



# **Collegium sanctorum angelorum**

## **Catalogue**

**2024-2025**

**(412-253-1672)**

## Collegium sanctorum angelorum

In this catalogue the names Collegium sanctorum angelorum, Collegium, and The Collegium are used to refer to the same institution.

### Program

The Collegium offers one degree, the Bachelor of Arts. The objectives, curriculum overview and details, course descriptions, and semester schedules can all be found at <https://www.the-collegium.org/academics/>.

### Academic Calendar 2024-2025

Monday, August 26	Fall Term Begins - First day of classes
Wednesday, September 2	Labor Day - no classes
Wednesday, October 9-Sunday, October 13	Fall Break
Friday, November 1	In Festo Omnium Sanctorum - no classes
Saturday, November 2	In Commemoratione Omnium Fidelium Defunctorum
Wednesday, November 27-Sunday, December 1	Thanksgiving Break
Sunday, December 8	In Conceptione Immaculata Beatae Mariae Virginis
Friday, December 13	Last Day of Classes
Monday, December 16-Thursday, December 19	Exams
Friday, December 20	Fall Term Ends
Tuesday, January 12	Spring Term Begins - First day of classes
Wednesday, March 5	Feria Quarta Cinerum - no classes
Saturday, March 8-Sunday March 16	Spring Break
Wednesday, April 16-Monday, April 21	Easter Break
Friday, May 9	Last Day of Classes
Monday, May 12-Wednesday, May 14	Exams

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**Link to**  
**[Mission of The Collegium](#)**

**Link to**  
**[The Board and Faculty of The Collegium](#)**

## **Admissions**

### **A. Introduction**

Collegium sanctorum angelorum (College of the Holy Angels) is a faithful, affordable, and classical liberal arts college. It is a residential, four-year college providing a liberal arts education (B.A.) that is faithful to the intellectual, moral, spiritual, and liturgical traditions of the Roman Catholic Church, and a formation in Catholic living – *ora et labora*, both at affordable rates for tuition, room and board.

The Collegium's admission policies are designed to support and correlate with this vision.

### **B. General Admissions Policies**

The Collegium considers equally all qualified applicants for admission without regard to race, color, sex, age, or national origin, and without regard to disabilities.

Every applicant and every applicant's parents/guardians (if applicable) must sign the Oath Against Modernism.

Admission to The Collegium requires a high school diploma, a high school equivalency certificate or a high school equivalency diploma. However, The Collegium may also admit students, who, through testing or other means, demonstrate the ability to profit from the instruction of The Collegium. In making decisions about the potential of these individuals to complete a course or courses, or programs, the institution may consider previous formal education, equivalency of other learning by examination, and competencies gained through practical experience, maturity, or other appropriate criteria.

### **C. Admissions Criteria**

Applicants are admitted on a competitive basis using the following measures to determine their readiness for college-level work and for the curriculum of The Collegium:

- high school transcripts or samples of work that demonstrate equivalent achievement;
- CLT (preferred) or SAT or ACT test scores;
- writing samples;
- extra-curricular activities and life experiences;
- references.

More information regarding admissions requirements can be found on The Collegium [website](#).

#### **D. Placement Testing and Advanced Standing**

Any students wishing to test out of a course or to be placed in an advanced section, for example of Latin, will be administered a test by the faculty of the appropriate discipline. A student testing out of a course will be granted credit for that course.

AP courses and courses from other colleges will be evaluated on a course-by-course basis. The content of previously taken courses must be substantially the same as any course for which a student desires AP or credit transfer from a course taken at another college. If the course content of an AP course is substantially the same as a course offered at The Collegium, and the student has achieved a score of 4 or higher on the AP exam, The Collegium will offer credit for the course.

#### **E. Placement Testing and Remedial Work**

The Collegium does not routinely offer placement testing in math, reading, or writing. Students who exhibit deficiencies in these areas will normally not be admitted. In particular, the curriculum is reading- and writing-intensive. Therefore, a student who is deficient in either of these areas will not do well in the program and will not be admitted.

The curriculum, however, is not math-intensive. Therefore, while The Collegium does not routinely offer placement testing in math, if the admissions process reveals a deficiency in only this area, or if a student expressed concern for his/her ability in math, The Collegium will administer a placement test in math. If it is deemed that the student needs remedial work, it will be student's responsibility to obtain such remediation, either from a faculty member or peer tutor, if possible, or with an outside source, at the student's expense.

#### **F. Transferring to The Collegium**

Any student wishing to transfer to The Collegium from another institution must apply and meet all the requirements of graduating high school students. The courses from the student's previous institution will be considered for transfer credit on a course-by-course basis. The content of previously taken courses must be substantially the same as any courses for which a student desires transfer credit. The Collegium will accept credits from a regionally accredited institution, an institution that is a candidate for regional accreditation, or an institution with which The Collegium has an articulated agreement in which course competencies are specified, with copies of the agreement being maintained on file. Minimum grade for any course to be transferred must be a "C."

Transfer credits will be limited to a total of 65 credits for any student.

#### **G. Credit for Prior Learning**

The Collegium will considered transfer credit according to the procedure outlined above. However, The Collegium will grant no credit for prior learning that is not documented with academic credit.

**Link to**  
**[Admissions Process](#)**

**Academic Regulations**

It is the student's responsibility to be familiar with and to comply with all academic regulations. The Academic Dean is the normative head of academic life at the College, and all questions regarding academic matters should be referred to him or his delegates.

**A. Degree Requirements**

The Collegium curriculum integrates the materials that constitute the major subjects of the liberal education in a way that illumines their meaning and shows their relevance to one another. As a consequence, all students in the program take the same courses in a predetermined order, and all are required to attend full-time.

**(1) Course Load**

Successful completion of the entire set curriculum, consisting of 133 credits of coursework is required to graduate with a Bachelor of Arts degree in Liberal Arts. A minimum cumulative grade point average (GPA) of 2.0 is also required.<sup>1</sup>

**(2) Residency**

A student must complete at least 78 credit hours of instruction at The Collegium in order to receive a degree from The Collegium. At least 45 of those credits must be at the upper level (300- or 400-level courses).

**(3) Remedial Instruction**

The Collegium will provide peer-to-peer tutoring to students needing academic assistance. However, no credit toward graduation will be offered for any tutoring or for any courses taken elsewhere as remedial instruction.

**(4) Credit Hours and Minutes/Hours of Instruction**

As per the requirements of the State of Maryland, course calendars are organized so that there are at least 15 hours of 50-minute classes for each credit awarded. Laboratory classes have at least 30 hours of 50-minute classes for each credit awarded.

**(5) Curriculum and Courses**

The curriculum can be found at <https://www.the-collegium.org/curriculum>.  
Course Descriptions can be found at <https://www.the-collegium.org/course-descriptions>.

**(6) Pedagogy**

The Collegium is committed to the highest standards in pedagogy and to the use of varied methodologies depending on the topics and the needs of the students. The majority of courses are taught through direct methods, but faculty members, who are committed teachers, are encouraged to explore and utilize all methodologies that will benefit the students.

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<sup>1</sup> One semester hour of credit will be awarded for a minimum of 15 hours of 50 minutes each for classroom instruction. Laboratory or studio: 30 hours of 50 minutes each.

## **(7) General Education**

In accord with COMAR 13b.02.02.16E, the General Education requirements of the State of Maryland remain fulfilled with the already-approved courses:

- (i) Arts and humanities – MUS 101 Music History I (3 cr.);
- (ii) English composition – TRV 102 Logic II: Socratic Logic (3 cr.),  
TRV 202 Written Rhetoric II: Composition (3cr.), TRV 301 Oral Rhetoric I (3 cr.);
- (iii) Social and behavioral sciences – HUM 102 Ancient Greece (3 cr.);
- (iv) Mathematics – MTH 201 Math Applications: Intro to Programming (3 cr.) or  
MTH 401 Statistics (3 cr.);
- (v) Biological and physical sciences – SCI 102 Biology (3 cr.), SCI 102L Biology Lab (1 cr.);  
or SCI 101 Physics (3 cr.)
- (vi) additional credits, to result in a total of 40 credits of General Education courses, from  
the following:

Arts and Humanities: CAT/MUS 102 Music History II (1 cr.),

MUS 201 Music History III (3 cr.), ART 302 Classical and Byzantine (3 cr.), ART  
402 Medieval to Baroque (3 cr.);

English and Composition: TRV 101 Logic I; Grammar and Language (1 cr.),

TRV 201 Readings in Written Rhetoric I (1 cr.), TRV 302 Oral Rhetoric II (1 cr.)

