

Academic Policies & Procedures

Admissions

Mount Angel Seminary provides its educational services in compliance with applicable federal, state, and local non-discrimination laws.

It is the prerogative of the seminary to determine which applicants will be admitted. The seminary administration reserves the right to determine the conditions under which students may continue in the seminary programs or be required to withdraw.

All records submitted at the time of application become the property of Mount Angel Seminary and will not be returned to the applicant.

Acceptance and entrance into the program indicates that the student agrees to abide by the "Release and Indemnity Policy" in this catalog.

All application materials must be received by July 1st, for the fall semester and November 1st, for the spring semester. At that time, admissions will be made based on the application materials and applicant interviews. Normally, applications for initial placement beyond the second year of theology will not be accepted.

A \$29 non-refundable admissions fee is required of non-seminary students applying to Mount Angel Seminary.

In compliance with the Presidium Child Protection program, a background check is required of each individual applying for classroom work. The cost of this check is billed to the student or diocese.

Required Documents

The student must provide the following documents in order to complete the application process. Only when the Office of Admissions for the Seminarian applicant, or the Academic Office for the Non-Seminarian applicant has received all these items is the application ready to be processed.

- The application form of Mount Angel Seminary may be obtained online at www.mountangelabbey.org/seminary/.
- Autobiography double-spaced, 3-5 typed pages (not more than 8), covering the applicant's faith history, family history, and work and education history.
- Two letters of recommendation from people who know the applicant. One letter must be from a pastor or a priest who knows the applicant.
- Official transcripts issued directly to Mount Angel Seminary from high school, and from all colleges or universities previously attended, even if no credit was earned.
- Students entering either the undergraduate or graduate program must possess a high school diploma or equivalent.

Admission Documents

The Admissions Board will consider an applicant when the following required documents have been submitted to the seminary and the applicant has been interviewed by the Admissions Officer or other designated administrative person:

- A letter from the applicant requesting admittance to the school and specifying the degree program the applicant wishes to enter.
- The completed application booklet.
- Official transcripts of the applicant's previous academic credits.
- Letters of recommendation from the applicant's pastor/priest, school official, or employer, concerning the applicant's character and suitability for the program.
- Names of two additional references.
- Completed measles immunization form (if born after January 1, 1957) or an acceptable waiver.

Religious Order or Resident Seminarians should also include the following:

- Letter of endorsement from sponsoring (arch)diocese or religious community.
- Health form and other associated required documents.
- Psychological assessment and background check.

Seminarians normally have an affiliation with an (arch)diocese or religious order at the time of entering the seminary. Occasionally, students are admitted when affiliation is pending. However, affiliation is required for seminarians in graduate studies.

Prospective seminarians should send the completed application form and other documents to the diocesan Director of Vocations. The material will then be forwarded to the seminary. Unaffiliated students should send the material directly to the Admissions Office of the seminary.

Non-seminarian students are admitted to the graduate school, but not to the college of liberal arts. Thus a non-seminarian student will have completed a bachelor's degree or its equivalent as determined by the Academic Dean before admission to graduate studies. Those students who lack the appropriate course work in philosophical foundations may be required to take the requisite classes in the Pre-Theology program either in conjunction with first-year theology classes or prior to beginning classes in the graduate school.

Non-seminarian students must complete the application appropriate to their academic intent: to study for a degree, to take classes for credit, or to audit classes. A separate application process is required to request acceptance as a candidate for the Master of Arts Degree.

Admissions to the graduate school does not automatically assure acceptance for degree candidacy.

Transfers and Readmission

When a student transfers credits to Mount Angel Seminary, he/she may be required to provide the seminary with either a catalog or syllabi giving adequate descriptions of the courses in question. It is the prerogative of the Academic Dean to determine which courses are acceptable for transfer. Any exceptions to the following norms are made by the Academic Dean.

- Coursework completed more than six (6) years ago will not normally be accepted for graduate transfer credit.
- Coursework completed more than twelve (12) years ago will not normally be accepted for undergraduate transfer credit.
- Mount Angel Seminary requires official transcripts (i.e. records forwarded directly from institution to institution). Personal or photocopied copies are not acceptable either for admission or for transferable credits.
- Undergraduate transfer students must earn a minimum of 28 credits (one full year of study) at Mount Angel Seminary before being granted a BA degree.
- Graduate transfer students must earn a minimum of 18 credits (the equivalent of one full year of study) at Mount Angel Seminary before being granted a Master's degree.
- A student who has not completed a class at Mount Angel Seminary for two consecutive semesters and who wishes to resume studies at Mount Angel Seminary must reapply and will then be under the academic requirements in force at the time of readmission. As a rule, graduate credits earned more than six (6) years prior to readmission will not be applicable to the degree program, and undergraduate credits earned more than twelve (12) years prior to readmission will not be applicable to the degree program.

