

Collegium Augustinianum

Graduate School of Philosophy
and Theology

STUDENT HANDBOOK

St. Petersburg, Florida

2024-2025

COLLEGE MISSION STATEMENT

The Collegium Augustinianum is an association of scholars in philosophy, theology, classics, history and humanities organized as a research institute governed by a College of Fellows headquartered in Forneaux, France.

Unlike other colleges and universities in the United States, the Collegium Augustinianum is governed by a College of Fellows, which includes some of the world's leading scholars in philosophy and theology, and especially concerning St. Augustine of Hippo and Augustinian thought. As peers, the Fellows elect one another to its Body and to the Board of Trustees. All of the officers, professorial appointments, honorees and the acceptance of students into our *collegium* are decided by the College of Fellows. As such, the Collegium Augustinianum has restored the original nature of the College and the authority of the professorate to govern over itself.

The College of Fellows affirms that the integrity of our institution is measured by the academic credentials of the faculty, our academic affiliations and the scholarly accomplishments of our students and alumni.

In 2012, the College of Fellows of the Collegium Augustinianum established undergraduate and graduate programs in the United States in to promote a traditional and classical liberal arts education in the Christian tradition for clergy and lay students seeking a vocation in Church ministry.

Classical and Cosmopolitan

The educational philosophy of the Collegium Augustinianum focuses on the ancient sources of Western civilization; and thus, especially ancient texts, which is studied within its historical context, or through an hermeneutical approach to modern and contemporary texts that lead the reader back to ancient texts, as sources. Whether one takes the former path or the latter, ancient and modern languages are extremely important in order to properly engage the original text.

With an international College of Fellows and a global student body, writing and defending their theses and dissertations in many different modern languages, the Collegium Augustinianum is a cosmopolitan institution of higher learning unlike any other in the United States.

Recognition and Accreditation

Chartered as an independent, nonprofit ecumenical university, the Collegium Augustinianum Graduate School of Philosophy and Theology is officially recognized as a religious-exempt institution of higher education by the Commission for Independent Education of the Florida State Department of Education and authorized to confer ecclesiastical degrees for ordained and lay ministry within the Church pursuant to Florida Statute 1005.06. For more information, please

contact the Commission for Independent Education of the Department of Education, Tallahassee, Florida.

The Collegium Augustinianum Graduate School of Philosophy, Theology and Classics is currently not accredited by an accreditation agency recognized by the U.S. Department of Education since these agencies do not have a mechanism in place for recognizing institutions that grant research degrees in accordance with the traditional, European model for earning higher degrees. Further, since the Collegium Augustinianaum does not use a credit system, students will not be able to transfer any credit from our institution to other academic institutions in the United States. Our degrees are by supervised research and have been recognized by similar academic institutions in the United States and abroad. Thus, the faculty of the Collegium Augustinianum guides the student in rigorous research methods and in the highest standards of academic writing in theses and dissertations.

The Collegium Augustinianum is recognized as a 501 (c) (3) nonprofit educational institution recognized by the Internal Revenue Service of the U.S. Department of the Treasury.

AFFIRMATIVE ACTION POLICY

The Collegium Augustinianum is an affirmative action institution, and it is the policy of our university not to discriminate against any person on the basis of race, color, gender, religion, national origin, age, sexual orientation, veteran status, disability or any other basis prohibited by law.



ACADEMIC POLICIES AND PROCEDURES

RIGHTS AND PRIVACY ACT PROVISIONS

The Collegium Augustinianum follows the Family Educational Rights and Privacy Act of 1974 in order to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

To fulfill basic requirements for compliance with the act, each institution must inform each student of his or her right to prevent disclosure of personally identifiable information. Although the Collegium Augustinianum does not publish a public directory, the Collegium, at its discretion, does disclose the following information: name, address, dates of attendance, major field of study and degree(s) conferred (including dates).

Under the provisions of the Family Education Rights and Privacy Act, currently enrolled students may withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of the respective Dean by October 30 or by February 2. The Collegium will honor each request to withhold any of the categories of information listed above but cannot assume responsibility to contact a student for subsequent permission to release them. Decisions about withholding any information should be made very carefully. Should a student decide to inform the institution not to release any information, any future requests for such information from non-institutional persons or organizations will be refused.

The Collegium Augustinianum assumes that failure to request the withholding of “directory information” indicates approval for disclosure.

To comply fully with the provisions of the Jeanne Clery Act and the Commonwealth of Pennsylvania’s Act 73, the College and University Security Information Act of 1988, the Collegium Augustinianum has available its Crime Statistics Report for the most recent three years, which will also be published in the Collegium News. Copies of either document may be requested without charge in writing from the Office of the Rector, 913 Clover Place, Warminster, PA 18974.

To comply with Federal Consumer Information Regulations, the Collegium Augustinianum will make available upon request a report on job placement statistics and graduation rates.

TRANSFER STUDENTS

The Collegium welcomes transfer students to apply and enroll during the fall, spring and summer terms. Any student who has attended a college or university after completing secondary school is considered a transfer student. The decision to accept transfer credit is at the discretion of the respective Dean.

