

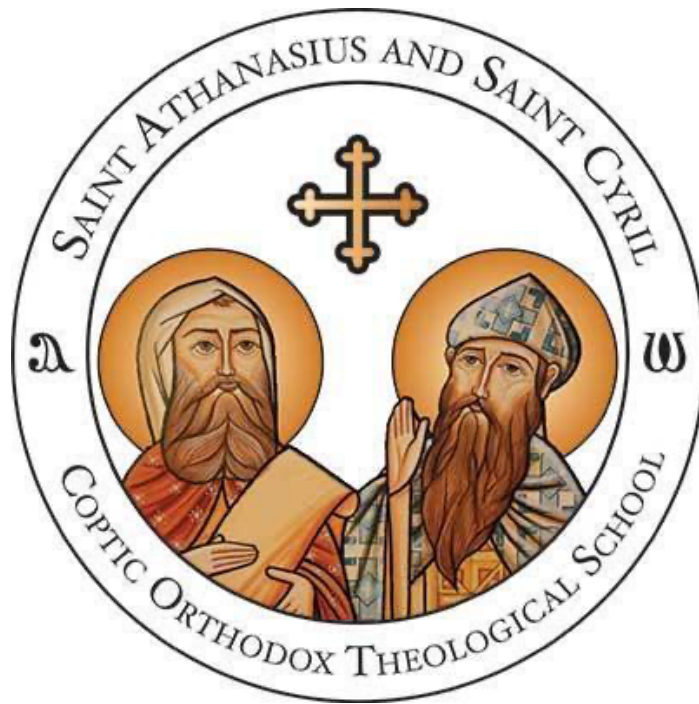


# Saint Athanasius and Saint Cyril Coptic Orthodox Theological School

2022 - 2023 Catalog  
Edition Three

3901 Westerly Place  
Newport Beach, CA 92660

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Saint Athanasius and Saint Cyril Coptic Orthodox Theological School: Catalog 2022-2023

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By matriculating, all students agree to abide by the Saint Athanasius and Saint Cyril Coptic Orthodox Theological School, hereinafter referred to as “ACTS,” rules and regulations.

ACTS reserves the right to implement policy and procedure changes as well as tuition and fee information as it sees fit. Current students will be provided notice in writing of any planned changes.

### **Accreditation and State Approval**

ACTS is exempt from oversight by the California Bureau for Private Postsecondary Education (BPPE), as a higher education institution that exclusively offers religious instruction and degrees, as stated in the California Private Postsecondary Education Act of 2009.

Saint Athanasius and Saint Cyril Coptic Orthodox Theological School is not accredited.

### **Organization Information**

The Saint Athanasius and Saint Cyril Coptic Orthodox Theological School is a 501(c)3 nonprofit, organized in the state of California.

Saint Athanasius and Saint Cyril Coptic Orthodox Theological School  
657-390-2287 (ACTS)  
[www.actslibrary.org](http://www.actslibrary.org)

### **Hours of Operation**

Administrative Staff: Monday- Friday 9:00am-5:00pm (PST)  
Email: [registrar@acts.school](mailto:registrar@acts.school)

Faculty: Via Email as published in syllabi

Library Access: By appointment only email [info@acts.school](mailto:info@acts.school)

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# History

*Saint Athanasius and Saint Cyril Coptic Orthodox Theological School traces its origins to the world's first Catechetical School.*

By the dawn of the third century A.D., a theological school, the first of its kind, flourished in Alexandria. The School, originally established by Saint Mark the Apostle, strived to introduce catechumens to the tenets of the Christian faith, and to enable the faithful, both lay and ordained, to plumb the depth of the Holy Scriptures and to articulate the mysteries of salvation. In its day, the School of Alexandria equipped individuals to live as devout Christians, and to answer their calling, be it to serve as theologians, missionaries, clerics, or martyrs. In the 20th century, the modern-day Dean of the School was Archdeacon Habib Girgis.

In 1989, the Thrice-Blessed Pope Shenouda III (1971–2012), delivered a message to the faithful of Los Angeles regarding his vision for the importance of world branches of the Theological School. During this visit, His Holiness established branches in Los Angeles, New Jersey and Australia.

From 1989 to 1995, at the Los Angeles location, a board of directors and courses were established under the direct supervision and blessing of H.H. Pope Shenouda, with the Very Rev. Fr. Mikhail as Academic Dean, and Very Rev. Fr. Felimon Mikhail as Administrative Dean. In 1993, the first class of students graduated from the Seminary.

In July 2007, *Saint Athanasius and Saint Cyril Coptic Orthodox Theological Library* was established to further the efforts and goals of the School by organizing theological conferences, seminars, and events.

In 2015, the two organizations merged to form Saint Athanasius and Saint Cyril Coptic Orthodox Theological School (ACTS).

On October 19, 2015 His Holiness Pope Tawadros signed a Memoranda of Understanding (MOU) with Claremont School of Theology (CST) and Claremont Graduate University (CGU), home of the renowned Claremont Coptic Encyclopedia. The MOU's with CST and CGU enabled ACTS students to take courses across all three institutions and obtain fully accredited graduate degrees.

ACTS offices are located at our Orange County Campus in Newport Beach, California. ACTS is currently developing similar MOUs with Catholic University of America (CUA) and other theological institutions. Courses, certificate programs, and degrees are generally offered exclusively online. Some intensives and all study abroad courses are designed for in-person attendance. Please see current course offerings for more details.

# Mission, Vision, and Values

## *Mission*

The mission of Saint Athanasius and Saint Cyril Coptic Orthodox Theological School is to provide students with a sound Orthodox Christian education, which prepares them to become Christian leaders who are spiritually mature, biblically and theologically responsible, professionally competent, intellectually astute, deeply committed to sharing the truth of our Lord Jesus Christ and fully equipped for the various ministries of His Church.

## *Vision*

Through the Grace of God, the guidance of the Holy Spirit, and the blessing of the saints, the Theological School aspires to be the premier center of Orthodox Christian scholarship, pastoral education, Orthodox ministry and mission throughout the world. It also seeks to establish a model for Coptic Orthodox Christian institutions abroad.

Through Orthodox Christian theological education, research, and scholarship, ACTS seeks to edify the Church throughout the world – directly through the preparation of bishops, priests, deacons, servants, scholars, and leaders to *teach* the Orthodox faith, to *preach* the gospel throughout the world through mission and evangelism, to *serve* those in need, and to *heal* the historic divisions of the church through inter-Orthodox and inter-religious cooperation.

## *Values*

In every aspect of its life and work, ACTS is guided by the following principles:

- Teach the critical appropriation of the Orthodox tradition through a holistic approach that integrates study, work, worship, and personal discipline, in pursuit of the highest standard of academic excellence, professional ethics, and personal integrity.
- Preach and proclaim the Gospel in the world today, inviting all to partake of the fullness of the faith, as expressed in the life and teachings of the Orthodox Christian Church.
- Serve the Church of God and the word in love, humility, worship, and education as faithful stewards for the glory of God, the edification of the Church, and the perfect unity of the One, Holy, Catholic and Apostolic Church.

# Statement of Faith

## *The Orthodox Creed*

We believe in one God, God the Father the Pantocrator who created heaven and earth, and all things seen and unseen.

We believe in one Lord Jesus Christ, the Only-Begotten Son of God, begotten of the Father before all ages; Light of Light, true God of true God, begotten not created, of one essence with the



Father, by whom all things were made; Who for us men and for our salvation came down from heaven, and was incarnate of the Holy Spirit and the Virgin Mary and became Man. And He was crucified for us under Pontius Pilate, suffered and was buried. And on the third day He rose from the dead, according to the scriptures, ascended to the heavens; He sits at the right hand of his Father, and He is coming again in His glory to judge the living and the dead, whose kingdom shall have no end.

Yes, we believe in the Holy Spirit, the Lord, the Life-Giver, Who proceeds from the Father, Who with the Father and the Son is worshiped and glorified, who spoke by the prophets.

And in one holy, catholic and apostolic church. We confess one baptism for the remission of sins. We look for the resurrection of the dead, and the life of the coming age. Amen.

## **Institutional Learning Outcomes**

Trustees, administrators, and faculty must acknowledge the Institutional Learning Outcomes in writing. Each graduate of ACTS will be able to:

1. Demonstrate a sound knowledge of the Scriptures and the Apostolic Tradition, as evidenced by successful completion of the coursework within the program.
2. Engage in advanced theological reflection and dialogue.
3. Present a reasoned defense of one's beliefs that is intellectually and rationally sound.
4. Apply biblical principles in one's lifestyle and ministry internship so that one might exhibit godly character, as assessed by the school's faculty.
5. Analyze and identify effective methods of discovering biblical truth from the Scriptures in order to produce a disciplined system of lifelong learning skills.
6. Communicate effectively the gospel through sermons, Bible studies, and/or witnessing in the context of his gifts and calling, whether at home or on the mission field. The code of conduct states the kind of lifestyle expected by trustees, administrators, faculty, and students.

## **Code of Conduct**

Traditionally, a code of conduct is a list of rules with consequences. ACTS' code of conduct is presented in a way that reflects a holy Christian life. As St. Peter instructs, "as He who called you is holy, you also be holy in all your conduct" (1 Pet. 1:15).

Trustees, administrators, faculty, staff, and students must agree to abide by the code. ACTS requires trustees, administrators, faculty, staff, and students to affirm that:

1. Each Christian is to be Christlike in attitude and action. This process of sanctification is neither automatic nor instantaneous. Such a process is not derived externally, through the observance of certain outward expectations, but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Rom. 12:12; Phil. 2:12-13). As believers walk in fellowship with the Lord, being led and strengthened by the Holy Spirit (Rom. 8:14, Gal. 5:18, 1 Cor. 2:4), they are transformed to be more and more like Him (Rom. 12:2, 2 Cor. 3:18; Phil. 2:12-13, 1 John 1:47).
2. Believers are to glorify God in their bodies and are to live holy lives (1 Cor. 6:19-20; 1 Peter 1:13-16). Love toward God is evidenced by love for those without Christ (see 2 Cor. 5:14; Acts 18:5) and by love for fellow believers (1 John 3:16; 4:7-8).
3. Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1 Thess. 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Gal. 5:13).
4. Individuals who, after spiritual instruction (Gal. 6:1), continue to dishonor the Lord by persisting in un-Christlike behavior or unruly conduct may, after due process, be dismissed from ACTS (1Thess. 5:14).

## The Campus

Saint Athanasius and Saint Cyril Coptic Orthodox Theological School is located at 3901 Westerly Place Newport Beach, CA 92660. The campus is located in South Orange County near John Wayne airport and near major freeway access. It is within an hour's drive to Los Angeles, Riverside, and San Bernardino Counties, and beaches, mountains and desert areas.

### *Location*

Newport Beach is located in South Orange County. This area is diverse ethnically, economically, and religiously. ACTS is within minutes of the Pacific Ocean, world-class harbors and upscale shopping attractions. In addition, ACTS is only 15 miles to Disneyland, Angel's Stadium, and Anaheim Convention Center which attract people of all cultures and religions from all over the world.

### *Student Housing*

ACTS does not provide student housing. The Student Services Office can assist students in finding temporary accommodations near campus for occasional intensive course offerings.

### *Digital Theology Library*

ACTS has partnered with the Digital Theology Library (DTL) to offer Library services to its students. The Library serves as the major online resource center for the study of religion, ethics, and ancient texts. The Library provides more than 600,000 books, 60,000,000 articles, 21,000 journals, 150 databases, and 30 subject guides. All of these electronic resources support the full range of ACTS curriculum and degree programs.

### *ACTS Orange County Library*

In addition to the library access through the DTL, ACTS students have access to our own extensive collection of approximately 5,000 books and periodicals. Much of its focus is on Orthodox theology, history, patristics, liturgical history and liturgical theology. Students benefit from access to material that is not available through CST or the majority of libraries in the Western United States. ACTS Library also has a small collection of rare Coptic manuscripts available for study.

# Academic Calendar

## Fall 2022

Admissions Application Deadline	August 19, 2022
Course Registration Opens	August 1, 2022
First Day of Class	August 29, 2022
Closed Labor Day Holiday	September 5, 2022
Last day to Add/Drop without penalty— Last day to drop without receiving a Withdraw (“W”) on transcript	September 12, 2022
Last day to drop for 50% refund	October 3, 2022
Closed Thanksgiving	November 24-25, 2022
Finals Week	December 12-16, 2022

## Spring 2023

Admissions Application Deadline	December 12, 2022
Course Registration Opens	December 12, 2022
First Day of Class	January 9, 2023
Last day to Add/Drop without penalty— Last day to drop without receiving a Withdraw (“W”) on transcript	January 23, 2023
Last day to drop for 50% refund	February 13, 2023
Closed Holy Week	April 9-16, 2023
Finals Week	May 1-5, 2023
Commencement	May 6, 2023

**Summer 2023**

Admissions Application Deadline	April 5, 2023
Course Registration Opens	April 17, 2023
First Day of Class	May 8, 2023
Last day to Add/Drop without penalty— Last day to drop without receiving a Withdraw (“W”) on transcript	May 22, 2023
Closed Memorial Day Holiday	May 29, 2023
Last day to drop for 50% refund	June 12, 2023
Closed for Fourth of July Holiday	July 3-4, 2023
Finals Week	August 14-18, 2023

# Academic Programs

Saint Athanasius and Saint Cyril Coptic Orthodox Theological School offers the following academic programs. Students of any program are expected to enroll in every semester (Spring, Summer, Fall) until completion of all courses in that program.

## *Master of Theological Studies (M.T.S.)*

The M.T.S. is a 36-semester credit hour program designed to offer a general introduction to Orthodox theology through the graduate level study of Holy Scripture, Church History, Dogmatics, Patristics, Liturgical Studies, Apologetics, and Canon Law. It is a first degree in theology, from which a student could advance to a Master of Theology (Th.M.), or a doctoral degree in theology (Ph.D.). Completion of the M.T.S degree program does not guarantee priestly ordination within the Coptic Orthodox Church.

Those called to ordination in the Orthodox Church may continue their studies in a Master of Divinity (M.Div.) program at another institution. However, no degree makes a student automatically eligible for ordination in the Orthodox Church, such decisions rest exclusively within the hierarchy of the Church. Those interested in pursuing further education may continue their studies with the Master of Theology (Th.M.) degree through ACTS or another institution.

The M.T.S. program is designed to accommodate full-time or part-time enrollment. Average time for completion is three years but can be completed in two years by taking an average of 6 semester credit hours per semester. Students have a maximum of five years to complete their degree.

## *Master of Theological Studies Degree Learning Outcomes*

Master of Theological Studies graduates of ACTS will be able to:

1. Develop mastery of sound theological reading, research, and writing.
2. Interpret basic Coptic and/or Biblical Greek texts.
3. Compile knowledge gained from the fields of Church History, Liturgy, Scripture (Old and New Testaments), Dogmatics, Apologetics, and Patristics to explain Orthodox Christian theology and improve the church today.
4. Explain formalized theological doctrines in all areas of Church ministry, evangelism, theological education, missions, and apologetics.

## Course Requirements

The requirements for the M.T.S. degree are as follows.

REQUIRED COURSES	
Course Name	Semester Credit Hours
WRIT 5001: Introduction to Theological Research and Writing <i>Must be taken during first semester for students who begin their program in Spring or Fall. Students who begin their program in Summer are advised what courses do not include significant writing assignments and must take this course during their next term.</i>	3
<b>Choose One:</b> COPT 5990: Introduction to Coptic Language (Sahidic); COPT 5991: Introduction to Coptic Language (Boharic); or GREK 5010: Introduction to Greek Language	3
CHST 5015: Introduction to Church History	3
DOGM 5060: Introduction to Dogmatics	3
LITG 5040: Introduction to Liturgical Studies	3
NEWT 5025: Introduction to New Testament	3
OLDT 5020: Introduction to Old Testament	3
PATR 5030: Introduction to Patristics	3
<b>Required Course Subtotal</b>	<b>24</b>

Some courses are available in more than one category above. Each course taken can only be applied to one program requirement. Any course taken within a core course category, in excess of the semester credit hours required for that category, will be applied to elective requirements.

ELECTIVE COURSES*	
<p><b><i>Biblical Studies Elective (choose one):</i></b></p> <p>APOL 5023: Biblical Apologetics</p> <p>CPST 5018: Coptic Monastic Art and Architecture</p> <p>GREK 5011: Advanced Greek</p> <p>NEWT 5024: The Epistles of Saint Paul</p> <p>NEWT 5028: The Gospel of Luke</p> <p>NEWT 5031: The Gospel of Matthew</p> <p>OLDT 5021: Christ in the Old Testament</p> <p>OLDT 5022: Theological Themes in the Book of Hosea</p> <p>PATR 5027: Patristic Exegesis</p> <p>TRIP 5017A: Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)</p> <p>TRIP 5017B: Holy Lands of The Bible: Jerusalem</p> <p>TRIP 5017D: Holy Lands of the Bible: Turkey</p>	3
<p><b><i>Church History Elective (choose one):</i></b></p> <p>APOL 5055: Introduction to Apologetics</p> <p>CHST 5016: Coptic Church History: From the Arab Conquest to Modernity</p> <p>COPT 5012: Topics in Liturgical Coptic Manuscripts</p> <p>CPST 5014: Church History of Coptic Education</p> <p>CPST 5018: Coptic Monastic Art and Architecture</p> <p>CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt</p> <p>CPST 5050: Introduction to Canon Law</p> <p>CPST 5051: Advanced Canon Law</p> <p>CPST 5068: Foundations of Religious Education in the Church</p> <p>DOGM 5061: Dogmatics: Council of Chalcedon</p> <p>LITG 5041B: Liturgical History of the Church of Alexandria</p> <p>LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries</p> <p>LITG 5043: Liturgical Theology</p> <p>NEWT 5031: The Gospel of Matthew</p> <p>PATR 5032: St. Cyril of Alexandria: The Life, Works, and Theology of the Pillar of Faith</p> <p>PATR 5033: St. Athanasius the Apostolic: The Life, Works and Theology of the “Canon of Orthodoxy”</p> <p>PATR 5034: The Father and The Councils</p> <p>TRIP 5017A: Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)</p> <p>TRIP 5017B: Holy Lands of The Bible: Jerusalem</p> <p>TRIP 5017D: Holy Lands of the Bible: Turkey</p>	3



<p><b><i>Free Electives (choose two):</i></b></p> <p>APOL 5023: Biblical Apologetics</p> <p>APOL 5057: Philosophical Apologetics</p> <p>DOGM 5061: Dogmatics: Council of Chalcedon</p> <p>CHST 5016: Coptic Church History: From the Arab Conquest to Modernity</p> <p>CPST 5014: Church History of Coptic Education</p> <p>CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt</p> <p>CPST 5050: Introduction to Canon Law</p> <p>CPST 5051: Advanced Canon Law</p> <p>CPST 5065: Introduction to Orthodox Spiritual Theology</p> <p>CPST 5066: Growth in Holiness: St. Pope Kyrillos VI and the Spiritual Life</p> <p>CPST 5068: Foundations of Religious Education in the Church</p> <p>CPST 5082: Coptic Ethics</p> <p>CPST 5090: Church Administration and Leadership</p> <p>CPST 5094: Strengths-Based Servant Leadership</p> <p>COPT 5005: Coptic: Readings in Coptic</p> <p>COPT 5012: Topics in Liturgical Coptic Manuscripts</p> <p>GREK 5010: Introduction to Greek Language</p> <p>GREK 5011: Advanced Greek</p> <p>LITG 5039: The Coptic Eucharistic Liturgy: A Historical Introduction</p> <p>LITG 5041B: Liturgical History of the Church of Alexandria</p> <p>LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries</p> <p>LITG 5043: Liturgical Theology</p> <p>LITG 5044: The Coptic Liturgy of the Hours</p> <p>LITG 5045: Topics in Liturgical History: Holy Week &amp; Resurrection</p> <p>LITG 5047: Christian Initiation and Eucharist in the Churches of the Early Christian East</p> <p>LITG 5048: Intensive Liturgy and Time in Early Christianity</p> <p>OLDT 5021: Christ in the Old Testament</p> <p>NEWT 5024: The Epistles of Saint Paul</p> <p>NEWT 5026: Patristic Approach to the New Testament</p> <p>NEWT 5028: The Gospel of Luke</p> <p>NEWT 5029: The Gospel of John</p> <p>PATR 5027: Patristic Exegesis</p> <p>PATR 5032: St. Cyril of Alexandria: The Life, Works, and Theology of the Pillar of Faith</p> <p>PATR 5033: St. Athanasius the Apostolic: The Life, Works and Theology of the “Canon of Orthodoxy”</p> <p>PATR 5034: The Father and The Councils</p> <p>PSYC 5091: Counseling Moral Identity and Spiritual Formation</p>	<p>6</p>
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PSYC 5092: Marriage Counseling	
PSYC 5093: Psychology of the Family	
PSYC 5095: Orthodox Approach to Drug Addiction	
PSYC 5096: Child Development	
TRIP 5017A: Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)	
TRIP 5017B: Holy Lands of The Bible: Jerusalem	
TRIP 5017D: Holy Lands of the Bible: Turkey	
WRIT 5099: Directed Research and Study	
<b>Elective Course Subtotal</b>	<b>12</b>
<b>Program Total</b>	<b>36</b>

Some courses are available in more than one category above. Each course taken can only be applied to one program requirement. Any course taken within the Biblical Studies and Church History elective category, in excess of the semester credit hours required for that category, will be applied to the free elective category.