Academic Services

Mount Angel Seminary and Mount Angel Abbey Library provide a variety of services to students to assist them in developing study, research, and communication skills, as well as to extend learning beyond the classroom. These services are available to Mount Angel Seminary students in all academic programs.

Academic Skills Course

This course offers tools for learning. A successful student knows and uses effective and efficient methods for learning. Topics covered include: personal learning styles, meta-cognition, time management, physical organization, models of memory, active reading and listening strategies, building a progressive program of study, and test taking. Explicit skill instruction is presented in three steps: explanation, practice, and application to multiple contexts.

This non-credit offering is required for all first year college students in their first semester at Mount Angel Seminary. Other students may participate in any or all of the sessions.

Bookstores

The Seminary Store is in the Press Building. In addition to required textbooks, students will find additional materials that may be useful in their studies. The store carries basic school supplies and accepts orders for other items from an extensive online supply catalog. Students may also order any book in print through the Seminary Store, with no shipping or handling fees for books picked up at the store. With the exception of textbooks, all students receive a discount on goods purchased in either the Seminary Store or the Abbey Bookstore.

The Abbey Bookstore in Benet Hall, the Abbey Guesthouse, carries gift items and more general interest titles plus a well-stocked scripture studies and patristic department. New and prospective students are invited to visit the Abbey and Seminary Store's websites, which can be accessed from www.mountangelabbey.org, to learn more about the goods and services offered by the stores and to review the latest textbook list.

Communication Skills Courses

Communications courses in the BA program which focus on oral and written communication skills are open to all students. Students themselves may choose to take these courses, or faculty members may advise them to take a class to work on a specific skill. Classes most commonly needed to develop skills in speaking and writing are:

- CO 421G Basics of Phonetics
- CO 422G Process of Phonetics
- CO 423G, CO 424G Applied Phonetics

Additional courses may be taken to develop and practice communication skills. For a complete listing, see the College of Liberal Arts course descriptions. Some courses, however, do not carry credit towards degrees.

Writing Center

The Writing Center provides peer tutoring for students of Mount Angel Seminary who want to improve their writing skills. Writing Assistants work with students on all phases of the writing process such as generating ideas, planning, drafting, developing, revising, and editing. Although Writing Assistants work with students on particular writing tasks (e.g. short papers, research papers, summaries, letters, or resumes), they focus on building skills to create good writers through one-on-one meetings, preferably on a regular basis over a period of time.



2010-2011 Writing Assistants

Annual Theological Symposium

Each year Mount Angel Seminary sponsors a symposium to explore some aspect of theology or ministry, under the leadership of a recognized leader in the field. During the symposium, all graduate classes are canceled so that students, faculty and formation directors are all able to attend. Depending on the topic, undergraduates may also attend, and other guests from the area may be invited.

In addition to the general talks given by the invited speaker, there are other sessions for processing the lecture material, whether that be general question times, small group discussions, prepared responses, panel, or other ways of audience involvement.



Other Events

Throughout the year, members of the hilltop community as well as visitors to Mount Angel Seminary often offer lectures, musical events, and other opportunities of learning and enjoyment. Notices of these events are posted in seminary and other hilltop buildings.

Registration

Before registration, each student receives a registration packet from the Registrar. Degree-seeking students are also assigned an academic advisor. The student reviews the program with the advisor who must approve the student's course selection before registration. The student makes financial arrangements with the Business Office.

All registrations must be completed twenty-four hours prior to the first day of the semester. (The add/drop period is for changing courses, not for registration.) The advisor helps the student plan his/her course of studies, checks periodically on the student's progress, and is available for additional advising. Advisors are not authorized to change the academic requirements of the seminary. Students are responsible for assuring that their academic selections comply with degree requirements. The Academic Dean must confirm any advice that varies from established policy.

Pre-registration is held in the fall for the spring semester and in the spring for the following fall. A student must receive the approval of his/her academic advisor at each of these registration periods. Registration changes may be made after consulting with the advisor. A student who wishes to add or drop a class after registration must receive permission from his/her academic advisor and must do so within the first two weeks of

the semester if the withdrawal is not to show on the student's record. The same permission is required after two weeks, but the withdrawal is recorded as W on the student's transcript. A course withdrawal without official permission will be marked on the student's transcript as an F. No credit will be recorded for courses if a student has not properly registered.

