



Holy Apostles *College & Seminary*
Cultivating Catholic Leaders for Evangelization

Handbook for Online Students

2016–2017

Edited by Dr. Cynthia Toolin-Wilson on August 15, 2017

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I. Mission and Values

Our Mission

The mission of Holy Apostles College & Seminary is to cultivate lay, consecrated and ordained Catholic leaders for the purpose of evangelization.

In addition to a formal education, Holy Apostles has five specific goals in mind to encourage the full spiritual, emotional and psychological development of each of its students.

1. To maintain excellence in teaching/learning, research/discovery, and service/engagement through the Liberal Arts, Philosophy and Theology.
2. To guide students to integrate their search for truth with a personal relationship with Jesus Christ, the Fount of Truth.
3. To animate the entire college and seminary experience with a recognizable, distinctive, unambiguously Catholic spirit.
4. To assist students to formulate a coherent worldview based on faith and reason.
5. To instill in students a devotion to liturgy, prayer and service as well as excellence in academics.

Values

Holy Apostles adheres to the Magisterium of the Catholic Church in the formation and education of our students. The Magisterium is the true teaching of Christ's one Church on Earth and our various programs reflect our faithful adherence to these teachings, handed down to the Church since apostolic times. As a reflection of our commitment to the Magisterium, we are in submission to the ecclesiastical authority of the Church through our chancellor, the Bishop of Norwich, the Most Reverend Michael R. Cote, and other bishops who are on the governing body.

The Eucharist is the center of seminary life for those on campus, which radiates into all the programs we offer, for both our commuter students and those studying through our distance learning programs.

As we are a college and seminary, Holy Apostles is one of the very few Catholic colleges in America where lay students and seminarians attend many of the same classes – both on-campus and online.

II. Staff Offices

This section of the Handbook for Online Students at Holy Apostles College and Seminary provides an overview of the offices involved with the online programs. The section introduces you to the responsibilities of each office pertaining to online learning and to the individuals who currently hold each office.

President-Rector



Very Rev. Douglas L. Mosey, C.S.B.
Seventh President-Rector of Holy Apostles
rector@holypostles.edu

Dear Online Student,

The online learning program within which you are going to be teaching was originally co-founded in 1998 by Dr. Ralph McInerney, late-professor of philosophy at Notre Dame who created a curriculum of video courses under the name International Catholic University, and by two members of our own faculty, Fr. Brian Mullady, O.P., who currently teaches moral theology, and Dr. Cynthia Toolin-Wilson, who currently teaches dogmatic theology.

In 2011, with changes being made in the Department of Education that came to us through the New England Association of Schools and Colleges, Holy Apostles College & Seminary began to pursue the development of a curriculum taught by our own faculty. As we pulled away from our reliance upon International Catholic University, we learned that we could best be served by our cultivating a body of professional full-time and adjunct faculty responsible for designing and delivering their own courses.

You will study under a faculty that is strong in the orthodoxy of the Catholic Church, that adheres to the Magisterium and to its teaching, and that moves as the Church moves within our society and across the generations. Dynamically Catholic, we are foremost in our academic program, a community of faith. Our community includes faculty from all over the country and students from all over the world. The sun literally never sets on our online learning program. What is important to us is the cultivation of Catholic leaders for evangelization, which we recognize is also important to you and a primary reason you have chosen to study at Holy Apostles.

It is our hope that you will enjoy your experience studying in the online learning program at Holy Apostles and we look forward to a mutually enriching relationship this semester and in the semesters that lie ahead of us.

May the Grace and Peace of Christ continue to be with you!

Very Rev. Douglas Mosey, C.S.B.

Vice-President of External Affairs and Governmental Compliance



Dr. Sebastian Mahfood, O.P.
Vice-President of External Affairs and Governmental
Compliance
Professor of Interdisciplinary Studies
smahfood@holyapostles.edu
860-632-3085

Dear Online Student,

Blessings and welcome to the online learning programs at Holy Apostles College & Seminary. I am a Lay Dominican of the province of St. Albert the Great and joined the full-time faculty at Holy Apostles in May, 2012, after having served for twelve years as a member of the faculty and administration at Kenrick-Glennon Seminary in St. Louis.

I bring to Holy Apostles a vision of engendering relationships both with institutions that will feed into ours and with institutions into which we will feed as we pursue a common mission, regardless of mode of study, of cultivating Catholic leaders for the purpose of evangelization.

Your joining our online learning community means that you agree with this mission and understand yourselves to be engaged not only in the intellectual formation, but also in spiritual and human formation.

While your primary contact in the program for all questions relating to our online learning programs is Dr. Cynthia Toolin-Wilson, our Academic Dean of Online Learning, you will often hear from me in matters concerning my work on assessment, planning, and evaluation.

God's continued blessings in your studies!

Chief Academic Officer
and
Academic Dean of On Campus Learning



Rev. Peter Samuel Kucer, S.T.D.
Academic Dean of On Campus Learning
Assistant Professor of Theology
academicdean@holypostles.edu
860-632-3063

Dear Online Student,

We are blessed to participate in an online learning program that, in fidelity to the Magisterium, promotes the New Evangelization through the media.

I am the on-campus academic dean. Dr. Cynthia Toolin-Wilson is the online academic dean. If your question or concern deals with online studies, please contact Dr. Toolin-Wilson. Otherwise, contact me.

May the Lord Jesus guide you in your studies and may you listen to the promptings of the Holy Spirit who is continually moving all to praise the Heavenly Father. May the Grace and Peace of Christ continue to be with you!

