of the second class meeting |
| 50% refund: | After Friday of the second week of class up until Friday of the fourth week of class |
| 0 % refund: | Anytime after Friday of the fourth week of class. |

Leave of Absence

To apply for a leave of absence, students must complete the appropriate form and have it signed by the Academic Dean. Students who are in good standing and who complete the Leave of Absence form remain enrolled in the Seminary for up to two semesters (one academic year) and do not need to reapply in order to return.

REGISTRATION

A student may register for the certificate programs during the official registration period prior to the start of classes. All registration forms must be signed by the Chair of the Certificate Program in which the student is registering. All fees must be paid at the time of registration unless other arrangements have been made with the Academic Chair. Students may enroll in no more than two courses simultaneously unless written permission has been given by the Academic Dean.

Adding/Dropping a Course

Students may fill out an Add/Drop form to add or drop a course after they have registered. Add/Drop forms must be completed prior to the start of the second week of class. Students who drop a class are eligible for a refund only if the course is officially dropped during the timeframe stated in the Refund Policy section of this catalogue.

Withdrawal from a Course

Students wishing to withdraw from a course must complete the appropriate form. A "W" will appear on the student's transcript, but a grade will not be considered in calculating the cumulative average. The same schedule for refunds is followed for withdrawal from a course.

enroll (FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The address for filing such a complaint is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Transfer Credits

A limited number of transfer credits may be accepted by Saint Thomas Seminary and applied toward credit in the Certificate in Biblical Studies or the Certificate in Religious Studies. Such credits must have been completed prior to entrance into either certificate program and must be equivalent in content to the courses offered. Transfer credits must have been completed with a grade of "B" (3.0) or better within the previous five years from an accredited institution. Decisions regarding transfer credits are made on an individual basis by the Academic Dean. All requests to transfer credits must be made in writing to the Academic Dean prior to starting either certificate program.

Prior Learning

Because of the specific purposes of the Certificate in Biblical Studies Program and the Certificate in Religious Studies Program, Saint Thomas Seminary does not award credit for prior learning.

Certificate Completion

In order to qualify for the Certificate in Biblical Studies or the Certificate in Religious Studies, candidates for the Certificate must,

1. Have completed all course requirements as outlined in this catalogue and on course syllabi.
2. Be in good standing by having maintained a G.P.A. of "C" (2.0) or higher.
3. Paid all tuition and any related fees.

Student Rights Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student's educational records within 45 days of the day the institution receives a request for access. Students must submit to the Academic Dean a written request that identifies the records they wish to review. The Academic Dean or his or her designee will make arrangements for access and notify the student of the time and place where the records may be reviewed.
2. The right to request an amendment to the student's educational records that the student believes are inaccurate or misleading.
3. Students must write to the institution responsible for keeping the record, identify the part of the record they would like changed, and specify why they believe it is inaccurate or misleading. If the institution does not amend the record as requested by the student, the institution will notify the student of its decision and advise the student of his or her right to a formal hearing regarding the request for an amendment.
4. Students must write to the institution responsible for keeping the record, identify the part of the record they would like changed, and specify why they believe it is inaccurate or misleading. If the institution does not amend the record as requested by the student, the institution will notify the student of its decision and advise the student of his or her right to a formal hearing regarding the request for an amendment.
5. institution does not amend the record as requested by the student, the institution will notify the student of its decision and advise the student of his or her right to a formal hearing regarding the request for an amendment.
6. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is an individual employed in an educational institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel or health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); the National Student Loan Clearinghouse; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another school in which a student seeks or intends to

ACADEMIC POLICIES AND RECORDS

Academic Integrity

In accordance with Saint Thomas Seminary's mission and objectives, academic dishonesty in any form will not be tolerated. Violations of academic integrity include, but are not limited to, the following:

- a. *Plagiarism*: The presentation of another's writing or another's ideas as one's own without citation;
- b. *Cheating*: The use or provision of any unauthorized assistance when completing an exam or individual assignment;
- c. *Falsification*: The fabrication of signatures, notes, reports, data or other academic information; the submission of reports, papers or exams prepared by a person other than the student; the purchasing or selling of term papers or other academic materials;
- d. *Procurement*: The distribution or acceptance of prior or current assignments, exams or other academic matter without the permission of the instructor;
- e. *Co-submission*: The submission, without permission of the instructor, of academically required materials previously or contemporaneously submitted in whole or in substantial part in another course.

A faculty member who has knowledge that a student has violated the policy on academic integrity will respond as follows:

1. The faculty member and student resolve the matter on their own, and the resolution is recorded on a Violation of Academic Integrity form signed by both parties and filed with the Office of the Academic Dean.
2. If a resolution cannot be reached, the faculty member will file a Violation of Academic Integrity form with the Office of the Academic Dean. This form must contain specifics of the complaint, attempts to resolve the issues with the student, and a suggestion for sanctions.
3. The Academic Dean will review all information, confer with the faculty member and student, and make a final decision.

Sanctions for violations of academic integrity are as follows:

First offense: Failure of the assignment or the course.

Second offense: Dismissal from the Certificate Program and from Saint Thomas Seminary. The student may reapply after one full academic year. There is no guarantee that the student will be accepted back into the program.

At every step in the process, the student retains the right to review and rebut the accusations of academic misconduct and the evidence that supports them. If the student disagrees with the decision of the Academic Dean, he or she may appeal to the President-Rector of Saint Thomas Seminary whose decision is final.

Grading System

Coursework in the Certificate Programs at Saint Thomas Seminary will be evaluated as follows:

| Letter Grade | Description | Value | Numerical Points |
|--------------|-------------------|-------|------------------|
| A | Excellent | 4.00 | 93 - 100 |
| A- | | 3.67 | 90 - 92 |
| B+ | | 3.33 | 87 - 89 |
| B | Good | 3.00 | 83 - 86 |
| B- | | 2.67 | 80 - 82 |
| C+ | | 2.33 | 77 - 79 |
| C | Average | 2.00 | 73 - 76 |
| C- | | 1.67 | 70 - 72 |
| D + | | 1.33 | 67 - 69 |
| D | Less than Average | 1.00 | 63 - 66 |
| D- | | 0.67 | 60 - 62 |
| F | | 0.00 | Below 60 |
| I | Failure | 0.00 | 0.00 |
| W | Incomplete | 0.00 | 0.00 |
| | Withdrawal | 0.00 | 0.00 |

To be eligible for the Certificate in Biblical Studies or the Certificate in Religious, students must pass each course with a grade of "C" or better.

Good Standing

To remain in good standing, students must pass each course with a grade of "C" or better and maintain a cumulative grade point average (G.P.A.) of 2.0 or better. Students with less than a 2.0 G.P.A. or with one or more grades below a "C" in any semester will be placed on Academic Review.

Academic Review Policy

Students with less than a 2.0 G.P.A. or with one or more grades below a "C" in any academic period will be placed on Academic Review and will be required to meet with the Program Chair and/or Academic Dean to discuss their academic progress and plan for improvement. Students who earn three or more grades below a "C" may be dismissed from the program.

Class Attendance

To receive academic credit for any course, students must attend at least 80% of class meetings as specified in the syllabus.

Grade Reports

Final grade reports are recorded and made accessible to individual students in the official online database, STSRegistrar at the end of each academic period. (The standard academic period in the Certificate of Religious Studies is one semester; the standard academic period in the Certificate of Biblical Studies is one year.)

Student Records

Records for students and alumni are maintained by the Seminary Registrar. Records for current students are filed in the main office of the Seminary. Records of students who have completed a program five years ago or longer are filed in the Seminary vault.

