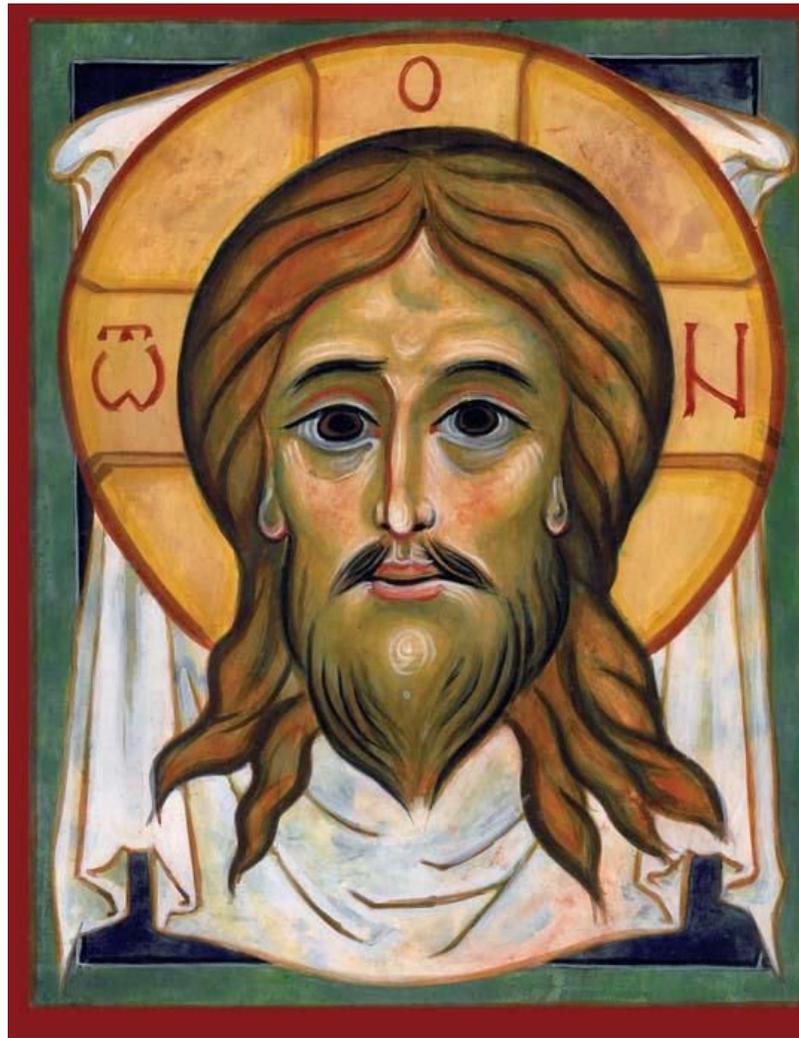


Pontifex
Program Catalog
Master of Sacred Arts (M.S.A.)
Theology Doctorate (Th.D.)
2018-2019



www.Pontifex.University

I An Introduction to Pontifex

1. The History & Governance of Pontifex

Pontifex is an authentic Roman Catholic institution formed in 2015 and overseen by a self-perpetuating Board of Trustees that governs the Solidarity Association of the Christian Faithful, a public juridical body established by decree pursuant to Cann. 298-329. In its governance of Pontifex, the Association is supported by a distinguished Academic Advisory Board.

Pontifex teaches predominantly through online programs supported by residential workshops and residential programs offered in a variety of locations. For the 2016-2017 academic year the only degree program offered was the Master of Sacred Arts (MSA) program. This was offered in the 2017-2018 academic year and the Theology Doctorate program (Th.D.) which includes coursework that comprises in itself a Master in Theological Studies (MTS) program, was introduced during course of the year. All of these will be offered in academic year 2018-2019. It is anticipated also that during the course of 2018-2019 academic year a Bachelor's in Philosophy and Theology will be offered.

2. The Mission of Pontifex

Pontifex is a Roman Catholic institution, loyal to the Magisterium and grounded in the Catholic intellectual tradition. It offers faith-based, high quality courses at low cost; for credit or for personal enrichment.

Every Pontifex course is founded and delivered in strict conformity to the aims of a Christian education, as articulated by the Magisterium:

‘The proper and immediate end of Christian education is to cooperate with divine grace in forming the true and perfect Christian, that is, to form Christ Himself in the regenerated by Baptism...For precisely this reason, Christian education takes in the whole aggregate of the human life, physical and spiritual, intellectual and moral, individual, domestic and social, not with a view of reducing it in any way, but in order to elevate, regulate and perfect it.’ (Pope Pius XI, *Divini ihus magistri*, 94).

All Pontifex programs are in accord with this supernatural aim and crafted to achieve a transformation of the person so that all that they do might be elevated, regulated, perfected and directed to the common good.

3. The Catholic Identity of Pontifex

A strong Catholic identity in higher education is invaluable for the discovery of the relationship between truth and reason, God's self-revelation, and the authentic meaning of human life. Catholic identity lies at the heart of Pontifex.

In 1979, Pope St. John Paul the Great outlined the essential characteristics of a Catholic institution of higher education:

Every university or University is qualified by a specified mode of being. Yours is the qualification of being Catholic, of affirming God, his revelation and the Catholic Church as the guardian and interpreter of that revelation. The term Catholic will never be a mere label either added or dropped according to the pressures of varying factors.

Ex corde Ecclesiae highlights four distinctive characteristics essential to the Catholic identity of an institution of higher education:

- (1) Christian inspiration in individuals and the institution community
- (2) Reflection and research on human knowledge in light of the Catholic faith
- (3) Fidelity to the Christian message in conformity to the Magisterium of the Church
- (4) Institutional commitment to the service of others (*Ex corde Ecclesiae*, I, n.13)

These four characteristics provide the foundation of Pontifex and are reflected throughout our programs in the following ways:

- (1) Commitment to the magisterial teachings of the Catholic Church
- (2) Commitment to the Catholic faith by members of the board, administration, faculty, and all who are associated with the implementation of the institution's mission
- (3) Provision of academic courses which incorporate moral and religious teachings, especially as they relate to the dignity of human life and to social justice
- (4) Affirmation of Catholic principles in regard to academic freedom and individual conscience in all activities and organizations
- (5) Commitment to serving others, particularly the marginalized in society and the most vulnerable
- (6) Maintaining compliance with *Ex corde Ecclesiae*, the Apostolic Constitution on Catholic Universities
- (7) The promotion of a spiritual life based upon a liturgical piety, focused on the Mass and the Liturgy of the Hours, with the Eucharist at its heart.

4. Pontifex Administration & Faculty

Administration:

§ *Monsignor Edward J. Dillon, Chancellor and Chief Academic Officer*

§ *Frank J. Hanna III, Vice-Chancellor*

§ *Gareth N. Genner, President*

§ *Fr. Paul Moreau, Chaplain*

§ *David Clayton, Provost*

Faculty and Adjunct Teachers (in alphabetical order)

- 1. Teaching on the Masters of Sacred Arts**
- 2. Teaching on the dual enrollment Master of Theological Studies/Theology Doctorate**

1. The Masters of Sacred Arts

§ *Dr. Michel Accad, MD*, (Philosophy of Nature and Man) practices cardiology and internal medicine in San Francisco. He has a special interest in the connection between the Faith and Aristotelian-Thomistic natural philosophy on the one hand, and modern science, medicine, and economics on the other. He publishes regularly in peer-reviewed journals of medicine, ethics, and philosophy e.g. *The Thomist*. His blog about health care and medicine is AlertandOriented.com.

§ *Caleb Brown* (Christian Humanism in Contemporary Cinema) is a Master Teacher for Act One's Screenwriting Program, which has been training Christians for careers in mainstream entertainment for over fifteen years. His career started in 2009 when someone who saw him speak invited him to offer a course to staff and interns at Lin Studio's Warner Bros office - a class called 'How to Watch a Movie!' Caleb's own original TV pilot, *House of Romanov*, is currently in consideration at NBC International. He is a graduate of the Dominican School of Philosophy and Theology part of the Graduate Theological Union at Berkeley, CA, with a Masters in Theology and a Masters in Philosophy.

§ *David Clayton* (A History and Practical Theology of Images; The Mathematics of Beauty; A Study of Artistic Method for Patrons and Artists) is an artist, writer and teacher who grew up in England and is a graduate of Oxford University, with a BA in Materials Science and an MS in

Metallurgical Engineering from Michigan Technological University. For seven years he was artist in residence at Thomas More University of Liberal Arts in New Hampshire. He has an international reputation as a painter, with major commissions in both the UK and the US. He is a regular contributor to the New Liturgical Movement website and has published many articles and two books about sacred art and culture and their connection to the liturgy. *The Little Oratory: A Beginner's Guide to Praying in the Home* (co written with Leila Lawler) has been an Amazon bestseller, and his latest book, *The Way of Beauty – Liturgy, Education and Inspiration for Family, School and University*, was published in 2016 by Angelico Press.

§ **Rev. Sebastian Carnazzo, PhD**, (The New Testament in Words and Images; The Old Testament in Words and Images; The Bible and the Liturgy; The Psalms and Canticles of the Divine Office in Words, Images and Prayer) is a priest in the Melkite Catholic Church of America and pastor of the St. Elias Melkite Parish in San Jose (steliasmelkite.org). He received his BS from Cal Poly, San Luis Obispo, in Animal Science with a concentration in veterinary medicine. He then went on to receive his MA in Theology with a concentration in Sacred Scripture from the Notre Dame Graduate School of Christendom University and his PhD in Biblical Studies at Catholic University of America in Washington, DC. His dissertation was published under the title *Seeing Blood and Water: A Narrative-Critical of John 19:34*. (2012). He joined the faculty of St. Patrick's Seminary in the fall of 2015 as a full time lecturer in Sacred Scripture and Biblical Languages. Among other teaching engagements and volunteer activities, he is also an adjunct lecturer in Sacred Scripture for the Notre Dame Graduate School of Christendom University and the academic director for the deacon program in the Roman Catholic Diocese of Tulsa, OK.