Academic Dean of Online Learning



Dr. Cynthia Toolin-Wilson, Ph.D., S.T.L.
Academic Dean of Online Learning
Professor of Dogmatic and Moral Theology
Institutional Statistician
Registrar
ctoolin@holypostles.edu
860-632-3022

Dear Online Student,

In addition to coordinating with Fr. Kucer, my responsibilities include scheduling courses for each semester, overseeing the academic quality of the courses, and interacting with online professors and students. Whenever you have a question about the online academic programs, feel free to send me an email.

May the Lord bless your studies online with Holy Apostles!

Cynthia Toolin-Wilson, Ph.D. S.T.L.

Assistant Dean of Online Learning



Mr. Bob Mish
Assistant Dean of Online Learning
rmish@holypostles.edu
860-632-3015

Greetings, Online Student!

My primary responsibilities involve directly working with online students when they need guidance or are having difficulties. I respond to student questions and concerns regarding classes, provide students with guidance through their degree program, handle graduate students' summative evaluation selections, and prepare paperwork for graduation.

Blessings to you as you study with Holy Apostles and grow in your understanding of theological and philosophical thought.

Bob Mish

Library Services



Mrs. Clare Adamo, M.S.L.S.
Director of Library Services
Associate Professor of Bibliography
cadamo@holyapostles.edu
860-632-3011

Dear Online Students,

I am delighted to welcome you to our Holy Apostles Community. It is a great time to become part of our Online Learning program and to share in the many library resources we have to offer. The Holy Apostles College and Seminary Library is committed to supporting the academic and formation programs of our College and Seminary through access to our information resources. Please visit our [Library Webpage](#) to explore the many resources and services available to you.

You will discover a multitude of subject specific databases, full text reference sources, and an eBook collection that can support your class assignments on our [Online Databases and eBooks page](#). Your Library access barcode is available through your Populi account. Just visit the “Shared Folder” off the “Files” tab. You are also encouraged to contact me for a personal tutorial of all of our Library services. This will allow me to navigate you through a virtual tour of our Library digital collections and to customize this tutorial to your specific discipline.

Our [Library Handbook](#) will clearly identify all Library services available to you.

In addition to our on campus Reference staff, we are happy to provide you with access to our Ask a Librarian! 24/7 Reference Chat Service. This service will connect you in real-time with a Librarian from a participating academic library. A [chat form](#) is located on the Library website for your convenience. At the end of your chat, you will be emailed a transcript of your session. Any follow up will be forwarded to our Library Reference staff. This reference chat service is available 24 hours a day, 7 days a week, and 365 days a year.

Best wishes with your researching and studying at Holy Apostles!

Director of Undergraduate Admissions



Mrs. Taylor Riso

triso@holypostles.edu

860-632-3056

Dear Online Student,

Welcome to Holy Apostles College and Seminary!

As the Director of Undergraduate Admissions, it is my pleasure to assist prospective students as they begin their collegiate experience. I work collaboratively with high school guidance counselors and college counseling services to meet with students interested in pursuing a degree with Holy Apostles. Furthermore, I attend college nights, fairs and home schooling group sessions to educate students and their families about our programs.

Students eager to study at Holy Apostles work with me and with Ms. Jennifer Hartline to complete their application for admission. After collecting and reviewing materials, the admissions department will determine how Holy Apostles can best serve the individual needs of the person.

The Department of Undergraduate Admissions helps students with their degree planning and progressing in our Associate of Arts degree and our Bachelor of Arts degrees in Theology, Philosophy, English in the Humanities and History in the Social Sciences. We assess transfer credits from outside colleges and work with high school and homeschool students interested in our Take Credit! Program.

As St. John Paul II stated, "The future starts today, not tomorrow", and we welcome you to our online learning and your faith-filled journey.

May God continue to bless you each and every day.

Taylor A. Riso

Director of Graduate Admissions



Dr. Elizabeth Rex

erex@holypostles.edu

860-632-3066

Welcome, prospective graduate students, to Holy Apostles College and Seminary!

As Director of Graduate Admissions, I facilitate the entry of prospective students into the graduate program of their choice and answer all questions concerning the application materials in addition to questions concerning transfer credits and prior learning experience credits.

Those of you interested in pursuing a graduate degree from Holy Apostles, please feel free to reach out to me for assistance on your admissions process.

Dr. Elizabeth Rex

Director of Online Technical Services



Ms. Jennifer Arel
Director of Online Technical Services
NCBC Liaison
jarel@holypostles.edu
860-632-3070

Dear Online Student,

My name is Jennifer Arel. I am part of the Online Learning Department here at Holy Apostles College & Seminary. Together with our supervisors, Bob Mish, Tracy Riso, Elizabeth Rex, Pon Olmer, and I are here to serve you in any way we can. We receive phone calls (860-632-3070) and emails (or admissions@holypostles.edu) daily from those who are curious and those who are already studying with us, asking questions about the various programs we offer.

We see you through the undergraduate and/or graduate application and acceptance process and registration before each semester. We answer questions about the programs, including basic technical or IT questions, and we refer you to other Holy Apostles support staff when they can help you more effectively. You may live and study across the ocean, but to us, as you step onto the cyber doorsteps of Holy Apostles, you are journeying right alongside us. We serve individual persons here, not numbers.

Although Mr. Mish, Dr. Rex, Mrs. Riso, Mrs. Olmer, and I do many similar tasks throughout the day, we also perform some unique tasks. I am Holy Apostles' liaison for the collaborative program with the National Catholic Bioethics Center (NCBC). If you are interested in seeking a certification with the NCBC while simultaneously earning 9 graduate credits, please call me. You can take these credits and transfer them to another institution or you can do what most people do and use those credits towards a Master of Arts in Theology, concentrating in Bioethics right here at Holy Apostles. There are other options for you as well. You can gather more information on this wonderful opportunity by looking on our website or the website of the NCBC at www.ncbcenter.org. And, of course, please don't hesitate to call me (860-632-3070) or email me (jarel@holypostles.edu).