Social and Behavioral Sciences: HUM 201 Ancient Rome (3 cr.),

HUM 202 Early Middle Ages (3 cr.), HUM 301 Late Middle Ages (3 cr.),

HUM 302 Renaissance (3 cr.), HUM 401 Enlightenment and Americanism

(3cr.), HUM 402 Modernity (3 cr.), THL 101 Scripture: Salvation History (3 cr.),

THL 102 Scripture: Revelation, Faith, and Reason (3 cr.), THL 201 Fathers of

the Church (3 cr.), THL 301 Catholic Doctrine (3 cr.), THL 302 Moral Theology

(3 cr.), THL 401 Theological Science I: Summa Theologiae (3 cr.), THL 402

Theological Science II: Summa Theologiae (3 cr.), HUM 402 Modernity (3 cr.)

Biological and Physical Sciences: SCI 101 Physics (3 cr.); SCI 401 Natural Philosophy  
& Modern Science (3 cr.).

## **Integration and Structure**

The above courses are selected within a completely integrated curriculum to highlight the specified outcomes in the state General Education requirements:

- (a) Communicate effectively in oral and written English - TRV 202 Written Rhetoric II  
(written), TRV 301 Oral Rhetoric I (3 cr.) (oral);
- (b) Read with comprehension - TRV 202, HUM 102;
- (c) Reason abstractly and think critically - TRV 102;
- (d) Understand and interpret numerical data - MTH 201 or MTH 401;
- (e) Understand the scientific method - SCI 101 and SCI 101L;
- (f) Recognize and appreciate cultural diversity - MUS 101;
- (g) Understand the nature and value of the fine and performing arts - MUS 301;
- (h) Demonstrate information literacy - TRV 102.



## **B. Registration and Advising**

### **(1) Enrollment**

Admitted freshmen are enrolled on the date when The Collegium receives the parents' signed Oath Against Modernism and the student's signed Commitment of Attendance form, signed Oath Against Modernism, and the required deposit. Reenrollment for returning students occurs when The Collegium timely receives the annual Recommitment of Attendance form.

### **(2) Registration**

Enrolled students are officially registered for the academic year when all required forms are completed and signed by the student and received by the The Collegium. These forms include, but are not limited to, proof of health insurance, health information update, Registration form, Acknowledgment of Access to Educational Records, Acknowledgment and Assumption of Risk and photo release. In addition, students and parents must complete and sign the Payment Plan and Promissory Note and all The Collegium loan documents, if applicable. In addition, there must be no unresolved disciplinary, academic, or financial problems.

### **(3) Academic Advising & Tutoring**

The Collegium has a set curriculum and course load for every student for all four years and thus needs no assigned advisors. The Academic Dean and the faculty are readily available to students for consultation and counsel about any difficulties they may be having.

Additional tutoring in any subject can be arranged for students who request it; at times students may be required to seek tutoring. In general, it is the student's responsibility to seek help from professors, rather than waiting for it to be offered. If faculty and/or students are available to tutor, it will be offered freely. If not, a student requiring tutoring will have to bear any costs involved.

### **(4) Evaluations**

About midway through each semester, each freshman and sophomore student meets with his teachers as a group to receive positive and constructive comments about his academic performance. The Academic Dean may choose to meet with freshmen and/or sophomores to discuss various aspects of the intellectual life and of their academic progress. In place of these evaluations, juniors and seniors are expected to ask about their standing with their professors.

## **C. Grades & Honors**

Although The Collegium sees it as intrinsically more important that students acquire good habits than that they achieve high grades, grades are given to help record the student's academic progress and to provide graduate and professional schools with the information they need to assess applications for admission.

### **(1) Grading System**

The Collegium uses a 4.0 grading scale. Letter grades, including pluses and minuses, are awarded for courses; the grade of “A+” is not given. The chart below indicates numerical equivalents for letter grades, as well as a description of how the grades are to be understood.

#### **GPA Letter Description**

4.0 A Excels in fulfilling requirements or exceeds them

3.7 A–

3.3 B+

3.0 B Fulfills requirements well

2.7 B–

2.3 C+

2.0 C Adequately meets requirements

1.7 C–

1.3 D+

1.0 D Barely meets requirements

0.7 D–

0 F Fails to meet requirements

P Passes the requirements

I Incomplete

W Withdrew

WP Withdrew with a passing grade

WF Withdrew with a failing grade

A student’s GPA for each semester, as well as the cumulative GPA, is recorded on a report card and on the student’s transcript. At the end of each semester, grades are sent to each student and to his or her parents, according to the agreement signed by the student. If a student or the student’s parents have any outstanding debts to The Collegium, the student will not be allowed to reregister or to obtain a transcript.

### **(2) Academic Honors**

A student earning a semester GPA of 4.0 is placed on the President’s List; 3.7 or higher is placed on the Dean’s List; 3.5 or higher is placed on the Honors List.

### **(3) Graduating with Honors**

Students graduate with honors if they achieve the following cumulative GPAs: *cum laude* for a GPA of 3.5 or above; *magna cum laude* for a GPA of 3.7 or above; *summa cum laude* for a GPA of 3.85 or above.

## **D. Study and Class Participation**

### **(1) Class Preparation**

Both the preparation of a text by careful reading, and its treatment in the classroom, are ordered to a deeper understanding of the truth. Students should allot as much time as necessary to prepare the assignments.

## **(2) Class Attendance**

Class attendance at The Collegium is mandatory. At his own discretion, a professor may choose to accept work missed due to an absence. Each course syllabus specifies in detail the impact of absences on the grade for a given course.

Further, The Collegium sees class attendance as an important component of community life at the College. Therefore, if a student misses more than two weeks of a given class for any reason, he or she will have to appear before the Disciplinary Committee<sup>2</sup> which will then determine whether any disciplinary action needs to be taken, including probation or dismissal from The Collegium.

## **(3) Authority of Professors**

A professor may exclude or suspend from class a student acting in a disruptive or unbecoming manner. If there are repeated violations or the incident is sufficiently serious the matter will be referred to the Disciplinary Committee for action, which could include expulsion.

## **E. Probation, Dismissal, and Incompletes**

### **(1) Academic Probation**

The minimum cumulative GPA of 2.0 required to graduate is based on a judgment that a student who does not, to a certain determinate extent, grasp and retain the materials learned in class is not in fact successfully completing The Collegium's curriculum. Therefore, a freshman, sophomore, or junior whose cumulative GPA falls below 2.0 will be put on academic probation for the following semester. A student is expected to attain a 2.0 cumulative GPA at the end of any probationary semester. Students who fail to achieve a 2.0 cumulative GPA at the end of their probationary semester may be academically dismissed.

The Collegium will notify students when they are placed on academic probation. Such notices will include a requirement that the students consult an academic advisor, as well as the assignment of a student advisor in no event later than two weeks into the next semester.

### **(2) Academic Failure**

A student who fails a course, but who maintains a cumulative GPA of 2.0 must arrange to re-take the course as an intensive directed-study course either during the summer or January term at The Collegium. This should be the ordinary means of recourse. However, if this cannot be arranged, the student must arrange to take a corresponding course at another institution, whose credit can be accepted by The Collegium as sufficient. The Academic Dean will approve courses to be taken at other institutions. Whether the student takes the course at The Collegium or at another institution, the student will have one academic year to make up the course.