APPLYING FOR ADMISSION

Generally, students can apply to the Collegium Augustinianum any time after completing the Bachelor's degree, as long as they fulfill the admission requirements. Only complete applications will be reviewed by the Committee on Admission. A complete application includes all of the following:

1. A completed application form;
2. Statement of Intent;
3. An official transcript of all colleges, universities or seminaries attended;
4. Statement of Research Proposal;
5. While the Collegium Augustinianum does not require the GRE examination, the Dean may require an interview (either in person or via skype) and a written and/or oral entrance examination;
6. An application fee of \$50.00 payable to the "Collegium Augustinianum" via Square;
7. A passport-size photo; and,
8. A current Curriculum Vitae, if appropriate.

The Dean and the Admissions Committee of the College of Fellows review completed applications on a rolling basis. Upon acceptance, the student will be invited to register for the specific program and asked to remit the annual tuition in full. The annual tuition covers one full academic year. Annual Tuition does not cover the cost of either summer sessions. The Annual Tuition also does not cover the cost of courses offered through the School of Continuing Education.

FINANCIAL OBLIGATIONS

At the time of acceptance, the student is required to remit the full amount of tuition. In exceptional cases, the student may make payment arrangements with the Office of the Bursar. Late payments on tuition can result in late fees and the loss of scholarship awards or discounted tuition. A student is not matriculated at the university until a payment has been made. If a matriculated student withdraws from his or her degree program prior to its completion, the student is still responsible for any remaining balance of tuition for that academic year.

UNIVERSITY MATRICULATION

Matriculation refers to full membership in the university as a student in a degree-granting program. Applicants become matriculated students upon acceptance and the initial payment of program tuition, either paid in full or in part, in accordance with a payment plan. Non-matriculated students (guests and visiting students from other institutions) may enroll in a course, seminar or tutorial.

UNIVERSITY WITHDRAWAL

When a matriculated student decides to drop from his or her degree program, he or she must formally request a Withdrawal from Program from the Office of the Rector. If the student has successfully finished at least one academic year of the second cycle, for the Master's degree or the Licentiate degree, the student is eligible to receive the Graduate Diploma in the respective field of enrollment.

REFUND POLICY

Since our institution has a rolling admissions policy and we do not function according to semester but by entrance into a research program, Tuition refunds are dated from the date of registration and matriculation upon the initial payment of tuition, whether full or partial payment was made:

During the first week 80%

During second week 60%

During third week 40%

During fourth week 20%

After fourth week No Refund

STUDENT CODE OF CONDUCT

As a Catholic, Christian community of scholars, a student is expected to conduct him or herself in accordance with the highest standards of moral comportment in accordance with reason and faithful to the values of the Gospel of our Lord and Savior, Jesus Christ.

As such, as a member of the Body of Christ, the student is expected to observe the standards of etiquette and manners reflecting a sense of one's place in a universe created by God, having purpose and governed by reason and love.

Further, the student is expected to cultivate and cherish a spirit of loyalty to the ideals of the university, our alma mater, who nourishes the members of the community with wisdom holding the student to the Augustinian insight into the Gospel in our motto, "*veritas per caritatem.*"

POLICY ON ACADEMIC HONESTY AND PLAGIARISM

In accordance with University statutes, the Collegium Augustinianum strongly affirms the highest standards of academic honesty and integrity, which are essential to the intellectual life and fundamental to the university mission in the development of independent thought and respect for the intellectual originality of others. As members of the University community, students are responsible for their academic work and held to the highest standards of academic honesty and scholarly integrity.

Needless to say, faculty has the right to analyze and evaluate student work, and students may be asked to submit their sources and defend their claims of originality and scholarly argumentation. In the event of any kind of plagiarism, as determined by the professor and, in some cases, by the Dean, or an academic tribunal to make a final determination, the student will be subject to academic disciplinary action, which may result in receiving a reprimand, failure, suspension or expulsion from the university.

Students who believe that they have been treated unfairly may appeal to the Academic Tribunal of the College of Fellows by submitting a grievance to the Office of the Rector. In the event of such action, the Academic Tribunal will make the final determination and disciplinary action if necessary.

STUDENT RESPONSIBILITIES

A student's matriculation at the Collegium Augustinianum is a voluntary decision that involves acceptance of the responsibility to perform academically and to behave socially in ways consistent with the goals and objectives of our Christian College. When registering at the Collegium Augustinianum, the student accepts the rules and regulations and the authority of the University to exercise disciplinary powers, including suspension and dismissal.

GRADES AND GRADING SYSTEM

The coursework of graduate students is graded and recorded at the end of each academic year.

Grades

A Superior

B Very Good

C Average

D Passable

F Failure

X Audit

W Withdrawal

The final course grade is determined through one or two of the following ways: oral examination, written examination, the Research paper, theses or dissertation.