\*Additional special offering electives and study abroad courses may be available please contact the Registrar for more information.

### *Master of Theology (Th.M.)*

The Master of Theology (Th.M.) is a 30 semester credit hour program, designed to encourage scholarly research for those who desire to add a scholarly dimension to their priestly or ministerial vocations, whether for furthering theological knowledge or in preparation for additional, doctoral work. This program is meant for students who have completed the M.T.S. or equivalent degree. The Th.M. program is designed to accommodate full-time or part-time enrollment. Average time for completion is three years, but can be completed in two years by taking an average of 6 credits per semester. Students have a maximum of five years to complete their degree.

### *Program Learning Outcomes and General Requirements*

ACTS seeks to equip Th.M. students to:

1. Assess a wide array of sources available for research and writing about the Orthodox tradition.
2. Design a theological framework using a methodology that is broad-minded and established firmly upon Scripture, the Fathers, and the liturgy of the Coptic Orthodox Tradition
3. Develop practical ways to use theological research to help improve the state of the church today.
4. Discuss beliefs and teachings of the Orthodox Church and offer new analysis, research, and evidence to add to contemporary academic discourse.

### *Prerequisites*

Students who have not previously completed a graduate-level theological research and writing course must complete ACTS 5001: Introduction to Theological Research and Writing before fully enrolling in the Master of Theology Program. Students who have completed the M.T.S. program with ACTS have demonstrated sufficient proficiency to complete the requisite research, analysis, and writing in the Th.M. program. Acceptance of an equivalent course completed elsewhere is determined during the admission process, based on the equivalency of course objectives.

### *Course Selection and Sequencing*

In order to best prepare students to complete their chosen thesis, students must select a thesis topic that aligns with a Concentration option below. Students' Th.M. Advisor will assist students in tailoring course selection, within their chosen concentration and from the listed electives, to align with students' thesis topic.

### *Th.M. Course Requirements*

Students must first complete core course requirements, then take three courses in one concentration. Then, the thesis will be written in the area of concentration under the supervision of the student's program advisor. It must demonstrate critical understanding, based upon personal research, and constitute an original scholarly contribution. Additional thesis requirement information is below.

Note: Students who previously completed the ACTS Master of Theological Studies degree may not apply any courses completed to Master of Theology degree program requirements. If a Th.M. course requirement was previously taken during the M.T.S. program, a substitute course requirement will be selected by a Th.M. advisor, in alignment with students' thesis topic.

REQUIRED COURSES	
<i>Course Name</i>	Semester Credit Hours
<b><i>Advanced Dogmatics</i></b> DOGM 5061: Dogmatics: Council of Chalcedon	3
<b><i>Advanced Church History (choose one)</i></b> CHST 5016: Coptic Church History: From the Arab Conquest to Modernity CPST 5014: Church History of Coptic Education CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt LITG 5039: The Coptic Eucharistic Liturgy: A Historical Introduction	3
<b><i>Advanced Patristics (choose one)</i></b> NEWT 5026: Patristic Approach to the New Testament PATR 5027: Patristic Exegesis PATR 5034: The Father and The Councils	3
<b>Required Course Subtotal</b>	<b>9</b>
CONCENTRATION COURSES (CHOOSE ONE)	
<b><i>Biblical Studies Concentration (choose three)</i></b> APOL 5023: Biblical Apologetics CPST 5018: Coptic Monastic Art and Architecture GREK 5011: Advanced Greek NEWT 5024: The Epistles of Saint Paul NEWT 5026: Patristic Approach to the New Testament NEWT 5028: The Gospel of Luke NEWT 5029: The Gospel of John NEWT 5031: The Gospel of Matthew OLDT 5021: Christ in the Old Testament OLDT 5022: Theological Themes in the Book of Hosea PATR 5027: Patristic Exegesis	9

TRIP 5017A: Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)	
TRIP 5017B: Holy Lands of The Bible: Jerusalem	
TRIP 5017D: Holy Lands of the Bible: Turkey	
<b><i>Liturgical Studies Concentration (choose three)</i></b>	
LITG 5040: Introduction to Liturgical Studies	
LITG 5041B: Liturgical History of the Church of Alexandria	
LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries	9
LITG 5043: Liturgical Theology	
<b><i>Historical Studies Concentration (choose three)</i></b>	
APOL 5055: Introduction to Apologetics	
CHST 5016: Coptic Church History: From the Arab Conquest to Modernity	
COPT 5012: Topics in Liturgical Coptic Manuscripts	
CPST 5014: Church History of Coptic Education	
CPST 5018: Coptic Monastic Art and Architecture	
CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt	
CPST 5050: Introduction to Canon Law	
CPST 5051: Advanced Canon Law	
DOGM 5061: Dogmatics: Council of Chalcedon	
LITG 5041B: Liturgical History of the Church of Alexandria	
LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries	9
LITG 5043: Liturgical Theology	
NEWT 5031: The Gospel of Matthew	
PATR 5032: St. Cyril of Alexandria: The Life, Works, and Theology of the Pillar of Faith	
PATR 5033: St. Athanasius the Apostolic: The Life, Works and Theology of the “Canon of Orthodoxy”	
PATR 5034: The Father and The Councils	
TRIP 5017A: Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)	
TRIP 5017B: Holy Lands of The Bible: Jerusalem	
TRIP 5017D: Holy Lands of the Bible: Turkey	
<b>Concentration Courses Subtotal</b>	<b>9</b>
<b><i>Free Electives (choose two)</i></b>	
APOL 5023: Biblical Apologetics	
APOL 5057: Philosophical Apologetics	
CHST 5016: Coptic Church History: From the Arab Conquest to Modernity	
COPT 5005: Coptic: Readings in Coptic	
COPT 5012: Topics in Liturgical Coptic Manuscripts	6
CPST 5014: Church History of Coptic Education	
CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt	
CPST 5050: Introduction to Canon Law	
CPST 5051: Advanced Canon Law	
CPST 5065: Introduction to Orthodox Spiritual Theology	

CPST 5066: Growth in Holiness: St. Pope Kyrillos VI and the Spiritual Life	
CPST 5082: Coptic Ethics	
CPST 5090: Church Administration and Leadership	
CPST 5094: Strengths-Based Servant Leadership	
DOGM 5061: Dogmatics: Council of Chalcedon	
GREK 5010: Introduction to Greek Language	
GREK 5011: Advanced Greek	
LITG 5041B: Liturgical History of the Church of Alexandria	
LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries	
LITG 5043: Liturgical Theology	
LITG 5044: The Coptic Liturgy of the Hours	
LITG 5045: Topics in Liturgical History: Holy Week & Resurrection	
LITG 5047: Christian Initiation and Eucharist in the Churches of the Early Christian East	
LITG 5048: Intensive Liturgy and Time in Early Christianity	
NEWT 5024: The Epistles of Saint Paul	
NEWT 5026: Patristic Approach to the New Testament	
NEWT 5029: The Gospel of John	
OLDT 5021: Christ in the Old Testament	
OLDT 5022: Theological Themes in the Book of Hosea	
PATR 5027: Patristic Exegesis	
PATR 5032: St. Cyril of Alexandria: The Life, Works, and Theology of the Pillar of Faith	
PATR 5033: St. Athanasius the Apostolic: The Life, Works and Theology of the "Canon of Orthodoxy"	
PATR 5034: The Father and The Councils	
PSYC 5091: Counseling Moral Identity and Spiritual Formation	
PSYC 5092: Marriage Counseling	
PSYC 5093: Psychology of the Family	
PSYC 5095: Orthodox Approach to Drug Addiction	
PSYC 5096: Child Development	
TRIP 5017A: Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)	
TRIP 5017B: Holy Lands of The Bible: Jerusalem	
TRIP 5017D: Holy Lands of the Bible: Turkey	
WRIT 5099: Directed Research and Study	
<b>Elective Course Subtotal</b>	<b>6</b>
<b>THESIS COURSES (Core Courses Taken After all other program requirements)</b>	
WRIT 5097: Thesis 1	6
WRIT 5098: Thesis 2	
<b>Program Total</b>	<b>30</b>

Some courses are available in more than one category above. Each course taken can only be applied to one program requirement. Any course taken will first be considered for Core course requirements, then concentration requirements, then elective requirements.

## *Thesis Requirements*

- The thesis will be written in the area of concentration under the supervision of the student's program advisor. It must demonstrate critical understanding, based upon personal research, and constitute an original scholarly contribution.
- When applying into the ThM program, students are required to include a 4-5 prospectus presenting the subject of research, outlining the manner in which the thesis will be developed (as explained above). Upon acceptance into the program, the ThM committee will assign the student an advisor to supervise the thesis. This Th.M. advisor will assist the student in tailoring their course selections to their thesis topic.
- The thesis is expected to be 60 to 100 pages in length, but should not exceed 40,000 words, including footnotes/endnotes, appendices, excursus, table of contents, and bibliography. The thesis must follow the guidelines of the Thesis Style Sheet found under the Populi files and [ThM Writing Guidelines 2022-2023](#).
- *Thesis Submission and Defense.* After the advisor has accepted the final version of the thesis, an electronic copy of the thesis (as a PDF file) must be submitted to the Office of Academic Affairs by the deadline indicated in the Academic Calendar. The thesis is then evaluated by two readers: the first reader is the student's thesis advisor, who is a full-time or sessional member of the faculty, and the second is appointed by the Associate Dean for Academic Affairs from among ACTS faculty. The thesis will then be discussed and defended at a special meeting of the faculty, to which competent scholars from other institutions may be invited. These scholars will take part in the final faculty vote to recommend the candidate for the degree.
- Students who do not complete their thesis by the thesis submission deadline agreed upon with their advisor, must register for continuation (CTN) and pay the continuation fee in the following semester(s) in order to remain degree candidates. Failure to register for continuation and pay the fee will cause the student to be administratively withdrawn from the degree program. In the event that the student is unable to complete the thesis even with continuation registration(s), the permanent grade W (Withdrawal) will be entered on the student's transcript.

## *Early Christian Studies Certificate*

The Early Christian Studies Certificate Program is a non-degree certificate program of study available for laity or clergy interested in learning more about the Orthodox faith in a formalized setting, but who are not ready to commit to the Master of Theological Studies degree program, or who may not yet qualify for admission into that program. This certificate program is a short-term, non-degree program that provide training for a specific church service or personal, spiritual, and theological enrichment. All courses that comprise the certificate programs are transferable to the M.T.S. program once admission requirements are met, as long as those courses are taken for credit (not on audit basis), and the courses were completed with a B- or higher.

The certificate program is designed to accommodate full-time or part-time enrollment. Students have a maximum of two years to complete their program.

## Early Christian Studies Certificate Program Learning Outcomes

Students who obtain a certificate from ACTS should be able to demonstrate basic proficiency in one area of theological education.

- Examine theological reading, research, and writing.
- Explain practical theology (Liturgics and Canon Law)
- Discuss historical theology and literature (Church History and Patrology)
- Construct frameworks of systematic theology (Dogmatics)

### Course Requirements

REQUIRED COURSES	
Course Name	Semester Credit Hours
WRIT 5001: Introduction to Theological Research and Writing <i>Must be taken during first semester for students who begin their program in Spring or Fall. Students who begin their program in Summer are advised what courses do not include significant writing assignments and must take this course during their next term.</i>	3
CHST 5015: Introduction to Church History	3
DOGM 5060: Introduction to Dogmatics	3
ELECTIVE COURSES (CHOOSE ONE)	
APOL 5023: Biblical Apologetics APOL 5055: Introduction to Apologetics APOL 5057: Philosophical Apologetics CHST 5016: Coptic Church History: From the Arab Conquest to Modernity COPT 5005: Coptic: Readings in Coptic COPT 5012: Topics in Liturgical Coptic Manuscripts CPST 5014: Church History of Coptic Education CPST 5018: Coptic Monastic Art and Architecture CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt CPST 5050: Introduction to Canon Law CPST 5051: Advanced Canon Law CPST 5065: Introduction to Orthodox Spiritual Theology ACTS CPST 5066: Growth in Holiness: St. Pope Kyrillos VI and the Spiritual Life CPST 5082: Coptic Ethics CPST 5090: Church Administration and Leadership CPST 5094: Strengths-Based Servant Leadership DOGM 5061: Dogmatics: Council of Chalcedon GREK 5010: Introduction to Greek Language GREK 5011: Advanced Greek LITG 5039: The Coptic Eucharistic Liturgy: A Historical Introduction LITG 5041B: Liturgical History of the Church of Alexandria LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries LITG 5043: Liturgical Theology LITG 5044: The Coptic Liturgy of the Hours LITG 5045: Topics in Liturgical History: Holy Week & Resurrection	3

LITG 5047:	Christian Initiation and Eucharist in the Churches of the Early Christian East	
LITG 5048:	Intensive Liturgy and Time in Early Christianity	
NEWT 5024:	The Epistles of Saint Paul	
NEWT 5026:	Patristic Approach to the New Testament	
NEWT 5028:	The Gospel of Luke	
NEWT 5029:	The Gospel of John	
NEWT 5031:	The Gospel of Matthew	
OLDT 5021:	Christ in the Old Testament	
OLDT 5022:	Theological Themes in the Book of Hosea	
PATR 5027:	Patristic Exegesis	
PATR 5032:	St. Cyril of Alexandria: The Life, Works, and Theology of the Pillar of Faith	
PATR 5033:	St. Athanasius the Apostolic: The Life, Works and Theology of the “Canon of Orthodoxy”	
PATR 5034:	The Father and The Councils	
PSYC 5091:	Counseling Moral Identity and Spiritual Formation	
PSYC 5092:	Marriage Counseling	
PSYC 5093:	Psychology of the Family	
PSYC 5095:	Orthodox Approach to Drug Addiction	
PSYC 5096:	Child Development	
TRIP 5017A:	Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)	
TRIP 5017B:	Holy Lands of The Bible: Jerusalem	
TRIP 5017D:	Holy Lands of the Bible: Turkey	
WRIT 5099:	Directed Research and Study	
<b>Program Total</b>		<b>12</b>

### *Orthodox Scripture Certificate*

The Orthodox Scripture Certificate Program is a non-degree certificate program of study available for laity or clergy interested in learning more about the Orthodox faith in a formalized setting, but who are not ready to commit to the Master of Theological Studies degree program, or who may not yet qualify for admission into that program. This certificate program is personalized, short-term, non-degree programs that provide training for a specific church service or personal, spiritual, and theological enrichment. All courses that comprise the certificate programs are transferable to the M.T.S. program once admission requirements are met, as long as those courses are taken for credit (not on audit basis), and the courses were completed with a B- or higher.

The certificate program is designed to accommodate full-time or part-time enrollment. Students have a maximum of two years to complete their program.



## Orthodox Scripture Certificate Program Learning Outcomes

Students who obtain a certificate from ACTS should be able to demonstrate basic proficiency in one basic area of theological education.

- Examine theological reading, research, and writing.
- Interpret Scripture (Old and New Testaments)
- Analyze principles of Biblical exegesis

### Course Requirements

REQUIRED COURSES	
Course Name	Semester Credit Hours
WRIT 5001: Introduction to Theological Research and Writing <i>Must be taken during first semester for students who begin their program in Spring or Fall. Students who begin their program in Summer are advised what courses do not include significant writing assignments and must take this course during their next term.</i>	3
OLDT 5020: Introduction to Old Testament	3
NEWT 5025: Introduction to New Testament	3
ELECTIVE COURSES (CHOOSE ONE)	
APOL 5023: Biblical Apologetics APOL 5055: Introduction to Apologetics APOL 5057: Philosophical Apologetics CHST 5014: Church History of Coptic Education CHST 5016: Coptic Church History: From the Arab Conquest to Modernity COPT 5005: Coptic: Readings in Coptic COPT 5012: Topics in Liturgical Coptic Manuscripts COPT 5082: Coptic Ethics CPST 5018: Coptic Monastic Art and Architecture CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt CPST 5050: Introduction to Canon Law CPST 5051: Advanced Canon Law CPST 5065: Introduction to Orthodox Spiritual Theology CPST 5066: Growth in Holiness: St. Pope Kyrillos VI and the Spiritual Life CPST 5090: Church Administration and Leadership CPST 5094: Strengths-Based Servant Leadership DOGM 5061: Dogmatics: Council of Chalcedon GREK 5010: Introduction to Greek Language GREK 5011: Advanced Greek LITG 5039: The Coptic Eucharistic Liturgy: A Historical Introduction LITG 5041B: Liturgical History of the Church of Alexandria LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries LITG 5043: Liturgical Theology LITG 5044: The Coptic Liturgy of the Hours LITG 5045: Topics in Liturgical History: Holy Week & Resurrection	3

LITG 5047:	Christian Initiation and Eucharist in the Churches of the Early Christian East	
LITG 5048:	Intensive Liturgy and Time in Early Christianity	
OLDT 5021:	Christ in the Old Testament	
OLDT 5022:	Theological Themes in the Book of Hosea	
NEWT 5024:	The Epistles of Saint Paul	
NEWT 5026:	Patristic Approach to the New Testament	
NEWT 5028:	The Gospel of Luke	
NEWT 5029:	The Gospel of John	
NEWT 5031:	The Gospel of Matthew	
PATR 5027:	Patristic Exegesis	
PATR 5032:	St. Cyril of Alexandria: The Life, Works, and Theology of the Pillar of Faith	
PATR 5033:	St. Athanasius the Apostolic: The Life, Works and Theology of the “Canon of Orthodoxy”	
PATR 5034:	The Father and The Councils	
PSYC 5091:	Counseling Moral Identity and Spiritual Formation	
PSYC 5092:	Marriage Counseling	
PSYC 5093:	Psychology of the Family	
PSYC 5095:	Orthodox Approach to Drug Addiction	
PSYC 5096:	Child Development	
TRIP 5017A:	Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)	
TRIP 5017B:	Holy Lands of The Bible: Jerusalem	
TRIP 5017D:	Holy Lands of the Bible: Turkey	
WRIT 5099:	Directed Research and Study	
<b>Program Total</b>		<b>12</b>

# Admissions Information

## *Commitment to Inclusion*

ACTS is a graduate Orthodox Christian school of theology whose programs are open to men and women of all races, creeds, and geographic locations, regardless of possible learning or physical disability. The admissions process is designed to serve those students who give evidence of the necessary desire and qualifications for an education coinciding with the aims and objectives of the school.