A student who fails a course and also falls below a 2.0 cumulative GPA must arrange to re-take the course as detailed above, and will also be placed on academic probation, according to

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<sup>2</sup> The Disciplinary Committee consists of at least three faculty members and one student for each three faculty members.

the prescriptions above.

A student who fails to pass the course during the re-take or fails to rise above a cumulative 2.0 GPA after the probationary semester will be evaluated as to his capacity to continue at The Collegium. Failure to pass a second-attempt, or failure to take the course within one academic year, or maintain at least a 2.0 cumulative GPA after the probationary semester may result in Academic Dismissal.

### **(3) Appealing Grades**

A student who receives what is believed to be an inaccurate grade should first discuss the matter with the course instructor. If discussion with the course instructor does not result in a satisfactory resolution, the student may formally appeal the grade. The student must file the appeal with the Academic Dean within three weeks of the reception of the grade, along with evidence to support the appeal. Evidence may include, but is not limited to, graded quizzes and tests, comparisons of student quiz or test answers with course textbook, class notes, etc. The student appealing the grade has the responsibility of providing evidence to support the claim that the grade should be higher. The appeal, with evidence, will be considered by the Academic Dean, and he will render a decision within two weeks. It will take extraordinary circumstances for the Academic Dean to change a grade given by a course instructor.

### **(4) Incompletes**

If a student is unable to complete the requirements for a required academic course by the end of the semester, he may ask the instructor for an incomplete, and the instructor, in consultation with the Academic Dean, may at his discretion grant the student one month from the last day of the semester to complete the work. Incompletes are granted only in dire circumstances, such as a serious illness. If after one month the coursework is still incomplete, a student will receive the grade he has earned for that course.

### **(5) Withdrawal**

A student may voluntarily withdraw from The Collegium before completing seven weeks' worth of classes. The transcript will show "W" for each of that semester's courses. Refunds for withdrawals are discussed at <https://www.the-collegium.org/admissions/>.

If a student withdraws after the seventh week of classes but before completing the twelfth week, he will receive "WP" or "WF" on the transcript for each of that semester's courses, indicating whether he had a passing or a failing grade at the point at which he withdrew. A student who has withdrawn after the seventh week will not be entitled to a refund for tuition, room, board or fees for that semester. A student is not permitted to withdraw after the twelfth week of class. Should he leave the college at that point, his transcript will show an F for each of that semester's courses.

### **(6) Reapplying to the College**

A student who fails to meet the terms of academic probation, suffers dismissal due to one or more failing grades, or withdraws may inquire about reapplying to The Collegium. Such cases will be reviewed by the Academic Dean, and the Dean of Men/Women. A student who

left because of a failure to meet academic probation would reapply to begin anew the semester in which he first earned probation; thus, two full semesters would need to be repeated.

## **F. Intellectual Honesty**

At the center of The Collegium's mission is the formation of the mind and soul. Teachers use written and other assignments to discover whether a student understands a certain truth or possesses certain intellectual habits, and then they teach based on what they have discovered. Any attempt to defeat these assignments by deceiving the teacher about what work the student has done for himself constitutes intellectual dishonesty. Because it is an offense against truth itself, and because it attempts to prevent teachers from teaching, such dishonesty is a direct attack on the common good of The Collegium: as far as it lies in his power, the student who cheats or plagiarizes opposes the reason for The Collegium's existence. Moreover, any commendations or benefits the cheater or plagiarist gains through his grades are effectively stolen, and in some cases stolen from others who should rightfully have received them.

Teachers expect that students will help each other, for example, in the initial brainstorming stage of an assignment, and so they are not deceived when students help each other in this way. Students also commonly ask one another to read an essay draft to check for clarity and persuasiveness.

However, it is wrong to do any of the following:

- To submit an essay written in whole or in part by another student as if it were your own, or to copy another student's homework and submit the work as if it were the product of your own labor; to use or download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source;
- To restate verbatim or paraphrase another author's work or to reproduce the substance of an author's argument without acknowledging the source;
- To take work originally done for one instructor's assignment and resubmit it to another teacher;
- To cheat on tests or quizzes through the use of hidden notes, viewing another student's paper, revealing or receiving test or quiz answers through verbal or textual communication, sign language, or other means of storing and communicating information.

Any action of this sort will result in failure of the course. Repeated acts of intellectual dishonesty will normally entail expulsion from The Collegium.

## **Learning Management System**

Populi is the Learning Management System (LMS) of The Collegium. Course syllabi, grades, and transcripts are handled through this system.

Technical support for issues with this LMS is handled directly by the Populi support team.

Online courses are taught through this LMS.

Security on compliance matters are handled by Populi.

## **Student Services and Student Life**

### **The Dean of Men and Dean of Women**

The Dean of Men and Dean of Women supervise the prefect staff as well as the Student Activities Council, organizing social and sporting events, cultural activities, and working in conjunction with the pastor of St. Mary's to coordinate campus ministry events. These deans also serve as resources for student education and wellbeing in regard to relationships, alcohol, and mental health, and maintain communication with parents throughout the year.

These deans oversee the logistics of The Collegium housing, student service hours, and the *Ora et Labora* Program. They also assist with student counseling and with student medical issues.

### **Prefects**

The Dean of Men and Dean of Women are assisted by male and female student prefects who are assigned to each residence hall. Prefects help maintain the rules that sustain a close-knit Catholic community and protect its harmony and tranquility. They do this by acting with the authority of The Collegium administration. Yet they are also fellow students and serve as peer leaders rather than police officers. While the prefects act in keeping with The Collegium rules, the manner of implementation of those rules is ordinarily left to their discretion in consultation with one of the supervising deans. Prefects must act as role models to other students. Prefects are responsible for sign-out procedures and contacting authorities in any emergency.

Each year one male and one female prefect are chosen to be head prefects. Their responsibilities are to lead and mentor the other prefects, advise and assist the other prefects in difficult situations, and further exemplify appropriate student conduct.

### **Student Activities Council**

The Student Activities Council encourages student-led commitment to the traditions, community, and cultural life of The Collegium. At the beginning of each school year, the sophomores, juniors, and seniors elect male and a female representatives to form a committee responsible for planning and hosting both designated events and student initiatives throughout the year. The Student Activities Council will also be an important vehicle for communication between faculty and students and, as a result, decision making in The Collegium.

### ***Ora et Labora* Student Work Program**

The *Ora et Labora* Student Work Program is an intrinsic part of enrollment at The Collegium. Every student is required to give at least eight hours/week of service/work to The Collegium through this program. There are four reasons for this:

- to gain the spiritual benefits of work;
- to offset some of the costs and to help keep the cost of The Collegium as low as possible;
- to give students work experience that will help you connect the skills attained in the classroom to real-life work experience;
- to provide experiences that will enhance the student's resume upon graduation.

Normally, students are not paid by our partners. Rather, students fulfill their hour of service in these positions and the partners make donations to support The Collegium. However, depending

on the number of hours worked, it is possible that students could earn some income for hours worked beyond their service requirements.

For extraordinary reasons, students may request a waiver from this requirement. Students wishing to request a waiver of the Ora et Labora Student Work Program may submit written documentation (e.g., of physical disability) to the Dean of Men or the Dean of Women one month prior to the beginning of Fall semester classes. However, because the program is an integral part of The Collegium's income, if a student is excused from the program, either temporarily or permanently, the student will have to pay the amount that would have been earned if that student had been working.

This is also true if a student neglects assigned duties that result in lost income to The Collegium. Such students are responsible for the lost income caused by their negligence.

Can a student get an additional job off-campus to earn additional money? That will depend on many factors, including the student's ability to work and maintain grades at the same time. The

### **Breakfast Room Duties**

Every student, as a part of enrollment, assists with the preparation and clean-up of the breakfast. These duties are assigned to one student each week on a rotating basis.