As an added note, I will be studying alongside some of you as I, too, am a graduate student here at Holy Apostles. May God bless you and your loved ones during your time here with us.

Jennifer Arel

Financial Aid

<http://www.hacsalum.com/category/student-services>



Debra Johnston
Financial Aid Administrator, VA/DOD
School Certifying Official
djohnston@holypostles.edu
860-632-3020

Dear Online Student,

We really strive to keep your debt load manageable. You will find us ready to discuss the various kinds of loans and how borrowing is able to balloon so quickly under certain circumstances.

Please contact the Financial Aid Office while you are in the application process. The FAFSA (fafsa.ed.gov) should be sent to HACS at least 60 days prior to the start of term. For undergraduates, we can determine if you are eligible for a Pell Grant, and for graduate students, we can help you assess your borrowing in light of good stewardship, while meeting your academic goals.

Please contact us any time you plan to add or drop a class or withdraw for a semester. You earn your aid for every day you are enrolled and there are consequences you want to be reminded of before the federal policy and the school policy have to be applied.

Dear Veteran,

If you are a veteran, we have posted the steps you need to take on our website. We will require a Certificate of Eligibility (COE) for your post-9/11 GI benefits before you may register. This assumes full acceptance into a degree program. We will need an updated COE every 12 months. If you are in another chapter, please contact me directly. Active military should also contact me before applying for Tuition Assistance. This office may be reached at 860-632-3020.

Online Graduate Student Advising and Comprehensive Examination Coordinator

<http://www.holyapostles.edu/owl>



Steven Schultz
Online Student Advisor
advising@holyapostles.edu and
sschultz@holyapostles.edu
[860-632-3051](tel:860-632-3051)

Dear Online Student,

Welcome to the online learning program with Holy Apostles! As **Online Graduate Student Advisor**, one of my most important functions involves serving as a point of contact to provide continuity to our students as each works through the online learning program. I work with each online graduate student from your time of acceptance into the program until graduation. If you have questions regarding which class to take, how a certain class fits into your concentration, or the summative evaluation process, I am your point of contact.

As Online Graduate Student Advisor, my responsibilities include helping new students select concentrations and develop degree completion plans, assisting current students with course selection, answering questions from students and faculty regarding program completion requirements, and tracking student progress through each online degree program.

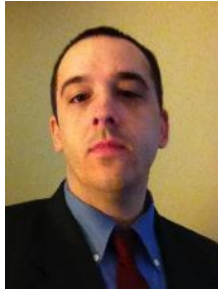
As the point of contact for the summative evaluation process, I handle the administrative tasks of helping students schedule and complete their summative evaluations. Along with this, I field questions from students and faculty regarding the summative evaluation process.

Please don't hesitate to contact me if I can be of service to you. God Bless!

Thank you all!

Online Writing Lab

<http://www.holyapostles.edu/owl>



Jason Braun
Director of the Online Writing Lab
jbraun@holyapostles.edu and
submitpaper@holyapostles.edu

Dear Online Student,

I'd like to welcome you to the Online Writing Center. We offer tutorial sessions free of charge to all students at Holy Apostles College & Seminary. We work with writers at all stages of the essay process: we can brainstorm a topic to get you started, read a work in progress, or take a look at your prized final draft.

We focus on what we deem the higher-order concerns of logic and style. We ask, for example: Is the thesis viable, or is it too general or flawed to effectively argue? Does the entire paper carefully develop the thesis, or are there digressions? Does the paper accurately and adequately marshal evidence to support the thesis? Are there redundancies or vague passages? Is tone consistent throughout, and is the audience effectively considered? Do the introduction and conclusion effectively set up and conclude the argument? These are only a few of our considerations, and they are meant to give you some sense of how we operate. Note that some of the most successful sessions are the ones in which the student asks specific questions about his or her paper.

While we may note lower-order grammar and syntax concerns on a global level, we do not edit these in your paper line-by-line. To dispel any mistaken perceptions, we emphasize this writing center is not a place of remediation that judges writers by their writing and punitively corrects what is "bad"; such affective terminology is not in our lexicon. Nor are we a drop-off proofreading service that fixes all typos and grammar errors, as a mechanic would tinker under the hood while the student waits. We work together with the student to improve the paper but also to create better habits of thinking and writing.

Please allow time for scheduling up to two weeks in advance of your due date. You'll always be scheduled within seven days of requesting the appointment, and that will provide you with another seven days to ready the paper for submission following the appointment. Emergency scheduling is available if noted in the subject heading of your email. Email text to be critiqued, along with the prompt/assignment, to submitpaper@holyapostles.edu at least twenty-four hours in advance of your scheduled session.

Thank you all!

Student Services Center

<http://www.hacsalum.com/category/student-services>

[currently unstaffed – see the Alumni Association President, Dr. Stacy Trasancos, for assistance]

Dear Students,

The Director of Student Services is here to provide academic support so that you have a successful experience at Holy Apostles College and Seminary. The director serves as liaison between students and programs offered through the Alumni Association—primarily the Tutoring Program, which matches students in need of academic assistance with prospective tutors. (There are other student programs offered through the main administration of HACS, including the Online Writing Lab (OWL) and Library Services.)

The value of alumni tutoring is that these tutors have mastered the course content unique to Holy Apostles College and Seminary, and they are often familiar with the expectations of various professors. They are also prayerful people who support you spiritually as well as academically. Some tutors are volunteers, while others ask a small fee. The sessions are typically held over Skype or some other video-conferencing platform, so a real relationship can develop.

Whether you are struggling with a core course or just need a little guidance with an elective, simply complete our online form at <http://www.hacsalum.com/tutor-request-form/> to request a tutor. For more information, feel free to contact the center directly through the link above.