§ **Christopher Carstens**, (The Heart of the Mass) is is Director of the Office for Sacred Worship in the Diocese of La Crosse, Wisconsin and a visiting faculty member at Mundelein Seminary and the Liturgical Institute at the University of St. Mary of the Lake in Mundelein, Illinois and the editor of the *Adoremus Bulletin*. Along with Fr. Douglas Martis, Mr. Carstens is the co-author of *Mystical Body, mystical Voice: Encountering Christ in the Words of the Mass* (Liturgy Training Publications). Mr. Carstens is a graduate of the Oratory of St. Philip, the University of Dallas, and the Liturgical Institute University of Saint Mary of the Lake.

§ **Carrie Gress, PhD**, (A Survey of Philosophy and Beauty, Truth and Goodness, from the ancient Greeks to the Present Day) has a doctorate in philosophy from the Catholic University of America. She is the author of two books, *Nudging Conversions: A Practical Guide to Bringing Those You Love Back to the Church* and *Ultimate Makeover: The Transforming Power of Motherhood*. She is the co-author with George Weigel of *City of Saints: A Pilgrims Guide to John Paul II's Krakow*. Her work has been published in *Aleteia*, *Catholic World Report*,

Catholic Vote, The National Catholic Register, Real Clear Religion, and Zenit, and has been translated into seven languages.

§ **Fr. Jeffrey Kirby, STD**, (An Introduction to Sacred Theology and Theological Anthropology) is a priest of the Diocese of Charleston. He shepherds two parishes in north-central South Carolina and is an adjunct professor of theology at Belmont Abbey College. Fr. Kirby holds a doctorate in Moral Theology from the Holy Cross University in Rome and a Masters Degree in Philosophy from the Franciscan University of Steubenville. In 2016, he received the Order of the Palmetto, South Carolina's highest civilian honor, for his work in virtue formation and leadership development among local communities in the state. Fr. Kirby has authored several books including, *Lord, Teach Us to Pray* and *Doors of Mercy: A Journey Through Salvation History*. He writes a weekly spirituality column for *Crux* and a bi-weekly Question-and-Answer column for *the Catholic Miscellany*.

§ **Deborah Samia**, (An Introduction to Sculpting the Figure) has a BFA from the Academy of Art University with an emphasis in Classical Sculpture and using the method of the Old Masters. She is also on the faculty at the Academy of Art University, San Francisco, California and has taught Figure Modeling, Portrait and Ecorche, both on campus and online. Ms. Samia has done a series of commissions including public monuments, private commissions, as well as commercial work. Her first course for Pontifex University is *Introduction to Sculpting the Figure* which teaches concepts of proportion, balance, gesture, anatomy and structure. To learn more about Ms. Samia's work please visit www.deborahsamia.com

§ **Matthew Williams**, (An Introduction to Sacred Music) holds a degree in music from West Chester University of Pennsylvania, where his primary instrument was the piano and is Music Director at St. Gregory the Great Academy, Scranton, Pennsylvania. Having been involved in church music from an early age, Mr. Williams is experienced in performing, teaching, and directing choirs as well as experience conducting instrumental ensembles. His specialty is in the area of Gregorian chant and polyphony in both the Ordinary and Extraordinary Forms of the Roman Rite. He also has had extensive involvement in planning of liturgical celebrations of the Mass, the Divine Office and Priestly Ordinations, and has served as organist for several parishes.

§ **Geoffrey Yovanovic** (The Fundamentals of Beauty in Architecture) is based in Atlanta where he is a key member of the design team of the architecture firm Norman Davenport Askins, Architect. He is a graduate of the University of Miami and University of Notre Dame architecture schools (with a Masters in Architectural Design and Urbanism) and is a winner of the Addison Mizner Medal from the Florida Chapter of the Institute of Classical Architecture and Art in recognition of excellence in classical design.

Practical Workshops

Pontifex University will offer credit for study done in classes offered by institutional partners.

These are:

- Hexaameron.org for icon painting and icon carving.
- Sacred Murals Studio: SacredMurals.com; for icon painting
- The Bethlehem Icon Centre: bethlehemiconcenter.org for icon painting
- The Theology of the Body Institute: tobinstitute.org for the theological the anthropology of John Paul II. (can be applied to both the MSA and MTS programs)

2. The MTS/Th.D. dual enrollment program

§ **Rev. Sebastian Carnazzo, PhD**, (The New Testament in Words and Images; The Old Testament in Words and Images; The Bible and the Liturgy; The Psalms and Canticles of the Divine Office in Words, Images and Prayer) is a priest in the Melkite Catholic Church of America and pastor of the St. Elias Melkite Parish in San Jose (steliasmelkite.org). He received his BS from Cal Poly, San Luis Obispo, in Animal Science with a concentration in veterinary medicine. He then went on to receive his MA in Theology with a concentration in Sacred Scripture from the Notre Dame Graduate School of Christendom University and his PhD in Biblical Studies at Catholic University of America in Washington, DC. His dissertation was published under the title *Seeing Blood and Water: A Narrative-Critical of John 19:34*. (2012). He joined the faculty of St. Patrick's Seminary in the fall of 2015 as a full time lecturer in Sacred Scripture and Biblical Languages. Among other teaching engagements and volunteer activities, he is also an adjunct lecturer in Sacred Scripture for the Notre Dame Graduate School of Christendom University and the academic director for the deacon program in the Roman Catholic Diocese of Tulsa, OK.

§ **Dr. Michel Accad, MD**, (Philosophy) practices cardiology and internal medicine in San Francisco. He has a special interest in the connection between the Faith and Aristotelian-Thomistic natural philosophy on the one hand, and modern science, medicine, and economics on the other. He publishes regularly in peer-reviewed journals of medicine, ethics, and philosophy e.g. *The Thomist*. His blog about health care and medicine is AlertandOriented.com.

§ **John Baquette Ph.D.**, (*Ecclesiastical History*) obtained his Ph.D in Historical Theology, from Saint Louis University. He had a concentration in Medieval Theology and his dissertation was on *Constructing an Image of St. Francis: Rhetoric in Thomas of Celano's Vita Prima Sancti Francisci*. He holds an M.A., Historical Theology, Saint Louis University. with a concentration in the Protestant Reformation and a BA in History, from University of Missouri-Saint Louis. He has been Associate Professor, Department of Philosophy and Theology, University of Saint Francis, Fort Wayne, Indiana and most recently Adjunct Professor (online) and Concentration Chair in Church History, Holy Apostles College and Seminary, Cromwell, Connecticut.

§ **Arielle Harms** (Catechetics, Liturgy) (holds a Ph.D. in Theology, with a concentration in Moral Theology from Ave Maria University. Her dissertation addressed the connection between natural law and virtue in the theology of Thomas Aquinas. Arielle's academic interests include natural law, virtue, nature and grace, Catholic Social Teaching, bioethics, ecclesiology, sacramental theology, liturgy, and the theology of Thomas Aquinas. Her published papers have appeared in *New Blackfriars*, *Angelicum*, and *Heythrop Journal*. She has taught theology at the graduate and undergraduate levels at St. Vincent de Paul Regional Seminary, Ave Maria University, Catholic Distance University, and the University of Mary. Dr. Harms is also the Director of Religious Education at Ave Maria Catholic Church in Ave Maria, Florida. She has over 15 years of experience in religious education which she puts to work in building curriculum, policy, and programs and forming catechists in Ave Maria's rapidly growing parish. She also serves as a consultant for catechist formation, curriculum development, and program creation for other parishes.

II Admissions & Financial

The Graduate Admissions Process

1. **MSA**
2. **The MTS/Th.D**

§1. Description of the Graduate Admissions Process MSA

Graduate admissions decisions are made on a rolling basis throughout the year. There is no deadline for applications. Applications are evaluated after submission of all required documents and an interview via video-conferencing.

To commence the admissions process, applicants should submit the following:

- (1) A Pontifex application (available at www.Pontifex.Institute)
- (2) Copies of transcripts from all post-secondary academic institutions attended
- (3) One letter of recommendation from a clergy member not related to the applicant
- (4) An application fee of \$25 paid online at www.Pontifex.Institute or mailed to:

Pontifex Admissions Office
75 5th St NW, Suite 2290
Atlanta, Georgia, 30308 USA

§2. Transfer Students and Incoming Transfer Credit

Pontifex accepts transfer students and credit from accredited Catholic institutions for academic work and also accepts credits for studio work conducted under the supervision of pre-approved institutions and practicing artists with incoming transfer credit being limited to 50% of the total required credits for the MSA degree (i.e. maximum 15 credit hours). Given the very defined and faith-based nature of the MSA program, all transfer credit is at the discretion of the Provost.

§3. Provisional Admission for Graduate

Students can be admitted provisionally without the reception of recommendation letters and sealed copies of transcripts as long as such are received by a deadline communicated by the Admissions Office to the applicant.

§4. Matriculation

Upon receiving admission to the Pontifex, graduate applicants must confirm their acceptance of admission by signing and returning the institutional enrollment agreement to the Pontifex admissions office. By returning this agreement, the applicant officially matriculates into Pontifex.

§5. Non-Discrimination Policy for Graduate Admissions

Pontifex admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the institution. Pontifex does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies or programs.

§6. Program Specific Admissions Requirements

Admission to the Masters in Sacred Arts requires that the candidate hold an earned, accredited undergraduate or graduate degree or the equivalent thereof. Each applicant must submit transcripts evidencing his or her previous reception of the prerequisite degrees.