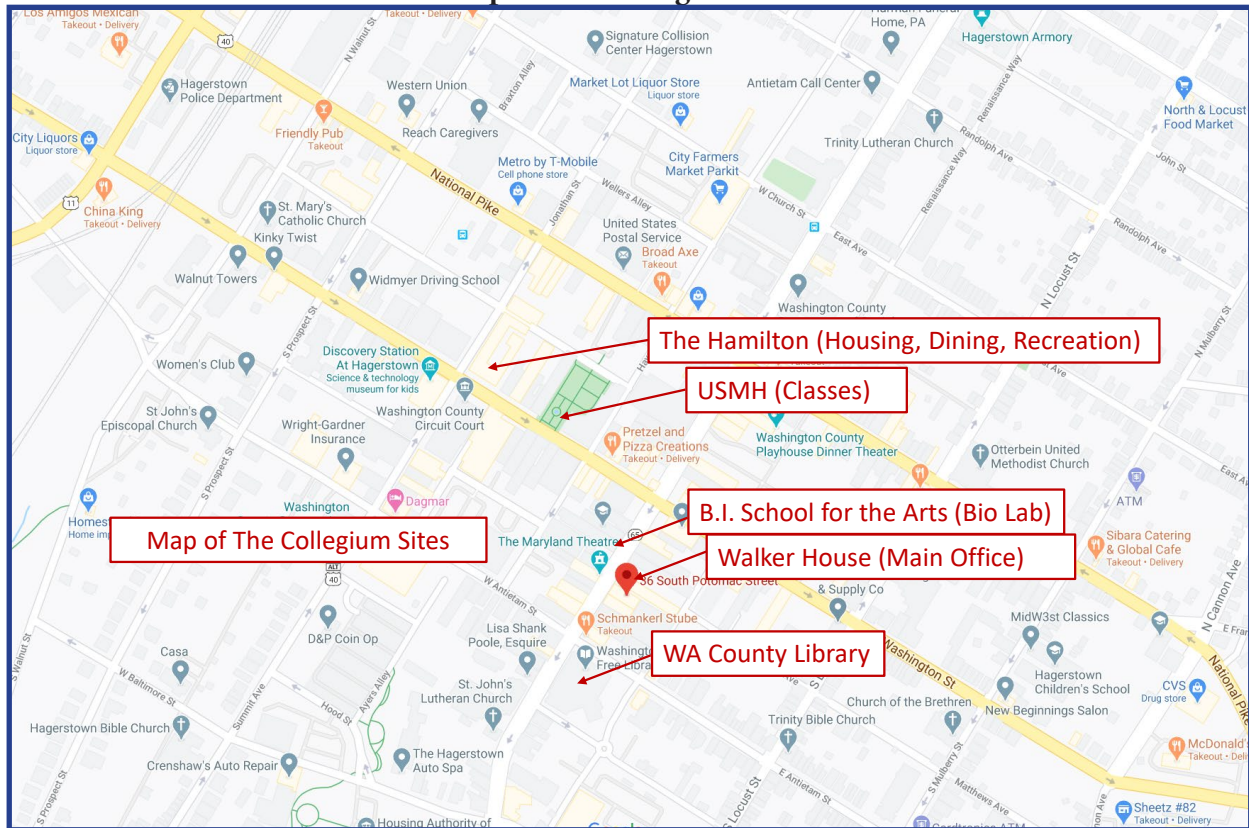
## **Campus**

### **A. Campus Sites**

The Collegium operates in the following sites:

- St. Mary's Catholic Church (Mass, Adoration, Rosary, Lauds, Vespers)
- The Hamilton (housing)
- University System of Maryland and Hagerstown (USMH) (for classes)
- Barbara Ingram School for the Arts (biology lab)
- The Walker House (main office)
- Washington County Free Library (study, computers, library collection).

## Map of The Collegium Sites



## General Rules and Procedures

### A. Rules of Residence

Rules of residence apply not only on campus but also to other places where Collegium activities (including outdoor trips) are taking place, although some of these rules may be adapted due to specific activities at the various locations.

Activities that take place off campus, even if not officially related to The Collegium, can have an impact on the communal life of The Collegium by interfering with the climate of learning or by indicating that a student is not suited for the program. Also, since the identity of a community is embodied in its members, The Collegium's reputation is affected by the behavior of its students.

In view of this, student behavior off campus is subject to disciplinary action, up to and including expulsion. The term "off campus" includes the entirety of Hagerstown, Washington County, and their surrounding areas.

The College reserves the right to exclude from campus locations anyone who threatens the community's wellbeing.

Measures have been taken to ensure the security of all campus buildings and locations



through the use of key locks and electronic locks with codes. The students share in the responsibility of making effective use of these measures by, e.g., making sure the front doors to the residence halls are always closed, locking their own doors, not giving out the codes, and so forth. The Collegium also instructs male and female students in common sense safety practices, such as male students accompanying female students when walking to or from the residence hall after dark.

In addition, the classroom building (USMH) is staffed with a security guard at all times the building is open. The resident building (The Hamilton) is staffed with a security official during normal business hours and security cameras inside and out.

### **B. Housing Policy**

The Collegium is as much concerned about formation as about information. Therefore, the residential component of The Collegium experience is considered essential. However, The Collegium also recognizes that there may be exceptional situations that require off-campus housing. The Collegium housing policy, including housing rules, and the exceptions for off-campus living can be found at <https://www.the-collegium.org/housing>.

Students who are living off campus are still expected to take part in the community life of The Collegium. For that reason, they are required to pay the costs of board in order to attend meals.

### **C. Cell Phones and Personal Electronics**

The Collegium encourages students to develop mature and civil relationships based in reality. Though an increasingly necessary convenience, the use of cell phones and personal electronics in the presence of others is an essentially antisocial behavior. As such, students should refrain from the use of personal electronics in the classroom building, the dining hall, and, of course, in St. Mary's.

### **D. Alcohol, Drugs, and Smoking/Vaping**

The legal drinking age in Maryland is 21. Therefore, alcohol is forbidden at all Collegium activities that involve students, on- or off-campus. Alcohol and drugs are forbidden in the residence hall. Smoking/vaping is forbidden on all Collegium sites.

The use of forbidden substances (alcohol, drugs, tobacco, vaping materials) are violations subject to fines or expulsion.

### **E. Dress Code**

The Collegium Dress Code can be found at <https://www.the-collegium.org/dress-code>.

### **F. Conduct Towards Members of the Opposite Sex**

It is important that students at The Collegium treat members of the opposite sex with the appropriate dignity and respect, as we seek to have a campus that respects and upholds the Catholic understanding of the complementary roles of men and women.

Gentlemen are expected to be respectful of ladies at all times—for example, in the language they use and the jokes they tell in mixed company, or by opening doors and offering to carry heavy things. Ladies, for their part, should allow men to be gentlemen, accepting that they are striving to be polite and helpful.

Students are forbidden from entering the wing with apartments for members of the opposite sex. Entering an opposite-sex wing will result in expulsion.

A full policy regarding relationships between Men and Women can be found at <https://www.the-collegium.org/relationships-men-and-women>.

### **G. Sacramental Life**

The Collegium offers an extraordinary opportunity for spiritual development. Students are encouraged to take advantage of Lauds, Vespers, Mass, the Rosary, Adoration, Confession and the services of the parish priests.

### **Link to Financial Policies**

### **Financial Aid**

The Collegium does not have a specific financial aid program or office. Families with needs should contact the president's office.

### **Course Descriptions**

#### **HUM 101 – Ancient Greece (3 credits)**

Traces Greek history from the development of Greek civilization as manifested in political, intellectual, and creative achievements from the Bronze Age to the end of the classical period. Students read original sources in translation as well as the works of modern scholars.

#### **HUM 102 – Ancient Rome (3 credits)**

Traces the history of Rome from its beginnings to the 5th century A.D. The first half covers Kingship to Republican form; the conquest of Italy; Roman expansion: Pyrrhus, Punic Wars and provinces; classes, courts, and the Roman revolution; Augustus and the formation of empire. The second half covers Virgil to the Vandals; major social, economic, political and religious trends at Rome and in the provinces. The development of the Church in Rome will be a constant theme throughout the course.