## *Master of Theological Studies (M.T.S.)*

Applicants are required to submit the following:

- An application for admission form, which includes demographic information and a statement of purpose.
- Official transcripts documenting that the applicant earned a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education, Council for Higher Education Accreditation (CHEA), or its international equivalent. Transcripts must be submitted to ACTS directly from the granting institution.
- Copy of government-issued photo identification.
- Resume or curriculum vitae.
- Two letters of recommendation (one professional reference, one spiritual reference)

International applicants must also refer to the International Applicant requirements below.

Applicants whose first language is not English must demonstrate English Proficiency per the requirements below.

No prior preparation in theology or religious studies is necessary. However, prospective students who have not earned a bachelor's degree in the humanities are encouraged to have read broadly in the areas of Orthodox theology, religion, and philosophy.

## *Master of Theology (Th.M.)*

Applicants are required to provide the following:

- An application for admission form, which includes demographic information and a statement of purpose.
- Official transcripts documenting that the applicant earned a Master of Theological Studies or equivalent degree from an institution accredited by an agency recognized by the U.S. Department of Education, Council for Higher Education Accreditation (CHEA), or its international equivalent, with a cumulative GPA of 3.3 or higher. Transcripts must be submitted to ACTS directly from the granting institution.
- Copy of government-issued photo identification.
- Resume or curriculum vitae.
- Two letters of recommendation (one professional reference, one spiritual reference)

- A thesis proposal of 4-5 pages. In the proposal, students outline the problem to be investigated and give a sense of what they expect to find. The proposal must also include a working title and a bibliography, which is not intended to be exhaustive but must show that the student is familiar with the main works in the field, specifically those that will be of value to the project.

International applicants must also refer to the International Applicant requirements below.

Applicants whose first language is not English must demonstrate English Proficiency per the requirements below.

### *Graduate Certificate Programs*

Applicants are required to provide the following:

- An application for admission form, which includes demographic information and a statement of purpose.
- Copy of government-issued photo identification.
- One letter of recommendation (spiritual reference).
- Academic Prerequisite Options:
  - Official transcripts documenting that the applicant earned a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education, Council for Higher Education Accreditation (CHEA), or its international equivalent. Transcripts must be provided directly from the granting institution. Or,
  - Students may co-enroll in a certificate program if they submit official transcripts demonstrating completion of at least 50% of a bachelor's degree. A student cannot graduate with their certificate without first completing their bachelor's degree and submitting an official transcript demonstrating such.

International applicants must also refer to the International Applicant requirements below.

Applicants whose first language is not English must demonstrate English Proficiency per the requirements below.

### *Non-Degree Students*

Applicants interested in taking individual courses for credit, outside of a certificate or degree program may enroll as a non-degree student. Non-degree applicants are required to submit the following:

- An application for admission form, which includes demographic information and a statement of purpose.
- Copy of government-issued photo identification.
- Official transcripts documenting that the applicant earned a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education, Council for Higher Education Accreditation (CHEA), or its international equivalent. Transcripts must be provided directly from the granting institution.

Students may only take four courses as a non-degree student before they are required to apply to a

certificate or degree program.

### *Auditors*

Applicants interested in participating in a course *for no credit* must complete a brief application found on the ACTS admissions page by the application deadline to participate in a course. Auditors must be 18 years or older to audit any regular course, agree to the meeting terms of the course and the cost of auditing (see tuition and fees). Auditors will have access to all content including lectures and curriculum but their assignments/exams will not be evaluated by the faculty member or logged into the gradebook for credit.

### *Student Identity Verification*

In order to verify the identity of applicants, ACTS requires the submission of a government-issued photo identification (ID) and student profile picture. The information disclosed on the provided photo ID is compared with other admission materials to affirm that the person completing the application process is the same person named in the application.

### *Technology Requirements*

#### *Computer Access*

ACTS delivers its academic programs using an online learning management system (LMS). Students need a computer with internet access. Our LMS and student portal is called Populi. The technology requirements to operate Populi [can be found here](https://support.populiweb.com/hc/en-us/articles/360052082373-Technical-requirements-What-you-need-to-use-Populi) or <https://support.populiweb.com/hc/en-us/articles/360052082373-Technical-requirements-What-you-need-to-use-Populi>. Computers must have speakers, a microphone, and webcam (built-in or external).

#### *Broadband Internet Access*

A fast internet connection ensures that you can navigate through our Student Portal, Populi, quickly and efficiently. If you are in a public space, a mobile device with a data connection (3G, 4G, or LTE) or your typical coffee shop Wi-Fi connection will be sufficient.

### *International Applicants*

Saint Athanasius and Saint Cyril Coptic Orthodox Theological School welcomes graduate students from around the world. Here are the requirements to consider during the admissions process. Please note that we do not process or sponsor student visas.

### **Submitting International Transcripts**

Those students who have earned their qualifying degree(s) from an institution outside of the United States must apply as an international student to ACTS. International students must arrange to first have their transcripts evaluated using a transcript evaluation service. We recommend applicants use Academic Credentials Evaluation Institute (ACEI) which provides ACTS with

basic proof of degree-level graduation. After submitting ALL documents, application, and fees to ACEI, ACTS will receive an evaluation at least 7 business days thereafter.

One can request their basic degree level evaluation via this online form, [here](#). Please note that, if an applicant is interested in having their international transcripts evaluated for transfer credit, they must have a course-by-course evaluation conducted.

Applicants who need their transcripts evaluated are eligible for a waiver of the ACTS application fee.

### **English Language Proficiency Policy**

If your first language is not English, you must demonstrate English proficiency for participation in English-language graduate education through one of the following means:

1. Submission of official transcripts demonstrating completion of an earned degree from an appropriately accredited institution where English is the principal language of instruction;
2. A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT);
3. 6.5 on the International English Language Test (IELTS);
4. 50 on the Pearson Test of English Academic Score Report;
5. 100 on the Duolingo English Test;
6. 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE);
7. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
  - a. ESL Language Use: Score of 85
  - b. ESL Listening: Score of 80
  - c. ESL Reading: Score of 85
  - d. ESL Sentence Meaning: Score of 90
  - e. ESL Writeplacer: Score of 4
  - f. Comprehensive Score for all exams of 350;
8. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
9. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;
10. A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of B or

higher is required for the master's degree, first professional degree, or professional doctoral degree.

### *Application Materials*

Please ensure that all application materials are in English. Please be aware that all application materials become the property of ACTS and will not be returned to the applicant. Hard copies of supporting documentation should be mailed to:

Saint Athanasius and Saint Cyril Coptic Orthodox Theological School  
PO BOX 18448  
Anaheim CA, 92817

### *Transfer Credit Policy*

Students may seek to transfer up to 18 semester credit hours into the Master of Theological Studies (M.T.S.) program and up to 9 semester credit hours for the Master of Theology (Th.M.) program.

Each request for transfer is reviewed on a case by case basis and requires the following:

1. Credit hours transferred are from completed coursework at an accredited institution, recognized by the United States Department of Education or an international equivalent
2. Credit hours were taught at the same level or higher (master's or higher)

Transfer requests are NOT accepted into graduate certificate programs.

To submit a transfer request please contact the Registrar and include official transcripts and any supporting documentation (syllabi, coursework completed, etc.) as well as the ACTS course(s) the transfer should apply towards. Transfer requests will be reviewed by the Committee on Academic Procedures (CAP) within 14 days of submission, additional information or documentation may be requested during this time.

The acceptance of transfer credit by other institutions of units/credits earned at St. Athanasius and St. Cyril Coptic Orthodox Theological School is always determined by the receiving institution. Prospective students interested in transferring ACTS credit to another institution should contact that institution to confirm acceptance.

## Financial Information

The generosity of individual donors and churches helps students receive quality education at a cost much less than charged by many other institutions. ACTS strives to help every student receive the education and personal edification he/she desires.

### *Tuition and Fees*

Students enrolling with ACTS are subject to the following tuition & fees. Educational costs are charged based on enrollment load each term.

#### Tuition

<b>Program</b>	<b>Cost per Semester Credit (most courses are 3 semester credits)</b>
<b>Master of Theological Studies (M.T.S.); Certificate Programs; Non-Degree Students</b>	\$266.67
<b>Master of Theology (Th.M.)</b>	\$300
<b>Auditors</b>	\$400 (per course) paid during application submission

Tuition price beginning Summer 2022.

#### Required Fees

<b>Type of Fee</b>	<b>Frequency</b>	<b>Amount</b>
Application/Registration Fee	one (1) per application	\$50
Digital Theological Library Fee	one (1) per semester	\$70 (every enrolled semester)
Equipment/Technology Fee	one (1) per semester	\$50 (every enrolled semester)
Commencement Fee	one (1) per program graduated	\$100

#### Incidental Fees

<b>Type of Fee</b>	<b>Frequency</b>	<b>Amount</b>
Readmission Fee	one (1) per application	\$50
Payment Plan Fee	one (1) per semester	\$50
Official Transcript Fee	one (1) per request	\$5



The Readmission Fee is treated as an “Application/Registration Fee” for refund purposes (see Cancellation Policy). The Payment Plan Fee is refundable if a student cancels their enrollment prior to the term start date. The Official Transcript Fee is nonrefundable once the transcript is issued.

### *Total Program Cost*

<b>MASTER OF THEOLOGICAL STUDIES (M.T.S.) Program Costs</b>	
Tuition (\$266.67 x 36)	\$9,600.12
Fees (Application, Technology/Library (6 semesters), Commencement)	\$870
Textbooks* (estimated \$50 per course)	\$600
<b>Total Program Cost</b>	<b>\$11,070.12</b>

<b>MASTER OF THEOLOGY (TH.M) Program Costs</b>	
Tuition (\$300 x 30)	\$9,000
Fees (Application, Technology/Library (6 semesters), Commencement)	\$870
Textbooks* (estimated \$50 per course)	\$500
<b>Total Program Cost</b>	<b>\$10,370</b>

<b>CERTIFICATE PROGRAM COSTS (ORTHODOX SCRIPTURE &amp; EARLY CHRISTIAN STUDIES)</b>	
Tuition (\$266.67 x 12)	\$3,200.04
Fees (Application, Technology/Library (3 semesters), Commencement)	\$510
Textbooks* (estimated \$50 per course)	\$200
<b>Total Program Cost</b>	<b>\$3,910.04</b>

**\*Textbooks:** Textbook prices fluctuate depending on recent book editions and pricing changes by publishers. Required text for each course is listed in your course syllabi. A full textbook course listing is also available at the Newport Beach campus location or can be emailed to you. Please contact [office@actslibrary.org](mailto:office@actslibrary.org).

## *Discounts*

M.T.S. students who enroll in three courses in any given term are charged a discounted rate of \$200 per semester credit hour for that term. To qualify for this discount, students must be enrolled in three courses by the add/drop deadline. If students initially enroll for three courses and then drop to two or one courses, their tuition will be adjusted to the full \$266.67 per semester credit hour rate.

## **Payment Policy**

### *Payment Policy for Tuition and Fees*

1. All tuition is payable in full by the first day of classes each semester. Students may be dropped from their courses if they fail to pay the amount due to the account by the end of the Add/Drop period. Students are not provided a discount for bulk payments for future semesters.
2. Students have several payment options. Payments may be made by check, e-check, credit card (Visa, MasterCard, American Express) online, through the awarding of an ACTS scholarships, outside scholarships and/or loans. Students should consult the Finance Office for details.
  - a. Mail check to: PO Box 18448 Anaheim, CA 92817
  - b. Credit card or e-check directly through Populi Student Portal. Please note that a 3% convenience fee for your total outstanding balance will be charged to your account if paying by credit card. A convenience fee does not apply to e-check. To make a payment online, log-in to your Populi student account and click on “You have unpaid invoices” under “Alerts”.
  - c. Third party invoicing - the institution can arrange to have an electronic payment link or a printed invoice sent.
3. Payment plans: All students in good academic standing are eligible to apply for a payment plan (4 payments during the semester). Email your request to [finance@acts.school](mailto:finance@acts.school). Students are charged a payment plan administrative fee of \$50 per semester. Students are not charged interest.

### *Delinquent Accounts*

Students whose accounts are not paid in full are not eligible to register for the next semester. Students are not charged late fees. This applies equally to students participating in a payment plan who fail to pay any outstanding balances on or before established date(s). Students will be dropped from their courses and placed on financial lock if they fail to pay. No student who has unpaid financial obligations to ACTS (including the library) shall be permitted to register for a subsequent semester until their account is made current. Students who withdraw with a delinquent account will be required to make their account current prior to re-entry into any program. In the event that ACTS deems it necessary to employ a collections agent or attorney to enforce payment, the student will be responsible for all reasonable collection costs and attorney's fees.

### *Financial Assistance*

A student's church, corporation, friends, or relatives (sponsor) may desire to pay a full or

partial amount of a student's tuition and fees. The student will be responsible to arrange with the Sponsor to ensure payment is made on time using the online portal or by mailing a check to the ACTS mailing address with the student information and account number clearly stated in the memo section.

Sponsorship monies paid in advance will be held available for use or refund for one year from the date of last activity. Sponsorship monies will be refunded only to the sponsor, per the Refund Policy below.

### *Financial Appeals*

Any student desiring to appeal a financial decision of their account may do the following:

1. Contact the Finance Office at [finance@acts.school](mailto:finance@acts.school) to discuss the issue.
2. After discussing the issue with the financial office, the student must submit a written request to the Dean for re-evaluation of the financial decision in question.

### *Cancellation Policy*

Students have the right to cancel their enrollment with ACTS at any time. Students who cancel their enrollment within five (5) calendar days after signing the enrollment agreement will receive a full refund, including the application/registration fee and any other tuition or fees paid. Students who cancel more than five days after signing the enrollment agreement, through the start of the semester, will receive a full refund of all tuition and fees paid, minus the application/registration fee. After the semester has begun, cancellation (withdrawal) is subject to the institution's refund policy.

Students must convey their cancellation by contacting either [registrar@acts.school](mailto:registrar@acts.school) or [finance@acts.school](mailto:finance@acts.school) via email. Any money due to students will be refunded within 30 days of withdrawal.

### *Refund Policy*

Students who withdraw from a course or courses during the term will receive a tuition refund according to the refund table below. Technology and Library Fees are not refunded once the semester has begun. Any money due to students will be refunded within 30 days of withdrawal.

If students withdraw prior to the next term, all charges collected for the next term will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender and third party.

Regular Semester Refund (Fall, Spring, and Summer semesters) are subject to the following refund table:

Semester Week	Percent Refunded to Student
---------------	-----------------------------

1	100%
2	100%
3	70%
4	60%
5	50%
6	40%
7	30%
8	20%
9	10%
10 or more	0%

Intensive courses (between one and six weeks in length) are subject to the following refund table:

<b>Length in Weeks</b>	<b>Percent Refunded to Student</b>
1	100%
2	70%
3	40%
4	20%
5 or more	0%

The total cost and applicable refund policy for study abroad courses will be disclosed for student approval prior to incurring any charges. Typically, tuition and technology fees for a study abroad semester are refundable prior to the trip beginning, but any deposit paid as well as costs already expended for travel, lodging, and experiences may be non-refundable.

### **Sample Refund**

A student enrolls in one Th.M. course in a regular semester and drops in the 3rd week.

Total Tuition: \$900 (tuition) = \$800

Refund Amount: \$900 x 70% = \$630

## **Date of Withdrawal**

For the purpose of determining a refund, students are deemed to have withdrawn from a program of instruction when any of the following occurs:

- The date students notify ACTS in writing of their intent to withdrawal.
- ACTS terminates student enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of ACTS; absences in excess of maximum set forth by ACTS or the specific course faculty; failure to return from a leave of absence; and/or failure to meet financial obligations to ACTS.

## *Enrollment Agreement*

Students in every program will be provided an enrollment agreement for review and signature. This document, along with the School Catalog, is the student's agreement with the school. The agreement will contain information on the student's program, costs, additional fees, potential fees, and cancellation policy. Students will be sent the enrollment agreement through their Populi account at the beginning of their program and it will be available for digital signature. Students are required to sign this document prior to enrolling in any courses. A student has five (5) calendar days after signing this enrollment agreement to cancel enrollment and receive a full refund which includes the application fee and any other fees paid.

## *Scholarships*

### *Merit Scholarships*

ACTS is pleased to offer limited merit scholarships to eligible candidates. Updated information on deadlines, application, eligibility, and amounts may be found on the ACTS homepage. No scholarship will be applied to the student's account without a signed Award Letter indicating understanding of, and adherence to the policies contained in the scholarship letter.

Scholarship awards are subject to the following conditions. Any student accepting a scholarship must accept the following conditions:

All requirements associated with receipt of a scholarship are to be made available to potential recipients. Once an application is received the student will be contacted by the administration to receive approval/denial, along with more information regarding dispersal of funds to student accounts, if approved.

All students who receive the Merit Scholarship will be automatically placed on a disbursement plan; the scholarship fund typically will pay for the tuition fees of up to 2 courses per semester, exceptions can be made at the discretion of the Dean. The student will still be responsible for the technology fee. If your scholarship is canceled for any reason at any time, the student is responsible for all outstanding charges on the account.

The Scholarship Committee reserves the right to review or cancel awards due to changes in

financial standing, academic or program status. All scholarship students must be in good standing with a GPA of 3.0 or better and abide by the code of conduct. This does not apply to the need-based Habib Guirguis Scholarship.