Career Center

<http://www.hacsalum.com/career-center/>

[currently unstaffed – see the Alumni Association President, Dr. Stacy Trasancos, for assistance]

Dear Students,

The Director of the Career Center is responsible for networking among alumni and potential employers and facilitating our students in their search for jobs or inquiries about careers. If you know of any resources or openings that may be of interest to our students, please send them to us. Also refer to us any students who may be wondering about their careers and job prospects.

Thank you!

Responsibilities of the Director of the Career Center:

- Maintain a populated list of potential employers.
- Query the potential employers routinely for job openings.
- Communicate job openings to the Alumni Association.
- Serve as liaison for particular students or alumni seeking employment and particular organizations seeking to fill jobs.
- Provide counsel on career management through the Alumni Association website.

III. Admissions, Orientation, & Registration

Description of Process from OL Office

Students seeking admission into the Online Programs at Holy Apostles first complete an application available at <http://www.holyapostles.edu>. Graduate students will be contacted by the appropriate admissions officer. Once students are admitted for study, they will be enrolled in a five-day online orientation course that runs one week prior to the start of the semester in which they will be taking their first classes.

Acceptance of Credits from Outside Holy Apostles

General Transfer Credit Policy

Holy Apostles accepts transfer credits from accredited colleges for all degree and certificate programs, provided the credits are in courses applicable to the particular degree program being pursued at Holy Apostles. Acceptance of transfer credits is at the discretion of the Academic Dean.

The maximum number of transfer credits that may be accepted into each degree program is as follows:

Associate of Arts	30
Bachelor of Arts	60
Master of Arts	9
Non-Degree Graduate Certificate	0
Post Master's Certificate in Theology	6

Transfer credits must not have already been applied to a degree, except in the case of credits assigned to an Associate's degree being used toward the B.A. program at Holy Apostles.

Students intending to transfer credits must apply for Advanced Standing at the time of matriculation. Advanced Standing allows a student to enter Holy Apostles College as a first time student, while entering a program with a higher class status than first semester, first year, due to transferred credits. All official transcripts must be received by the Registrar by the time of matriculation for transfer credits to be considered.

To transfer credits from courses at another academic institution simultaneously with a program at Holy Apostles, the student must have the prior permission of the Academic Dean as concerns the selection of courses. Official transcripts must be sent to the Office of the Registrar as soon as the courses are completed.

It is the policy of Holy Apostles not to accept any undergraduate credits for transfer which carry a grade of less than a C- grade or any graduate credits carrying less than a B grade.

Evaluation of Transcripts for Transfer Credits

For students wishing to transfer academic credits into any of the programs offered at Holy Apostles, the Academic Dean reviews official transcripts for possible transfer of credit.

After transfer credits have been evaluated and the student is admitted, he or she may then register for courses. A semester's tuition and fees are payable at this time. Tuition only is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice.

CLEP Test Acceptance Policy for Undergraduates

Students who pass CLEP testing for subjects in which Holy Apostles College & Seminary offers undergraduate courses may transfer into the program 3 credits per test (6 credits for Spanish) for a maximum of 15 credits in either the AA or BA programs of study. CLEP credits count against the number of transferred credits allowed. If the number of CLEP credits combined with the credits transferred from other programs exceeds the number of transfer credits allowed, the institution may instead waive the requirement for the student to take a course in the CLEP subject area and allow the student to replace it with a different course within the program.

Composition & Literature

Name of Test	Minimum Score Necessary	Additional Notes
American Literature	65	Essay required
College Composition Modular	65	"College Composition" not accepted
English Literature	65	Essay required
Humanities	65	

Foreign Languages

Name of Test	Minimum Score Necessary	Additional Notes
Spanish Language	65	Fulfills requirements for Spanish I and II – 6 credits

History & Social Sciences

Name of Test	Minimum Score Necessary
American Government	60
History of the United States I	60
History of the United States II	60
Human Growth and Development	50
Introduction to Educational Psychology	50
Principles of Macroeconomics	50

Science and Mathematics

Name of Test	Minimum Score Necessary
Calculus	50
Chemistry	50
College Algebra	50
Precalculus	50

Articulation Agreements

Holy Apostles has and continues to develop articulation agreements with other institutions, including high schools. The articulation agreements set the rules for accepting credits from those institutions.

Prior Experience and Non-Collegiate Sponsored Credit Policy

The Prior Experience and Non-Collegiate Sponsored Credit Policy concerns either prior life experiences that have resulted in college-level learning or planned extra-curricular experiences that will result in college-level learning.

Both these categories include, but are not limited to, work, volunteer or political activity, non-credit courses, military service, seminars, and hobbies engaged in prior to or during the period of matriculation into an academic program at Holy Apostles College & Seminary.

Students seeking credit under this policy will apply to the Academic Dean to substitute prior experience or non-collegiate sponsored experience for courses normally offered at Holy Apostles College and Seminary. On an exceptional basis, a student may apply for college credit for a course not in the Holy Apostles catalog because the student needs the course to pursue his or her vocation as a Catholic leader.

An undergraduate student may apply for up to 30 credits of life experience in the B.A. program or 15 credits in the A.A. program. A graduate student may apply for up to 9 credits of life experience in an M.A. program, although Holy Apostles normatively allows for only 3 credits of life experience toward an M.A. degree.

A student who wishes to pursue prior life experience credit must provide written documentation for each subject in which he or she seeks such credit. This documentation must be verified by an employer, supervisor or other person of authority, under whom the student has worked. The Academic Dean may contact the verifier to discuss the student's application.

Upon receipt of the application with its accompanying documentation for prior experience or proposal for planned experience, the Academic Dean will decide, on the basis of the student's circumstances and documentation, whether the student may pursue prior experience credits, how many he or she may pursue, and for which topics.