#### **HUM 201 – Middle Ages (AD 284-1300) (3 credits)**

Explores developments in the political, social, and religious history of Western Europe from the accession of Diocletian to the feudal transformation, then the political, military, religious, social, economic, and cultural history of Europe in the high and late Middle Ages. Topics include the conversion of Europe to Christianity, the fall of the Roman Empire, the rise of Islam and the Arabs, the “Dark Ages,” Charlemagne and the Carolingian renaissance, the Viking and Hungarian invasions, the Crusades, the Black Death, the rise of centralized governments, the growth of

towns, and their long-term effects on European society. *Prerequisite: Sophomore standing or permission.*

### **HUM 301 – Renaissance (AD 1300-1600)**

This course offers an in-depth exploration of the Renaissance and Reformation through the lens of Catholic thought and influence. It examines the cultural, intellectual, and theological movements that marked the European Renaissance, highlighting the Church's pivotal role in the arts, philosophy, and sciences during this era. The course also provides a critical analysis of the Reformation, focusing on the Catholic Church's responses, including the Counter-Reformation and the Council of Trent. Students will engage with texts, works of art, and key figures to understand how these movements shaped European history and the enduring legacy of Catholicism and Western civilization. *Prerequisite: Junior standing or permission.*

### **HUM 302 – Enlightenment and Americanism (3 credits)**

This course guides students through the Enlightenment era, a transformative period that reshaped European thought and laid the groundwork for modern intellectual and political landscapes. Students will explore the philosophical, scientific, and cultural advancements that defined the "Age of Reason," focusing on key figures such as Bacon, Descartes, Locke, and Pascal. The course will trace the influence of Enlightenment ideals on the intellectual atmosphere of the modern world, examining how these ideas inspired revolutionary movements and shaped the foundational principles of Americanism, while also considering the Catholic Church's responses and adaptations to these shifts. Special emphasis will be placed on the interplay between Enlightenment thinkers and their intellectual predecessors in medieval Catholic Europe, highlighting areas of convergence and contention. Through engagement with primary texts, historical analysis, and critical discussion, students will gain an understanding of how Enlightenment thought fostered radically new conceptions of knowledge, human society, and the role of government which continue to underpin contemporary society. *Prerequisite: junior standing or permission.*

### **THL 101 – Scripture: Salvation History (3 credits)**

Provides an understanding of God's comprehensive plan for the salvation of mankind as the revelation of that plan unfolds in human time and through God ordained events from Genesis to the establish of the Church. Students will study twelve periods of Bible history, touching on the major Biblical and historical events of each period with references to the corresponding Biblical passages.

### **THL 102 – Scripture: Revelation, Faith, and Reason (3 credits)**

Examines Scripture as a source of Divine revelation, in addition to the relationship between the intrinsic relationship between revelation, faith, and reason. Topics will include Catholic teaching on faith and reason, reason and revelation, reason and faith, the acceptance of revelation by faith, and sources of revelation outside of Scripture and their relationship to Scripture

### **THL 201 – Fathers of the Church (3 credits)**

Provides a historical and theological study of the development of the Church and her doctrines, through reading, analysis, and discussion of texts from the Church Fathers, beginning with

the works of the Apostolic Fathers, and culminating in the writings of St. Augustine of Hippo. *Prerequisite: Sophomore standing or permission.*

### **THL 301 – Catholic Doctrine (3 credits)**

Building upon the scriptural foundation and development of the Church Fathers of the previous courses, this course is an introduction to dogmatic Catholic theology. The course will show the Scriptural roots of Catholic teachings before examining the Magisterial declarations of the Church. Particular attention will be given to natural and divine revelation, the modes of transmission of divine revelation, the essential doctrines of the faith, the moral life, and the sacraments. In this class the student will know the basic tenets of Catholic theology as expressed by the Magisterial Councils and Popes. Topics will include the inerrancy of Scripture, God as Trinity, Christology, Mariology, the life of the Church, and the Sacraments. *Prerequisite: Junior standing or permission.*

### **THL 302 – Moral Theology (3 credits)**

Investigates how Christians are conformed to Christ in their lives by examining the Beatitudes, Decalogue, human actions, the moral and theological virtues, the gifts of the Holy Spirit, natural and divine law, as well as the notion of grace and the sacraments. *Prerequisite: Junior standing or permission.*

### **THL 401 – Theological Science I: Summa Theologiae (3 credits)**

Building on the study of Aristotle's Posterior Analytics in TRV 102 and the introduction to dogmatic theology in THL 301, this course represents a capstone in the undergraduate's study of theology. By looking at Sacred Doctrine through the lens of a science, the structure of St. Thomas Aquinas' Summa is opened up to the student and its method and mode of procedure become clear. Seeing the scientific structure of theology allows the student to appreciate the true depth of Catholic theology and how all of the Church's teaching follow from the principles of Sacred Scripture. *Prerequisite: Senior standing or permission.*

### **THL 402 – Theological Science II: Summa Theologiae (3 credits)**

This course continues the examination of the Summa Theologiae begun in the previous course. Since St. Thomas designed the Summa for beginning students in theology (by which he meant those who had completed a liberal arts and philosophical education), the student can now adequately appreciate the depth of thinking required for theological exercise. The course continues by looking past St. Thomas' introduction to theology and concludes with some of his scriptural commentary. *Prerequisite: THL 401 or permission.*

### **PHIL 102 – Plato: Intro to Philosophy (3 credits)**

Examines how philosophy differs from science, religion, and other modes of human discourse, by tracing the origins of philosophy in the Western tradition in the thinkers of Ancient Greece. Students will focus on Plato's thoughts about the ultimate constituents of reality, along with the thoughts of his teacher, Socrates, and their some of their predecessors.

### **PHL 201: Philosophy of Nature/Philosophy of Science**

Delves into the intersection of philosophy and science, exploring the fundamental questions

about the nature of reality, knowledge, and existence. Concerning natural things, a philosophical account is given of the existence, principles, and causes of change (generation, corruption, increase, decrease, alteration, and locomotion). Causality, chance and purpose in nature are also dealt with, particular in light of contemporary quantum mechanics. Then the implications of this general account for human nature and the cause of nature itself are considered. Using the Aristotelian and Thomistic traditions, challenges to a philosophy of nature in light of modern theories are examined.

**PHIL 202 – Aristotle: Philosophy of Man (3 credits)**

Examines Aristotle's understanding of man, as described in his ethical work, *Nicomachean Ethics*. Students will explore Aristotle's description of human nature as having rational and irrational psyches as well as a natural drive for creating society, gaining knowledge, finding happiness and feeling connected with God, both in its own right, and as a foundation for the theological and philosophical developments of St. Thomas Aquinas. *Prerequisite: Sophomore standing or permission.*

**PHIL 301 – Aristotle: Ethics (3 credits)**

Continues the study of Aristotle from PHIL 301, studying further Aristotle's *Nicomachean Ethics* and also his *Eudemian Ethics*. Students will explore Aristotle's view of ethical theory as distinct from the theoretical sciences by examining its methodology, its general principles, and its application to the nature of human well-being. Students will also study the ethical virtues (justice, courage, temperance and so on) and how such virtues are acquired. Again, Aristotelian thought will be engaged as foundational to Thomistic thought. *Prerequisite: PHIL 202 or permission.*

**PHIL 401 – Aristotle: Politics (3 credits)**

Studies Aristotle's *Politics*, with its guides for rulers and statesmen, as a basis for exploring the role of politics in contemporary society, the proper comportment of politicians. Students will also engage this study in the context of Catholic teaching regarding the universal kingship of Jesus Christ. *Prerequisite: Senior standing or permission.*

**PHIL 402 – Aristotle: Metaphysics (3 credits)**

Examines Aristotle's *Metaphysics* to study such topics as first causes and the principles of things; substance, matter, and subject; substance and essence. Students will study these and other topics as foundational to understanding Catholic theological doctrines on such matters as transubstantiation. *Prerequisite: Senior standing or permission.*

**MUS 101 – Music History I (3 credits)**

Studies the Greek precursory terminology to Medieval modal terminology, the Medieval *Octoechos*, Carolingian chant, and especially Carolingian notation. Students will attempt to infuse the interpretive nuances indicated in early notation into contemporary chant performance. Students will also learn the musical part of the Mass and the Divine Office.