Students at Mount Angel Seminary may take courses at other educational institutions, with the advance approval of the Academic Dean. Financial arrangements are worked out on an individual basis.

Academic Regulations

Full-Time and Part-Time Study

A full-time student in the undergraduate division is required to carry a minimum of fourteen (14) credit hours. In the graduate school, nine (9) credit hours are required for full-time classification. Foreign students attending Mount Angel Seminary on an I-20 or VISA are required to be a full-time student.

Academic Overload

A student may not normally enroll for more than 17 hours per semester of credit carrying classes in the College or 16 hours in the Graduate School. Permission to exceed these stipulated limits must be given in writing by an Academic Dean and by the director of Human Formation.

Directed Study

As a general rule, courses offered as part of the regular curriculum are not available as directed studies. Normally, no student may take more than six (6) semester hours as directed studies in any degree program. All directed studies require the Academic Dean's permission in consultation with the instructor and the student's academic advisor.

Attendance and Course Work

The academic year is divided into two semesters totaling approximately 30 weeks. One class hour a week for one semester earns one academic credit. Fifty minutes constitute one class hour. Punctual and regular attendance at classes is the required norm. Professors may fail a student for three unexcused absences.

Repeat Course

Students may not retake a course for a new grade in which a passing grade has already been earned. Courses may be repeated one time if a student earned a failing grade in the first attempt, but this does not remove the notation of the previously earned grade on the student's transcript.

Auditing

A student who wishes to audit a course must register for the course as an *Audit*. Auditors attend classes but do not take quizzes or examinations, write papers, and may not request time for individual appointments with a teacher. Audited classes are counted as part of a student's load, but do not count toward any degree requirements. To change the status from audit to credit, or from credit to audit, the student must talk with the

instructor and make these changes through the registration process within the first two weeks of the semester. Regulations applying to credit courses (admission requirements, prerequisites, etc.) apply to audited courses, and students will pay the current audit tuition and fees.

English Standards

The written work of all Mount Angel Seminary students must meet the standards of the school. Written assignments must be typewritten, unless otherwise specified, employing correct English language usage for grammar, spelling, punctuation, and form. English standards and format guidelines for Mount Angel Seminary papers are found in the *MLA Handbook for Writers of Research Papers*, current edition. Work deemed unacceptable regarding English standards may be returned to the student ungraded, and the student may be referred to the Writing Center for assistance. The student is responsible for adherence to all requirements and due dates set for the completion of unacceptable work.

Course Numbering

Course numbers are composed of letters and numerals. The letters indicate the discipline or department, and the numbers identify the course within that discipline. The first digit in each course number ordinarily indicates the course level, ranging from non-credit remedial courses (0), through College I (1) to Theology IV (8). A 400-level course number followed by the letter G indicates an undergraduate course that may be taken for graduate credit. A course number followed by an L signals that a laboratory component is attached to that course. When a course is cross-listed between two disciplines, e.g. HI/PH, it can fulfill requirements in either discipline, but not both at the same time. With the recommendation of the academic advisor, a student may take a course that is not on the same level with the rest of his courses that year.

Examinations

The method of examination is left to the discretion of the professor. Any request for a student exemption from the examination schedule must have the written approval of the appropriate faculty member and the Academic Dean.

Advanced Placement

A student may be granted Advanced Placement in a subject if the student has received a score of 4 or above. Being granted Advanced Placement means that the student is not required to take the course in question again. He does not receive academic credit for it, but is entitled to take another course of his choice instead. This advantage is particularly meaningful when it fulfills a prerequisite for a more advanced course.

Challenging a Course

A student may challenge a course by asking to be given a competency test, if the student claims to have mastered the knowledge and skills the course is designed to impart. Permission for such a test is to be obtained from the Academic Dean, and the test must be arranged with the instructor teaching the course, prior to the add/drop period of the semester in which the student wishes to be excused from attending the course. The test will normally be comparable to the regular final examination or corresponding evaluation administered in that course. Upon successful completion of the examination the student receives a grade and the academic credit for the course. A \$75.00 examination fee is charged for each competency test. This fee is waived in the case of full-time students. A maximum of six (6) semester credits of the graduate

program and a maximum of twelve (12) semester credits of the undergraduate program may be obtained through competency tests.