All awards are tentative subject to completion of paperwork and final verification of academic records and acceptance to ACTS.

Scholarship recipients must maintain the required cumulative grade point average of 3.0 or better. Grades are subject to review on a term-by-term basis. Unless specified otherwise, any scholarship recipient who earns a semester grade point average lower than a 3.0 will automatically forfeit their scholarship eligibility for the next semester they are enrolled (if applicable).

Students receiving scholarship awards who withdraw from ACTS must notify the Administration Office prior to withdrawal. Withdrawal from a course, without extenuating circumstances, will be grounds for automatic forfeit of scholarship and the student will be responsible for all outstanding charges on their account.

ACTS Merit Scholarship policy does not permit a student to receive institutional funds in conjunction with other outside funds in excess of that student's total program cost. Scholarship recipients cannot exceed their total program cost in institutional funds. The combination of scholarships and outside assistance cannot exceed the total cost of the program. If a combination of all sources of aid exceeds the student's total program cost, the Merit Scholarship will be reduced accordingly.

### *International Scholarships*

ACTS is pleased to offer limited International scholarships to eligible candidates. Students may check our website ([actslibrary.org](http://actslibrary.org)) for updated information on deadlines, application, eligibility, and amounts. No scholarship will be applied to the student's account without a signed Award Letter indicating understanding of, and adherence to the policies contained in the scholarship letter.

Scholarship awards are subject to the following conditions. Any student accepting a scholarship must accept the following conditions:

All requirements associated with receipt of a scholarship are to be made available to potential recipients. Once an application is received the student will be contacted by the administration to receive approval/denial, along with more information regarding dispersal of funds to student accounts, if approved.

All students who receive the International Scholarship will be automatically placed on a disbursement plan; the scholarship fund typically will pay for the tuition fees of up to 2 courses per semester, exceptions can be made at the discretion of the Dean. The student will still be responsible for the technology fee. If your scholarship is canceled for any reason at any time, the student is responsible for all outstanding charges on the account.

The Scholarship Committee reserves the right to review or cancel awards due to changes in financial standing, academic or program status. All scholarship students must be in good standing with a GPA of 3.0 or better and abide by the code of conduct.

All awards are tentative subject to completion of paperwork and final verification of academic records and acceptance to ACTS.

Scholarship recipients must maintain the required cumulative grade point average of 3.0 or better. Grades are subject to review on a term-by-term basis. Unless specified otherwise, any scholarship recipient who earns a semester grade point average lower than a 3.0 will automatically forfeit their scholarship eligibility for the next semester they are enrolled (if applicable).

Students receiving scholarship awards who withdraw from ACTS must notify the Administration Office prior to withdrawal. Withdrawal from a course, without extenuating circumstances, will be grounds for automatic forfeit of scholarship and the student will be responsible for all outstanding charges on their account.

ACTS' Pope Shenouda III International Scholarship policy does not permit a student to receive institutional funds in conjunction with other outside funds in excess of that student's Cost of Attendance (COA). Scholarship recipients cannot exceed their Cost of Attendance in institutional funds. The combination of scholarships, federal aid, and outside assistance cannot exceed the COA figure. If a combination of all sources of aid exceeds the student's COA, Pope Shenouda III International Student Scholarship will reduce aid to keep the student within their COA.

**Renewal of Pope Shenouda III International Scholarship:** Students who have been awarded a scholarship must be enrolled continuously in every semester unless the student has been granted an institutionally approved leave of absence. Failure to enroll in every semester without an institutionally approved leave of absence may result in the scholarship being revoked.

**Habib Girigs Need-Based Scholarship:** This need-based scholarship grants begin at \$1000, up to full tuition to needy students and gives priority to those students who have demonstrated the greatest financial need. Priority will be given to students who are enrolled in the ACTS MTS program and enroll in at least three courses per term. This scholarship is funded by Coptic Outreach. To Apply: Email your 1040 Federal Taxes for the prior year and the number of adults and children in your household to: [admissions@acts.school](mailto:admissions@acts.school)

## *Additional Scholarship Terms and Conditions*

### *Duration of Scholarship*

In order to receive the full value of the tuition scholarship, students must complete the degree in the time required outlined in Satisfactory Academic Progress (SAP) by the Scholarship agreement. Scholarship support is not available beyond those limits.

### *Withdrawal or Dismissal from the School*

Students who withdraw, become inactive or are dismissed from the School will forfeit their scholarship award. If a student chooses to withdraw from the School, any institutional scholarships that are applied to his or her account will be revoked, and full tuition will be owed if the withdrawal date is after the refund deadline.

### *Leave of Absence*

Students with a scholarship who take an institutionally approved leave of absence may retain their scholarship when they return. This applies to all students, regardless of program or degree. The various components of the original scholarship letter will still stand, such as amount, terms, etc. Scholarships will be retained for one (1) leave of absence only; if a student chooses to take a second leave of absence during his or her program that student will forfeit his/her scholarship. In the case of medical or family emergencies, please see the Petition process below.



# Academic Policies and Procedures

## Satisfactory Academic Progress

### *Procedure*

Students are required to maintain satisfactory progress in their course of study. Satisfactory progress is measured by both qualitative and quantitative measurements, calculated at each evaluation point per the requirements set forth below. Students must maintain the minimum completion pace and grade point average to be considered as making satisfactory academic progress.

### *Qualitative Standard*

A student must maintain a cumulative GPA of at least 3.0. Students who fail to record a cumulative GPA of 3.0 measured at each evaluation point of their program will be subject to academic discipline (see below).

### *Quantitative Standard*

To maintain satisfactory academic progress a student must have successfully completed a minimum of 67% of all credits attempted\*. Students who fail to successfully complete a minimum of 67% of all credits attempted will be subject to academic discipline (see below).

\*Credit is considered completed for courses if the final grade earned is at least a C- or a Pass (for Pass/Fail courses). Credit is considered attempted but not completed for courses if the final grade earned is D+ or below, Fail (for Pass/Fail courses), W (Withdrawal), or I (Incomplete).

### *Evaluation Periods*

Satisfactory Academic Progress will be assessed at the end of every enrolled semester once grades are submitted as final from the professors. Students who are not maintaining satisfactory academic progress will be informed via email by the Registrar and is subject to academic disciplinary measures according to the policy below.

### *Audited Courses*

Audited courses are not included in the SAP policy since they are taken for information only and not applied to a program.

## Academic Discipline Policy

Students will be placed on progressive stages of academic discipline should they fail to meet either the qualitative or quantitative measurements of Satisfactory Academic Progress (SAP) as outlined above. Academic Discipline proceeds as follows:

- First Semester: Academic Warning
- Second Semester: Academic Probation
- Third Semester: Academic Suspension or Dismissal

Students who are on academic warning, probation, or suspension must take all course work for a letter grade (the only exceptions are those courses offered only on a Pass/Fail basis). A student who fails to regain satisfactory progress after completing an Academic Probation semester will face suspension or dismissal. See Academic Warning, Academic Probation, and Academic Suspension policies below. The Dean, upon the recommendation of the faculty or staff, makes dismissal decisions.

If at any point the student wishes to Appeal their Satisfactory Academic Progress Status, they may do so by submitting an appeal in writing to Office of the Dean Personnel. To be removed from the academic discipline process, students must obtain a cumulative grade point average of at least 3.0 and a completion pace of at least 67%.

### *Incomplete Grade Policy*

An Incomplete (I) will result in an automatic academic warning, followed by the student being placed on academic probation until their grade is converted to a passing grade within the granted time frame of extension or it will automatically convert to a failing grade “F”. If the student is already on Academic Warning prior to requesting an incomplete (“I”), the Academic Warning will automatically be elevated to Academic Probation.

Refer to the Academic Warning and Academic Probation policies below.

### *Academic Warnings*

Each student who is subject to academic warning will be notified of that status via email by either the Director of Students Affairs or the Registrar. Students subject to academic warning are not eligible for scholarship awards offered through ACTS and must meet with their advisor to complete the Academic Discipline worksheet prior to enrolling in any course.

If, at the end of the warning period, the student meets both the qualitative and quantitative standards, they will be re-established as making Satisfactory Academic Progress and eligibility for Scholarship awards will be reinstated.

If at the end of the academic warning period, the student has not met both qualitative and quantitative SAP standards, the student will be subject to Academic Probation.

### *Academic Probation*

If at the end of the academic warning period, the student has not met both qualitative and quantitative SAP standards, the student will be subject to Academic Probation. Students on academic probation must meet with their advisor to complete the Academic Discipline worksheet prior to enrolling in any course.

If the student continues to fail to meet Satisfactory Academic Progress after the evaluation period, the student will be notified and subject to Academic Suspension or will be dismissed from the school.

### *Academic Suspension*

If at the end of the academic probation period, the student has not met both qualitative and quantitative SAP standards, the student will be subject to Academic Suspension and will be

restricted from registering for courses. Students may only register for courses upon written recommendation from their advisor who will provide a specific course plan.

If the student continues to fail to meet Satisfactory Academic Progress after the evaluation period, the student will be dismissed from the school. If the student is subject to Academic Suspension more than once they will automatically be dismissed from the institution.

#### *Academic Dismissal*

Students who fail to make Satisfactory Academic Progress by the end of their academic suspension period will be dismissed from the institution. Any student that is subject to academic dismissal may appeal the decision. Should a student wish to appeal they may reference the “Appeals for Exceptions to Academic Policies” in the catalog. If, at any point during the Academic Discipline process, the student is statistically incapable of regaining Satisfactory Academic Progress, the Dean may dismiss the student, based on individual circumstances.

#### *Appeals*

Students may appeal their suspension of any scholarships due in unsatisfactory academic progress by emailing their Advisor/Director of Admissions & Student Affairs to demonstrate that temporary circumstances were to blame for their insufficient performance. Students interested in this scholarship appeal will be required to meet with the Director regularly to ensure they are making the progress necessary to maintain scholarship awards for at least an additional semester.

Students may also appeal Academic Dismissal to be reinstated. If their appeal is granted, they will be subject to Academic Probation, must meet with Director of Operations and Student Affairs, and follow an academic plan.

## **Academic Form and Style**

All papers, projects and theses must follow proper academic form and style. Except where other academic forms are specifically allowed, the faculty requires that all work submitted follow the Turabian style. Students are encouraged to use the current edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*, by Kate L. Turabian. The current edition of *The Chicago Manual of Style* may also be used. In addition, students are required to take ACTS 5001: *Introduction to Theological Research and Writing*, which introduces them to the basic building blocks of academic writing, correct citations and how to construct a Turabian annotated bibliography.

## **Inclusive Language**

Inclusive language is strongly encouraged by all members of the ACTS community and is considered the standard for written work, classroom discussion, worship, and common discourse. Inclusive language refers to language that refers to humanity in terms that are not solely male, language that deals with color in ways that does not foster racism (i.e. equating “black” with “evil,” “white” with “purity or goodness”) and sensory language (“paralyzed,” “deaf,” “blind”) in ways that does not equate persons with disabilities and evil.

## **Academic Honesty**

All students are expected to adhere to basic standards of academic honesty and integrity. All work submitted is expected to be the student’s own thought and expression unless another source is acknowledged and appropriately footnoted. Violation of academic honesty is regarded as an extremely serious offense. Discovery of such a violation may result in an “F” grade for the course, and possible termination as a student at the ACTS, or revocation of a degree previously granted. In any case, faculty members are obligated to report all apparent violations of academic honesty to the Dean.

## **Plagiarism**

Plagiarism is literary theft, or offering the words or ideas of another as if they were ones own, with no acknowledgment of the source. Whenever the ideas or words used are taken from a source, this source must be given credit. This applies not only to direct quotations, but also to indirect quotations (in which the original statement is paraphrased). Sources that must be given credit include not only published books, journals, magazines, newspapers, etc., but also other types of media, such as electronic resources (CDROM, Internet, etc.), film, television, radio, and cassette recordings, as well as lectures and the work of other students. The principle also holds true for less direct borrowings, if the ideas in question are distinctive to the source as opposed to being considered common currency (this is often a matter of judgment; when in doubt, students are advised to err on the side of giving too many citations, rather than too few).

The prohibition of plagiarism applies to dissertations, theses, projects, term papers, class reports, take-home examinations, and any other work (whether in writing or in another media for communicating ideas) intended to fulfill requirements for a class or degree program. The School recognizes that plagiarism is culturally defined. Consequently, students not experienced in the U.S. educational system may be asked to rewrite plagiarized work without the assumption of

dishonest intent on the student's part. Nevertheless, under no circumstances is plagiarized work acceptable, and all students are expected to learn what constitutes plagiarism in the U.S. educational context. Cheating involves the use of any kind of assistance (e.g., written, oral, aural, or visual) that has not been specifically authorized. In regard to take-home examinations, students are not to receive assistance from others unless it has been clearly specified that a certain form of assistance is permissible (e.g., in the preparation for, as distinct from the actual writing of, the examination), or that the exam is to be a cooperative effort.

### *Consequences*

If it is determined that cheating or academic dishonesty has taken place, the minimum consequences are as follows:

- The professor will report the student's name to the Office of the Dean so repeat offenses can be tracked.
- A letter regarding academic dishonesty will be issued by the Faculty. It will be placed in the student's official file in their Populi account and a copy will be sent to the student.
- The student will be penalized.
  - For the first offense, the student may receive a warning or a grade of F for the assignment from the professor. The student will be referred to the Faculty assigned to Introduction to Theological Research and Writing for further education on plagiarism.
  - For the second offense, the student will fail the course. The Dean will report this failure to the Registrar, the professor involved and the student as soon as a determination has been made.
  - For the third offense, the student will be dismissed from the School. The Dean will inform the Registrar's Office, the student and the professor involved. Stricter penalties can be imposed by the professor, in consultation with the Dean. If an professor stipulates on their syllabus that a student may fail a course due to a single incident of plagiarism, particularly on major projects, papers, or examinations, that policy will be recognized by ACTS and Dean.

### *Appeal Process*

Any appeal must be made in writing to the Office of the Dean within 15 days of notification. The decision of the Office of the Dean is final. If the professor involved is currently a member of the Office of the Dean, the Dean will appoint another faculty person to replace the professor involved for the discussion and vote on the appeal. The Dean may be present during deliberations as an ex-officio member.

## Grading Policies

ACTS grades on a four-point system as follows:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	
A = 3.8	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	F = 0.0

Other grade field codes that carry no grade points are:

W	Student withdrawal from a course
I	Incomplete Grade requested by student
AUD	Audit
P	Passing Grade for a pass/fail course

## Credit/Semester Credit Policy

A credit hour is an amount of work that reasonably approximates

not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 14-15 weeks in one semester, or

at least an equivalent amount of work as required above through other academic activities as established by Saint Athanasius and Saint Cyril Coptic Orthodox Theological School leading to the award of credit hours.

For example, in a 3 semester credit hour course, the student will have faculty instruction for approximately 3 hours a week for 14-15 weeks and will be required to commit approximately 6 hours a week to reading, research, writing, and consultation for that class.

## Pass/Fail

Required classes and repeated courses must be taken for a letter grade, with the exception of WRIT 5001: Introduction to Theological Research and Writing course, which is offered only on a Pass/Fail credit basis. Credit (Pass) will be given only for work which is of average quality or better (B through A). A B- or lower grade will not be considered a passing grade. A Pass grade shall have no grade point average impact.

## Grade Requirements for Required Courses

Students in all programs must take required classes on the letter grade system (A through F), with the exception of WRIT 5001: Introduction to Theological Research and Writing, which is offered only on a Pass/Fail basis. In the Th.M., M.T.S., and certificate programs, the minimum grade

acceptable for a required class is a C- (1.7). If a student earns a letter grade below C-, they will be required to repeat the course.

## **Repeated Course Policy**

Students can repeat courses for the following reasons:

- The student received a grade of “D+” or lower in a required course.
- The student received an Incomplete for a course and did not submit their work by the deadline and the Incomplete reverted to a grade of “F.”
- The student stopped attending but did not officially withdraw from the course and received an F on their transcript.

Although the original grade remains on students’ permanent record, the grade for the repeated course will replace the original grade when calculating the cumulative grade point average (GPA). Both attempts are considered attempted credit when calculating the completion pace. To repeat a course, students must be registered for that course and earn a letter grade.

## **Change from Audit to Academic Credit**

An audit can be changed to academic credit until the end of the eighth week of class in the semester for which the audit was registered, with permission of the Course Professor, Dean and/or Advisor, provided that:

- The auditor completed their application for enrollment, was accepted into the program, and is currently enrolled in a program.
- The professor approves the change and certifies the satisfactory completion of all the requirements for the course.
- The required difference in tuition between the auditor and academic credit course will be billed once the change takes place.
- The change in course status is processed by completing a Course Status Change - Credit/Audit form.

## **Change from Academic Credit to Audit Status**

Registrations may be changed from academic credit to audit through the end of the eighth week of the semester by completing a Course Status Change - Credit/Audit form, dropping the course for credit, and adding the course for audit. The professor of the course must sign the form.

## **Grade Reporting Policy**

All grades must be submitted to the Registrar two weeks after the last day of final exams during Fall, Spring, and Summer semesters. If the professor grants an Incomplete, the grade submitted will be recorded as an “I.” If not, the grade will be based on work that was completed for the course in consideration of the grading option chosen by the student.

## **Change of Grade Policy**

Once a grade is assigned for a course, no change of grade is possible on the basis of additional work. Faculty may change a grade in the case of a recording error or grade miscalculation, or in exceptional circumstances, on the basis of a reevaluation of work already completed if this change is made within two months of the time the grade was assigned. Students with grade disputes should submit a petition to the Registrar who will take it to the Committee on Academic Procedures (CAP) for final determination.

## **Incompletes**

Taking an Incomplete in a class has academic and financial ramifications. Students receiving institutional scholarships are limited to one incomplete in a semester in order to maintain their scholarship. An Incomplete will also result in a student being placed on academic warning. Therefore, Incompletes will be granted only when there are extenuating circumstances, such as illness, death in one's family, etc. The granting of an Incomplete is for emergency situations and is not automatic, but is at the discretion of the professor, and the extension is final. Incompletes are not granted merely for the convenience of the student who is concerned about his or her workload. To request an incomplete, the student must fill out an Incomplete Grade Request Form, then seek the permission and the signature of the Course professor and return the form to the Registrar's office by the last day of the semester. An Incomplete will be granted for a maximum of one additional semester beyond the original course semester.

If outstanding work is not submitted by the final due date (which is to be determined by the professor responsible for the course), the student's grade for the course will be assigned by the professor based on prior submitted work only (usually an F). Once a grade has been entered by the professor, it cannot be changed. In all cases, the Incomplete will be noted on the transcript until a final grade is entered.

All students who wish to request grades of Incomplete and are currently receiving scholarships are required to consult with the Finance Office. Grades of Incomplete have a financial effect as well as an effect on a student's satisfactory academic progress.