**MUS 201 – Music History II (3 credits)**

Surveys the development of music in the Catholic Church in three significant periods of reform: the reforms of Pope John XXII (13th century), the reforms of the Council of Trent (16th

century), and the reforms of Pope Benedict XIV (18th century), the reforms of Pope Pius X and his immediate successors (first half of 10th century), and the reforms of the Vatican Council II (second half of the 20th century). Students will examine in each period the reason for reform, the actual reforms, and their results. In addition, students will come to know many of the great musical treasures of the Church's musical repertoire.

### **Art 301 – Classical and Byzantine Art (3 credits)**

Surveys various forms of art that develop Christian themes and imagery. Students will explore how early Christian art drew from and yet differentiated itself from its classical Greek and Roman art, how art adorned everything from sarcophagi, to buildings, to paintings, icons, statues, furnishings, vestments and more. In addition, students will study how Eastern and Western philosophies about art resulted in very different paths of development.

### **Art 401 – Medieval to Baroque Art (3 credits)**

Surveys various forms of art that develop Christian themes and imagery from about AD 500 to about AD 1750. Students will study great art works of various genres, including architecture, in both Eastern and Western traditions, as well as the philosophies and events that shaped their development.

### **SCI 101 – Biology (3 credits)**

Introduces important biological concepts and principles common to all living organisms. Topics include the cell, energetics, genetics, physiology, and ecology. Integrates laboratory and classroom work and is taught from the perspective of Catholic teaching regarding life.

### **SCI 101L – Biology Lab (1 credit)**

Optional lab for SCI 101. *Corequisite: SCI 101.*

### **SCI 102 – Physics**

“To find the metaphysical beliefs...governing scientific research...it would have been enough to speak of one belief, the belief in a personal rational Creator. It was this belief, as cultivated especially within a Christian matrix, which supported the [scientific]view for which the world was an objective and orderly entity investigable by the mind because the mind too was an orderly and objective product of the same rational, that is, perfectly consistent Creator.” (Dr. Stanley Jaki, Templeton Prize winner, Distinguished Professor of physics, Seton Hall University) Introduces a set of core concepts—space, time, mass, force, momentum, torque, and angular momentum.

### **MTH 102 – Philosophy of Math**

This course will introduce students to the philosophy of mathematics through a survey of significant developments in the history of mathematics along with the philosophical theorizing that accompanied them. Questions we will ask are: What is mathematics? What objects (if any) does it study? How do we come to have knowledge of mathematics? How does mathematics get applied in natural science and the physical world? What is the role of logic, proof and visualization in mathematics? And how can thinking about mathematics give us insight into the nature of beauty, God, the soul and fundamental reality? Primary authors will include Plato,

Aristotle, Euclid, Augustine, Descartes, Locke, Hume, Kant, Frege, and Russell. Examples will be drawn from geometry, trigonometry, logic, arithmetic, algebra, calculus, statistics, probability, set theory, and number theory.

However, this course presupposes only minimal prior familiarity with mathematics (basic high school algebra), and no prior background in philosophy.

### **MTH 202 – Math Applications: Intro to Programming (3 credits)**

Provides an introduction into several programming languages, such as Learn HTML5, CSS3, JavaScript, jQuery, Bootstrap, Express.js, React.js, Node.js, Database Theory, MongoDB, MySQL, Command Line, and/or Git. The languages will vary depending upon industry uses. Students will work on real-world projects, building websites, creating full stack single page applications, and more.

### **MTH 401 – Statistics (3 credits)**

Aquaints students with the techniques of elementary statistics. Emphasizes computation and interpretation of data. Topics include calculation and graphing methods, measures of central tendency, measures of variation, measures of association and correlation; sampling and hypothesis testing. **Prerequisite: Senior standing or permission.**

### **ECON 201: Economics: A Catholic Perspective**

Introduces the fundamental principles of microeconomics, the study of individual economic decisions, within a Catholic perspective. It explores how individuals, businesses, and governments make choices in a market economy. The course will examine topics such as supply and demand, elasticity, consumer and producer theory, market structures, and government intervention. Including Catholic social teaching, and the understanding that economics is a practical science, the course will also examine neoclassical economic theories alongside distributist traditions, evaluating market situations within the framework of justice and human flourishing.

### **TRV 101 – Logic: Grammar and Language (1 credit)**

Studies grammar as the basis for clarity in language. Topics include a review of all parts of speech; phrase, sentence, and paragraph construction (syntax); morphology, and etymology. Students will work in different written and oral forms.

### **TRV 102 – Readings in Written Rhetoric (1 credit)**

Builds on TRV 101 by analyzing examples of rhetorical writing. Students will analyze examples ranging from classical Roman rhetoric to contemporary political speeches. *Prerequisite: TRV 101 or permission.*

### **TRV 202 – Written Rhetoric: Composition (3 credits)**

Builds on TRV 101 and TRV 102 by writing examples of assigned forms using various techniques studied in earlier semesters. *Prerequisite: TRV 102 or permission.*

### **TRV 301 – Oral Rhetoric I (3 credits)**

Builds on TRV 101, TRV 102, TRV 202 by delivering prepared examples of assigned forms using various techniques studied in earlier semesters. *Prerequisite: TRV 202 or permission.*

**TRV 402 – Senior Thesis**

A directed thesis on an approved topic.

**CAT 101 – The Mass and Divine Office (1 credit)**

Studies the history, structure, and theology of the Mass and the Divine Office.

**CAT 301 – Apologetics and Externals of the Catholic Faith (1 credit)**

Addresses the Externals of the Catholic faith, vocations and apologetics, and explores the exercise of Tradition. *Prerequisite: Junior standing or permission.*

**LAT 101 – Elementary Latin I (3 credits)**

Introduces Latin as a spoken and written language. Students study the fundamentals of grammar, vocabulary, ecclesiastical pronunciation, elementary vocal expression and dialogues, and reading comprehension.

**LAT 102 – Elementary Latin II (3 credits)**

Continues all the topics of LAT 101. Students will complete the fundamentals of grammar in this semester and will develop an adequate vocabulary to understand all the common parts of the Mass. *Prerequisite: LAT 101 or permission.*

**LAT 201 – Intermediate Latin I (3 credits)**

Continues to develop fluency with spoken Latin and begins readings in Latin prose, such as Julius Caesar's Gallic Wars. *Prerequisite: LAT 102 or permission.*

**LAT 202 – Intermediate Latin II (3 credits)**

Continues to develop fluency with spoken Latin, readings in Latin prose, and introduces classical Latin poetry. *Prerequisite: LAT 201 or permission.*

**LAT 301 – Advanced Latin I (3 credits)**

Continues to develop fluency with spoken Latin, and more advanced readings in Latin prose, and Latin poetry, including Latin hymns and Psalms. *Prerequisite: LAT 202 or permission.*

**LAT 302 – Advanced Latin II (3 credits)**

Continues to develop fluency with spoken Latin, and more advanced readings in Latin prose, and Latin poetry, including Latin hymns and Psalms. By the end of this semester students will develop an adequate vocabulary to understand all the Psalms, hymns, readings, and orations of Lauds and Vespers. *Prerequisite: LAT 301 or permission.*

**LAT 401 – Advanced Latin III (3 credits)**

Continues to develop fluency with spoken Latin, advanced readings in Latin prose and Latin poetry, and introduces scriptural and theological readings in Latin. *Prerequisite: LAT 302 or permission.*

**LAT 402 – Advanced Latin IV (3 credits)**



Continues to develop fluency with spoken Latin, advanced readings in Latin prose and Latin poetry, and scriptural and theological readings in Latin. *Prerequisite: LAT 401 or permission.*

## **Student Services**

### **A. Personal Counseling**

The priest at St. Mary's Catholic Church is available for personal counseling. Online students can seek personal counseling from their local parish priests.