The student must produce a ten-page academic paper (or equivalent artifact, e.g., blog, video, etc., as determined by the Academic Dean) concerning the life experience for each 3 credits requested from Holy Apostles.

The Academic Dean will assign a faculty reviewer with expertise in the area to read the paper.

The cost per life experience credit is \$100 per credit hour.

Online Resource Orientation

Incoming students must take the Online Resource Orientation or ORO at the beginning of their first semester studying online at Holy Apostles.

The ORO introduces students to the fundamental tools and knowledge they need to successfully complete online courses at Holy Apostles College & Seminary. The orientation ensures that students meet the basic technical requirements for online learning, know what to expect in their courses, are able to access resources

for research and writing, understand what plagiarism is and how to avoid it, and are aware of the out-of-classroom opportunities available to them as Holy Apostles online learning students.

Registration

Graduate students may register through Populi's registration tab during each of the registration periods. They are advised to consult their degree plan prior to registration. If they do not have a degree plan in hand, they can contact Prof. Steve Schultz, the graduate advisor, at advising@holypostles.edu for one to be generated for them based on their area of concentration.

Undergraduate students must register through the undergraduate academic advisor to ensure that all courses they take are applicable to their degree plans.

IV. Communications

Holy Apostles Email Address

The faculty and administration of Holy Apostles use your Holy Apostles email address (name@holypostles.edu) to communicate important information to you from the time you are admitted to Holy Apostles. Students must regularly check their Holy Apostles email addresses throughout their studies. Professors and administrators may assume a student is aware of any communication sent via the student's Holy Apostles email address.

HACS email accounts are created and assigned by way of the following convention: [first initial] [last name (without spaces or capitals)] @holypostles.edu. When you enroll with Holy Apostles, you will receive an email with your username and password, along with the link to access the HACS Gmail login page. You must sign into your email within the first seven days of setup for the purpose of retrieving the temporary link into Populi, which expires after seven days.

For ease of access, please bookmark or favorite the following direct link to the Holy Apostles Gmail login page: <https://www.google.com/a/holypostles.edu>. For instructions on how to set up a forwarding address to a personal email account, please visit the following page provided by Google with instructions on how to set that up: <http://mail.google.com/support/bin/answer.py?hl=en&answer=10957>.

If you have trouble accessing your HACS email account, contact the Online Learning Office.

Emergency Contact

Be sure that the Online Learning Office has an emergency contact on file. Ask your emergency contact to inform the office in the event of serious illness, accidents, or death, so we can accommodate your needs and the needs of your family.

Holy Apostles recommends that you sign a FERPA form allowing your emergency contact to access your academic records.

Contact our Online Learning Office to add an emergency contact to your file or to sign a FERPA notice.

Update Contact Information

The student is responsible for updating contact information on Populi, with the Online Learning Office, and with the Financial Aid Office. If your contact information changes after enrollment, be sure to update your Populi page and send an email with your new contact information to the Financial Aid Office and your student advisor.

Student Privacy

Holy Apostles is committed to safeguarding the privacy of its students. Holy Apostles does not distribute student information to third parties other than those contracted to provide services to Holy Apostles' students.

V. Taking Online Classes at Holy Apostles

The Populi Learning Management System

For all of its online courses, Holy Apostles College and Seminary uses the Populi online learning management system. Populi serves two purposes:

- 1) to provide a repository for course materials including lectures, notes, links to resources, readings, presentations, videos, etc.; and
- 2) to provide forums in which students and instructors interact with course materials and with one another.

Upon enrolling with Holy Apostles, you will receive a user account in Populi. Once your account has been created, it will be activated and an automatic email notification will be sent out to your holyapostles.edu email address from Populi (look for an email from notifications@populiweb.co). Follow the instructions contained in the email from Populi within seven days of receiving it to set up your password. If you are late getting in, you'll need to request a new password from Jennifer Arel (jarel@holyapostles.edu) in the Online Learning Office. Once you set up your password, you will be automatically logged into Populi for the first time.

The Syllabus

The course syllabus is the student's primary source for information about a course's requirements. Professors at Holy Apostles provide online syllabuses in accordance with a template that clearly sets forth basic course information, course goals, required readings, assignments, and a schedule for each week of the course.

Holy Apostles posts course syllabuses online when registration opens before each semester begins. Students may also access a course syllabus on the course's Populi site. Students should refer to the syllabus throughout the semester to be sure they understand and meet the course requirements.

Required Course Materials

The course syllabus lists all materials that students are required to purchase. The student is responsible for obtaining these materials before the semester begins. Although instructors attempt to keep the costs of materials required for each course below \$100, that is not always possible.

Attendance

At a minimum, attendance requires logging onto the Populi course site each week of the semester. Holy Apostles also measures attendance in terms of a student's participation in class, including posting on discussion boards and submitting assignments. A student who does not participate weekly in a class may face grade penalties and lose eligibility for financial aid.

Even though you are not required to be logged in at any precise time or day, you are expected to login several times during each week. Because Holy Apostles' online courses are taught entirely in a technology-mediated forum, it is important to actively participate each week in the course. In a traditional classroom setting for a 3-credit course, students would be required, per the federal standards, to be in class 2.5 hours a week and prepare for class discussions 5 hours a week. Expect to devote at least 7.5 quality hours a week to each course.

Quality Learning During the Course

As an online learning student, you will be learning through a method different from the one used in a face-to-face environment. Your learning depends heavily on your participation in the weekly discussions; the discussion board is where your individual efforts become transformed by the reflections and insights offered by other members of the learning community. The discussions help you process, internalize, and communicate the information you read, the videos you watch, and the audio clips you hear.