## **Waivers for Special Circumstances**

When a grade of "Incomplete" has reverted to a grade of "F" because the student failed to submit the incomplete work by the deadline, the student may petition the Committee on Academic Procedures (CAP) to have the "F" revert back to an "Incomplete". CAP will only consider petitions that are related to medical conditions or death in the family. In the case of extenuating medical condition, all petition forms must be accompanied by the following documentation:

- A letter of explanation from the student to CAP as to why the student did not complete the work by the deadline, why the student did not submit a petition to extend the deadline, and why the student believes the problem that caused the initial Incomplete and subsequent deadlines to be missed will not recur.
- A letter from a physician or other certified medical professional attesting to the student's treatment under the medical professional's care during and/or after the period in which the



student failed to meet the Incomplete deadline.

- Support for the petition from the professor in the course and/or academic advisor.

If a student believes the School is in error, a petition must be accompanied by a letter of explanation that describes and documents the error, the overall timeline and any relevant information that illustrates the error and when the incomplete work is/was expected to be completed must be included.

## **Adding a Course**

Students may add any course until the end of the second week of the semester. Attending a course without officially enrolling in the course does not constitute registration for the course. No courses may be added by students after the add/drop deadline.

## **Dropping and Withdrawal from a Course**

Students may drop Fall, Spring, and Summer semester courses up until the end of the second week of the semester. Any student who drops a course after the add/drop deadline for any term but before the end of the eighth week of the semester will be withdrawn from the course and be given a grade of “W”. Any student who drops a course after the eighth week of the semester will be given the letter grade earned based on the work completed to that point. Failure to attend the course does *not* constitute a proper drop or withdrawal. This will be the same as a grade of “F” in the student’s cumulative grade point average. Student refunds will be considered based on the date of withdrawal, in accordance with the Refund Policy.

## **Mid-Semester Warning for All Students with Serious Academic Problems**

Students will be notified by their professors if they are having serious academic difficulties via email or through Populi by the eighth week of the semester. The student’s advisor, CAP, or the Office of the Dean will determine the appropriate course of action.

## **Attendance Policy**

A student’s attendance and participation are important components in assessing student progress and accomplishment in a course. When physical or online live attendance is required, faculty will indicate in the course syllabus what student behaviors (such as unexcused absences, inability to perform a classroom assignment) may result in grade reduction or failure of a course. Any absence from class is likely to affect student performance and possibly one’s overall grade.

## **Leave of Absence**

In the event of physical or emotional health issues, military service, financial hardship, familial issues or other unexpected events, a student may request a leave of absence. During the period of the leave, which cannot extend beyond 365 days in the students’ academic time with ACTS, the student will remain in good standing. An approved leave of absence extends the time limit to complete the degree by an amount of time equal to the leave.

A request for a leave of absence must be requested by completing a Leave of Absence request Form to be sent to the Director of Admissions & Student Affairs at [studentaffairs@acts.school](mailto:studentaffairs@acts.school). Leave of Absence request forms may be obtained from Populi under the files section titled “Students Forms”.

The decision to grant the student’s request will be made in writing and will include a statement reminding the student that failure to return to school at the expiration of the student’s leave of absence will result in the student’s withdrawal from the school as of the date the student began the leave of absence. Additionally, any institutional scholarships will be forfeited and any scholarship applied to the student’s account in the semester s/he began the leave will be revoked. Any tuition owed for that semester will then become payable by the student.

Where applicable, students with active scholarships who elect to take an institutionally approved leave of absence may retain their scholarship upon their return. This applies to all students, regardless of program or degree. The terms and requirements of the original scholarship letter remain effective. Scholarships will only be retained for one (1) leave of absence; if a student elects to take a second leave of absence during his or her program, that student will forfeit his/her scholarship. Exceptions may be given for medically-based extenuating circumstances and may be sought through the leave of absence petition process.

Upon returning from a leave of absence, a student is simply required to register for courses. Moreover, they must complete all coursework that s/he began prior to the leave of absence.

## **Involuntary Leave of Absence**

The School will place a student on Involuntary Leave of Absence if an apparent medical or psychological condition poses a threat to the student’s physical or psychological well being, or that of any other member of the School or community, or a threat of destruction of property. This policy applies to medical and psychological problems, and not to matters of a disciplinary or academic nature.

An Involuntary Leave of Absence is the expulsion of a student and restriction of that student from entering the campus of Saint Athanasius and Saint Cyril Coptic Orthodox Theological School or participating in any affiliated course or service. As a private institution, ACTS may contact the appropriate law enforcement agency to enforce these restrictions.

## **Withdrawal or Transfer**

A student who wishes to transfer to another school or otherwise withdraw from enrollment must notify the Registrar by email at [registrar@acts.school](mailto:registrar@acts.school) and should include the reason for the withdrawal. Students are still responsible for any outstanding account balances on their student account.

## **Involuntary Withdrawal**

Students who fail to register for courses for any two successive semesters during their program and fail to notify the school of a leave of absence will be involuntarily withdrawn from the

school. In order to return to study at the school, the student must re-apply using the Application for Readmission.

## **Readmission Policy**

Students who are withdrawn from the school because they failed to return from a leave of absence, or failed to notify the school of a withdrawal or leave, may apply for potential reentry by completing an "Application for Readmission" found on the School's website. The student may apply for reinstatement by submitting a Readmission Application, which includes application fee, personal statement, a minimum of two additional references, and any new official transcripts. The personal statement must specifically address how students' circumstances have changed to allow for successful and timely completion of program requirements. Students who wish to be reinstated after eight years from the withdrawal date will be required to complete a standard application for admission.

Students who are subject to Academic Dismissal may apply for potential reentry no sooner than one year after their dismissal date. They may apply for potential reentry by completing an "Application for Readmission" found on the School's website. The student may apply for reinstatement by submitting a Readmission Application, which includes application fee, personal statement, a minimum of two additional references, and any new official transcripts. Students who wish to be reinstated after eight years from the withdrawal date will be required to complete a standard application for admission.

Students who are dismissed for a Code of Conduct, Academic Honesty, or Plagiarism violation are not eligible for readmission.

## **Graduation Applications**

All students are required to submit a completed and signed graduation application to the Office of the Registrar by January 30th of the year they anticipate program completion. No student will be allowed to graduate or participate in the commencement ceremony without submitting an application for commencement. Students are not required to attend commencement upon degree completion. Submission of an application constitutes neither automatic participation in commencement nor degree completion.

## **Appeals for Exceptions to Academic Policies**

Students are expected to be aware and abide by faculty rules and policies which are provided in this Catalog. If a student can demonstrate a compelling reason for special consideration, s/he may appeal to the Committee on Academic Procedures (CAP) for an exception to the faculty's academic policies by emailing [dean@acts.school](mailto:dean@acts.school).

Students' failure to be apprised of policies, procedures, deadlines and requirements for their degree programs does not warrant special consideration. There are some policies to which the Committee does not have the authority to grant exceptions. Appeals of this kind will not be considered.

It is the responsibility of the Committee on Academic Procedures or the Dean to determine whether an exception shall be made to the faculty's standing rules and policies; the Committee applies this policy unless certain exceptions warrant otherwise. It is the most basic role of the Committee on Academic Procedures to supervise the carrying out of policy legislated by the faculty. If the Committee determines that a petition raises a general problem of policy, they shall propose to the full faculty a revision of the policy, rather than grant special petitions. The Committee on Academic Procedures and the Dean have the authority to be flexible with the administration on standing rules, in an effort to help students accomplish that which is intended by the faculty. For example, in the case of extenuating circumstances and extreme hardship (such as personal illness or family crisis) and in consultation with the professor, CAP may grant extensions of deadlines, approve substitution of an alternative way of meeting a requirement.

## **Policy on Student Evaluation of Courses and Faculty**

At the end of each semester, students must complete a Course Evaluation, for each registered course via Populi. This form allows students to assess how well the course helped them achieve the Student Learning Outcomes for the class, as well as how the course addressed the broader Institutional Learning Outcomes. Students also evaluate the class content, organization, accessibility, and faculty performance and effectiveness. These forms are anonymously submitted online. During annual evaluations of ACTS faculty, the Office of the Dean uses these course evaluations to assess faculty performance. Constructive feedback from these anonymous evaluations are then made available to faculty for improvement.

## **Transcript Requests**

Requests for transcripts should be submitted online through Populi or through our website at <https://www.actslibrary.org/official-transcript-requests>. Upon payment of the current fee (see Financial Information section above) for transcripts, transcripts will be sent to another institution or made available for the student's personal use. ACTS does not provide student transcripts which are acquired from other institutions. Copies of those transcripts should be requested directly from those institutions.

## **Replacement Diploma Policy**

Requests for replacement diplomas should be submitted to the Registrar. The Registrar may order replacement diplomas upon verification that:

- 1) The student has in fact graduated from ACTS.
- 2) There are no outstanding dues, library fines, or disciplinary actions pending against the student;
- 3) The student has certified in writing that the original diploma is lost; and
- 4) The circumstances related to the replacement request warrant a replacement.

The Registrar will order replacement diplomas along with the regular graduation order each year. In the event of a justified emergency order, a special request for a replacement diploma must be

made to the Registrar. In all cases, the graduate bears all costs involved in processing and printing replacement diplomas. The replacement diploma will be ordered in the same style as the diplomas currently in use at the School and will be signed by the President and Dean. The notation “signed in (current year) for the (Dean /President)” will appear beneath the relevant signature lines. Additionally, the notation “Replacement Diploma” will appear along the bottom border.

## **Name Change or Correction**

Currently enrolled students who wish to change their names must present in writing to the Registrar the reason(s) for the change and a copy of the certified legal document for the name change (e.g., a marriage license or a court document) to substantiate the change. Both the original and the new names will appear on the transcript. Graduates who wish a name change on their diploma must submit a written request to the Registrar. The letter must contain a sufficient reason for the change and be supported by the appropriate legal document. The old diploma must be returned and an appropriate fee is required before a new diploma may be issued. The change of diplomas will be recorded on the transcript of the former student.

## **Student Services Office**

### *Library Access*

Active ACTS students are granted online access to the Digital Theological Library (DTL). Every semester, students will automatically be added to the DTL based on active enrollment and will remain until program completion or withdrawal from the school. Students on Leave of Absence are NOT granted library privileges. ACTS students who wish to access the Campus Library can do so by contacting the Office of the Registrar at [registrar@acts.school](mailto:registrar@acts.school).

### *Information Technology*

The Student Services Office supports students, faculty, and staff in the use of information technologies. Information technologies include but are not limited to email, video conferencing, and course login support. Technology assistance requests can be made to [registrar@acts.school](mailto:registrar@acts.school).

### *Student Outreach Services*

The Career Services Office is part of the Student Service Office. It supports the curriculum by arranging internships, mission work, and volunteer service opportunities if requested by a student. Through these meaningful and transformative learning experiences, students prepare to be ethical leaders contributing to secular and religious organizations in service of the greater good. The office promotes civic engagement, environmental awareness, political advocacy, social justice, intercultural competence and multi-religious approaches to service learning and community-based education. Career services include counseling, skill-building, and professional development to assist graduates in finding meaningful positions appropriate to their training and vocational goals. Contact Director of Admissions & Student Affairs at [studentaffairs@acts.school](mailto:studentaffairs@acts.school) for more information on career services.

## Advisement

### *Academic Advisement*

Each new student is assigned an academic advisor. The academic advisor's main responsibility is to guide students through their course planning and remediation.

### *Spiritual Advisor*

Each student is encouraged to have a Spiritual Advisor and to meet with them on a regular basis. The advisor's main responsibility is to provide the student with spiritual guidance and to ensure that the student is growing in their Christian faith. Should a student not have a Spiritual Advisor, the School can provide one for the spiritual growth of the student.

### *Change of Advisor*

When students wish to change advisors, they seek agreement to this change from both their present advisor and the faculty member they desire to have as an advisor. When agreement has been secured from the faculty members, students can contact the Office of the Registrar and supply them with supporting documentation. Factors such as the number of advisees a faculty member has and extracurricular responsibilities that the faculty member holds may prohibit a faculty member from agreeing to serve as an advisor. The Dean generally regulates the institutional expectations of the faculty and may request that a faculty member not accept further advisees.

## Course Registration

### *Full-Time and Part-Time Enrollment*

Students should enroll at the minimum of a part-time status for their selected program every semester they are a student at the school, in alignment with their respective completion time goals. See program minimum below:

Program	Minimum Enrollment	Full Time Enrollment
Certificate Programs	3 semester credits	9+ semester credits
Master of Theological Studies (M.T.S.)	6 semester credits	9+ semester credits
Master of Theology (Th.M.)	6 semester credits	9+ semester credits

Students in the M.T.S. program who cannot maintain more than 3 semester credits per semester are encouraged to complete the Certificate programs first and then consider whether or not to move onto the master's program.

### *Registration Limits*

Students who wish to enroll in more than three courses per regular (16 week) semester must be granted written approval by their Advisor and/or the Registrar. Approval is based on the student's historical course grade performance, current satisfactory academic progress status, and the student's written assurance that they have sufficient time in their schedule. Typically, a student will only be approved to take one more course than successfully completed in a prior semester. For example, a student whose prior largest course load was three courses will typically only be approved to take four courses.

Students who enroll in intensive offerings (one to six week hybrid or study-abroad courses) may only enroll in one course for that time period.

### *Registration Periods*

Continuing students may begin registering six weeks prior to the beginning of each semester. New students must attend a new student orientation and speak with an advisor to discuss their first semester of courses, which is to include WRIT 5001: Introduction to Theological Research and Writing. Th.M. students are required to meet with their advisor prior to registering for courses in any term.

### *Registration Procedures*

Registration is conducted through the Student Portal. When registration is available there will be a notification on the student's dashboard, where students can click on that link and register for the courses available for the program, they are enrolled in. Auditors will be enrolled in the course of their choice by the Director of Admissions and Student Affairs after completing their auditing application found on the admissions webpage.

## **Distributive Learning and Course Modalities**

All of our courses are formatted in a distributive learning model, which is an educational and formational model that allows a member of a learning community (students, faculty, and staff) to access content and community life while being located in different, non-centralized locations. Elements may occur synchronously, asynchronously, or in a hybrid format.

ACTS uses the following terms to better express how the course will occur:

*Synchronously* – a course where instruction takes place with student and professor physically present, or who are online at the same time. Attendance and participation are typically taken for these courses from the live sessions. Lectures may or may not be recorded. It is up to the discretion of the faculty member.

*Asynchronously* – a course where students have the option of attending the course online at the same time of instruction, or at any time during the week via pre-recorded lectures. Students can view on their own schedule such that they meet the weekly requirements in the syllabus. Professors provide materials, lectures, tests, and assignments throughout the course.

*Intensive Courses* – a course where classes gather face-to-face over a short period of time, either live online or in person usually for 1 or 2 weeks. This format is not a standard 16-week course and includes our study abroad courses.

*Hybrid Courses* – a course that meets 3 to 7 times live online or live on campus, on different days, in addition to online asynchronous learning.

## **Directed Studies**

Students wishing to engage in study in a subject not offered through scheduled courses may consider enrolling in a Directed Study with a School faculty member. A Directed Study is a coherent, well-defined, and substantive reading and research project oriented course supervised by a faculty member, usually resulting in a major written document. It offers the student the opportunity to explore in detail a carefully defined area of special concern, as well as a chance to work under the close supervision of a faculty member. No Directed Studies will be offered on a subject similar to that being taught in a regular course during the same academic year.

Guidelines for Directed Studies include the following: the student shall be expected to complete a minimum of 135 hours of reading and consultation for 3 semester credit hours of credit; students should meet four to six times for seminar sessions with the professor of record (online or in person); a major paper (20 pages) should be required in connection with the study, or a series of critical reviews of reading material should be required (in some cases faculty may want to require both). Total semester credits and distribution of Directed Study are limited within programs as follows:

- Th.M. 9 semester credits; no more than 6 in a single area
- M.T.S. 6 to 9 semester credits; in one or more areas

## **Minimum Enrollment in a Course**

Classes must generally have five students enrolled for credit. If there are not five students enrolled at the end of the registration period, the Dean *may* cancel the course. By definition, Independent Study and Thesis Courses necessary for the Th.M. degree are exempt from this policy.

## **Student Records Policy**

The permanent records of students at ACTS shall be stored electronically. Anything received in physical format is scanned into the student's electronic record and the physical copy is securely disposed of. Students may examine their academic records by contacting the Registrar's Office. For more information, please refer to our policies for Student Records and FERPA, below.

After seven years ACTS will maintain only the following electronic records: (1) the application for admission; (2) the academic records, including a listing of courses attempted, credits, grades, quality points earned; (3) the transcripts, which will list courses attempted, credits earned, grades, and quality points, date of graduation, degree awarded; and (4) the student financial account.



## **Policy Statements**

### *Drug-Free Campus Policy (Statement Required by 34 CFR Part 86)*

ACTS is a drug-free campus. The School believes that illegal drug use by any student or employee, whether or not on the campus, is inappropriate and incompatible with the mission and values of its community members. Pursuant to federal law, each student and employee is hereby notified that the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance is prohibited on the ACTS campus. Violation of this prohibition may result in the referral of the violator to an appropriate treatment center for drug counseling, rehabilitation, or other assistance, or reporting of the violation to law enforcement authorities for such action as they deem appropriate. Student(s) may be referred to the Dean for possible disciplinary action. Federal law requires ACTS to provide each student and employee a copy of this statement and that each student and employee agrees to (a) abide by the terms of the statement, and (b) notify the School of any criminal drug statute conviction no later than five days after such conviction. Health Risks Associated with Alcohol-Drug Abuse: Certain health risks are known to be associated with the use of alcohol or controlled substances: (a) There is potential for abuse and (b) abuse of alcohol or controlled substances may lead to physical and/or psychological dependence. For more information concerning the health risks associated with particular drugs or groups of drugs, please refer to Drugs of Abuse, published by the U.S. Department of Justice Drug Enforcement Administration, which is on reserve in the Newport Beach campus office.

## **Equal Opportunity**

### *Non-Discrimination Policy*

All aspects of ACTS's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972.

No individual will be excluded from participation in, denial benefits of, subjected to discrimination under or denied employment in the administration of or in connection with ACTS programs because of gender, race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, ancestry, age, physical or mental disability, or political affiliation.

No individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of ACTS's programs.

### *Academic Freedom*

In an institution of higher education, like ACTS, the principle of academic freedom is essential (distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the

advancement of knowledge and the right to academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty and students in the educational process. These concepts of academic freedom are promoted at ACTS and they are elaborated as follows:

The faculty, staff and students of ACTS are entitled to full freedom in research and in publication of the results, subject to the adequate performance of faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the Office of the Dean or the President of the School, provided it does not interfere with his/her duties at the School. Should the additional employment be from a competing theological institution, permission must be granted by the Office of the Dean. The faculty and students of ACTS are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.

The faculty, staff and students of ACTS may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances.

Hence, the faculty member, staff and students should at all times be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make every effort to indicate that (s)he is not speaking for ACTS. Any faculty member and students who believes that his/her rights have been abridged or ignored by an administrative officer or employees of ACTS and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the Dean.

### *Student Records and the Family Educational Rights and Privacy Act (FERPA)*

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, (a) establishes a postsecondary student's general right to inspect and review his or her education records, and (b) generally prohibits outside parties from obtaining the information contained in such records without the student's written consent.