The following system of grades is used in measuring the quality of student achievement:

+/- Grading System:

In assigning grades, faculty have the option of using A-, B+, B-, C+, C-, or D+. Those faculty who do not want to assign +/- grades are not obligated to do so.

Incomplete:

The I grade is a provisional grade given by a professor to a student who has otherwise maintained a passing grade in the course, but who has failed to take a required examination or complete the final paper for reasons beyond his or her control. All I grades that have not been removed within a six months become an IF grade. When it is physically impossible for the student to remove this grade within the time limit, he or she must obtain a written extension of time from the respective Dean.

Course Withdrawal:

The W grade is assigned when a student officially withdraws from a course prior to its completion. The request for withdrawal from a course is filed by the student through his or her respective Dean. The request must be filed on or before the "Last day to withdrawal from a course," as published in the Academic Calendar.

Audit:

The X grade is assigned for courses audited. After obtaining permission from the course professor and the Dean, a student wishing to audit a course may register with the appropriate Dean.

Courses Repeated:

If a student repeats a course, only the higher grade is counted toward graduation requirements and in the calculation of the GPA. A student who wishes to repeat a course should consult with his or her Dean prior to registering for the course.

Grade Change:

Any change of final grade for a completed course must have the approval of the respective Dean. No grade will be changed after the degree is awarded.

SCHOLARSHIP INDEX

A scholarship index system is used at the Collegium Augustinianum to determine a student's average grade. In determining the index, each letter grade is ascribed a numerical value, called grade points.

- A = 4 grade points
- A- = 3.67 grade points
- B+ = 3.33 grade points
- B = 3.00 grade points
- B- = 2.67 grade points
- C+ = 2.33 grade points
- C = 2.00 grade points
- C- = 1.67 grade points
- D+ = 1.33 grade points
- D = 1.00 grade point
- F = 0.00 grade points

STUDENT RIGHTS AND GRIEVANCE PROCEDURE

This section details policies for curricular standards for all graduate students. These policies have been approved by the Graduate Faculty Council of the Collegium Augustinianum.

1. A student shall have the right to pursue any course of study available in the graduate programs of the University providing he or she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements of the program.
2. A student shall have the right to know at the beginning of each academic year, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course, which is usually the Research paper.
3. A student shall have the right to see his or her own tests and other written material after grading, and the professor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have a right to have his or her grade on such written material explained by the professor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
5. If a student believes that his or her final grade is the product of the professor's bias, whimsy, or caprice, rather than a judgment on the merits or demerits of his or her academic performance, the student must follow the procedure described in this subsection:
 - a. The student must initiate the complaint procedure with the professor before or within the first two weeks of the next academic year.
 - b. After receiving an explanation from the professor in the course, the student may make a formal complaint to the professor, giving his or her reasons, in writing, for thinking that the grade was biased, whimsical, or capricious.
 - c. If dissatisfied with the explanation that has been given, the student may appeal to the respective Dean of the Faculty, who may:
 - 1) Request a written statement from that student, which will contain a complete and detailed exposition of the reasons for the student's complaint. A response from the faculty member will then be requested.
 - 2) Advise and assist the student in a further attempt to resolve the problem at the personal level.
 - d. If the student remains dissatisfied with the explanation that has been given, the student may initiate a formal appeal:
 - 1) The faculty member who is accused of bias, whimsy, or caprice may elect one of two procedures. The faculty member may request that the dean investigate the matter personally. In the alternative, the faculty member may request that a committee investigate the matter and reach a judgment on the merits of the complaint. In either case, the burden of proof shall be upon the complainant. Neither adjudicating forum (dean or committee) shall substitute his/her or its academic judgment for that of the instructor, but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.
 - 2) If a committee is to be established, the dean shall appoint the committee, consisting of three faculty members and possibly one or two students. The members shall, if possible, be from the respective Faculty in which the grade was given. The third faculty member shall be from another Faculty.

- 3) Should the designation of the review body (dean or committee) be delayed beyond a reasonable time, then the committee structure described in item 2 above will be convened and the question heard.
 - e. If it is found that the grade given was neither biased, whimsical, nor capricious, the case will be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the review body (dean or committee) shall direct that a notation be entered on the student's transcript that the grade "had been questioned for cause and the recommendation had been made that it be changed because of apparent (bias, whimsy, or caprice)." The original grade, however, will remain a part of the transcript unless changed by the professor.
6. A student shall be promptly informed if he or she is placed on any form of academic censure.



ALMA MATER

Alma Mater,
We adore thee,
Mother of us, mind and soul.

Fill our hearts with your wisdom,
Now and forever more.

Philosophia, Theologia,
Precious fruits
Of our magisters.

“Veritas per Caritatem,”
Our father, Augustine, taught.

Now, go forth
And teach all nations
That the truth comes from love.

Restless hearts
Fill our study
Of divine and eternal truths.

Whence and whither,
We have pondered,
Searching for the light above.

Alma Mater,
We adore thee,
Mother of us, mind and soul.

Alma Mater,
Augustinianum,
Mother of us, mind and soul.