Your instructor may or may not post audio or written lectures in the course. Either way, the quality of your learning depends heavily on your commitment to complete the weekly assignments, interact with classmates in the weekly discussions, and ask the professor questions when you do not understand or when your curiosity leads you deeper into the material.

Instructor-Student Interaction

An online instructor primarily interacts with students as individuals and as a group through Populi. Online instructors often interact with students on an individual basis by email or by phone.

Post-Semester Access to Populi Course Sites

Students at Holy Apostles may access their course sites on Populi for six weeks after the end of the semester in which they took the courses. After six weeks, students will no longer be able to access the course sites.

Guidelines for Posting on Populi

DO ...

1. Participate. You, your fellow students, and your professors benefit from your participation in the discussions.
2. Use proper spelling, grammar, and punctuation. Use the spell-check function, and read and edit your posts before submitting them.
3. Be concise. Use the word count feature and obey word limits where specified.
4. Stay on topic. All posts should relate to the course and the topic at hand.
5. Read everything else in a string before making a contribution to avoid repetition or unnecessary questioning.
6. Give your original post a meaningful and precise subject.
7. Where applicable and in general, each post should include a reference to materials assigned for the course. If you use photos or videos, cite their sources. URLs are helpful but should be accompanied by publication information.
8. Respect your fellow students and your professors. Criticism must be constructive. If you disagree, disagree respectfully and politely, and be specific about where and why you disagree.

DO NOT ...

1. Do not use emoticons or texting abbreviations. Discussion posts should be formal academic writing.
2. Do not use bold and all-capital letters for emphasis; use them only on occasion for organizational purposes.
3. Do not use profanity.
4. Do not be rude, condescending, or aggressive toward fellow students or instructors.
5. Do not simply quote from a source without comment. Use your own words to communicate your own ideas and to explain any quotes you post.
6. Avoid short posts that do not contribute meaningfully and substantively to the discussion (e.g., "I agree").

Failure to Follow Guidelines

The consequences depend upon the gravity and the level of disruption. Failure to follow these Guidelines for posting on Populi may result in a range of consequences, including grade reduction, referral to the Academic Dean of Online Learning for discipline, or expulsion from the program.

Sample Posts

Initial Post

Sokolowski writes, "We are free to initiate the neutralization that occurs when we turn to the phenomenological perspective...the bracketing of things and the world."¹ I don't understand why Sokolowski thinks bracketing is necessary. He thinks bracketing allows phenomenology to have a science without presuppositions, but why does he find it necessary to have a science without presuppositions? And has he even established this kind of science?

I think Sokolowski brackets metaphysics because he wants to overcome Cartesian radical skepticism. I just can't figure out how that bracketing is necessary since it seems that the natural and phenomenological attitudes, which acknowledge world belief, can be successful in overcoming the skepticism while still engaging metaphysics. After all, isn't that engagement what Karol Wojtyla described in *Person and Community*² and implemented in *Love and Responsibility*?³

¹ Robert Sokolowski, *Introduction to Phenomenology* (Cambridge: Cambridge University Press, 1999), 55.

² Karol Wojtyla, *Person and Community: Selected Essays*, trans. Theresa Sandok (New York: Lang, 1993).

³ Karol Wojtyla, *Love and Responsibility* (Boston, MA: Pauline Books & Media, 2013).

Reply Post (a different conversation than the above initial post)

Charles, you said you would like to make use of the concept of unity as a philosopher. What exactly do you mean by "concept of unity"? I'm assuming you are referring to no. 5 in the *Donum veritatis*, which talks about a segmentation of knowledge that keeps people from coming to an interior unity.(1) I understand some of what that paragraph in the Decree is saying, but I also wish it would explain more. Can you help me understand a bit more about the segmentation and interior unity it mentioned?

(1) Congregation for the Doctrine of the Faith Instruction On the Ecclesial Vocation of the Theologian *Donum veritatis* (24 May 1990), 5.

VI. Program Requirements

Degree Plans and Advisors

To graduate in a timely manner, you should follow the plan outlined for your degree and consult your advisor when you have questions or need to make sure you are following the plan correctly. The requirements for your degree can be found on the Degree Plan page of the Holy Apostles website. You must consult your advisor before taking any courses outside this degree plan or before taking courses in a different sequence from what your degree plan outlines.

Be aware that switching your major or concentration may increase the amount of time it takes you to complete a program. If at any time you decide to switch your major or concentration, contact your advisor to find out how the change affects your degree plan and the amount of time it will take you to graduate.

Your advisor's contact info is listed on the Degree plan page of the Holy Apostles website. The advisor for undergraduate students is currently unstaffed, so please contact Dr. Cynthia Toolin-Wilson. The advisor for graduate students is Mr. Steven Schultz. He can be reached at advising@holyapostles.edu or 860-632-3051.

Academic Catalog

Program requirements for each program at Holy Apostles College and Seminary are spelled out in the Academic Catalog, which is available on Holy Apostles' website.

A student will be held to the program requirements in the Academic Catalog of the year when the student matriculated. However, a student may choose, with the permission of the Academic Dean of Online Learning, to instead meet the requirements of the most recent Academic Catalog.

Citations

HACS Guidelines for Papers, Projects, and Theses

When you insert footnotes in Populi, or when you submit a paper, project, or thesis at Holy Apostles, you will need to follow the formatting specified in the Holy Apostles Guidelines for Papers, Projects, and Theses, which is available on the “Summative Evaluation” page of Holy Apostles’ website.

General article formatting includes things like title pages, pagination, margins, text formatting, spacing, abbreviations, numbers, spelling and punctuation, capitalization, quotations, links, and subheadings. These general article formatting guidelines can be found in section I of the Guidelines.

General footnote and bibliography formatting requirements are specified in section II References in Footnotes and Bibliographies.