Transfer of Credits

Transfer of credits in equivalent college or graduate level courses from another recognized school or seminary may be accepted by Mount Angel Seminary. Transfer of credit will be allowed only in those courses in which a “C” grade or better has been achieved. Courses more than 6 years old are not ordinarily transferrable in the graduate program. Courses more than 12 years old are not ordinarily transferrable in the undergraduate program.

Course(s) Waived

Approval of this request allows a student to have a course waived or substituted for a degree requirement. The request may be initiated by the student and approval must be granted by the appropriate Department Chair and the Dean. Waived credits may not exceed three year’s worth of credited academic work; thus, any student must complete one full year of required credit work for his specific program before being granted the requisite degree (cf. Transfer Credits).

Add/Drop

To add or drop a course the student must officially file an Add/Drop form with the Registrar’s Office. Ceasing to attend class does not constitute an official withdrawal. Adding a course after the class has started requires the consent by signature on the Add/Drop form by the instructor, academic advisor, formation director, and appropriate dean. The form is then filed with the Registrar.

Administrative Withdrawal

A student may be administratively withdrawn from one or more classes under the following conditions:

- If the student has not attended the first three class sessions and did not notify the instructor of the student’s absence.
- If the student is unable to demonstrate completion of course prerequisite requirements.

Withdrawal from a Course

A grade of “W” will be recorded when the student withdraws from a course after the Add/Drop time, which is the first two weeks of each semester, or when a student formally withdraws from the seminary. Withdrawal forms are available in the Academic Office. This action shall be recorded as “W” on the student’s transcript; the “W” carries no adverse connotation of quality of student performance and is not used in calculating grade point averages. Once recorded, a “W” cannot be changed.

Registration

Registration for courses is held during orientation week for new students. Returning students pre-register for the following semester during the designated pre-registration weeks. This is also the time for academic advising. Students should see to it that they are properly registered and are meeting their program requirements in the proper time.

Leave of Absence

A student who informs the seminary administration of his intention to interrupt his formal education program will be granted an official leave of absence once the reasons for the leave are approved by the President-Rector. The student will be placed on official leave of absence, and may normally resume studies with a minimum of administrative procedures. A leave of absence may be granted for up to two consecutive semesters.

Readmission of Former Students

Students who interrupt their program for a full semester or more without obtaining an official leave of absence must apply for readmission. A new application form and supporting documents are required. The last day to apply for readmission is July 1st for the fall semester, and December 1st for spring semester.

English Language Entrance Criteria

Seminary Individualized Education Achievement Program

Needs-identified students will participate in the Seminary Individualized Education Achievement Program. The Academic Deans and Director of English Communications will develop an Individualized Education Plan (IEP) to promote the acquisition of skills necessary for academic and professional success. Seminary faculty will assess progress in writing, speaking, and pronunciation; semester grade reports will report the results of these assessments.

Policy on iBT Requirement

Mount Angel Seminary requires all non-native English speaking applicants to submit TOEFL Internet-Based Tests (TOEFL iBT) to fulfill the TOEFL requirement for entrance testing. The TOEFL iBT is a longer test than the TOEFL paper-based test, but it is more comprehensive and thus an improved representation of a candidate's ability to use and understand English as it is spoken, written, and heard in college and university settings. The TOEFL iBT is approximately four and one-half hours long and consists of four sections:

- Reading measures the ability to understand academic reading material.
- Listening measures the ability to understand spoken English as it is used in colleges and universities.
- Speaking measures the ability to speak effectively in academic settings.
- Writing measures the ability to write in a way that is appropriate for college and university course work.

Total points possible of each of the four subsections is 30 points each; total TOEFL iBT points possible is 120. Information and registration updates can be found at www.ets.org/toefl.

Students with a TOEFL iBT score of 71 may be considered for direct admission into Mount Angel Seminary degree programs although they may require additional work in specific skill areas such as pronunciation and/or writing, depending on the TOEFL iBT

subscores. Applicants whose iBT score is lower than 71 must complete an Individualized Education Plan, which includes supplemental language instruction. Applicants with iBT scores lower than 47 are not normally admitted to Mount Angel Seminary.

Policy on OPI Requirement

Mount Angel Seminary requires all non-native English speaking applicants to take an OPI (Oral Proficiency Interview) with a certified OPI tester. The OPI should be scheduled through the Admissions Office at Mount Angel Seminary. The OPI measures speaking ability, including pronunciation assessment. The OPI is a 20-30 minute oral interview and can be conducted over the telephone or face-to-face.