Exceptions may be made for those mature applicants for the MSA program who can demonstrate, to the joint satisfaction of the Provost, a high level of artistic ability through submission of a portfolio; and who can demonstrate in addition, through submission of written work for assessment and through their letters of recommendation that they have the academic ability required for a Masters level course. At the discretion of the Provost, students granted admission without a prior degree may be required to complete appropriate undergraduate courses or examinations evidencing college level proficiency or granted conditional admission requiring that the student maintain a grade point average of not less than 3.0 for the first 6 credits completed.

To participate in the MSA program, candidates must have the use of a modern computer with a built in or accessory camera and microphone and broadband Internet access or such other high speed access as will support video streaming. Candidates must also have an email account and word processing software.

2. The Graduate Admissions Process MTS/Th.D dual enrollment

§1. Description of the Graduate Admissions Process MTS/Th.D

Graduate admissions decisions are made on a rolling basis throughout the year. There is no deadline for applications. Applications are evaluated after submission of all required documents and an interview via video-conferencing.

To commence the admissions process, applicants should submit the following:

- (1) A Pontifex application (available at www.Pontifex.Institute)
- (2) Copies of transcripts from all post-secondary academic institutions attended
 - (3) One letter of recommendation from a clergy member or academic not related to the applicant
 - (4) A letter of intent from the candidate as formal application.
 - (5) An up-to-date resume

One accepted the student will be required to :

- (1) Register for Research/Writing credits. This is a six credit class which will culminate in the production of a thesis proposal which you will defend in front of your committee.
- (2) In parallel with this the student will register for coursework, if not exempt.

- (3) The student is responsible for recruitment and payment of an advisor. Pontifex University will undertake to recruit and compensate other members of the committee.
- (4) Write a thesis proposal of not more than 25 pages
- (5) On approval of the proposal the student will research and write the full dissertation prior to presentation and defence.

§2. Transfer Students and Incoming Transfer Credit

Pontifex accepts transfer students and credit from accredited Catholic institutions for academic work for up to 100% of the core coursework total required credits for the Th.D degree (depending on the qualification of the student, see below). All transfer credit is at the discretion of the academic staff of Pontifex University.

§3. Provisional Admission for Graduate

Students can be admitted provisionally without the reception of recommendation letters and sealed copies of transcripts as long as such are received by a deadline communicated by the Admissions Office to the applicant.

§4. Matriculation

Upon receiving admission to the Pontifex, graduate applicants must confirm their acceptance of admission by signing and returning the institutional enrollment agreement to the Pontifex admissions office. By returning this agreement, the applicant officially matriculates into Pontifex.

§5. Non-Discrimination Policy for Graduate Admissions

Pontifex admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the institution. Pontifex does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies or programs.

§6. Program Specific Admissions Requirements

Admission to the Th.D program requires that the candidate hold an earned, accredited undergraduate or graduate degree or the equivalent thereof. Each applicant must submit transcripts evidencing his or her previous reception of the prerequisite degrees.

For admission to the dual enrollment program candidates are required to have earned and S.T.B (a Baccalaureate in Sacred Theology), Pontifical Licentiate or M.Th.degree. Or

- I) Have completed seminarian training leading to Holy Orders
- II) Hold an undergraduate degree and have Pontifical Catechetical Diploma
- III) Hold an undergraduate degree in theology

IV) Hold a graduate degree in a discipline other than theology.

Only candidates with a Pontifical Licentiate or M.Th will be admitted directly to the Th.D program (and so be exempted all the core coursework classes). All other candidates will be admitted to the dual enrollment MTS/Th.D program. Dual enrollment candidates must complete or demonstrate that they previously completed to satisfactory competence eight areas of core studies which will be taken as online classes. These are Systematic Theology, Moral Theology, Old Testament, New Testament, Catechetics, Liturgy, Philosophy, Ecclesiastical History.

Successful completion of the eight areas of core study will qualify the candidate for a Diploma in Theological Foundation and when combined with an existing graduate degree will constitute an acceptable foundation for entry to the Th.D program.

Candidates with only an undergraduate degree must complete all eight areas of core study (with a cumulative GPA of at least 3.0) together with two elective courses (or a thesis) to achieve the completion of the MTS Degree. If a candidate in this category has satisfactory undergraduate credit for a core study area then such may be used to exempt the area of study but the candidate must still complete 30 credits of graduate level study whether at Pontifex University or via transfer credit.

Candidates with an S.T.B degree will be required to complete two elective 3-credit directed reading courses together with a 3-credit Research Methodologies and Academic writing program in order to be admitted to the Th.D program. Mature candidates with a degree in a discipline other than theology but with an otherwise appropriate academic preparation may petition for Advanced Candidature and if granted will be required to complete two 3-credit directed reading courses in Theology and one 3-credit directed reading program in Philosophy to be admitted to the Th.D program. Unless the candidates' graduate degree requirements include a thesis, the candidate will be required to complete a 3-credit Research Methodologies and Academic Writing program. Candidates with a Pontifical Licentiate are automatically granted Advanced Candidature and may proceed directly to the Prospectus process. In all cases, prior to admission to the Th.D. dissertation work, the candidate must demonstrate a competence in Latin as appropriate to the field of study and to the satisfaction of the University faculty.

The maximum period of candidature (absent approval of extension) is five years. The minimum period of candidature before the defense of the dissertation is:

- a) For candidates with a Pontifical Licentiate – 12 months
- b) For candidates with an M.Th. - 18 months

- c) for all other candidates – 24 months

Candidates without an M.Th. But with prior studies in Theology and an existing body of research may petition to have their minimum candidature reduced. Once admitted to candidature, and before proceeding to the dissertation writing process, the candidate must:

- a) Demonstrate a satisfactory foundation in Theology and Philosophy
- b) Demonstrate the required skills to research and write and an appropriate level.
- c) Secure and advisor acceptable to the University with relevant terminal degree and expertise in the areas to be addressed in the dissertation.
 - d) Complete a Prospectus process that details the argument and proposed structure of the dissertation and obtain approval of the Prospectus from the University
 - e) The Prospectus must provide:
 1. A clear thesis statement/research question-and-answer
 2. A summary of the history of research
 3. The significance of the thesis for the field of study
 4. A detailed outline of the dissertations
 5. A timeline for completion
 6. Bibliography

To participate in the Th.D program, candidates must have the use of a modern computer with a built in or accessory camera and microphone and broadband Internet access or such other high speed access as will support video streaming. Candidates must also have an email account and word processing software.

Financial Information MSA and Financial Information MTS/Th.D.

3. Financial Information MSA

§1. Tuition, Fees and Costs for Degree Students

Each student will receive an annual tuition disclosure statement when receiving his or her acceptance letter into Pontifex and also each year thereafter prior to registering for Winter-Semester classes. For the 2018-19 academic year, the tuition is \$300 per credit hour. The application fee is \$25 and there is graduation fee of \$175.

Tuition and fees total \$9,200 assuming that the entire MSA program is completed online, with no transfer credit and with each class passed on first taking.

No other fees are charged for online programs but additional expenses will be incurred for (optional) residential workshops and programs and costs will be incurred for books and other study and activity materials

§2. Audit Fees

Auditors do not receive credit or a transcript but may receive emailed confirmation that they audited the course(s). For 2018-19, the audit fee is \$100 per 1 credit hour.

§3. Special Grants

Pontifex may periodically have access to special grant funds. When such funds are available, Pontifex will strive to make students aware of the availability of such funds, the eligibility criteria for attaining such funds, and the application process to be considered as a recipient of such funds.

§4. Financial Letters

When a student has applied and been accepted to receive a special grant, he or she will receive a financial letter from Pontifex which details the terms of the grant and how this affects the student's financial liability to Pontifex. In order for available grant funds to be disbursed to credit a student's account, the student must sign and return the financial letter. For new students, financial letters will be sent along with the student's acceptance letter. The signed financial letter should be returned at the same time when the student submits the signed enrollment agreement. Both documents may be returned together to Pontifex admissions.

§5. Student Payments and Course Registration Policy

The following policies apply to students who carry a balance and desire to continue to register for classes at Pontifex.

(1) Any student can request a five-month payment plan when registering for class. Other special payment plan requests are subject to the approval of the Provost.

(2) Final grades for an academic term will not be shown on a student's transcript if a past due balance is present on the student's account at the end of the term. Student grades will be held by the Pontifex registrar until such a balance is resolved.

(3) Pontifex personnel who manage student accounts will communicate to the Pontifex registrar a “payments received” update for all students within two business days of the receipt of cleared funds from a student.

(4) At least 50% of a student’s financial liability for the current term must be paid in order that students may register for courses in the next academic term. 100% of a student’s financial liability must be paid by the final grades due date for the term in order for students to be guaranteed enrollment in class for the next academic term.

§6. Refund Policy - General Disclosures Concerning Student Refunds

1. All refunds will be issued within thirty (30) calendar days of a student completing a course withdrawal form. If the student has a balance owed to Pontifex, refunds will be applied to that balance.

2. Application fees are ordinarily not refunded once paid by an applicant unless an applicant is denied admission by reason of non-availability of capacity.

3. Graduation fees are ordinarily not refunded upon being paid by an enrolled student. If graduation is unexpectedly deferred until a later academic term after paying the fee, the fee will be retained and recorded as paid.

4. Institutional fees include any program fee charged to students such as activity fees or technology fees. Institutional fee refunds are to be calculated as follows: If a student has paid institutional fees for an academic term and elects to withdraw from all courses that term, Pontifex will issue a 100% refund for all institutional fees as long as the student submits a course withdrawal form prior to completing 50% of the class meeting clock hours stipulated for each course. Pontifex will at its discretion consider requests for fee refunds in the event that more than 50% of the course is completed but the student is forced to withdraw due to injury, illness, or death.