Sample footnote and bibliography citations are found in the Guidelines. Notice that each sample citation includes three citations: (1) FN, (2) Abbreviated subsequent reference, and (3) Bib. For each source you cite, the first footnote should follow the formatting found under FN. Subsequent footnotes for that particular source should follow the formatting found under Abbreviated subsequent reference. Bibliography citations should follow the formatting found under Bib.

As you review the sample citations, notice that these citations vary by category and source type. Having been written for a seminary curriculum, the Guidelines include three main categories: (1) Primary Sources of Theology (beginning in Part I), (2) Key Philosophical Sources (beginning in Part II), and (3) Secondary Sources (beginning in Part III). Each of these three main categories includes several types of sources, which you see listed in bold above each sample citation.

Finally, you will find a sample title page at the end of the Guidelines. Follow this formatting for your own title page when submitting papers at Holy Apostles.

Plagiarism

When you post to the discussion board and submit other assignments at Holy Apostles, you must include quotation marks (unless using a block quotation) around words, sentences, and paragraphs that you copy from a book, website, or other source. You must also provide a footnote indicating where you found the quotation. If you do not copy the words exactly but simply take the ideas, you do not need quotation marks, but you do still need to provide a footnote. When you do not include the quotation marks and footnotes you need, you are plagiarizing.

Plagiarizing by not including footnotes or by not using quotations marks and citations is not acceptable in any course, in your discussion board posts, in your papers, or in any other form of communication at Holy Apostles.

Consequences for plagiarism may include failure of the individual assignment, failure of the course, or expulsion from the program.

Summative Evaluation Requirement for M.A. Students

The Summative Evaluation is the capstone of the student’s academic work in the M.A. program at Holy Apostles College and Seminary. This Online Student Handbook provides a summary description of the three options. For fuller descriptions of the Summative Evaluation options, see: Guidelines for Comprehensive Exams; Thesis

Guidelines for M.A. Students in Philosophy and Theology; and Special Project Guidelines for MAPS Students. These documents are available online and in the “Shared” folder under “Files” in Populi.

Comprehensive Examination

Holy Apostles recommends the Comprehensive Examination as the default Summative Evaluation method for all students.

The Comprehensive Examination begins with a three-and-a-half-hour written examination during which the student critically assesses a non-authoritative text from within a student’s area of concentration. The student will not see the text before the examination. A faculty Praeses (or first examiner) and a faculty Second Examiner will review the written examination. If the student passes the written portion, then the student will sit for a one-hour oral examination conducted by the Praeses and Second Examiner.

A student may take Comprehensive Exams after completing all 36 credit hours within the degree program or during his or her final semester of coursework. Students register for the exam by signing up for the zero-credit Comprehensive Exam Resource and paying the exam fee during the course registration period for the semester during which they intend to take the exam. The Comprehensive Exam Resource provides students with: (1) a place to interact with other students also preparing to take the exam and to ask questions about the exam process; and (2) continued access to the library databases. Students should complete the Comprehensive Exam within two semesters of completing coursework.

The Comprehensive Examination does not count as any academic credits.

Thesis

The Thesis is an academic research paper of approximately 50 to 60 pages in length. This thesis is written under the direction of a faculty Research Advisor, and will also be reviewed by a faculty Reader. After the Research Advisor and the Reader have approved the final draft, the author will defend the thesis orally in a one-hour session.

A student enrolled in an M.A. program may pursue a Thesis after completing at least 24 credits of coursework (including all co-requisite and core courses) and maintaining at least a 3.0 grade point average. The student also must demonstrate the requisite skills at research and writing in one of two ways: (1) by submitting a “qualitative research” master’s thesis or doctoral dissertation written for a different program; or (2) by taking ENG 891: Academic Research, Design, and Writing (a 3-credit course). A student who meets these prerequisites applies for the Thesis by submitting a Thesis Proposal (as described in the Guidelines) along with the Thesis or Special Project Application Form to the Academic Dean of Online Learning.

A student planning to write a Thesis may earn up to 6 credits that count toward graduation requirements by completing ENG 891 (3 credits) and the Thesis itself (3 credits).

Special Project: For MAPS Students Only

Any student pursuing the Master of Arts in Pastoral Studies program may take Comprehensive Examinations or prepare a Special Project to fulfill the summative evaluation requirement.

The Special Project is the production within one’s ministerial area or apostolate of an artifact of sufficient scope to demonstrate that the student has achieved the program learning outcomes. More practically-oriented than the Thesis, the Special Project is designed by the student for application in a particular pastoral setting. The Special Project is developed under the supervision of a faculty Special Project Advisor and must also be approved by a faculty Reviewer. After the Advisor and Reviewer approve the final draft, the student presents and defends the Special Project in a one-hour oral session.

A student enrolled in the MAPS program may pursue a Special Project after completing at least 24 credits of coursework (including all co-requisite and core courses) and maintaining at least a 3.0 grade point average. M.A. students in philosophy or theology who matriculated into their programs in spring 2015 or later may not pursue a Special Project. The student also must demonstrate the requisite skills at research and writing in one of two ways: (1) by submitting a “qualitative research” master’s thesis or doctoral dissertation written for a different program; or (2) by taking ENG 891: Academic Research, Design, and Writing (a 3-credit course).

A student who meets these prerequisites applies for the thesis by submitting a Special Project Proposal (as described in the Guidelines) along with the Thesis or Special Project Application Form to the Academic Dean of Online Learning.

Students who pursue a Special Project may receive 6 credits toward completion of their degree requirements by completing ENG 891 (3 credits) and the Special Project itself (3 credits).