Grades

The quality of undergraduate and graduate academic work is reported for credit courses according to a grading system and in the form of a grade point average.

A 96–100 4.000

A- 93–95 3.667

B+ 89–92 3.333

B 86–88 3.000

B- 83–85 2.667

C+ 79–82 2.333

C 74–78 2.000

C- 70–73 1.667

D 60–69 1.000

F 0–59 P no credit

P Pass. Course satisfactorily completed with credit, no letter grades given.

W Withdrawn. Course becomes a Withdraw if dropped after the Add/Drop period.

I Incomplete. Course work must be completed within thirty days of the date that the current semester grades are due or the grade will become an F.

IP In Progress. Course continues with the multi-semester schedule.

X Temporary mark.

Audit Attendance at class, no credit awarded.

An undergraduate student must maintain a cumulative grade point average of 2.0 or higher to remain in good standing. A student who falls short of this in any semester will

be placed on probation. If the student does not bring the cumulative G.P.A. above 2.0 within one semester of being placed on academic probation, the student may be dropped from the degree program.

A graduate student who fails to maintain the cumulative grade point average of 2.5 will automatically be placed on probation and may be asked to withdraw from the degree program. C is the lowest grade to earn graduate credit. C - is counted as failure, and the student must either arrange with the professor for additional work to satisfy the requirements or repeat the entire course.

Transcripts

A report of scholastic work will be given to the student and to the President-Rector after the close of each semester, and the Registrar will maintain a copy. In the case of seminarians, copies are also sent to the student's bishop or religious superior and vocation director.

Students who wish to request transcripts of records must do so in writing through the Registrar. The fee is \$10 for an official transcript. Each additional copy furnished at the same time is \$1. Allow ten business days for delivery of a transcript.

The seminary reserves the right to withhold transcripts if the student has not met all financial obligations to the seminary or any other department.

Academic Advising & Counseling

Faculty advisors are available during the pre-registration and add/drop periods, and they are also available by appointment to provide specific information about the student's program of study. No matter what program a student is working on, he/she should work with his/her advisor to be sure the appropriate classes are being taken to meet their academic goals.



A View of the Willamette Valley from Mount Angel Seminary

Financial Information

Mount Angel Seminary is able to offer its students a quality education at a reasonable price. Students pay only a portion of the actual cost of their education; the rest is met by the donated services of its religious and lay employees and by the generous gifts of alumni/alumnae and friends.

Costs for Resident Seminarians

Besides the cost of room, board, tuition, and fees, resident students should plan approximately \$2,100 per year for personal expenses. In addition, full-time students usually spend approximately \$1,000 per year on books and related supplies. Tuition, board, room, and fees are to be paid in advance for each semester and are subject to change by the seminary without notice.

Seminary Charges for 2011-2012

Resident Seminarians

	Per Semester	Per Year
Tuition	\$6,293.00	\$12,586.00
Fees	988.00	1,976.00
Formation	1,682.50	3,365.00
Room	1,894.50	3,789.00
Board	3,179.50	6,359.00
TOTAL	\$14,037.50	\$28,075.00

Pastoral Internship

\$3,572.00 per year

Special Fees

Admissions Fee: \$29.00

Background Check: \$39.00

Degree Fee: \$56.00

Transcripts: \$10.00

Lay Student Tuition Payment Policy

- Lay students are expected to pay their current semester tuition/academic bill in full within 30 days of the billing date for each semester.
- If an unusual and unexpected event should arise that leaves the student unable to pay the tuition/ academic bill in full within the 30-day period of the current semester, the student is to meet with the Seminary Business Manager, within the 30-day period, to set up a payment plan/promissory note. No unpaid balances may be carried over to the next semester. All tuition, fees, and other charges must be paid in full by the end of the semester in which they were incurred. Students with unpaid balances at the end of a semester will not be able to register for or attend future classes while any balance remains unpaid.

- Grades, transcripts, diplomas and privileges of participation in graduation will be withheld from students who have remaining unpaid balances.

There will be no exceptions to this policy.

Mount Angel Seminary's policy is, and always has been, to provide a congenial place for study, prayer, and formation in the Faith. We are proud of our tradition of more than one hundred years, and we are pleased that lay students are a part of it. We will be able to continue to offer the best education and formation available to our students, with our students' cooperation.

Costs for Lay Students 2011-2012

Costs and fees are subject to change by the seminary without notice.