5. Tuition refunds are to be calculated in accordance with the Pontifex tuition refund calculation policy or prevailing Georgia Nonpublic Postsecondary Education Commission (GNPEC) policies if more favorable to the student (please see Section II below).

6. Tuition refunds may be requested for any course in which a student is registered as long as a course withdrawal form is submitted. Course withdrawal forms should be submitted to the Provost for review.

7. There is no administrative fee for withdrawing from a course.

8. If a student would obtain a different tuition refund amount by utilizing a method of refund calculation mandated by the State of Georgia, then the student will receive whichever refund amount is higher.

9. If a student withdraws from a course after the drop/add period stipulated for the academic term under consideration, the course will remain recorded on the student transcript and a grade of W or F will be stipulated for that course. For more information, please see the annual Degree Programs Catalog, "Grading System" section.

10. If a student has paid Pontifex for supplies or special fees associated with a particular course and the student elects to withdraw from that course, Pontifex will refund any unused portion of the supplies or special fee if the student submits a course withdrawal form prior to the course reaching 50% of its completion, excluding the following: (a) items which were special ordered for the course and which cannot be used by or re-sold to another student, (b) items which were returned in a condition which prevents them from being used by or re-sold to another student, or (c) special fees paid by the student for goods or services provided by third party vendors and which were publicized as non-refundable.

Student Tuition Refund Calculation Policy

1. *Full refund policy:* A 100% tuition refund will be issued for any student who withdraws from a course during the drop/add period stipulated on the institutional calendar for the academic term (in such cases, the class is entirely deleted from the student transcript).

2. General instructions for calculating partial tuition refunds:

If a student withdraws from a course after the drop/add period stipulated for an academic term, the student may be eligible to receive a partial tuition refund. The amount of the partial refund is to be based upon the percentage of class meeting clock hours which have been completed by the course in progress.

3. Calculating the class meeting clock hour completion percentage:

The class meeting clock hour completion percentage may be obtained by dividing the number of class meeting clock hours which have already been completed by a course in progress by the overall number of class meeting clock hours stipulated for that course, then subtracting this amount (formulated as a percentage) from 100%. For example, if a course is stipulated to meet for 59 clock hours during an academic term, and the class has met for 16 clock hours when the

student requests to withdraw, then that course has completed 27.1% of its total class meeting clock hours. The calculated percentage should then be correlated with a partial tuition refund percentage range category (see subsection 5 below).

4. Class meeting clock hour requirements:

Given the nature of online study designed to permits student to move at their own pace and/or study asynchronously, the calculation of clock hours differs from classroom-based courses.

Clock hours are measured by the time engaged with an instructor via live interaction or the use of pre-recorded materials, supplemented by reading, research and assignments (independent work). A clock hour of engagement comprises 50-minutes of instruction. When calculating the class meeting clock hour completion percentage, please refer to the following stipulations:

A **4 credit hour** course requires 60 total clock hours of engagement and 120 hours of independent work.

A **3 credit hour** course requires 45 total clock hours of engagement and 90 hours of independent work.

A **2 credit hour** course requires 30 total clock hours of engagement and 60 hours of independent work.

A **1 credit hour** course requires 15 total clock hours of engagement and 30 hours of independent work.

Class meeting clock hour requirements (studio classes that teach practical skills):

Classes that teach practical skills in, for example, art or sculpture can be online study or conventional workshop run by institutional partners in a 'bricks-and-mortar' classroom. In these the balance of engagement and independent work is:

A **4 credit hour** course requires a total of 180 clock hours of study including a minimum of 90 hours of engagement

A **3 credit hour** course requires at total of 135 clock hours of study including a minimum of 67.5 hours of engagement.

A **2 credit hour** course requires a total of 90 clock hours of study including a minimum of 45 hours of engagement.

A **1 credit hour** course requires 45 total clock hours of study including a minimum of 22.5 hours of engagement.

5. Calculating the partial tuition refund amount:

Partial tuition refund amounts will be issued in accordance with tiered categories correlated with class meeting clock hour percentage ranges unless the prevailing refund policies of Georgia Nonpublic Postsecondary Education Commission (GNPEC) would grant a higher refund in which case such GNPEC policy will prevail. The percentage ranges and their associated partial tuition refund amount are as follows:

- a. A 95% tuition refund will be issued for any student who withdraws from a course when the student has completed 0-5% of its total class meeting clock hours.

- b. A 90% tuition refund will be issued for any student who withdraws from a course when the student has completed 5-10% of its total class meeting clock hours.
- c. A 75% tuition refund will be issued for any student who withdraws from a course when the student has completed 10-25% of its total class meeting clock hours.
- d. A 50% tuition refund will be issued for any student who withdraws from a course when the student has completed 25-50% of its total class meeting clock hours
- e. No refund will usually be issued to a student who has completed more than 50% of the total class meeting clock hours stipulated for a course, however, Pontifex will consider requests for partial refund in the event that course requirements are not satisfied by the student due to severe injury, illness, or death.

§7. Graduation and Student Accounts Policy

A student account balance must be fully paid prior to degree conferral (i.e., prior to receiving a diploma and having the student transcript adjusted to “graduated” status). With special approval from both the Pontifex President and Provost, a student who is unable to resolve a past due account balance prior to graduation may participate in the commencement ceremony but he or she will receive a closed diploma cover only (the actual diploma will be issued via U.S. mail or courier once the past due student account balance is resolved).

4. Financial Information MTS/ThD

§1. Tuition, Fees and Costs for Degree Students

Each student will receive an annual tuition disclosure statement when receiving his or her acceptance letter into Pontifex and also each year thereafter prior to registering for Winter-Semester classes. For the 2018-19 academic year,

- (1) Coursework: the tuition is \$300 per credit hour for coursework.
- (2) Research/writing credits: \$1,800
- (3) Recruitment of advisor and defence committee: this is a flat fee of \$3,000. In addition the student will be responsible for compensating the advisor at a rate agreed privately between the two parties.
- (4) Dissertation/Defense: this is a fee of \$3,000. \$2,000 is payable when the thesis proposal is approved and the balance of \$1,000 is payable on defence.

At each stage payments made be made in \$500 monthly installments, or some other figure agreed upon by Pontifex University in response to the particular needs of the candidate. The candidate cannot proceed to the next stage until all payment for all prior stages have been made.

No other fees are charged for online programs but additional expenses will be incurred for (optional) residential workshops and programs and costs will be incurred for books and other study and activity materials

§2. Audit Fees for online coursework

Auditors do not receive credit or a transcript but may receive emailed confirmation that they audited the course(s). For 2018-19, the audit fee is \$100 per 1 credit hour.

§3. Special Grants

Pontifex may periodically have access to special grant funds. When such funds are available, Pontifex will strive to make students aware of the availability of such funds, the eligibility criteria for attaining such funds, and the application process to be considered as a recipient of such funds.

§4. Financial Letters

When a student has applied and been accepted to receive a special grant, he or she will receive a financial letter from Pontifex which details the terms of the grant and how this affects the student's financial liability to Pontifex. In order for available grant funds to be disbursed to credit a student's account, the student must sign and return the financial letter. For new students, financial letters will be sent along with the student's acceptance letter. The signed financial letter should be returned at the same time when the student submits the signed enrollment agreement. Both documents may be returned together to Pontifex admissions.

§5. Student Payments and Course Registration Policy

The following policies apply to students who carry a balance and desire to continue to register for classes at Pontifex.

(1) Any student can request a five-month payment plan when registering for class. Other special payment plan requests are subject to the approval of the Provost.

(2) Final grades for an academic term will not be shown on a student's transcript if a past due balance is present on the student's account at the end of the term. Student grades will be held by the Pontifex registrar until such a balance is resolved.

(3) Pontifex personnel who manage student accounts will communicate to the Pontifex registrar a “payments received” update for all students within two business days of the receipt of cleared funds from a student.

(5) At least 50% of a student’s financial liability for the current term must be paid in order that students may register for courses in the next academic term. 100% of a student’s financial liability must be paid by the final grades due date for the term in order for students to be guaranteed enrollment in class for the next academic term.

§6. Refund Policy - General Disclosures Concerning Student Refunds

1. All refunds will be issued within thirty (30) calendar days of a student completing a course withdrawal form. If the student has a balance owed to Pontifex, refunds will be applied to that balance.

2. Application fees are ordinarily not refunded once paid by an applicant unless an applicant is denied admission by reason of non-availability of capacity.

3. Graduation fees are ordinarily not refunded upon being paid by an enrolled student. If graduation is unexpectedly deferred until a later academic term after paying the fee, the fee will be retained and recorded as paid.

4. Institutional fees include any program fee charged to students such as activity fees or technology fees. Institutional fee refunds are to be calculated as follows: If a student has paid institutional fees for an academic term and elects to withdraw from all courses that term, Pontifex will issue a 100% refund for all institutional fees as long as the student submits a course withdrawal form prior to completing 50% of the class meeting clock hours stipulated for each course. Pontifex will at its discretion consider requests for fee refunds in the event that more than 50% of the course is completed but the student is forced to withdraw due to injury, illness, or death.

5. Tuition refunds are to be calculated in accordance with the Pontifex tuition refund calculation policy or prevailing Georgia Nonpublic Postsecondary Education Commission (GNPEC) policies if more favorable to the student (please see Section II below).

6. Tuition refunds may be requested for any course in which a student is registered as long as a course withdrawal form is submitted. Course withdrawal forms should be submitted to the Provost for review.

7. There is no administrative fee for withdrawing from a course.

8. If a student would obtain a different tuition refund amount by utilizing a method of refund calculation mandated by the State of Georgia, then the student will receive whichever refund amount is higher.