#### *Confidential Student Records*

Confidential information is information accumulated in confidence, within limits established by law either upon specific promise of non-disclosure or in the context of a confidential relationship. The law provides that the following items may be included in this category: personal records and notes of administrative officers and faculty; medical and mental health records; financial information from parents of students; letters of recommendation for which a student has waived the right of access; confidential letters of recommendation placed in the record prior to January 1, 1975. Items in the category of "confidential information" will not be released to the student; they may be released to non-authorized School personnel or persons outside of the School only with the written consent of the student and the Dean who is in charge of the record, except as required by law. Medical and mental health records may be reviewed by a physician or other appropriate professional of the student's choice, as approved in writing by the student.

### *Restricted Student Information*

This category contains the educational records of the student, that is, those records not included in the two categories above that contain information directly related to the student and are maintained by the Registrar. Included, for example, are the transcript, courses elected each semester, grades and other evaluations, academic and disciplinary actions, financial arrangements, and letters of recommendation received in the student's record after January 1, 1975 (unless the student has waived the right of access to those letters). With the exceptions noted in "Exceptions to Restrictions on Release of Information," restricted information may be released only at the student's specific written request, which must name the records to be released, the reasons for release, and the persons to whom the release is authorized.

### *Exceptions to Restrictions on Release of Information*

The law authorizes the release of restricted information without the student's written consent as follows: to school officers and faculty with legitimate educational interest; to individuals and offices as needed in connection with a student's financial aid; to parents of dependent students; to accrediting organizations; to individuals as needed in an emergency situation to protect health and safety; and to selected research workers with stated precautions as to confidentiality. Information may be released to officers of institutions to which the student is applying for admission if the student is notified that it is being sent and is given an opportunity to review it. The student must also be notified before information is furnished in compliance with a judicial order or subpoena. Except as specified above, release to federal, state, or local officials is limited to information relating to audit or evaluation of federally-supported education programs.

### *Student Portal Directory Information*

Students may view other students' contact information through the student portal Populi including profile picture, birthdate, academic program, phone number, and email address. Students have the option to mark their profile as private.

### *Students' Waiver of Access to Confidential Records*

A student requesting recommendations in respect to admission to an educational institution or an application for employment or the receipt of an honor may waive his or her right of access to these recommendations. Any student requesting a letter of recommendation may be asked to indicate to the writer whether s/he has waived right of access. The decision whether to write a letter of recommendation is an individual and voluntary one. Faculty and students, however, should be familiar with the provision in the law, which states that "waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from such institution."

### *Students' Right to Inspect Their Records*

Within the limits of the law, students may inspect information contained in their restricted records. By law, students may not inspect those materials in their confidential records.

### *Exceptions to Students' Right to Inspect Their Records*

If any material or document in the educational record of a student includes information on other students, the School will not supply the actual material or document. Instead, the School will provide only the specific information contained therein which directly relates to the student seeking access.

### *Procedures for Students' Inspection of Their Records*

The procedure by which students and former students may review their restricted records is as follows:

- The student gives a 72 hour written request for such a review to the Dean.
- The Dean reviews the file in order to place in sealed envelopes marked either "Confidential information to be opened only by the Dean" or "Restricted information to be opened only by the Dean" any material described under "Confidential Students Records" or "Restricted Student Information."
- The student may then review his or her file in the Dean's Office or via online session remotely. In no case will access be withheld more than 45 days after a proper request has been made. If the student wishes, the School will also supply copies of material in the file. The student will pay for the cost of this copying.

### *Student Challenge of the Content of Record*

A student who questions the content of his or her record should indicate this to the Dean. If the question is not satisfactorily settled, the Dean will be requested to establish an appropriate committee which will hold a hearing at which the student may present evidence in support of the contention that the record contains inaccurate or misleading information.

### *Retention and Disposal of School Records*

Records fall into two retention categories: permanent and limited. Permanent Retention Records are those records that the School is obligated to maintain permanently either directly by law or indirectly by the need of supporting documentation. These records are to be maintained in an appropriate electronic format.

Permanent records include the following:

- Transcripts for courses at ACTS and other institutions
- Class lists
- Grade reports
- Change of Grade forms
- Enrollment reports
- Course schedules and addenda
- Degree statistics (lists of approved graduates and their degrees, dates of conferral, type, etc.)
- Catalogs

Limited Retention Records are those records which the School is obligated, either directly by law or indirectly by the need for supporting documentation, to maintain on a limited basis. The length of time each type of document is to be retained is indicated.

Admissions Documents, to be maintained separately in alphabetical order:

- Files of those who applied but did not attend (either because they were denied admission or because they rejected our offer of admission): three years.

- Incomplete admission files: three years.
- Files of those who were admitted, granted a loan, and then either withdrew the first semester or did not attend at all: five years.

Registration Records and Certification Documents, to be maintained separately in alphabetical order:

- Files of those who were admitted and attended classes for at least one semester (including those who complete programs and graduate and those who withdrew or are terminated at any point after one semester): five years from the date of departure.

## **ACTS Copyright Policy**

It is the policy of ACTS to uphold and comply with the U.S. Copyright Act. Copyright is a special protection, granted by law, for original works of authorship that exist in a fixed, tangible form, whether published or unpublished, including books, textbooks, journals, articles, songs, videos, games, software, and other creative content. The Copyright Act gives copyright owners specific exclusive rights (namely the right to make copies, distribute the work, display or perform the work publicly and to create derivative works). Unauthorized copying or unauthorized distribution of copyrighted material is a violation of the U.S. Copyright Act.

ACTS requires all faculty, students and staff to honor copyright and not copy or share protected materials in any way that would violate the law. Consistent with this law, ACTS prohibits the unauthorized copying or unauthorized distribution of copyrighted works, and prohibits the unauthorized distribution of copyrighted works through peer-to-peer file sharing. This unauthorized use may also violate civil or criminal law. ACTS's Technology Acceptable Use Policy (AUP) extends this policy to ACTS's computing resources and states that all users of the School's network must not use the campus network to engage in any illegal downloading, emailing, or peer-to-peer file sharing of copyrighted works. ACTS is required by law to take steps to prevent illegal copying or distribution, and to respond appropriately to all complaints regarding copyright infringement.

There are certain allowable exceptions for U.S. academic institutions that permit a limited amount of copying without permission, if specific criteria are met. The five exceptions to the exclusive rights of copyright holders are the principle of fair use, the face-to-face teaching exception, the distance learning exception articulated in the TEACH Act, the first-sale doctrine, and the library and archives exception. For more information on these exceptions, see Fair Use of Copyrighted Materials, developed by the University of Texas.

ACTS students, faculty and staff must have permission from the copyright holder, or a determination that "fair use" applies, before the files are copied, made available, or shared on networks.

- For the full text of the copyright law, and related laws, read U.S. Copyright Law.
- For a wealth of information about copyright, see the U.S Copyright Office.

## *Compliance with the Higher Education Opportunity Act (HEOA) Peer-to-Peer File Sharing Requirements*

The Higher Education Opportunity Act requires all U.S. institutions or higher education to comply with its new regulations, which deal with issues surrounding the distribution of copyrighted materials, particularly through peer-to-peer file sharing. These new regulations require ACTS to take four actions: an annual disclosure regarding unauthorized distribution, a plan to combat unauthorized distribution, a disclosure of alternatives to illegal downloading, and a review of the effectiveness of the plan to combat unauthorized distribution. What follows below is the action ACTS has taken to implement each of these requirements.

### *I. Annual Disclosure*

ACTS is required to issue an annual disclosure to all students, informing students that the unauthorized distribution of copyrighted materials may subject students to civil and criminal penalties. ACTS is also required to disclose the steps it will take to detect and punish copyright infringement.

Annually, during the Fall Semester, the Director of Student Affairs will distribute a communication to all students regarding policies on copyright and peer-to-peer file sharing, the steps the School will take to enforce its policies, and the legal penalties for copyright infringement. This communication will also remind all students of our Acceptable Use Policy and the procedures ACTS will follow in responding to DMCA notices.

ACTS must certify to the Secretary of Education that it has implemented a plan to effectively combat the distribution of copyrighted materials through its network. ACTS's plan must include the following components:

### *II. Community Education and Information*

Consistent with the value we place on our educational principles, we view education as the most significant measure we can take to combat illegal file sharing at ACTS. We use several mechanisms to inform and educate our community regarding copyright and related issues.

1. *The ACTS Copyright Policy* describes the procedures and disciplinary action that the School will use for handling cases of alleged copyright infringement, illegal downloads, and illegal peer-to-peer file sharing. ACTS will respond firmly and appropriately to all instances of alleged copyright infringement on its network.
2. *New Student Orientation Letter* on safe and legal computing is included in the information packets for new students at the start of each academic term.

## *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws*

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found

liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **ACTS DMCA Policy**

DMCA (Digital Millennium Copyright Act) Notifications (sometimes called "Takedown Notices") are formal complaints delivered to the School, giving notice of an alleged copyright infringement on the network. This complaint will typically indicate the name of the file, the date and time this alleged infringement occurred, the specific IP address of the offending computer, and it will demand that the materials and/or access to the materials be removed from the computer. When a DMCA notice is received, ACTS will respond quickly to remove or disable access to the material for which an infringement has been claimed. Specifically, the School will:

*For a first offense:*

- Forward the DMCA Notification to the person who is responsible for the computer mentioned in the notice.
- Request that the user contact the Dean within 5 days of receiving this notification.
- Ask if the user has downloaded or shared this copyrighted material without permission.

*If the user acknowledges unauthorized downloading or sharing, we will:*

- Request the user to remove the materials.
- Request that the user disable file sharing of all copyrighted materials on his or her computer.
- Require the user to read the Acceptable Use Policy and information regarding copyright and peer-to-peer file sharing.
- Require the user to submit a written statement that confirms this infringement, acknowledges violation of the Acceptable Use Policy, and promises not to repeat this activity.
- Deny network access to this user for 5 days.
- Inform the claimant that the matter has been resolved.

*If the user denies unauthorized downloading or sharing, we will:*

- Require the user to submit a written statement denying this copyright infringement claim;
- Inform the claimant that this claim has been denied;
- Inform the user that under the DMCA the claimant may pursue a subpoena to obtain the users identity and may file a lawsuit against this user.

*For a second or repeating offense:*

- Forward the DMCA Notification to the person who is responsible for the computer mentioned in the notice.
- Request that the user contact the Dean within 5 days of receiving this notification.
- Ask if the user has downloaded or shared this copyrighted material without permission.

*If the user acknowledges unauthorized downloading or sharing, we will:*

- Request the user to remove the materials for his or her computer.
- Request that the user disable file sharing of all copyrighted materials on his or her computer.
- Require the user to re-read the Acceptable Use Policy and information regarding copyright and peer-to-peer file sharing.
- Require the user to submit a written statement that confirms this second alleged case of infringement, acknowledges violation of the Acceptable Use Policy, promises not to repeat this activity, and recognizes that any further violations will result in disciplinary action being taken against the user.
- Deny network access to the user for 5 days.
- Inform the Dean of actions taken.
- Offenses will be noted in the student's file and if continuous unauthorized downloads, the student may be withdrawn from school.
- Inform that claimant that the matter has been resolved.

## **ACTS Technology Acceptable Use Policy**

### *Purpose*

In support of its mission to instill students with the ethical integrity, religious intelligence and intercultural understanding, ACTS provides access to its technological resources to its employees, students (when participating in person), and other authorized users. These resources include electronic media and services, computers, email, telephones, voicemail, computing and telecommunications networks, software, databases, intranet, Internet and the World Wide Web. The purpose of these resources is to strengthen the various research, teaching, learning, and administrative functions that fulfill the School's mission.

ACTS encourages innovative use of technology in the pursuit of educational excellence, as well as effective and efficient use of technology throughout all academic and administrative departments. But all users must bear in mind that these electronic resources (including software, hardware, network equipment and capability) and all data stored in the School's facilities are the



property of the institution, and that the use of these resources is a revocable privilege, and not a right of employment or matriculation. All use of these resources must be responsible and lawful, and in compliance with institutional policies.

One of the main characteristics of ACTS's computing systems is that they are shared resources. There are many computing activities that can occur on a network which interfere with, or undermine the work of others. Some of these activities may be illegal and malicious, while others may be merely accidental or uninformed. The following policy defines user responsibilities, acceptable use, unacceptable use and its consequences. It is applicable to all users of these systems: students, faculty, staff, and administrators of ACTS and its affiliated centers; and users who connect personal laptops to the School's wired and wireless networks.

### *User Responsibilities*

The use of technology at ACTS is a privilege, and all users must act responsibly. Users must:

- Respect the rights of other users of ACTS's networks,
- Respect the integrity of these computer systems, and observe relevant laws,
- Become familiar with, and abide by, all applicable institutional policies, and
- Practice responsible computing (such as backing up data, protecting against the intrusion of computer viruses, safeguarding passwords and network security, and taking reasonable steps to minimize the influx of spam).

### *Acceptable Use*

Acceptable use includes, but is not limited to:

- Electronic communication that is used for the academic and business purposes of the institution.
- The use of computing and networked resources for faculty and institutional research, classroom teaching, student learning, publishing, and accessing Library resources.
- The use of technology to help fulfill the business functions of the institution and its affiliated centers.
- Approved use of ACTS websites for public education, institutional promotion and fundraising, and to encourage research.
- Using online databases to retrieve relevant information for academic, administrative, or professional use.

Because these computers, technology services, and telecommunication networks are primarily for the academic and research use of students and faculty, and for the administrative use of employees, limited, occasional, and incidental use for personal or non-business use is permitted. However, such use must be done in a manner that does not interfere with the user's employment, the proper functioning of equipment, or the proper functioning of a department or other institutional obligations, and in a manner that does not incur additional costs for the institution.

### *Unacceptable Use*

Unacceptable use includes, but is not limited to:

### 1. Unacceptable Electronic Communication

- The use of electronic communications (such as email, messaging, electronic discussion groups, newsgroups, and social networking tools) to knowingly transmit messages or materials that are discriminatory or harassing, intimidating, derogatory, obscene, defamatory or threatening, libelous, slanderous, fraudulent, or that use vulgar or abusive language.
- Forging electronic messages, or transmitting disinformation.
- Transmitting unauthorized bulk mail, mass email, junk email, sending or forwarding chain email, sending excessive messages, or any transmissions that consume substantial computing resources or bandwidth.
- Unauthorized interrupting or monitoring of electronic communications.
- Communicating in ways that imply institutional endorsement, unless authorized to do so.
- Any use of ACTS computers, networks, or web sites for personal advertisements, solicitations, promotions, personal gain, business ventures, or private profit.

### 2. Unacceptable Computer Use that Undermines System Integrity

- Modifying, damaging, removing, or stealing computing resources, equipment, software, cables, networks, or furniture that is owned by ACTS (Calif. Penal Code § 502.)
- Any attempt to intercept, monitor, tamper with, read, copy, alter, or delete a file or program belonging to another person or office, without authorization of the owner.
- Any connectivity to a network that poses safety or electrical hazards.
- Knowingly performing any activity that interferes with the normal operations of any computers, components or networks.
- Using services or computer systems or the Internet in such a way as to cause network congestion.
- Deliberately wasting computing resources.
- Excessive printing.
- Developing, installing, transmitting, delivering or running any program that is intended to cause damage to a computer system, or place a heavy load on a computer or network (including computer viruses, Trojan horses, worms, and other malware).
- Installing unauthorized software or equipment on School-owned computers.

### 3. Unacceptable Access

- Using a computer account that is assigned to someone else.
- Disclosing one's assigned password to another person, without authorization.
- Obtaining a password for an account without authorization.
- Using ACTS's networks to gain unauthorized access to any campus system, program, database, or file.
- Any attempt to circumvent security and data protection schemes, or to discover security loopholes, or decrypt secure data.
- Masking the identity of an account, a computer, or a transaction.

- Unauthorized breaching, probing, testing, or monitoring computer or network security.
- Use of campus computing resources by any user younger than 18 years of age.

#### 4. Use that Disrupts or Disrespects Others

- Any use that does not respect the rights and needs of others.
- Violating the privacy of other users.
- Disseminating confidential personnel or student information without authorization, or distributing proprietary financial information.
- Any activity that creates a hostile study or working environment, including sexual harassment.

#### 5. Violations of Copyrights, Contractual Agreements, and Licenses

- Distributing or making copies of software, unless permitted by copyright law or software license agreements.
- Distributing or making copies of documents, works of art or other intellectual property, unless permitted by copyright law.
- Using peer-to-peer file sharing protocols or programs to download or distribute unauthorized copies of copyrighted materials.
- Having more simultaneous users (e.g., in a department) than permitted by software license agreements.
- Using copyrighted material without proper attribution.
- Violating terms of software license agreements, or copyright laws.

### *Warnings*

Though ACTS does not routinely monitor and evaluate every electronic transaction, document, file, or communication, it reserves the right to monitor access and use of its computing and networking resources to insure the security and optimal performance of its network, to enforce its policies, to investigate possible violations of its policies, or to comply with civil authority. ACTS's IT staff has the right to examine systems and files that might be damaged or corrupt, as well as files associated with suspended computer accounts.

The School reserves the right to limit or curtail access and computing privileges when state or federal laws or institutional policies are being violated.

Though the School may authorize confidential passwords and secured access to resources, users of ACTS's network and systems have no expectation or guarantee of privacy in any communication sent or received over the ACTS's network, or over the Internet.

The computing and telecommunication systems log many user transactions: such as telephone numbers dialed, call length, Internet sites visited, etc. ACTS reserves the right to gather and monitor this data for cost analysis, resource allocation, optimum technical management of information resources, troubleshooting computer problems or compromises in network security, detecting patterns of use that might indicate unacceptable use of the system, and investigating

allegations of unacceptable use.

ACTS is not responsible for lost or corrupted personal files or data, or for any financial loss as a result of personal information that a user discloses across a network (such as a credit card number).

ACTS does not assume any responsibility for the content a user may discover on the Internet, newsgroups, or other online services. Some of this content may be objectionable, offensive, inaccurate, or dated. ACTS also does not endorse any content that may be accessible through its computer networks and services.

### *Consequences of Unacceptable Use*

Consequences of unacceptable use may include any or all of the following: informal email or conversation when infractions appear to be accidental in nature, verbal warnings, suspension or revocation of access privileges to technological resources (including passwords and email accounts), the suspension or revocation of Library privileges, formal disciplinary action as authorized by institutional policies (up to, and including, suspension or termination from employment, or, in the case of students, dismissal), and, in cases when law has been allegedly violated, referral for criminal or civil prosecution.

Reproduction or distribution of copyrighted works, including images, text, and software, without permission of the owner is a violation of U.S. Copyright Law, and is subject to civil damages and criminal penalties.

## **Policy on Harassment, Including Sexual Harassment**

ACTS is committed to providing an educational environment free of unlawful harassment, discrimination, sexual intimidation, hostility, and coercion. Harassing behavior toward others may be offensive, demeaning or disruptive to relationships and constitute a hostile environment. School policy prohibits unwelcome harassment based on gender, race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, ancestry, age, physical or mental disability, political affiliation, or any other basis protected by federal, state or local law or regulation. A specific kind of violation of individual rights is sexual harassment, which can occur in situations where one person has power over another, but can also occur between equals. Sexual harassment violates the individual's right to a safe environment.