### **B. Academic Advisement**

The Collegium has a set curriculum and course load for every student for all four years and thus needs no assigned advisors. The Academic Dean and the faculty are readily available to students for consultation and counsel about any difficulties they may be having or about specific course that students might take in the summers to prepare for specific professional fields, such as medicine.

Additional tutoring in any subject can be arranged for students who request it; at times students may be required to seek tutoring. In general, it is the student's responsibility to seek out help from professors, rather than waiting for it to be offered.

### **C. Health Services;**

Students are required to have their own health insurance and to cover the cost of their own healthcare.

For regular patient health issues, the Meritus Family Medicine is located at 24 N. Walnut Street, very close to The Collegium's facilities. 240-452-3400.

For minor emergency medical issues,

- The Minute Clinic is located at 1503 N. Potomac St, Hagerstown, MD 21742. 301-733-8515. (Inside the CVS Pharmacy)
- MedExpress Urgent Care is located at 1741 Dual Highway, Hagerstown, MD 21740. 301-790-0254.

For major health issues, the Meritus Medical Center is located at 11116 Medical Campus Rd, Hagerstown, MD 21742. 301-790-8000.

For mental health issues, Meritus Behavior Health is located at 11116 Medical Campus Rd, Hagerstown, MD 21742. 301-790-8000.

All students can also seek counseling from Better Health (<https://www.betterhelp.com/>).

Online students must seek these services from providers in their local areas or from Better Health.

#### **D. Services for Veterans and Disadvantaged Individuals**

- **Veterans** - The Hagerstown office of the Maryland Department of Veteran Affairs is located at 33 W. Washington Street, across the street from The Collegium classroom site.
- **Disadvantage individuals** - The Collegium residence hall, classroom site, and dining facility are all handicap accessible. The residence hall has some rooms that are also handicap equipped. Some disadvantaged services for online students may be offered through Populi. However, The Collegium is not equipped to handle significant services in this area. Students should make sure that they can handle any specific needs they have on their own or through third-party vendors.

#### **E. Intercollegiate Athletics and Recreation**

The Collegium does not participate in intercollegiate athletics.

#### **F. Extracurricular Activities**

The Collegium has a schola and choir, which sing the musical patrimony of the Church. These groups sing primarily at Mass and at the Divine Office, and secondarily at other occasions.

The Collegium [website](#) lists a large number of activities available in the area.

Other extracurricular activities are planned according to student interests by the Student Council and the Dean of Men/Women.

#### **G. Ora et Labora Program**

The Ora et Labora Student Work Program is an intrinsic part of enrollment at The Collegium. Every student is required to give at least eight hours/week of service/work to The Collegium through this program. There are four reasons for this:

- to gain the spiritual benefits of work;
- to offset some of the costs and to help keep the cost of The Collegium as low as possible;
- to give students work experience that will help you connect the skills attained in the classroom to real-life work experience;
- to give students experiences that will enhance their resumes upon graduation. Students are expected to work a total of 8 hours/week on assigned duties in the *Ora et Labora* Program.

Normally, students are not paid by our partners. Rather, students fulfill their hour of service in these positions and the partners make donations to support The Collegium. However, depending on the number of hours worked, it is possible that students could earn some income for hours worked beyond their service requirements.

For extraordinary reasons, students may request a waiver from this requirement. Students wishing to request a waiver of the Ora et Labora Student Work Program may submit written documentation (e.g., of physical disability) to the Dean of Men or the Dean of Women one month prior to the beginning of Fall semester classes. However, because the program is an integral part of The Collegium's income, if a student is excused from the program, either temporarily or

permanently, the student will have to pay the amount that would have been earned if that student had been working.

This is also true if a student neglects assigned duties that result in lost income to The Collegium. Such students are responsible for the lost income caused by their negligence.

Can a student get an additional job off-campus to earn additional money? That will depend on many factors, including the student's ability to work and maintain grades at the same time.

#### **H. Breakfast Room Duties**

Every student, as a part of enrollment, assists with the preparation and clean-up of the breakfast. These duties are assigned to one student each week on a rotating basis.

#### **I. Student Participation in Institutional Decision Making**

The Student Activities Council encourages student-led commitment to the traditions, community, and cultural life of The Collegium. At the beginning of each school year, the sophomores, juniors, and seniors elect male and female representatives to form a committee responsible for planning and hosting both designated events and student initiatives throughout the year. The Student Activities Council will also be an important vehicle for communication between faculty and students and, as a result, decision making in The Collegium.

#### **J. Housing**

Housing information and policies can be found at <https://www.the-collegium.org/student-life/>.

#### **K. Food services**

Dining information can be found at <https://www.the-collegium.org/student-life/>.

#### **L. Bookstore**

The Collegium does not maintain a bookstore. Students are required to purchase their own texts.

### **Student Rights and Responsibilities and Student Grievance Procedure**

#### **A. Christian Conduct**

As regards conduct at all times, St. Paul commands us to “walk in love, as Christ also hath loved us” (Eph 5:2). In that same passage, Paul also warns that certain conduct is unbecoming of Christ's followers: “fornication, and all uncleanness, or covetousness, let it not so much as be named among you, as becometh saints: or obscenity, or foolish talking, or scurrility, which is to no purpose; but rather giving of thanks” (Eph 5:3–5). St. Peter likewise says: “Make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self control, and self control with steadfastness, and steadfastness with godliness” (2 Pet 1:5–6).

According to this rule of charity and the exhortation of the Apostles, every member of The Collegium community, whether student or employee, must treat other members of the community with respect. Any disrespect, manifested by improper, obscene, or immoral verbal or physical conduct shown to another member of the community (faculty, administration, staff, or

student) is prohibited and in serious cases will meet with disciplinary action, including expulsion.

If any member of The Collegium community witnesses or is subjected to any misconduct of this nature, or any serious misconduct involving theft, lying, use of alcohol, use of illegal drugs, or other unbecoming conduct, he should immediately report the matter to one of the deans or the appropriate superior or supervisor, as detailed below in Complaint Resolution.

If students find themselves in conflict with another student or member of the faculty or staff, they should refrain from speaking negatively about them to others unless absolutely necessary, but instead they should speak to the person directly. When people talk about others behind their back, it creates a community of distrust, gossip, and negativity.

### **B. Voicing Complaints**

A small community, just like a small town, brings with it a number of distinctive challenges—for instance, the tendency to find fault or to complain because things are not exactly to one's liking or according to one's expectations. A sign of Christian maturity is being able to face these unavoidable challenges of life with patience and humility, rather than causing unrest, discontent, or dissension by spreading one's personal opinions or feelings without regard to the peace and stability of the entire community.

A culture of continual complaint can harm the common good. Nevertheless, students may at times have what are believed to be serious complaints about a professor or other employee of The Collegium or about some aspect of its program. It is important that students be able to express these through appropriate channels, and that they be diligent in doing so.

If one is having a difficulty in class, the most suitable person to go to is the professor. If, however, one feels that one cannot speak comfortably or prudently with the professor in question, the Academic Dean should be approached. If the complaint is about the Academic Dean, the President should be approached. If the complaint is about the President, a member of the Board of Directors should be approached.

If one has a student-related difficulty or student life problem and has not been able to resolve it or believes that it cannot be resolved with the person(s) immediately involved, the most suitable person to go to is the Dean of Men/Women.

If the complaint is about the Dean of Men/Women, then the complaint should go to the Academic Dean.

In all cases, the complaint will receive a response within two weeks of the submission of the complaint. If the situation has not been adequately resolved, it may be appealed to the next highest level within one week. The appeal will be addressed within two weeks.

### **C. Respect for Proper Channels**

Please be aware that if a complaint or a criticism is voiced to an employee of The Collegium who is neither one of the officers mentioned above nor the person or persons it directly concerns, the student risks doing something that is helpful neither for himself nor for the community as

a whole, inasmuch as it weakens the bonds and structures that hold the community together. Faculty or staff members are likely to advise that complaints should be addressed to the appropriate person as described above. In cases of any doubt as to whom a complaint should be addressed, one of the deans can provide proper counsel.