9. If a student withdraws from a course after the drop/add period stipulated for the academic term under consideration, the course will remain recorded on the student transcript and a grade of W or F will be stipulated for that course. For more information, please see the annual Degree Programs Catalog, "Grading System" section.

10. If a student has paid Pontifex for supplies or special fees associated with a particular course and the student elects to withdraw from that course, Pontifex will refund any unused portion of the supplies or special fee if the student submits a course withdrawal form prior to the course reaching 50% of its completion, excluding the following: (a) items which were special ordered for the course and which cannot be used by or re-sold to another student, (b) items which were returned in a condition which prevents them from being used by or re-sold to another student, or (c) special fees paid by the student for goods or services provided by third party vendors and which were publicized as non-refundable.

Student Tuition Refund Calculation Policy

1. *Full refund policy:* A 100% tuition refund will be issued for any student who withdraws from a course during the drop/add period stipulated on the institutional calendar for the academic term (in such cases, the class is entirely deleted from the student transcript).

2. General instructions for calculating partial tuition refunds:

If a student withdraws from a course after the drop/add period stipulated for an academic term, the student may be eligible to receive a partial tuition refund. The amount of the partial refund is to be based upon the percentage of class meeting clock hours which have been completed by the course in progress.

3. Calculating the class meeting clock hour completion percentage:

The class meeting clock hour completion percentage may be obtained by dividing the number of class meeting clock hours which have already been completed by a course in progress by the overall number of class meeting clock hours stipulated for that course, then subtracting this amount (formulated as a percentage) from 100%. For example, if a course is stipulated to meet for 59 clock hours during an academic term, and the class has met for 16 clock hours when the

student requests to withdraw, then that course has completed 27.1% of its total class meeting clock hours. The calculated percentage should then be correlated with a partial tuition refund percentage range category (see subsection 5 below).

4. **CREDITS:** Given the nature of online study designed to permits student to move at their own pace and/or study asynchronously, the calculation of clock hours differs from classroom-based courses. Clock hours are measured by the time engaged with an instructor via live interaction or the use of pre-recorded materials, supplemented by reading, research and assignments (independent work). A clock hour of engagement comprises 50-minutes of instruction. When calculating the class meeting clock hour completion percentage, please refer to the following stipulations:

A **4 credit hour** course requires 60 total clock hours of engagement and 120 hours of independent work.

A **3 credit hour** course requires 45 total clock hours of engagement and 90 hours of independent work.

A **2 credit hour** course requires 30 total clock hours of engagement and 60 hours of independent work.

A **1 credit hour** course requires 15 total clock hours of engagement and 30 hours of independent work.

Class meeting clock hour requirements (studio classes that teach practical skills):

Classes that teach practical skills in, for example, art or sculpture can be online study or conventional workshop run by institutional partners in a ‘bricks-and-mortar’ classroom. In these the balance of engagement and independent work is:

A **4 credit hour** course requires a total of 180 clock hours of study including a minimum of 90 hours of engagement

A **3 credit hour** course requires at total of 135 clock hours of study including a minimum of 67.5 hours of engagement.

A **2 credit hour** course requires a total of 90 clock hours of study including a minimum of 45 hours of engagement.

A **1 credit hour** course requires 45 total clock hours of study including a minimum of 22.5 hours of engagement.

5. *Calculating the partial tuition refund amount:*

Partial tuition refund amounts will be issued in accordance with tiered categories correlated with class meeting clock hour percentage ranges unless the prevailing refund policies of Georgia Nonpublic Postsecondary Education Commission (GNPEC) would grant a higher refund in which case such GNPEC policy will prevail. The percentage ranges and their associated partial tuition refund amount are as follows:

f. A 95% tuition refund will be issued for any student who withdraws from a course when the student has completed 0-5% of its total class meeting clock hours.

- g. A 90% tuition refund will be issued for any student who withdraws from a course when the student has completed 5-10% of its total class meeting clock hours.
- h. A 75% tuition refund will be issued for any student who withdraws from a course when the student has completed 10-25% of its total class meeting clock hours.
- i. A 50% tuition refund will be issued for any student who withdraws from a course when the student has completed 25-50% of its total class meeting clock hours
- j. No refund will usually be issued to a student who has completed more than 50% of the total class meeting clock hours stipulated for a course, however, Pontifex will consider requests for partial refund in the event that course requirements are not satisfied by the student due to severe injury, illness, or death.

§7. Graduation and Student Accounts Policy

A student account balance must be fully paid prior to degree conferral (i.e., prior to receiving a diploma and having the student transcript adjusted to “graduated” status). With special approval from both the Pontifex President and Provost, a student who is unable to resolve a past due account balance prior to graduation may participate in the commencement ceremony but he or she will receive a closed diploma cover only (the actual diploma will be issued via U.S. mail or courier once the past due student account balance is resolved).

III The Graduate Program

The Master of Sacred Arts (MSA) and the MTS/Th.D.

1. The Master of Sacred Arts (MSA)

§1. The Overall Purpose of the Master of Sacred Arts program

The chief aim of the MSA program is to provide a formation for those who wish to contribute to the creation of a culture of beauty in the Catholic tradition. It is further intended as a foundational program for those who wish to go on, through further specialized training, to become creators and/or teachers of sacred art together with those who wish to contribute as patrons of the arts.

The MSA aims to impart to degree candidates, both through academic study and praxis (such as the studio courses offered) an understanding of what forms a traditional Catholic culture; an enhanced ability to apprehend beauty and a proclivity to create or enhance the beauty in any human activity. To this end the program includes the study of the history, theology and philosophy of Catholic culture, with particular emphasis on the sacred arts including the working methods of artists.

§2. Goals of the Master of Sacred Arts Program

The MSA program at Pontifex is a Catholic-vocation program with strong academic content that will lead to:

- (1) A broad understanding of the basis of Catholic culture, understood as a culture of beauty which speaks of the Faith through both form and content. To this end study will focus on historical, theological and philosophical influences on culture in general, and the sacred arts in particular.
- (2) Understanding of how the respective roles of artists and patrons have contributed to the common good in the past, with a vision for the future realization of those roles in contemporary society.
- (3) An understanding of the working methods and the traditional formation of artists and how the goals of each artist can be realized in their medium(s) of choice.

§3. Student Learning Outcomes in the MSA Program

In association with the general goals listed above, the MSA program students to demonstrate specific learning outcomes when completing the degree requirements:

First, with respect to the goal of attaining a broad understanding of the basis of Catholic culture with a particular emphasis on sacred arts: successful students will evidence academic proficiency in core theological and philosophical areas and well as a knowledge of the history of cultural influences as manifested in society in general and in the major art movements of the past. By the time that they graduate, students will understand, through study and personal experience how to pray with imagery and the manner in which sacred arts may engage observers and congregants at a personal level especially during the liturgy. Furthermore, they will understand the connections and distinctions between sacred and profane (i.e. non sacred) art.

Second, with respect to the goal of understanding of how the role of artist or patron has contributed to the common good in the past and how they might do this in the future: students will demonstrate a knowledge and understanding of the purposes and need for the creation of sacred art in relation to man's ultimate purpose as well as the role of sacred art as a foundation for all art and culture.

Third, with respect to the goal of understanding the working methods and formation of sacred artists and developing an awareness of how the goals of the artist can be realized in their medium(s) of choice; students will complete hands-on studio work that will cause them to better identify with and appreciate the work of the artist and in the case of students that already are, or are aiming to become accomplished artists, the connection of the academic and practicum programs will equip the participant to achieve such goals in their own works of sacred art.

§4. Outcome Assessment Strategies

Pontifex generally assesses whether the specific learning outcomes listed above have been attained by formally evaluating student performance on course assignments including written papers and course examinations. In the case of studio work, the student is evaluated not based upon their artistic ability but rather based upon their compliance with directions given by their teacher and additionally by formal examination as to their understanding of the capacity of the mediums that they have utilized in their studio work to fulfill the goals of the sacred artist.

§5. Program Content

The Pontifex MSA program exposes students to the study of the history, theological and philosophical basis of diverse forms of sacred art; and connects these with the working methods of artists so that students can understand how each is related to the other. Although this program

is Catholic-vocational, rather than purely academic in nature, there is a strong emphasis on academic study as a necessary foundation to give artists, teachers, patrons and students a basis for achieving a thorough knowledge and understanding of Catholic culture.

§6. Location of the MSA

Pontifex MSA courses are offered primarily online through www.Pontifex.Institute. At times there will also be optional residential workshops and residential programs at a variety of locations. Additionally, studio work may, with the permission of the Provost, be conducted under the supervision of approved, accomplished artists located conveniently for the needs of the student.

§7. Duration of the Master of Sacred Arts program

The normal duration for the completion of the MSA degree is two years of coursework and workshops but students may proceed at their own pace provided that they satisfactorily complete at least 6 credits in each academic year. Students may be granted a leave of absence for up to three terms based on illness, hardship or vocational obligations.

§8. MSA Courses

Course overview: this course gives the student an understanding of the theological and philosophical basis for a Christian culture, with a particular emphasis on, but not restricted to, the visual arts. Based upon a traditional formation that might have been given to the great artists in the past it includes a description of the spiritual life, the technical training and the intellectual formation of artists, and exposes the student to all three as they take the course. It includes an overview of the highlights of Christian culture in many disciplines from its beginning right up to the present day. There is an emphasis on praxis as well as academic study - all students, even those who do not intend to be artists, will take studio courses in drawing, painting and geometry according to their preference.

Theology

- ***Scripture – the Old Testament in Words and Images* - 3 Credits**

A survey of all the books of the Old Testament, classified as historical, wisdom and prophetic. This study will examine, with an emphasis in traditional biblical typology, the revelatory stages of salvation history and the importance of fulfilled prophecy. Throughout the course, the students will be directed to the canon of traditional iconographic representation of significant events of the Old Covenant and, thereby, have a unique understanding both of the truths being considered and the importance of visual imagery in the proclamation of the Faith and ongoing catechesis.