Per Credit hour: \$463.00/hour

Per Audit hour: \$393.00/hour

Admissions fee: \$29.00

Background check: To be determined

Degree fee: \$56.00

Transcript: \$10.00

Refunds

Refund Policy 2011-2012

It is the purpose of this notice to inform students of the financial implications of withdrawal. If, for any reason, a student withdraws from Mount Angel Seminary before the end of the semester, the Business Office will calculate and make any refund of tuition, room and board that is due. The amount of any refund is based upon how much of the term has elapsed.

Withdrawal Date

A student withdrawing from Mount Angel Seminary at any time must see the Registrar and complete a Notification of Withdrawal form. When a student withdraws from Mount Angel Seminary, the withdrawal date used to determine the refund is the last date of attendance at an academically related activity, or the date of completion of the Notification of Withdrawal form (whichever is later).

Charges

If a student withdraws before the first day of the fall semester, 100% of his payments for tuition will be refunded. If such a student withdraws on or after the first day of the fall semester, tuition will be prorated on a per diem basis through the day of withdrawal, excluding breaks of five days or more, up to 60% of the semester, at which time no refund will be allowed. In no case will fees and non-refundable deposits be returned. Room and board will be charged at the rate of \$50 per day for each day the student is in residence at the Seminary until he has been in residence for 60% of the semester, at which time the full semester charge for room and board will be considered earned by the Seminary.

Payment Considerations

For those students or parents who have received a loan from the Federal Family Education Loan Program (Stafford/PLUS) and for those students who have received a Pell Grant, specific program requirements determine how much aid from those programs may be kept when a student withdraws early. In general, those programs assume a student “earns” a Stafford Loan, PLUS Loan or Pell Grant in proportion to the number of days in the term prior to the student’s withdrawal. Funds are earned in a prorated manner on a per diem basis up to the 60% point in the semester. After that point, such funds are viewed as 100% earned. If a student receives more assistance than he earned, both the student and the College may be responsible for returning “unearned” funds to their source. Any “unearned” funds will be returned to the respective programs in the following order:

1. FFELP unsubsidized student loans (unsubsidized Stafford Student Loans),
2. FFELP subsidized loans (subsidized Stafford Student Loan),
3. FFELP parent loans (PLUS) and
4. Pell Grant.

In the event Pell Grant funds were disbursed directly to the student for education related expenses (rather than applied to the student’s college account for tuition, room and board), the “unearned” portion that must be returned by the student is reduced by 50%.

Refund

For those students receiving no financial assistance, the prorated charges will be compared to the payment the parents, student, (arch)diocese or religious community have made and the parents, student, (arch)diocese or religious community will either receive a refund or owe an amount to the seminary.

For those students receiving financial assistance, the seminary will determine the amount of financial assistance that must be returned to the sources of aid (such as the State of Oregon, the Knights of Columbus or others). Funds received from the Federal Family Education Loan Program or Pell Grants are handled separately, as described above.

If, after refunding all amounts required to these resources, if the resources remaining exceed the prorated charges, the corresponding excess will be credited first against any other charges owed by the student to the College (e.g. a bookstore bill), and then any remainder will be refunded to the parents, student, (arch)diocese, or religious community as appropriate.

If, instead, there is a balance due, the parents, student, (arch)diocese or religious community are responsible for making payment to the seminary. Payment must be made within thirty days unless the Seminary Business Office agrees to other arrangements.

Financial Aid

Mount Angel Seminary recognizes the financial burden that the cost of education can place on students, their families and their (arch)dioceses. To ensure that all qualified candidates, regardless of financial circumstances, might consider enrolling at Mount Angel Seminary, the school offers financial aid services.

Complete information regarding federal, state and other student financial aid information may be obtained from the financial aid office by writing or calling the financial aid office (503-845-3122). A brief description of the financial aid resources available to students of Mount Angel Seminary follows.

Applying for Financial Aid

Students who wish to be considered for Federal Pell Grants and Federal Stafford Loans (subsidized and unsubsidized) must complete the Free Application for Federal Student Aid (FAFSA) annually and release the results to Mount Angel Seminary by including our code number – 003203. The form may be obtained from the Mount Angel Seminary Financial Aid Office or by writing Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20084. The form is also available in many high school counseling offices and at most colleges.

The FAFSA may be completed on the Internet at www.fafsa.ed.gov. If you have any questions about applying for federal financial aid or for more information look on the Internet at <http://www.ed.gov/studentaid> or call 1-800-4FED-AID (1-800-433-3243).

Financial Aid has limited coverage of up to 150% of the total credit hours in a program.