The anti-harassment policy of the School applies to all persons involved in the operation of the School including faculty, staff, and students.

Prohibited harassment includes, but is not limited to, the following behaviors:

- Any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal or physical conduct of a sexual nature
- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's grade, advancement, or employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions or employment affecting such individuals

- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or other work, or creating an intimidating, hostile, or offensive environment
- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory or sexually-oriented posters, photography, cartoons, drawing or gestures
- Threats and demands to submit to sexual requests as a condition of a grade, continued employment, or to avoid some other loss, and offers of grades, employment, or other benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

A student who believes s/he has been harassed or subjected to any form of unlawful discrimination should promptly report the facts of the incident or incidents and the names of the individuals involved to the office of one of the following: Dean, Director of Student Affairs/Title IX Compliance Officer.

### *Sexual Harassment and Title IX Compliance Policy*

ACTS is committed to maintaining a professional atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. There is inherent power possessed by faculty over students and ACTS expects that all those who teach and/or do research, including tenure and tenure-track faculty, adjuncts, librarians, holders of research, lecturer, or graduate students with teaching responsibilities, visiting and part-time faculty and any other instructional personnel, uphold the highest level of ethics in all dealings with students.

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Saint Athanasius and Saint Cyril Coptic Orthodox Theological School not only complies with the letter of Title IX's requirements, but also endorses the law's intent and spirit.

ACTS faculty will follow all applicable local, state, and federal laws barring sexual harassment. Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Alleged incidents of sexual harassment will be investigated under the procedures set forth in the "Guidelines for Resolving Harassment Complaints or Violations of the Consensual and Familial Relations Policy" on file in the Dean's Office; whether the matter in question is an allegedly isolated event or part of a larger pattern of harassing behavior. Students should refer to the student grievance policy below and contact the Title IX Compliance Officer or the Dean should they experience any harassment or have any concerns. All faculty shall have the right to challenge any finding of professional misconduct through a

violation of this sexual harassment policy, as well as any corresponding proposed or imposed sanction, through the “Guidelines for Resolving Harassment Complaints or Violations of the Consensual and Familial Relations Policy” on file in the Dean’s Office.

ACTS appoints a Title IX Compliance Officer who oversees all of the School's Title IX compliance efforts. The Title IX Compliance Officer is responsible for educating the ACTS community, developing initiatives, and responding to incidents of gender inequality.

ACTS also appoints a Sexual Harassment Prevention Officer. This individual is available to receive and assist in the School's response to complaints of sex discrimination, including sexual harassment and nonconsensual sexual activity.

ACTS Title IX Compliance Officer:

Grace Selim | E: [grace.selim@acts.school](mailto:grace.selim@acts.school)

ACTS Sexual Harassment Prevention Officer:

Marina McBratney | E: [hr@acts.school](mailto:hr@acts.school)

## **Student Judicial Process**

Violation of standards of academic responsibility, integrity and truthfulness are subject to separate disciplinary policies.

ACTS places a high value on, and is diligently committed to, the preservation of academic freedom. The basic significance of this commitment lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, and of students to learn and to express their views, free from external pressure or interference. These freedoms can flourish only in an atmosphere of mutual trust, honesty, civility, and respect among teachers and students, and only when members of the community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom extends to all who share these aims and responsibilities. They cannot be violated by any who would subordinate intellectual freedom to any cause or ideology, or those who violate the norms of conduct established to protect that freedom. Moreover, willful disruption of the academic process simply cannot be tolerated. The School has a right to defend itself against any intrusions on the rights and privileges of the community of scholars and persons at the School.

Individuals are liable for failure to comply with lawful directions issued by official representatives of the School acting in their official capacities.

Theft or damage to the School premises or property, or theft of or damage to property of any person on School premises is prohibited. Permission from appropriate School authorities must be obtained for removal, relocation and use of school equipment, supplies, books, papers and research materials. Also, unauthorized use or examination of confidential records is prohibited.

Forcible interference with the institution’s educational process or facilities, or the rights of those

who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services is prohibited. Any sort of abuse, physical, or otherwise, is also prohibited.

No person may bring or possess firearms or other weapons on the campus.

Any member of the community engaging in any manner of conduct prohibited under Paragraphs one to four above, cases when law has been allegedly violated, referral for criminal or civil prosecution, shall be liable to actions by the School. A copy of the judicial review policy is available from the Office of the Dean.

## **Student Grievance Policy**

ACTS is committed to treating all students justly and fairly. The School does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, ancestry, age, physical or mental disability, or political affiliation. To this end, ACTS strives to promote and maintain an environment in which students are protected from misconduct by any department or member of the School community.

A student grievance is a complaint arising out of any perceived act or decision by a member of the faculty or staff, or another student at the School, which in any way appears to adversely affect the status, rights, or privileges of any student. Such a grievance must be filed with the Dean, in writing within 30 days of an alleged incident and the Dean addresses it by beginning an investigation within ten days. A resolution is sought as soon as possible, at the latest within two weeks of beginning an investigation. The burden of proof rests with the person making the complaint.

All conversations and proceedings are strictly confidential and will not be shared with any person or party not involved in or witness to the grievance. The School will not tolerate retaliatory or punitive action against a student who files a grievance.

### *Grievances Not Covered by This Policy Include:*

Grade disputes, academic evaluations disputes, and other matters related to a faculty member's assigned duties. The process for these disputes is administered by the Office of the Dean. Students should contact the Office of the Dean to file a petition. Issues of sexual harassment should be referred to the Sexual Harassment Prevention Officer who also has a copy of the student grievance policy available on file.

## **Services for Students with Disabilities**

ACTS is committed to providing educational opportunities and access to persons with disabilities. The fundamental principles of nondiscrimination and accommodation in academic programs were set forth in Section 504 of the federal Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Title II; and their implementing regulations at 34 C.F.R. Part 104 and 28 C.F.R. Part 35 respectively.

These laws establish that students with disabilities may not, on the basis of their disabilities, be

excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ACTS program or activity. Further, ACTS must make sure that its academic requirements do not discriminate or have the effect of discriminating against persons with disabilities. Academic requirements that are justifiably essential to a student's program of instruction are not considered discriminatory. Academic accommodations to which a student may be entitled include changes in the length of time allowed to complete program requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses or examinations are conducted.

Students who wish to be considered for accommodation should self-disclose their disability to the Director of Operations and Student Affairs by submitting an accommodation request, with recent documentation (not more than three years old) of such from a licensed Medical Professional. The request and related documentation must be submitted to the Director of Operations and Student Affairs via email or mail. The request will be reviewed and students will be notified of the institution's decision within 14 business days of receipt. If approved, accommodations will be designed to assist students in successfully completing coursework and documented in a Student Accommodation Plan. These accommodations will then be implemented in students' coursework and/or communicated to faculty members in a timely manner.



## Course Descriptions

*All courses are 3 credits except where indicated otherwise.*

### **APOL 5023: Biblical Apologetics**

This Course will tackle the major apologetic challenges to the Biblical text and interpretation. Topics covered include authenticity, canonicity, textual variations, and the use of Biblical Archeology in OT & NT studies. Additionally, the course will discuss the major apologetic debates in OT (e.g. Creation vs. Evolution, Flood geology, historicity of Exodus, morality of the Canaanite war, slavery) and NT (Historical Jesus, Resurrection of Christ, miracles).

### **APOL 5055: Introduction to Apologetics**

This course will explore how to defend the faith (1 Pet 3:15), answer every question (Col. 4:6), reason with others (Acts 18:4), and cast down arguments (2 Cor 10:5) regarding the basic principles of the faith. This course assists servants to reactively respond to questions by removing intellectual and existential barriers, while proactively sharing the relevant message of the Gospel. This course will prepare and equip servants to respond to basic challenges of the faith.

### **APOL 5057: Philosophical Apologetics**

This course includes an examination of the use of philosophical arguments in defense of an Orthodox Christian worldview. It aims to equip students with a foundational knowledge of Christian Apologetics in order to respond to current challenges to our precious faith, with intellectual rigor and grace. Topics to be considered include: the nature of truth, religious epistemology, classical arguments for the existence of God, the relationship of God's omniscience and human freedom, divine attributes, the problem of evil, moral relativity, etc. Students will learn the critical thinking skills necessary in order to respond to current challenges to our precious faith, with intellectual rigor and grace. This course fulfills a general elective requirement.

### **COPT 5012: Topics in Liturgical Coptic Manuscripts**

Liturgical books or service manuals are a combination of biblical and patristic texts arranged in a poetic composition and embodies the beliefs of the Coptic Church. This course will introduce students to the evolution of these books viewed through surveying the manuscript tradition as well as the modern published editions. Topics discussed will include how to study liturgical manuscripts, Biblical books, prayer books, Hymnologies, Euchlogion, Synaxarium, Offices, and special service books used in the Coptic Orthodox Church. The aim of the class is to acquaint students with the purpose that these books serve and provide guidance on how such should be used in the age of Technology. The course is taught exclusively in English.

### **COPT 5990: Introduction to Coptic Language (Sahidic)**

This course introduces students to the basics of reading Coptic (Sahidic dialect). No prior knowledge of the ancient Egyptian language or Greek is required. The course will include grammar, morphology, syntax, and hundreds of vocabulary words. Following this course, students should be able to read passages in the New Testament. This course is required for those who are seeking enrollment in the Coptic Studies or Masters' Degree Programs.

**COPT 5991: Introduction to Coptic Language (Boharic)**

This course introduces students to the basics of reading Coptic (Bohairic dialect). No prior knowledge of the ancient Egyptian language or Greek is required. The course will include grammar, morphology, syntax, and hundreds of vocabulary words. Following this course, students should be able to read passages in the New Testament. This course is required for those who are seeking enrollment in the Coptic Studies or Masters' Degree Programs.

**CHST 5015: Introduction to Church History**

This is an in depth survey of Christian history from the Apostolic Age through the Arab conquests of the seventh century. While the emphasis is on the Coptic Orthodox Church (the See of Alexandria) and the development of Christianity in Egypt, the course discusses all major political and theological developments and personalities of the early Christian era.

**CHST 5016: Coptic Church History: From the Arab Conquest to Modernity**

This is an in depth survey of the Coptic Orthodox Church and community from the seventh through the twentieth centuries. It emphasizes several themes, including: Christian-Muslim interactions, the roles of the laity at various junctures, shifting communal identities, liturgical developments, and the multifaceted effects of Modernity on the Coptic Church.

**CPST 5014: Church History of Coptic Education**

This seminar course provides a study of the principle movements and individuals in the history of religious education. The course begins with a survey of education in faith from the times of the early church to the end of the nineteenth century. It then explores the major movements and expressions of religious education in the Coptic Orthodox Church.

**CPST 5018: Coptic Monastic Art and Architecture**

This is a survey of Coptic monastic art and architecture. Students are introduced to Egypt's diverse and rich monastic traditions through textual sources and material culture, including hagiography, architecture, and wall paintings. Special emphasis is given to monastic art from the sixth through the thirteenth centuries.

**CPST 5019: Introduction to the Monastic Literature of Early Christian Egypt**

This course introduces students to the literature of Christian monasticism in the late antique Mediterranean. While the primary focus will be on Egypt and the social setting in which the early monastic movement rose, necessary detours will also be taken into other intellectual and geographical areas. Texts will be read in translation alongside important secondary works of scholarship. The survey will include classics such as the alphabetic and systematic collections of the Sayings of the Fathers, the life and letters of Antony, the Pachomian dossier, and Shenoute of Atriye, along with lives of other monastic men and women such as Daniel of Scetis and Longinus, works by Evagrius, John Cassian, and Theodoret of Kyr. Students will be immersed into the texts that remain at the heart and memory of Coptic Orthodox Christianity.

**CPST 5050: Introduction to Canon Law**

This is a survey of the canonical tradition of the Coptic Orthodox Church, which includes discussions of the Apostolic and Ecumenical canons, regional canons, the canons of individual Fathers, and the *nomocanon* of the middle ages. Various topics, such as the Canons regulating

marriage and divorce will be singled out for specific discussions.

**CPST 5051: Advanced Canon Law**

This course offers advanced examination of the canons of the Orthodox Church.

**CPST 5065: Introduction to Orthodox Spiritual Theology**

Spiritual theology, which presupposes dogmatic theology, is that part of theology which presents the principles, experiences, and laws of growth in the spiritual life. The course explores the ascetical and mystical tradition of the Church and the stages and process by which souls advance in Christian perfection. The course makes an effort to take into account the teachings and practical experience of the saints, from both the Eastern and Western traditions.

**CPST 5066: Growth in Holiness: St. Pope Kyrillos VI and the Spiritual Life**

This course is a study of Christian spirituality and the life of sanctification through the life of St. Pope Kyrillos VI. It will include an overview of the saint's life while introducing the principal themes and influences on his spirituality. Special attention will be given to the ascetical life, the passions and virtues, personal prayer, the liturgical spirituality of the Eucharist, and spiritual persecution. *This course fulfills an elective.*

**CPST 5068: Foundations of Religious Education in the Church**

This course serves as an introduction to the nature, purpose, and approach of Religious Education in the life of the Church. Students will theologically reflect on the aims of Religious Education and will explore the role and nature of the curriculum in the life of the church. This unit will also explore key understandings that Religious Educators need to have about the students of Religious Education, including various approaches to delivering Religious Education in a parish setting. This course is a foundational class equipping students who want to delve deeper in the study of Religious Education.

**CPST 5082: Coptic Ethics**

Western ethical systems have developed into complex tapestries, impacting the religious, political, cultural, and moral landscape in which they flourish. While ethical language has had an impact in the West that cannot be understated, Eastern religions have seemed to speak an entirely different language regarding morality. This class is an investigation of the largest Christian denomination in the Middle East—the Coptic Orthodox Christians of Egypt—to understand why the language of ethics has been entirely absent among ancient and contemporary Copts alike. A shift away from deontological, consequentialist, and quandary ethics and towards virtue ethics is one step in the direction towards developing a Coptic Christian ethic, but not without its mitigations. The acquisition of virtue for Coptic Christians is a result of a primary ethic of the pursuit of unity with God through grace-enabled spiritual struggle. This model will be dissected into three basic tiers based on Gregory of Nyssa's theory of *epektasis* and will help make sense of a number of contemporary Coptic Christian practices of transformation, including a liturgical ethos, fasting, asceticism, monasticism, hagiography, and martyrdom.

**CPST 5090: Church Administration and Leadership**

This Course is designed to help students understand different approaches to Church ministry and administration, and to use and develop planning and management tools. It will also identify,

analyze, and present solutions and alternatives for several human resource related issues in a congregational and nonprofit setting. Students will discover and research appropriate stewardship models from a management perspective and give practical tools that will help congregations evaluate its current health and strategies for growth. Overall administrative and management principles and practices for churches and ministries will be examined from leadership, human resources, stewardship, and growth and management perspectives.

#### **CPST 5094: Strengths-Based Servant Leadership**

This course will provide participants with an opportunity to examine the strategies and practices of participatory servant leadership style, biblically and with a strengths-based mindset, focusing on the application of strengths, and service through strategic collaboration and interdependence. The course will encourage participants to experience the power of team building and developing servant-leadership concepts among communities they work with or minister to, establishing a legacy. They will be able to experience challenges of leadership and how to face them.

#### **DOGM 5060: Introduction to Dogmatics**

This course focuses on the Orthodox doctrine of the knowledge of God—the Trinity, the humanity and divinity of the Lord Jesus Christ, and the divinity of the Holy Spirit. Other topics discussed include the doctrine of Creation and cosmology, biblical inerrancy, the nature of the Church, and the means of grace and salvation, and eschatology.

#### **DOGM 5061: Dogmatics: Council of Chalcedon**

As Fr. V.C. Samuel has stated, “There are five facts constitute the background of the Council of Chalcedon: (1) The Christological teaching of the Antiochene and the Alexandrine ways of theological thinking; (2) the Council of Ephesus in 431, which condemned Nestorius as a heretic; (3) the Formulary of Reunion, by which in 433 St. Cyril of Alexandria, the leader of the Alexandrine party, and John of Antioch, the leader of the Antiochene party, arrived at a concordat; (4) the Home Synod of Constantinople, which in 448 excommunicated Eutyches as a heretic; and (5) the second Council of Ephesus in 449, which, having reinstated Eutyches, deposed his judges at Constantinople as well as a number of the leading men on the Antiochene side. This course will provide a thorough examination into the historical events, political tensions, and Christological controversy related to Chalcedon from a Coptic Orthodox perspective.

#### **GREK 5010: Introduction to Greek Language**

This course provides a preliminary study of Koine based on the New Testament. The basic concepts of New Testament Greek grammar, syntax, and vocabulary are studied and applied to the text of the Gospels. This course is for students who have little or no prior knowledge of Greek. A basic outline of the Grammar, both in etymology and syntax, sufficient for earlier stages of the study with graduated exercises will be introduced. Examples to be studied will be taken primarily from the Scriptures and from the Greek language in the Coptic liturgy.

#### **GREK 5011: Advanced Greek**

This course continues the study of Greek grammar and syntax started in ACTS 3010. It introduces students to more extensive readings from the New Testament and Septuagint. The emphasis is on syntax, comprehension, and translation techniques. Students are also introduced to the various resources available for the study of the Bible in Greek.

*Prerequisite: GREK 5010: Introduction to Greek Language*

**LITG 5039: The Coptic Eucharistic Liturgy: A Historical Introduction**

The eucharistic liturgy in the Coptic tradition is the result of centuries of historical evolution throughout the medieval period. In this course, this historical evolution is explored in its major phases through the available textual evidence of historical witnesses, liturgical manuscripts of the Bohairic Coptic tradition, and relevant works of Copto-Arabic literature. The course is structured around the major sections of the Coptic eucharistic liturgy: the prothesis, the Liturgy of the Word, the pre-anaphora, and the anaphoras of Basil, Gregory, and Cyril.

**LITG 5040: Introduction to Liturgical Studies**

“Surely the Lord is in this place...How awesome is this place! This is none other than the house of God, and this is the gate of Heaven!” (Gen 28:16-17). This declaration which Jacob made at Bethel reflects the Orthodox understanding that the Church is not simply a type and figure of heaven, but the actual substrate of that future transformation. Such a heavenly paradigm is the cornerstone upon which the entire liturgical tradition of the Coptic Orthodox Church is established. This course provides an introduction to the liturgical rituals and rubrics of the Coptic Orthodox Church, and provides some insights into the history and development of this rich tradition.

**LITG 5041B: Liturgical History of the Church of Alexandria**

This course will explore the structures, content, theology, and ethos of the Church’s Liturgy. It will also provide a fast but inclusive glimpse of the historical evolution of the liturgical rites. Furthermore, the Liturgy will be studied from pastoral, spiritual, and theological perspectives. The course seeks to provide the student with basic theological criteria for the comprehension of the whole liturgical tradition of the Church.