- ***Scripture – the New Testament in Words and Images*** - 3 Credits

The second course is a survey of the books of the New Testament considered as a fulfillment of the old covenant. As in the first course, students will be directed to the canon of traditional iconographic representation of the truths being considered.

- ***The Bible and the Liturgy***- 3 Credits

This course discusses the sacramental and liturgical life of the Church with special attention given to the Sacraments of Initiation: Baptism, Chrismation (Confirmation), and Eucharist. The meaning of sacraments is explored (and contrasted with sacramentals), along with consideration of sacred time and the liturgical cycle. Again the discussion will focus also on how the traditional icons of the Church represent visually the mysteries and the Feasts.

- ***Scripture - The Psalms in Words, Images and Prayer*** - 3 Credits

This course looks at the book which, according to St Thomas Aquinas, contains "all of theology." Students will gain understanding of the meaning of each psalm and how the Book of Psalms reveals all of salvation history, reflecting both the events that preceded the writing of them, and anticipating what followed in the rest of the Old and New Testaments. The course will also consider the place of psalms in prayer and especially in the context of the Divine Office as well as examine the visual imagery related to the text in the illuminated manuscripts.

- ***The Heart of the Mass – A Sacramental and Linguistic Approach*** - 1 Credit

In this class the fundamentals of liturgical theology are explained such as the work of the Trinity, Paschal Mystery, active participation by the Church and her members, sacraments, mystagogical catechesis. Ritual elements of the Mass, especially words, are then examined in light of these fundamentals. Jesus Christ and his saving Paschal Mystery are the content of every liturgical celebration. These are made present through the medium of sacramental signs and symbols: 'What was visible in our Savior,' say St Leo the Great, "has passed over into his sacraments." One of the liturgy's most privileged signs is language. The words of the praying Church are bearers of the Word of the Father. To hear the Church pray the Gloria (for example) is to *hear* the Word. To see the priest at the altar is to see Christ, the Head of his Church. But hear and see in this way requires a 'mystagogical' vision, where our natural senses are led to encounter the liturgical Christ in sacramental signs. Thus, a paradigm for a mystagogical catechesis will be developed and then applied to the Mass's most important signs, symbols and words.

Philosophy

- ***A Survey of Philosophy and Beauty, Truth and Goodness, from the ancient Greeks to the Present Day*** – 3 Credits

Presented to those in the creative disciplines with little prior knowledge of philosophy, this course describes how the good, the true, and the beautiful have been perceived in Western thought from ancient Greece to the present day. The course will look carefully at how the ancients, such as Plato and Aristotle, perceived the good, the true, and the beautiful within the context of a unified and ordered cosmos knowable through the senses. The medievals, such as St. Thomas Aquinas and St. Bonaventure, saw this same sort of cosmological order in the created world around them, but within the context of Christian revelation. The good, the true, and the beautiful remained united, but were more deeply understood through Christian love and sacrifice. Finally, the course will move to those later thinkers, starting with Ockham and Descartes up to the modern and postmodern period, who brought dramatic shifts to the older traditions. Overtime the good, the true, and the beautiful were separated into distinct entities as man's senses were rejected with the mind as the arbiter of truth. Subjective thought -- in the eye of the beholder -- became the measure of what is considered good, true, and beautiful.

- ***The Philosophy of Nature and Man*** - 3 Credits

The creative artist reflects his understanding of nature and of mankind when he portrays it in his art. Therefore, a right philosophy of nature and philosophical anthropology is essential to his portrayal of Creation. This course, which assumes little prior knowledge of philosophy, shows how the use of reason can identify natural principles of the cosmos and of the human person. Such a philosophy, developed by Aristotle and clarified by St. Thomas Aquinas, deepens our appreciation of the world around us and of the findings of modern science. Through this new framework of understanding, a bridge between art and science is created. Students will see that each deepens our sense of awe and wonder which fuels creativity for scientist and artist alike.

Christian Culture

- ***A History and Practical Theology of Images*** - 3 Credits

This is a theology of images and history of Western art seen through the eyes of faith. By considering Christology and Christian anthropology, the course examines the theological justification for the creation and veneration of sacred images. It then examines how, as a general

principle, the way an artist creates his art, that is, the artist's *style*, is governed by his understanding of what he paints. Then it looks at the authentic traditional liturgical forms of Christian art, the iconographic, the gothic and the baroque and explains how their styles are governed by a Christian worldview. Finally, there is a discussion on how the style of art governs the way we interact with the image, especially how to pray with images in both liturgical and personal prayer (meditation and contemplation).

- ***The Mathematics of Beauty* - 2 Credits**

Mathematics and geometry are studies of the quantitative aspect of number – answering the question, *how much?* The traditional approach to mathematics, prior to the Enlightenment, did this too; but it also looked at the *qualitative* aspect, that is the symbolic character of number. Similarly, the relationships between numbers are not all equivalent in value, but some are naturally perceived as more beautiful than others. Similarly the pattern of harmony and proportion – numbers in combination - that is seen in the cosmos is analyzed. Students will consider how aspects of the culture such as the calendar, art, architecture, and music traditionally reflected these values. The writings of figures such as Plato and Aristotle, Boethius, St Augustine and St Thomas are examined as sources. There is also an examination of how, far from undermining it, modern science reinforces these traditional ideas. There is a practical element built into this course in which students will create examples of Islamic tiled patterns, and traditional Christian patterns based upon Romanesque floor designs.

- ***A Study of Artistic Method for Patrons and Artists* – 3 Credits**

Through this class students will learn the basics of creating a picture in the style of a past tradition, by demonstration how it is done with the 13th century English style of illumination called the School of St Albans. It is also an introduction to the method of painting in egg tempera. This course describes both theory and practice. The theoretical aspect relates to the consideration of how to conform to the essential elements of a tradition while considering how these principles might be applied so that the image will connect with people today. It also offers a discussion on how we choose a particular tradition as appropriate for today. The practical element shows how the decisions that the artists makes in regard to the above can be applied in practice. This will involve the demonstration of the production of the line drawing and how this is converted into a painting in the medium of egg tempera. We get right down into the detail of this; how the paint is mixed, how we choose and mix colors, how we glaze and varnish.

- ***Introduction to Sculpting the Figure* - 3 Credits**

In this class students will work from six poses with a model and casted references: three full figure, one torso and one portrait, with additional assignments to include facial features. The final assignment will require the student to make choices based upon personal preferences. The human figure will be featured to teach concepts of proportion, balance, gesture, anatomy and structure. The benefit of studying sculpture, gives an understanding of three-dimensional form, space, and volume.

- ***Introduction to Sacred Music, with focus on Latin and Gregorian Chant*** - 1 Credit

A history of the development of Christian sacred music along with an explanation of how to sing basic chants at a congregational level. This is a stand alone course, nevertheless, students will recognize some of the theoretical aspects of harmony described in the course on harmonious proportion and sacred geometry.

- ***The Fundamentals of Beauty in Architecture***- 1 Credit

This is an overview of the main architectural movements of the West since the time of the ancients, linking the form to the worldview of the architect. It makes many connections to traditional ideas of harmony and proportion as described in the course on the subject taught in this program.

- ***Christian Humanism in Contemporary Cinema*** - 1 Credit

In this course, the student will learn to look at the craft of the filmmaker and see how he uses methods of filming, editing, music, even the color combinations on the set to reinforce the moods and themes of the narrative of film. These are powerful but subtle effects that Christian filmmakers should be aware of if they wish to create films that reflect a Christian worldview (especially if not overtly Christian in theme) that will connect with a mass audience. Through theological texts and close "readings" of six films, students will deepen their understanding of the theological virtues -- faith, hope, and charity (two films per virtue) and how a film, might subtly communicate these through a mass culture. Students will learn terms and concepts for interpreting all aspects of a cinematic story and explicating the thematic content of films such as Pixar's *WALL-E*, *The Shawshank Redemption*, *Good Will Hunting*, and more.

- ***Singing the Divine Office in English*** – 25 hours of Continuing Education Engagement (2 Units).

This is a single course which is not for credit on the MSA but which students are encouraged to take as part of their spiritual formation. It will be offered for continuing education.

Structured Studio Work, is completed through mentored practicums or residential workshops conducted by faculty or approved practicing artists. Prior experience or great artistic talent is not necessary for these courses as students will be graded on compliance with directions, the progress that they make and their theoretical understanding of the methodologies taught. Students will be expected to supply their own materials. Students may generally select one or two areas for studio work (although some workshops may offer opportunities for experience in multiple mediums):

- ***Academic Drawing and Painting*** - 3 to 6 Credits

Teaching the drawing method of realism that particularly flourished in the Academies of the Renaissance through to the 19th Century.

- ***Iconography*** - 3 to 6 Credits

This is an introduction to method of painting Eastern style icons in the Russian tradition. Students will paint in egg tempera, mixing the pigment with egg yolk in the traditional manner.

There are two online art courses teaching studio work listed above. The following courses will be taught by adjunct teachers in a variety of locations:

Iconography: full range of courses at [Bethlehem Icon Centre](#). Taught by Ian Knowles. This is a continuous program where credit is given for studio time and project work structured to the students requirements by the Principal, Ian Knowles. Up to 3 credits.

Academic Drawing and Painting: Individually offered workshops in naturalistic drawing and painting using the academic method offered by master artist, [Martinho Correia](#) - 1 credit each, week-long workshops.