The Office of Financial Aid establishes priority deadlines each year, and students will need to meet the deadlines to ensure the best opportunity for financial assistance. Failure to meet the deadlines will result in NO financial aid awarded for the academic year.

Scholarships

Scholarships are available annually for seminarians. Applications for scholarships are made through the office of the President-Rector.

Grants

Federal Pell Grants of up to \$5,550 for the 2011/2012 academic year, (adjusted annually) based on need as defined by federal regulations, may be used for regular academic year expenses at Mount Angel Seminary. The Federal Pell Grant is only available to students who are U.S. citizens/Permanent Residents in the undergraduate level.

State Grants may also be available. Oregon residents who wish to be considered for the Oregon Need Grant should submit a completed FAFSA as early as possible. The State of Oregon gathers the necessary information from the FAFSA and does not require a separate application. Residents of other states and countries should contact the appropriate agencies for information regarding availability of aid, application procedures, and deadlines. The Seminary Financial Aid Office can provide residents of other U.S. states with the address of the appropriate state agency.

Federal Family Education Loan Program

Students may also seek assistance through the *Federal Stafford Loan* program. Because interest during school enrollment periods is paid for the student by the federal government, these loans are known as federally subsidized. Students who have borrowed previously through this program should continue using the same lender. First time borrowers are encouraged to inquire in the Financial Aid Office for lender referrals. The Federal Stafford Loan program offers a long-term repayable loan opportunity to students at a low interest rate.

The amount a student may borrow from the subsidized Stafford Loan Program is limited by the student's demonstrated financial need and other financial assistance received by the student. Students not qualifying on the basis of financial need may still be considered for unsubsidized Federal Stafford Loans.

The Financial Aid Office certifies on the student's Stafford Loan application the student's enrollment, grade level, academic standing and cost of education. This office also calculates the student's financial need and Stafford Loan eligibility. If at any time during the loan period a student receives additional financial aid, the Stafford Loan eligibility will be subject to adjustment. All Stafford Loan eligibility changes will be reported to the student's lender. If total funds from other assistance and the Stafford Loan exceed eligibility, an over award situation exists and the student may be required to repay part or all of the Federal Stafford Loan.

Students not qualifying for *subsidized* Stafford Loans may be considered for *unsubsidized* Federal Stafford Loans. Except for the calculation of interest during school and grace periods, unsubsidized Federal Stafford loans generally involve the same provisions as those available through the subsidized program, as noted above. Students following the financial aid application procedures outlined above who do not demonstrate "financial need" as defined by federal regulations, can receive consideration for these unsubsidized loans.

A major difference between the provisions of the subsidized and unsubsidized Stafford Loan is that the unsubsidized loan borrower is responsible for paying the interest on the loan during the periods of school enrollment as well as during grace and deferment periods. Interest may be paid monthly or quarterly by the borrower, or may be added no more than quarterly to the principal balance of the loan (capitalized).

If a student is authorized to receive funds through the federal government at the time of being found guilty of violating a local, state, or federal law pertaining to unlawful possession, use or distribution of illicit drugs and alcohol, the seminary shall notify the agency which awarded the grant within ten (10) calendar days after receipt of notification of violation.

Work/Study

Any student may apply for employment. Hired students are on the Mount Angel Abbey payroll and receive a paycheck according to the pay schedule. A list of available positions is posted at the beginning of each school year.

Academic Integrity

Mount Angel Seminary is a school that presupposes a commitment to Christian values by teachers and students alike. One such value is honesty. As a result, an honor system governs academic life. Historically, the confidence that the community has placed in the honesty of its members has seldom been betrayed. However, in order to have clear guidelines regarding the application of the ethical expectations of the community in the area of study, the following is the policy of Mount Angel Seminary.

Plagiarism Policy

Papers submitted by students as their work should indicate the sources, published and unpublished, which were consulted and/or quoted. Any concealment of sources of information will be regarded as plagiarism. Examples include a term paper spliced together from one or more unmentioned sources, a term paper purchased from an individual or company, a term paper written or rewritten by a friend or classmate, and so forth.

A faculty member who judges that plagiarism or other dishonesty has occurred will speak with the student to determine if in fact dishonesty has taken place. If there is no dispute, the student will receive an automatic "F" for the course. The student, if a seminarian, will be required to continue attending classes, and to complete work as directed by the instructor.

The student will then be required to retake the course at Mount Angel Seminary; however, he will have to pay for the course from his personal resources. Further, it will be required that the course is paid in full prior to the first day of class.