VII. Academic Policies

Incomplete Policy

Eligibility

Students who have completed little or no coursework are ineligible for an “Incomplete” in a course. An instructor may grant an incomplete to a student who:

- has satisfactorily completed major components of the course; and
- has the ability to finish the remaining work without re-enrolling; and
- has encountered extenuating circumstances, such as illness or family emergencies, that prevent him or her from finishing coursework prior to the last day of the semester.

An “I” for “Incomplete” is a temporary grade assigned at the discretion of the instructor.

Process

A student seeking an Incomplete should obtain the Incomplete form from the shared folder of the files tab in Populi or from the Associate Registrar’s office. The student will fill out the parts of the form pertaining to the student and submit the form to the instructor before the end of the semester.

If the instructor approves the Incomplete, the instructor fills out the section of the Incomplete form indicating what the student must do to finish the course and signs the form.

The instructor of an online class sends the approved form to the Assistant Registrar for online learning; the instructor of an on-campus class sends the form to the Associate Registrar for on-campus learning. The instructor also sends a copy of the completed Incomplete form to the student.

Students receiving an Incomplete (I) must submit the missing course work by the end of the sixth week following the semester in which they were enrolled. An incomplete grade administratively turns into the grade of “F” for “Fail” if the course work is not completed by the end of the sixth week.

Other Results for Insufficiently Completing a Course

“W” for “Withdrawal” will appear on the student’s permanent record for any course dropped after the end of the first week of a semester to the end of the third week.

Absent the granting of an “I” for Incomplete, “WF” for “Withdrawal/Fail” will appear on the student’s permanent record for any course dropped after the end of the third week of a semester and on or before the Friday before the last week of the semester.

A student who does not complete sufficient coursework to pass a course and does not request a W or a WF will receive an F as the final course grade.

At-Risk Student Procedures

Distribution of At-Risk Student Forms

The Academic Dean of Online Learning (“ADOL”) sends the At-Risk Student Form with the Attendance Surveys to the Instructors twice each semester.

The At-Risk Student Form will be listed in the shared files of Populi and will be available through the Registrar’s Office and the Online Learning Office.

Completion, Submission, and Follow-Up of At-Risk Student Forms

Instructors should complete an At-Risk Student Form for any student who is exhibiting serious deficiencies in attendance or participation, use of online learning technology, comprehension, writing, communication, research, time management, following instructions, or other skills necessary for success in online learning. The Instructor must send the completed form to the ADOL.

The ADOL will email the completed At-Risk Student Form to the Online Learning Office and the Financial Aid Office and inform them of the student’s difficulties. The ADOL will ask the offices to contact the student if needed. The ADOL must ensure that the student is contacted or that reasonable efforts are made to contact the student. Every effort should be made by the student’s advisor to contact the student. Any information received should be added to the activity feed. Calls should be documented.

The ADOL will refer the student to the Online Writing Lab, to an English as a Second Language specialist, or to another party for further assistance if advisable. The ADOL may determine whether other actions are needed to help the student succeed.

Registering for Subsequent Semesters

The Online Learning Office will post the completed At-Risk Student Form and Incomplete forms in the **Activity Feed** of the student and in the “Show Visibility Options,” and will check Academic Admin, Financial Aid, and Registrar. A copy of the completed form will be placed in the Student’s folder.

Online Learning Office will place a “**Registration Lock**” on the student’s Populi file to prevent the student from self-registering for more classes unless cleared by the ADOL and the Financial Aid Office. The ADOL and the Financial Aid Office may limit the number of courses for which the At-Risk Student can enroll in a subsequent semester.

A student with an At-Risk Student Form or an Incomplete Form from the previous semester may not register for more than one course without the approval of the ADOL.

A student with an At-Risk Student Form or an Incomplete form from the previous semester is not allowed a "Self-Registration" tag.

Only the ADOL, in consultation with the Financial Aid Office, may remove a Registration Lock for an Incomplete or an At-Risk Student.

Withdrawal Policy

A student seeking to withdraw from a class after the first week of classes must complete a Course Withdrawal Form and must include the appropriate signature(s). The Course Withdrawal Form is located in the shared files on Populi. The student must submit the completed and signed Course Withdrawal Form to the office of the Associate Registrar for Online Learning. To be considered officially withdrawn from a course, the following steps must be completed:

- Complete an Add/Drop form (may be obtained from the Office of Online Student Affairs); and
- Have the add/drop form signed by the instructor; and
- Submit the add/drop form to the Office of Online Student Affairs.

A "W" (Withdrawal) will appear on the student's permanent record for any course dropped after the end of the first week of a semester to the end of the third week. A "WF" (Withdrawal/Fail) will appear on the student's permanent record for any course dropped after the end of the third week of a semester and on or before the Friday before the last week of the semester.

Directed Study Policy

An on-campus student may request a Directed Studies course from the Academic Dean, or the Academic Dean may recommend a Directed Studies course to an on-campus student for purposes of fulfilling degree requirements. An online student may request a Directed Studies course from the Academic Dean of Online Learning, or the Academic Dean of Online Learning may recommend a Directed Studies course to an online student for purposes of fulfilling degree requirements.

The Directed Studies course must cover a topic that is not currently covered in a course currently offered at Holy Apostles. The Dean invites or assigns an instructor to serve as Director of the Directed Study. The Director works with the student to develop a syllabus that meets accreditation requirements (37.5 hours of direct faculty instruction and 75 hours of homework). The student may propose course requirements. The Director, however, retains final discretion regarding course requirements. The Director will send the completed syllabus to the Academic Dean (for an on-campus student) or the Academic Dean of Online Learning (for an online student) for filing in the academic office.

The general responsibilities of a Director for a Directed Study are the same as the general responsibilities of an instructor for any other course offered at Holy Apostles.

Holy Apostles College and Seminary will pay the online instructor of a Directed Study \$550 in three installments, two during the semester of the Directed Study and one shortly after the semester ends.