2. The MTS/Th.D dual enrollment program

§1. The Overall Purpose of the Program

The chief aim of the Th.D is to offer students a formation at a doctoral level with a strong emphasis on research. It is an advanced academic degree intended to prepare students for professional careers in teaching, writing, and scholarship as well as for leadership opportunities

with religious organizations, social service agencies, foundations, museums, libraries, publishing, and in educational institutions, where a particular strength in Catholic theology is required. It is also an opportunity for the high-level students to do research on subjects that interest them for the purpose of personal enrichment and to contribute the general advancement of understanding of the field of theology.

§2. Goals of the Th.D, Learning Outcomes and Method of Assessment

The student will emerge with a broad overview of the subject and have a deep understanding on one aspect of theology of the choice of the student. The overview will be assessed by the coursework element, which will require attendance of online lectures, completion of written work (essays and exams) for assessment by the teacher.

All core areas of study must have completed at a Roman Catholic institution of higher education and a minimum of 3.0 GPA is required for transfer credit. All core studies must be 3.-credit ie reflecting a minimum of 112.5 hours of engagement for each subject but may be completed by direct instruction (classroom or online) directed reading or research & report methodologies.

Any appropriate 3-credit philosophy course conducted by a Catholic university may be used for transfer credit but students philosophy credit earned through Pontifex University will require a completion of directed reading program of The Summa Theologiae of St Thomas Aquinas. For degree awards, at least 25% of the credits applied to the degree must be completed through Pontifex University.

The specialization will tested by the research and production of a dissertation of approximately 50,000 – 80,000 words which will be produced under the guidance of an advisor who possesses an appropriate terminal degree and a specialization in the particular focus of the dissertation; and assessed by the academic committee appointed for the purpose.

Defence – Pontifex university will appoint a chairperson for convening a committee to conduct the defence of the dissertation. The chair will convene the committee (the chair and two other resident or visiting faculty) upon being advised by the Advisor that the candidate is ready to defend. At the time of the request to schedule the defense, the candidate should submit five unbound copies of the dissertation in accordance with the University's style guide. The chairperson will notify the members of the committee, the Advisor and the candidate of the place, date and time of the defense.

At the appointed time the candidate presents his/her argument, summarizing the main points of study. The chair then allows members of the committee to direct questions to the candidate concerning the defence. Following the candidate's presentation and the fielding of questions, the

candidate is excused from the room so that the chair and committee may discuss and subsequently vote on the candidate's success or failure following which the candidate is escorted into the room to receive the results of the committee's vote. If successful, the candidate will secure the signatures of members of the committee on the approval page and the 'Committee Report of Defence Results'.

Following a successful defence, the candidate must submit a final review copy of the dissertation with any required revisions made. The revisions must be acceptable to all members of the committee. Upon notification of approval of the revisions, the candidate will submit five (5) unbound copies of the dissertation on white (at least) 20 pound, 25% rag, acid-free bond paper.

§3. Program Content

Core studies for those who take coursework will consist courses **Systematic Theology, Moral Theology, Old Testament, New Testament, Ecclesiastical History, Liturgy, Philosophy, Catechetics**. For those who are required to do so, there will be electives in a variety of subjects connected to theology or the possibility of the production of a 10,000 word thesis on a subject agreed by Pontifex faculty.

All the core classes are 3-credits and consist of an introductory overview of each subject, which assumes relatively little prior knowledge but a student competence appropriate to Masters level study. Together these, along with the electives (two three credit classes) will constitute a foundation theology study appropriate as preparation for doctoral level study.

The higher part, the Th.D, consists of a thesis of 50,000 – 80,000 words on subject related to theology and approved Pontifex faculty.

§6. Location of the MSA and the MTS/Th.D program

Pontifex MSA courses are offered primarily online through www.Pontifex.Institute. At times there will also be optional residential workshops and residential programs at a variety of locations. Additionally, studio work may, with the permission of the Provost, be conducted under the supervision of approved, accomplished artists located conveniently for the needs of the student.

IV Pontifex Policies

1. General Academic Policies and Information

§1. Leave of Absence Requests

Students who for medical, vocational or personal reasons need to refrain from course registration for the period of an academic term may request to complete a Leave of Absence Request form. This form must be submitted to and approved by the Provost in order that students receive approval for a leave of absence. An authorized leave of absence is valid only for the academic term stipulated on the Leave of Absence Request form. A student's leave of absence may receive administrative renewal for one additional academic term if the student explicitly requests such a renewal in writing. Without such an explicit request, or after three academic terms in which a leave of absence is granted, the Pontifex involuntary institutional withdrawal policy then applies.

§2. Course Registration

Each student must formally register for courses at Pontifex using the course registration form at www.Pontifex.Institute. Designated time periods are assigned each academic term which establish the beginning of the registration period for the next academic term. Students may be given permission from the registrar to register for a class up until the start date of a course. The "Student Payments and Course Registration Policy" indicates terms whereby a student may continue registering for courses.

§3. Drop/Add

Course Drop Policies

Once a course begins students have three weeks of classes to drop the course without academic impact. The deadline for dropping a course is usually one week after the beginning of course. If a student drops a course prior to this date, he or she is not liable for tuition for that course and is eligible for a 100% refund if any tuition has already been paid. If a student desires to terminate participation in a course after the drop date has passed, students must fill out a course withdrawal form. The standard conditions for a course withdrawal then apply.

Course Add Policies

Students may elect to add courses at any time. Students adding a course after the course start date are financially liable for the full cost of tuition for the course unless dropping the course prior to the course drop deadline, or withdrawing from the course (in which case the Pontifex refund policy applies).

§4. Voluntary Course Withdrawal

Students who desire to terminate participation in a course after the drop deadline has passed must complete a course withdrawal form. The course from which the student withdraws will remain recorded on the student's transcript. If the withdrawal request occurs prior to the midpoint of the academic term, the student will receive a "W" on his or her transcript and there will be no academic penalty. If the withdrawal request occurs after the midpoint of the academic term, the student will receive a "WF" on his or her transcript and quality points associated with a grade of "F" will affect the student's term and cumulative GPA.

§5. Voluntary Medical Course Withdrawal

An enrolled student who experiences physical, psychological, or other serious difficulties may request a voluntary medical course withdrawal at any point during the academic term in good standing. Pontifex administration may require medical confirmation before approving the voluntary medical course withdrawal. The same course withdrawal form should be completed by the student and submitted to the Provost for review. A student who is approved to receive a medical course withdrawal will receive the grade of "W" on his or her transcript.

§7. Voluntary Institutional Withdrawal

Students who wish to withdraw from Pontifex and nullify the enrollment agreement must complete an institutional withdrawal form. This form must be evaluated and approved by the Provost. Once an institutional withdrawal form has been submitted and approved, the student is no longer enrolled at Pontifex and not eligible to receive a degree. Should a student desire to resume coursework toward degree requirements after receiving approval for a voluntary institutional withdrawal, the student must re-apply for admission to Pontifex.

§8. Involuntary Institutional Withdrawal

A student who does not return from an authorized leave of absence or who fails to register for courses for more than two standard academic terms (fall/spring) will be de facto involuntarily withdrawn from Pontifex and must submit a new admissions application in order to resume coursework toward degree requirements.

§9. Readmission to Pontifex

Students who withdraw from Pontifex may be readmitted by completing a new application for admission. This application and any new official transcript from any other institution attended must be submitted to the Admissions Office for readmission. All grades and course credits earned at Pontifex for the duration of up to two years prior to the submission of a new application will become part of the student's new academic record.

§10. Auditing Courses

Pontifex accepts auditors in designated courses. Such courses are usually marked “Open to Auditors” in course promotional materials. The audit fees discussed in the financial section of the Catalog apply. To audit a course, auditors must use the standard course registration form and designate their auditor status in the course. Auditors are expected to attend all class meetings but the academic conditions of the Pontifex course attendance policy do not apply. Auditors are not expected to participate in class discussions, complete course assignments, and will not receive a course grade for their involvement in the course. The course instructor may, however, elect to invite auditors to participate in class discussions or to complete course assignments.

§11. Course Cancellation

Pontifex reserves the right to cancel any course due to insufficient student registration in that course. Course cancellations will be announced prior to the beginning of the academic term. If a course proceeds on the basis of a minimum enrollment (of at least three registered students) and one student drops the course or withdraws from the course, the faculty member in consultation with the Provost may elect to convert the pedagogical format of the course to a seminar or directed reading.

§12. Program Cancellation

If Pontifex discerns that a degree program must be cancelled due to low student enrollment in the program, Pontifex guarantees that existing enrolled students will be able to complete the program if students meet all remaining degree requirements within four academic terms.

§13. Graduation under a Previous Catalog Policy

In the event of degree requirement changes for any program, Pontifex agrees to accept all previous coursework and academic credit previously earned toward a degree. Pontifex, although strongly encouraging enrolled students to satisfy any new degree requirements, will permit students to earn degrees in accordance with the requirement criteria publicized at the time of the student’s initial matriculation into Pontifex and course registration, provided that such criteria are not more than five years old. Such criteria would have been publicized in the Pontifex Catalog in the year of the student’s initial matriculation and course registration.

§14. Quality Grade Point Average

A student’s academic standing at Pontifex is measured by the Quality Grade Point Average (QGPA). To calculate the number of quality points received for a course, multiply the number of credit hours designated for the course by the numeric value assigned for the kind of grade received (for example, A = 4, B = 3, etc.). The numeric value assigned for each grade is found in the grading system section of the Catalog.

Grade Point Term Average

The sum of quality points received for all courses in an academic term indicates the student's quality point term total. To calculate the quality grade point average for the term, divide the quality point term total by the number of credit hours completed that term. The resulting figure indicates the quality grade point term average.

Cumulative Grade Point Average

The sum of quality points received for all courses indicates the student's quality point cumulative total. To calculate the quality grade point cumulative average, divide the quality point cumulative total by the number of credit hours completed. The resulting figure indicates the quality grade point term cumulative average.