The President-Rector, Academic Dean, Formation Director as well as the Bishop or Religious Superior and Vocation Director will be notified. The student will be placed on probation (both academic and human formation), with dismissal from the seminary if other dishonesty occurs.

For Non-seminarian students, the same policy applies: "F" for the course, and placement on academic probation. If further dishonesty occurs, the student will be dismissed from the school.

If the student does not agree with the judgment of the teacher, he/she may bring the work in question to the Academic Dean, who will review it with him or her. If the Dean agrees that dishonesty has occurred, the procedure will be followed as above.

If the student still disputes the judgment, a final appeal may be made to the Academic Review Committee. The judgment of the committee is final.

Academic Review Committee

The Academic Review Committee is made up of two academic faculty members (one college, one theology), two formation directors (one for college, one for theology) and three student representatives (college, pre-theology and theology). This committee makes the final decision when there is an academic dispute that has not been resolved by a meeting of the student, teacher, and academic dean. Disputes may involve grades, questions of dishonest work or other academic matters.

When the committee reviews a specific case, they will determine which committee members will form the panel to make the decision. Ordinarily, for any specific case, a panel of three committee members (faculty member, formation director and student representative) will review the case and present the decision to the entire committee, who will either ratify the decision or ask for further review.

Petition for Graduation

Students and advisors determine the student's eligibility for graduation by completing and filing the following documents:

- A complete transcript showing any transfer credit(s).
- A tracking sheet showing the completion of Mount Angel Seminary degree requirements.
- A petition for graduation form.

These forms must be filed with the Academic Office not less than two full semesters before the expected graduation.

Formal graduation activities are held at the end of the spring semester. Students who have completed the degree requirements during the preceding semesters and have no outstanding financial liabilities to the Seminary or other departments are entitled to participate in the spring Baccalaureate Mass and Commencement Ceremony.



Drug Free Community

Mount Angel Seminary is committed to preventing the use of illegal substances by students, faculty, and staff and to encouraging responsible behavior regarding alcohol and legal addictive substances through policy, needs assessment, education, and treatment. This policy and resource information are contained in detail in the *Drug and Alcohol Information* brochure and the *Seminarian Handbook* and the *Academic Faculty Policies and Procedures Handbook*. The Director of Health Services may be contacted for further information.

Child Protection

See the Rule of Life for the complete Policy for the Protection of Children and Youth.

All members of the Mount Angel Seminary community – employees, volunteers, students – are required to participate in designated aspects of the Instruments of Hope and Healing (IOHH) training in conjunction with the monastic community every three years.

All seminary students – diocesan, religious, non-resident – are required to participate in the Safe Environment (SE) training every three years. The SE training is offered by seminary staff for students once a year in the fall, and again in January for new students. After the training, each is required to sign a knowledge and compliance statement.

While sympathetic with the difficulties parents may encounter in arranging supervisory care for their children, the Abbey and Seminary cannot accommodate children in workplaces, classrooms, or in unsupervised circumstances.

- Children under the age of 18 must be accompanied at all times by a responsible older person or properly enrolled in a supervisory activity sponsored by the Abbey or its apostolates.
- Students may not bring children into a classroom setting while classes are in progress.

Miscellaneous Requirements: Disclosure Statement

Family Educational Rights and Privacy Act (FERPA)

Mount Angel Seminary maintains an educational record for each student who is or has been enrolled at the seminary. In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99), as amended (hereafter “Act”), the following student rights are covered by the Act and afforded to all eligible students of Mount Angel Seminary:

- The right to inspect and review information contained in the student’s educational records.

- The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records.
- The right to secure a copy of Mount Angel Seminary's policy on the Act. The right to file complaints with the U.S. Department of Education concerning alleged failures by Mount Angel Seminary to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the seminary's policy statement, a copy of which may be obtained at the Office of the Registrar. Mount Angel Seminary may provide Directory Information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released to any student for any purpose at the discretion of Mount Angel Seminary unless a written request for non-disclosure is on file:

Category I: Name, address, telephone number, dates of attendance, class.

Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred.

Category III: Date and place of birth.

Current eligible students may prohibit general disclosure of this Directory Information by notifying the Registrar in writing, within ten (10) calendar days after the first scheduled class day of each fall term. Mount Angel Seminary will honor the request for one academic year only; therefore, the student must file the request on an annual basis. The student should carefully consider the consequences of a decision to withhold any category of Directory Information. Regardless of the effect upon the student, Mount Angel Seminary assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of Directory Information indicates the student's consent to disclosure.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Registrar.