**LITG 5042A: Liturgical History of the Church of Alexandria from the 7th to the 13th centuries**

This course will explore the structures, content, theology, and ethos of the Church’s Liturgy. It will also provide a fast but inclusive glimpse of the historical evolution of the liturgical rites. Furthermore, the Liturgy will be studied from pastoral, spiritual, and theological perspectives. The course seeks to provide the student with basic theological criteria for the comprehension of the whole liturgical tradition of the Church.

**LITG 5043: Liturgical Theology**

This course will examine theological thought inspired by engagement with the Coptic Orthodox liturgical tradition. After an in-depth examination into the theological understanding of Orthodox worship and the use of hymns in the liturgical tradition, the course will explore the sanctification of time (in relation to the Book of Hours, the Sabbath and Sunday, and the liturgical year), the sanctification of place (in terms of the Church building), and the sanctification of the gifts (in the Mysteries of Baptism and the Eucharist).

**LITG 5044: The Coptic Liturgy of the Hours**

This course is an examination of the origins and development of the Coptic liturgy of the hours, which comprises the prayer hours of the Ajbiya (Horologion), the praise services of the

Psalmody, and the evening and morning raising of incense. An initial survey of daily prayer in the New Testament and the Early Church paves the way for exploring the Coptic liturgy of the hours as a unique expression of the prayer life of Coptic Orthodox Christians reflected in both medieval and contemporary primary sources.

#### **LITG 5045: Topics in Liturgical History: Holy Week & Resurrection**

This course is an examination of the origins and development of the Coptic liturgical tradition of Holy Week, comprising the services for Lazarus Saturday, Palm Sunday, Holy Week, and the Resurrection. An initial survey of liturgical time, the liturgical year, and the development of feasts in the Early Church paves the way for exploring the Coptic services of Holy Week as a unique expression of the paschal mystery in the life of Coptic Orthodox Christians reflected in medieval primary sources.

#### **LITG 5047: Christian Initiation and Eucharist in the Churches of the Early Christian East**

This course studies the Rites of Christian Initiation and their Eucharistic culmination in the early Churches of the Christian East. Special attention will be given to Egypt in the development and theology of Christian initiation in context with other traditions (Syria, North Africa, and Rome) along with the Anaphoral papyri, fragments, and full prayers which constitute the richness of the Egyptian Coptic liturgical tradition.

#### **LITG 5048: Intensive Liturgy and Time in Early Christianity**

This two-week course is concerned with the relationship between liturgy and time in early Christianity as that relationship is expressed in the feasts, fasts, and seasons of what has come to be called the “liturgical year” and in that daily cycle of liturgical prayer known as the Divine Office or the Liturgy of the Hours. Required Reading will include, Paul Bradshaw and Maxwell Johnson, *The Origins of Feasts, Fasts, and Seasons in Early Christianity*, Paul Bradshaw, *Daily Prayer in the Early Church*, and Robert Taft, *The Liturgy of the Hours in East and West: The Divine Office and its Meaning for Today*. Requirements will include two take-home extended essay exams. This course fulfills a core requirement for the MTS program and an elective requirement.

#### **OLDT 5020: Introduction to the Old Testament**

This is a survey of the structure and content of the biblical books of the Old Testament, and associated literature. Additional topics covered include the manuscripts of the Holy Bible, development of the Old Testament Canon, different patristic methodologies for interpreting the Old Testament as well as modern interpretive approaches.

#### **OLDT 5021: Christ in the Old Testament**

Christ’s birth, life, crucifixion, and glorious Resurrection were all prophesied centuries earlier in Old Testament times. This course aims to reconstruct the prehistory of Christ or Old Testament messianism. Selected messianic texts are interpreted in the light of the patristic tradition with reference to modern scholarship.

#### **OLDT 5022: Theological Themes in the Book of Hosea**

This course is a detailed exegesis of the Book of Hosea. Emphasis falls on Hosea, chapters 1-3, 6, 11, 12, 14, containing significant theological themes such as reconciliation, redemption, and

God's tender love. The methodology followed in this course is that used by Ecole biblique (Jerusalem) in their digital study Bible project B.E.S.T. (La Bible en ses traditions / The Bible in Its Traditions). The professor for the current course is a main contributor and team leader who worked between 2010-2016 on the Book of Hosea for this international and ecumenical project (more on B.E.S.T. at [www.bibest.org](http://www.bibest.org)). The Hosea volume was recently published: Eugen J. Pentiu et al., *Hosea: The Word of the Lord that Happened to Hosea* (Leuven: Peeters, 2017). Each Hosean pericope will be analyzed following B.E.S.T. template covering three areas: 1. Text; 2. Context; 3. Reception. 1. Text: textual and lexical data will be gleaned from the four main "text witnesses": Hebrew (pre- and Masoretic Text), Old Greek (Septuagint and later Jewish Greek translations), Latin (Vetus Latina and Vulgate), and Syriac (Peshitta). Special emphasis will be placed on those textual differences that have had an impact on further developments of Christian theology. 2. Context deals with the immediate literary environment of a pericope as well as the "remote" context evidenced by the surrounding Ancient Near Eastern cultures and literary corpora. 3. Reception refers to Jewish and Christian ancient, medieval, and modern interpretations. During this course, students are introduced to the workplace of the B.E.S.T. ([www.bibest.org](http://www.bibest.org)) where the contributors of the project are doing their exegetical work following the threefold pattern of the B.E.S.T. template. Also, students are asked to get access to the recently published Hosea volume. (See below, under "Required Readings.")

#### **NEWT 5024: The Epistles of Saint Paul**

This course is a careful study of the life, thought and writings of St. Paul. We will explore Paul's epistles from a literary and historical perspective for the purpose of uncovering the author's intended meaning and message, with special emphasis on passages which became important theological statements of the early Church or for Orthodox Christian life. We will examine the historical, cultural, and geographical setting of the Pauline writings, including authorship, audience, literary techniques and characteristics, as well as the theology and important themes of Paul's epistles. We will investigate the literary, religious and philosophical currents in first century Judaism and the Greco-Roman world which we see reflected in these letters. We will also study the ancient and modern controversies which Paul and his writings engendered and the influence of Paul's writings on the development of early Christian communities as well as how St. Paul's thoughts were interpreted later by Christians of heterodox traditions.

#### **NEWT 5025: Introduction to the New Testament**

This course is an introduction to the New Testament, the Orthodox understanding of the New Testament and its interpretation, as well as an introduction to the field of modern biblical studies. Together we will survey the history, culture, geography, literary aspects, authorship, theology and important themes of the New Testament and its books. We will also explore the formation of the New Testament canon, manuscripts and issues of translation. We will study the persons, interpretive style and techniques of important early patristic interpreters as well as the theories and methods employed in modern biblical studies.

#### **NEWT 5026: Patristic Approach to the New Testament**

This course provides a general introduction to the literary forms of the New Testament, the language of the New Testament, and the historical and political background. Students will examine the first century history in and around the lands of the New Testament, different patristic methodologies of interpreting the New Testament, with a special emphasis on the famous

exegetes from ancient Alexandria (e.g. the Scholar Origen and St. Cyril of Alexandria) and Antioch (e.g., St. John Chrysostom). The development of the canon of the New Testament will also be explored, with reference to the apocryphal writings and the various manuscript traditions.

### **NEWT 5028: The Gospel of Luke**

This course consists of an in-depth study of the Gospel of Luke. The Third Gospel contains many of the most memorable parables and sayings of Christ and for many of us it forms the basis for the image of Jesus we have in the gospels. This course will explore the gospel from a literary and historical perspective with the objective of uncovering the author's intended meaning and message, patristic insights and interpretation, as well as its application for today. We will examine the historical, cultural, and geographical setting of the Gospel as well as its authorship, audience, literary techniques and characteristics, theology and important themes. We will investigate the literary, religious and philosophical currents in first century Judaism and in the Greco-Roman world. We will also compare the purpose, themes and orientation of the gospel of Luke with the other three gospels, especially Matthew and Mark. This course fulfills the Biblical Elective requirement for the MTS Program and the Elective requirement for the Orthodox Scripture Certificate.

### **NEWT 5029: The Gospel of John**

This course is a careful study of the Gospel of John. We will explore the gospel from a literary and historical perspective with the objective of uncovering the author's intended meaning and message. To this end, we will examine the historical, cultural, and geographical setting of the Gospel as well as its authorship, audience, literary techniques and characteristics, theology and important themes. We will investigate the literary, religious and philosophical currents in first century Judaism and in the Greco-Roman world. We will also study the history of the reception of the Johannine writings, the ancient and modern controversies they engendered, and compare the purpose, themes and orientation of the Fourth Gospel with the other three gospels.

### **NEWT 5031: The Gospel of Matthew**

This course is a careful study of the gospel of Matthew. We will explore the gospel from a literary, historical and patristic perspective for the purpose of uncovering the author's intended meaning and message and its application to the Christian life. To achieve this end, we will examine the historical, cultural, and geographical setting of the gospel, authorship, audience, literary techniques and characteristics, as well as the theology and important themes of the first gospel. We will consider the literary, religious and philosophical currents in first century Judaism and the Greco-Roman world which are reflected in the gospel. Our primary patristic source will be the sermons of St. John Chrysostom on the Gospel of Matthew. This course fulfills a Biblical and a general elective.

### **PATR 5027: Patristic Exegesis**

This course aims to provide students with enough of an acquaintance with early traditions of Christian exegesis and the scholarship on this subject so that he or she may begin to pursue their own interests in this field independently. Since many of the early exegetical texts were homilies, we will also give some consideration to traditions of preaching in the early Church. The course aspires to acquaint students with a style of exegesis that is, on the one hand, irretrievable, for it belonged to the genius of its age, but on the other hand, perennially valid, a resource for revisioning what theological exegesis of the biblical text might become so that it is at home in our



own age. Whatever that may look like in specifics, it will have to reproduce the subtlety of the exegesis we will read in this course, and also return, in a way in keeping with the sensibilities and discoveries of our own times, to problems left unsolved or perhaps prematurely solved, or requiring “re-solving” in any period.

### **PATR 5030: Introduction to Patristics**

This course covers the life, writings, doctrines and thoughts of the early church Fathers. It presents the living story of the early church in all its aspects of worship, pastoral and social concepts, preaching and spirituality. This introductory core-course consists of two parts: (1) a general introduction to the Fathers and the main periods of Patristic Literature from post-apostolic times to the beginnings of the Schism between the Oriental and Eastern Orthodox Churches; and (2) a brief profile of some of the most important Fathers of this period and their writings and doctrines focusing on the most influential of them.

### **PATR 5032: St. Cyril of Alexandria: The Life, Works, and Theology of the Pillar of Faith**

Modern scholarship acknowledges St. Cyril of Alexandria's unique contribution to the articulation of essential elements of Christian doctrine, especially at the ecumenical council of Ephesus and through his impeccable expression of the doctrine of the Incarnation. His contribution is so extensive, that some have argued that all subsequent Christology could only proceed, by way of interpretation of his portrayal of Christ. St. Cyril carried the Athanasian Christology from Nicaea to Ephesus and developed the terminology critical to articulate the Mystery of Christ in forthcoming generations of patristic heritage. St. Cyril's exegetical writings have been somewhat neglected, even though he is virtually unsurpassed in the production of biblical commentaries in the Christian East, save Origen and Chrysostom. This course surveys the extensive Cyrillian corpus, from his early exegetical treatises, to his letters and discourses during the Nestorian Controversy, and his paschal epistles.

### **PATR 5033: St. Athanasius the Apostolic: The Life, Works and Theology of the “Canon of Orthodoxy”**

By presenting original research into the writings of St. Athanasius, Patriarch of Alexandria (295-373), this course will respond to the challenges arising out of the contemporary scholarly studies of St. Athanasius' theology and writings and promote the theological legacy of this great Alexandrian Father of the Church who has come down in the history of the Church as the “canon of orthodoxy.” Modern “critical research and discussions” have too often tended to obscure the Athanasian legacy and bar contemporary theology from the amazing blessings that this great ecumenical teacher and Father of the Church has bequeathed to all Christian generations. Much focus will be given to his theological writings (On the Incarnation, Against the Arians, etc.) as well as his ascetical treatises, especially Life of Antony.

### **PATR 5034: The Father and The Councils**

This course covers the life, writings, and thought of the early Church Fathers, and their contribution in the early councils. The presentation alternatively focuses on various Fathers, east and west, and the discussion of various theological topics among them. This course fulfills one core requirement (for Patristics or Church History) for the MTS program and an elective for the certificate programs.

**PSYC 5091: Counseling Moral Identity and Spiritual Formation**

This course explores various methodologies to bring about significant, lasting change in people's lives. It focuses on interacting with children and youth at different developmental states and how to interact with various personality types in order build their character as mature Christians, who are honorable, successful, and equipped for every good deed.

**PSYC 5092: Marriage Counseling**

In this class we will learn about seven principles that can guide toward a harmonious and long-lasting relationship. We will attempt to debunk a number of what it describes as myths about marriages and why they fail. The seven principles are for couples to enhance their love maps; nurture fondness and admiration; turn toward each other instead of away; let their partner influence them; solve their solvable problems; overcome gridlock; and create shared meaning. Moreover we will explore the Spirituality of Marriage and how to build a House on the Rock. "And I give them eternal life, and they shall never perish; neither shall anyone snatch them out of My hand" (John 10:28)

**PSYC 5093: Psychology of the Family**

This course provides an overview of the field of family psychology. The four primary areas of study include: 1) several family theory frameworks from which to understand families, 2) the family life cycle, and 3) interventions to improve behavioral, developmental and emotional health among individuals and between family members across the lifespan. Students will also 4) apply these concepts to their own family of origin, for in order to help others, a counselor must first know oneself (Matthew 7:4).

**PSYC 5095: Orthodox Approach to Drug Addiction**

Provides a biblical, psychological, sociological, and patristic approach to counseling those afflicted with various addictions.

**PSYC 5096: Child Development**

Child development covers the full range of childhood and adolescence chronologically, encompassing the prenatal period, infancy and toddler-hood, the preschool years, middle childhood, and adolescence. Within these periods, the text focuses on physical, cognitive, social, spiritual and personality development.

**TRIP 5017A: Lives of the Egyptian Desert Fathers: An Introduction to Early Egyptian Monasticism (Holy Lands Tour)**

This survey course introduces students to the ancient world of Egyptian monasticism, primarily through examination of the Lives and Sayings of the Desert Fathers, including those of St. Antony, St. Pachomius, St. Macarius, St. Shenoute, St. John the Little, Mark the Monk, Isaiah of Shiheet, Daniel of Shiheet, John of Lycopolis and St. Onofrius, and others.

**TRIP 5017B: Holy Lands of The Bible: Jerusalem**

This course is offered as a Study Tour in Jerusalem, Galilee and Judea and offers an in-depth biblical and archeological study to explore the biblical, geographical, social, traditional, and religious situation in the lands of the New Testament in the first century. This course is an intensive two-week course that is intellectually and physically challenging.

**TRIP 5017D: Holy Lands of the Bible: Turkey**

Study Tour in Turkey and Patmos, continuing to follow the footsteps of St. Paul the Apostle and exploring the 7 cities of the Book of Revelation, with H.G. Bishop Kyrillos and the Very Rev. Fr. Daniel Sous. This course is offered as a STUDY TOUR in Turkey and offers an in-depth biblical and archeological study to follow in the footsteps of St. Paul's journeys in Turkey and the Seven Churches of Asia Minor. It includes the religious sites and places such as Tarsus, Antioch, Iconium, Laodicea, Hierapolis, Ephesus, Patmos, Smyrna, Thyatira, Sardis and Nicea. A must-see pilgrimage for all the Christians. It also includes a special excursion to Patmos, where St. John received divine Revelation.

**WRIT 5001: Introduction to Theological Research and Writing**

This course introduces students to graduate-level research and writing, with an emphasis on becoming acquainted with various citation formats, refining research strategies, and honing analytical and writing skills. Seminarians are encouraged to “think theologically” regarding a host of topics and issues relevant to academic study and ministry.

*Prerequisite for MTS degree and Certificate students: Must be taken during first semester for students who begin their program in Spring or Fall. Students who begin their program in Summer are advised what courses do not include significant writing assignments and must take the course during their following term.*

*Prerequisite for Th.M. students: Students who have not previously completed a graduate-level theological research and writing course must complete ACTS 5001: Introduction to Theological Research and Writing before fully enrolling in the Master of Theology Program. Students who have completed the M.T.S. program with ACTS have demonstrated sufficient proficiency to complete the requisite research, analysis, and writing in the Th.M. program. Acceptance of an equivalent course completed elsewhere is determined during the admission process, based on the equivalency of course objectives.*

**WRIT 5005: Coptic: Readings in Coptic**

This readings seminar emphasizes Coptic syntax and translation techniques. The literature surveyed includes biblical, hagiographical, and liturgical texts. It is intended for students who have a good working knowledge of Coptic grammar. The primary focus may be on literature in the Sahidic or Bohairic dialects, but both dialects are addressed at length.

*Prerequisite: COPT 5990: Introduction to Coptic Language (Sahidic) or COPT 5991: Introduction to Coptic Language (Boharic)*

**WRIT 5097: Thesis 1**

This is an independent course, that allows students to focus on their thesis with the help and guidance of their advisor.

**WRIT 5098: Thesis 2**

This is an additional course to allow student more time and direction to work on their thesis.

**WRIT 5099: Directed Research and Study**

Prerequisite: Professor permission. This independent study course allows students to pursue a topic that is not currently offered by the School, or to engage in a specific research project. A study plan must be provided to the supervising faculty member prior to attaining his/her permission to enroll in this course.

## Faculty

### ***His Grace Bishop Kyrillos***

Professor of Patristics and Liturgical Studies

PhD, History of Christianity, University of Notre Dame School of Theology

M.T.S. and ThM, Holy Cross Orthodox School of Theology

JD, Georgetown University Law Center

BA, Communication Studies, University of California at Los Angeles

### ***Dr. Linda Abdelsayed***

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ThM, Holy Cross Greek Orthodox School of Theology, Patristics, Orthodox Theology.

M.A. University of San Diego, Practical Theology

J.D., Pepperdine University, School of Law

B.A., University of San Diego, Religious Studies

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MTh, Princeton Theological Seminary

BD, Edinburgh University

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BA, Philosophy from New York University

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B.A., Augustana College

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PhD, Advanced Theological Studies, Liturgical Studies & Sacramental Theology, University of Vienna  
Master of Library and Information Science, San Jose State University.  
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BS, Civil Engineering, Zagazig University (Egypt)

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PhD, Clinical Psychology with emphasis on Individual Family and Child Therapy, the School of Professional Psychology in Pasadena

MA, Clinical Psychology, with emphasis on Marriage and Family Therapy, Pepperdine University

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***Bishop Suriel***

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PhD, Coptic Orthodox Studies, Fordham University, New York, NY (Dissertation: Habib Girgis: Coptic Orthodox Educator and a Light in the Darkness under mentor Professor Gloria Durka)

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MTS, Orthodox Studies, University of Winchester, UK

## **Administration and Staff**

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