§15. Grading System

The grading system of Pontifex is based on the 4.0 scale. The faculty member will determine the final grade for each student in his or her course. The grades used by Pontifex are found below along with the numeric values assigned for each kind of grade.

A	4	
A	- 3.7	
B	+ 3.3	
B	3	
B	- 2.7	
C	+ 2.3	
C	2	
C	- 1.7	
D	+ 1.3	
D	1	
D	- 0.7	
F	0	
P	n/a	A "P" denotes passing a course but a grade is not factored into GPA calculation.
W	n/a	A "W" is assigned when a student withdraws from a course prior to the midpoint.
WF	0	A "WF" is assigned when a student withdraws from a course after the midpoint.
I	n/a	
NR	n/a	Appears on a student's transcript in the event a course grade has not been submitted.
TR	n/a	Denotes transfer credit received but a grade is not factored into GPA calculation.

§16. Academic Support Services

Students experiencing difficulties in a course should seek assistance from their instructor who is their primary source of academic support. Students are encouraged to contact faculty members during their publicized hours of availability or to arrange another convenient time to talk with the instructor in order to address difficulties with class materials or assignments. In the event that the faculty member is not able to resolve a student's need for academic support, the student should contact the Provost.

§17. Incomplete Coursework

Subject to the approval of the faculty member and the Provost, a grade of "I" may be temporarily assigned in a course for which required work has not been completed. An "I" may be issued for reasons involving circumstances beyond a student's control that prohibit or interfere with the timely completion of coursework. An incomplete grade on a student's transcript will become an "F" if coursework is not completed by the following dates each academic term:

- (1) For an "I" assigned for a course in the fall academic term, remaining coursework must be submitted by the midpoint of the spring academic term.
- (2) For an "I" assigned for a course in the spring academic term, remaining coursework must be submitted by the midpoint of the summer academic term.
- (3) For an "I" assigned for a course in the summer academic term, remaining coursework must be submitted by the midpoint of the fall academic term. The Provost may approve an exception to this policy in case of extenuating circumstances.

§18. Failure in a Required Course

A student who has failed a required course must repeat that course unless an equivalent course is taken with approval of the Provost. For an undergraduate student, reception of a grade less than "C-" in an upper-level course indicates failure. For a graduate student, reception of a grade less than "B-" in any course indicates failure.

§19. Repeating a Course

Undergraduate students may repeat any course in which a grade of "D," "F," "W," or "WF" is assigned. Graduate students may repeat any course in which a grade less than "B-" is assigned. When repeating a course, degree credit can be earned only once. The most recent grade earned will stand as the official grade which is used for calculating the student's cumulative grade point average.

§20. Institutional Class Attendance Policy

Timely completion of every class and participating in any scheduled synchronous activities is required for all students unless a student is ill or some unforeseen difficulty arises. A student who misses two weeks or more of participation without a legitimate excuse risks being automatically dropped from the course. Proper academic etiquette involves students notifying their course instructor before any scheduled synchronous activity if they will be late or unable to participate. Student excuses for absences need to be submitted in writing to the course instructor (for example, by email). A course instructor may elect to direct evaluation of the student excuse to the Provost if he or she desires.

§21. Values Commitment and Plagiarism

All students are expected to adhere to the Pontifex Honor Code: I pledge on my honor that I will not lie, steal, or cheat, nor condone others doing so. Plagiarism is a very serious form of academic dishonesty. Students plagiarize when they do not give credit to the sources of their writing – the words, information, ideas, or opinions of others. Pontifex takes plagiarism and all forms of academic dishonesty very seriously. Students of Pontifex are expected to avoid plagiarism of any sort. Students who plagiarize or otherwise cheat are subject to penalties up to and including dismissal from Pontifex.

§22. Student Temporary Medical Leave Requests

Students should complete a Student Temporary Medical Leave Request form only when desiring to take a short period of time off from coursework for medical reasons during a semester without grade penalization. If a student desires to withdraw from the institution for medical reasons, he or she should complete an “Institutional Withdrawal Form” instead. If a student desires to request an extended leave of absence (refraining from registration for a semester), he or she should complete a “Leave of Absence Request Form” instead. If a student desires to withdraw from a current course or courses for medical reasons, he or she should complete a “Course Withdrawal Form” instead.

2. Academic Policies and Information for the MSA Program

§1. General Academic Regulations for the Graduate

Candidates for graduate degrees at Pontifex must receive a course grade of “B-” in each course in order to receive course credit toward the fulfillment of the degree requirements. When such a grade is not attained, the course must be repeated.

§2. Full-Time Degree Status and Normal Course Load

MSA students must carry at least 6 credit hours to maintain full-time status and may carry a maximum of 12 credit hours per academic term (or up to 15 with permission of the Provost).

More than 9 credit hours shall be deemed an “overload”. A cumulative GPA of 3.5 or better on a 4.0 scale is a prerequisite for overload approval.

3. Additional Policies and Information

§1. Student Change of Address (Electronic and Postal)

It is the responsibility of the student to report to the Pontifex registrar any change regarding mailing address, email address, or telephone number.

§2. Request for Transcripts

Official transcripts of a student’s academic record at Pontifex must be requested in writing. The request must be submitted to the Pontifex registrar. The request may be communicated via letter or email and will be satisfied by the student picking up the transcript or (at the student’s expense) by mail or courier. Due to FERPA requirements, official transcript information cannot be communicated via email correspondence, telephone communication, or fax. If there is a hold on the student’s records, transcripts will not be released until the issue warranting the hold is resolved.

§3. Student Discipline

Minor disciplinary issues may be resolved by sanctions up to but falling short of suspension and /or dismissal. If the matter is of such potential seriousness that it may result in suspension or dismissal, the Pontifex President must evaluate the matter. Students may write to the President and make a request for a meeting. The student member may request that they be accompanied at the meeting by a parent, faculty member, fellow student, or legal representative. The decision of the President will be given in writing and will be final. In the interests of the student and/or the school community or a section thereof, the President may suspend a student’s participation in classes the outcome of disciplinary procedure and may place additional reasonable restrictions on the student’s conduct. In the event of such a suspension, the President shall seek to protect the student’s ability to pursue their studies in an adapted manner. A decision to suspend a student shall be subject to the same rights of appeal as any final determination of a disciplinary matter. Students who are suspended (unless dismissed or given an extended suspension as a disciplinary sanction) shall be reinstated at the outcome of the disciplinary process. Students who have a concern with a Pontifex disciplinary decision should refer to the Pontifex Student Grievance Policy for information regarding how to file an appeal with the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

§4. Student Grievance Policy

1. A student who has a concern with some department of Pontifex should first make an appointment to talk via video conference to the appropriate Pontifex representative who

oversees that department. After that meeting, the Pontifex representative has 15 business days to address the student concern. Some specific departmental examples are as follows:

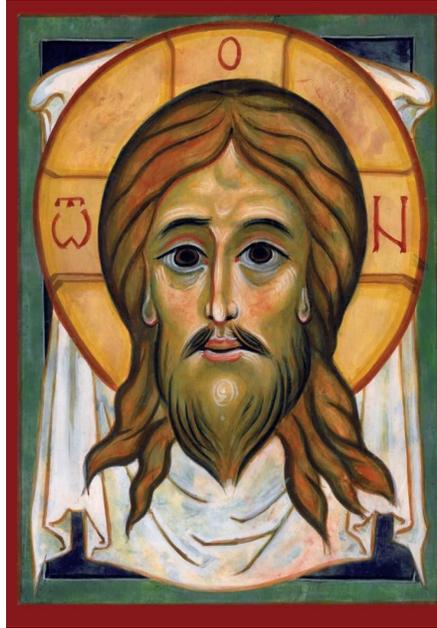
- a. A student who has a concern with a particular course (for example, a course policy or course content) should first make an appointment to talk with the faculty member responsible for that course.
- b. A student who has a concern with a work-study assignment (for example, with an assigned task or expectation) should first make an appointment to talk with his or her work-study supervisor.
- c. A student who has a financial concern (for example, with invoicing or payment processing) should first make an appointment to talk with the Pontifex business officer by video conference.
- d. A student who has a concern with student records or the graduation process should first make an appointment to meet with the Pontifex Provost by video conference.

2. Should a student concern not be resolved by the appropriate Pontifex representative within 15 business days (or if a student has a different concern than those listed above), the student should request an appointment to talk with the Provost by video conference. After that conversation, the Provost has 15 business days to address the student concern.

3. Should the student concern not be resolved by the Provost within 15 business days, the student should request an appointment to meet with the Pontifex President at the Pontifex offices or by video conference. After meeting, the Pontifex President has 15 business days to address the student concern. The Pontifex President will make the final institutional decision regarding any unresolved student concern.

4. Students with a serious disciplinary concern involving suspension or dismissal may request to meet with the Pontifex President at the Pontifex Offices or by video conference. After meeting, the Pontifex President has 15 business days to address the student concern. In all cases, the Pontifex President will make the final institutional decision.

5. Appeals regarding final institutional decisions may be made to the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Please see the Commission's website at: www.gnpec.org (click the "Consumer Resources" tab then "GNPEC Authorized School Complaint Form").



Prayer for Inspiration and Divine Wisdom

Oh God who art our only help and redeemer, be in our thoughts and words and deeds.

Send thy Holy Spirit to guide us that we may ever do thy will; grant us grace that we may respond to grace.

May the wisdom of our deeds and the beauty of our lives inspire those who see us to love as Christ loves, that through worship of thee and charity to others, all may know His peace and joy.

We ask this in the name of our Lord Jesus Christ, who lives and reigns with You and the Holy Spirit, one God forever and ever

Amen