#### **D. Submitting Written Grievances**

St. Matthew tells us, “But if thy brother shall offend against thee, go, and rebuke him between thee and him alone.” (*Matthew 18:15*) We believe that this is the best approach to settling grievances, and this advice from St. Matthew shapes the procedures above. However, in the event that a student cannot settle a grievance with a person-to-person meeting, that student can file a written grievance according to the protocols above.

## **Discrimination and Sexual Harassment**

### **A. Policy and Purpose**

The Collegium is committed to an educational environment that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment.

Therefore, The Collegium expects that all relationships among persons in the college will be free of bias, prejudice, and harassment. The Collegium has developed this policy to ensure that all of its students can learn in an environment free from unlawful harassment, discrimination, and retaliation. Any student who has questions or concerns about these policies should talk with one of the deans.

It is the policy of The Collegium to ensure an educational environment without discrimination or harassment on the basis of race, color, sex, national origin, age (40 or older), or disability status.

Also, The Collegium is a religious educational institution, and The Collegium’s commitment to nondiscrimination should not be construed to ever conflict with the priorities of the college to uphold Catholic teaching and practice and to hire and retain employees who are fully committed to the college’s mission.

### **B. Definitions**

#### **(1.) Sexual Harassment**

Sexual harassment constitutes discrimination, and is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive working, educational or learning environment. Federal law recognizes two types of sexual harassment: a) quid pro quo and b) hostile environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies;

leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sexual harassment is strictly prohibited by both federal and state law.

### **(2.) Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on The Collegium premises or circulated in the workplace, on company time or using company equipment. Harassment is strictly prohibited by both federal and state law.

### **(3.) Retaliation**

Retaliation is one of the most frequently asserted bases for alleged discrimination, and consists of taking adverse action against an individual for exercising rights under a discrimination and harassment policy, filing a complaint or charge related to discrimination or harassment, or participating in an investigation, lawsuit, or other proceeding related to alleged discrimination or harassment. Forms of retaliation include, but are not limited to, applying rules more stringently against protected individuals, disciplinary action without justification, and wrongful termination and demotion. Retaliation is strictly prohibited by both federal and state law.

### **(4.) Sexual Misconduct**

For The Collegium's complete policy regarding sexual misconduct please see Appendix I.

## **C. Reporting an Incident**

The Collegium encourages reporting of all perceived incidents of discrimination, harassment, sexual misconduct, or retaliation, regardless of the alleged offender's identity or position.

Individuals who believe that they have been the victim of such conduct should discuss their concerns with one of the deans. See the complaint procedure described below.

In addition, The Collegium encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Sometimes this action alone will resolve the problem. The Collegium recognizes, however, that an individual may prefer to pursue the matter through complaint procedures, without confronting the offender. Nothing about this policy should be construed to require an individual to confront the offender.

## **D. Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with one of the deans. Any personnel of The Collegium who are informed of a complaint of this nature are advised to immediately report the information to their immediate supervisor. If a complaint is about their supervisor, they should report it to another member with administrative responsibilities.

The Collegium encourages the prompt reporting of complaints or concerns so timely action can be taken. While no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination and harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly as explained in Section F below. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Relevant documents and records may also be reviewed.

At the conclusion of the investigation, the investigator will submit a report to the Chairman of the Board of Directors. The President or the Chairman shall then determine whether to dismiss the complaint or take appropriate responsive action. Appropriate responsive action may include, for example, training, referral to counseling, or disciplinary action up to and including termination, as The Collegium believes appropriate under the circumstances, and in its sole discretion.

The Collegium affirms the rights of individuals to assert in good faith charges of illegal discrimination or harassment without fear of reprisal or retaliation. False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

#### **E. Confidentiality**

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action, and to the extent possible consistent with The Collegium's legal obligations to protect the rights and security of its employees and students.

#### **F. Other Legal Remedies**

Nothing in this policy shall prevent the complainant, the alleged offender/respondent, or any other affected individual from pursuing formal legal remedies or resolution through state or federal agencies or courts.

#### **G. Complaint Investigation and Resolution**

Whenever a reported complaint cannot, in the judgment of the Academic Dean (or the President) be readily or fairly resolved but requires an investigation, the Academic Dean (or the President) shall appoint an investigator on an ad hoc basis. Complaints of any nature against the President shall be taken to the Academic Dean or the Chairman of the Board of Directors. If the complaint against the President is of discrimination or harassment, the Academic Dean in cooperation with the Chairman of the Board of Directors, will appoint an investigator and the findings of the report would be submitted to the Board of Directors.

After conducting a confidential investigation of the complaint (except in investigations where the complaint is against the President), the investigator will submit their findings to the President.

The President will take whatever appropriate action he deems necessary. The findings of the investigation and the action to be taken shall be written in a report that is kept in the student or personnel file as deemed appropriate. This report will be communicated to the concerned parties.

### **Graduation**

Graduation from The Collegium requires the following:

- completion of all courses with passing grades;
- overall cumulative GPA of 2.0;
- acceptance of the senior thesis.

Students meeting these requirements will be graduated at the next graduation ceremony.

### **Transcripts**

Students can access unofficial transcripts at any time through Populi. They can also request an official transcript through the same Populi LMS.



## **Appendix I**

### **Physical Privacy and Sexual Policy**

#### **Purpose**

In light of The Collegium statement of religious identity and guiding beliefs, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of The Collegium community of their duties with regard to the use of restrooms, locker rooms, showers, and any other Collegium facilities where individuals may be undressed in the presence of others.

#### **Definitions**

“Sex” means the biological condition of being male or female as determined at birth.

“Member of The Collegium community” means any Collegium employee, volunteer, student, parent, or visitor.

#### **Sincerely-held Religious Belief on Sexuality**

The Collegium’s sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s sex is a rejection of the image of God within that person.

#### **Policy**

Notwithstanding any other policy, The Collegium restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Collegium facilities or settings where members of The Collegium community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), The Collegium shall provide separate, private areas designated for use by members of The Collegium community based on their sex.

The Collegium recognizes there may be instances where members of The Collegium community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God’s Word and His plan for their lives. The Collegium encourages members of The Collegium community who are struggling with their sexual identity to seek help from their pastor and other trained professional who might best assist them in clarifying and defining their sexual identity in accordance with God’s Word.

The Collegium will at all times interact with member of The Collegium community according to their sex. A member of The Collegium community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to dwell compassionately in the truth and assist those we love in doing the same (Eph. 4:15).

A member of The Collegium community who openly and unrepentantly rejects his or her sex,

either in or out of school, is rejecting the image of God within that person - behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by The Collegium, which is cause for terminating his/her privilege of membership in The Collegium community. To preserve the function and integrity of The Collegium and to provide a biblical role model to members of The Collegium community and the community-at-large, it is imperative that all members of The Collegium community agree to abide by this policy.

## **Appendix II**

### **Sexual Misconduct Policy**

The Collegium affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are contrary to the teachings and moral values of the Catholic Church. The Collegium promotes respect for persons' bodily integrity, chastity, and the sacredness of human sexuality.

While sexual activity outside of marriage violates the Church's teaching, "sexual misconduct," defined below will not be tolerated; violations can result in disciplinary sanctions including expulsion, and may lead to criminal prosecution or other legal action outside of The Collegium. Students who report sexual misconduct shall be informed of and encouraged to use all appropriate Collegium, law enforcement, and community resources. Those accused of sexual misconduct are entitled to follow the processes established through Collegium policies and procedures.

Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual misconduct or the participation in proceedings related to sexual misconduct by an accused student or third party is prohibited and will result in disciplinary action.

The Collegium believes that no person should bear the effects of sexual misconduct alone. When such incidents occur, The Collegium's paramount concern is for the safety, health, and wellbeing of those affected.

The definitions below describe the minimum legal standards for conduct, and they set forth terms that help determine criminal liability and legal responsibility. The Collegium and the Church have higher expectations. They affirm that sexual activity is intended by God as an expression of love and commitment between a husband and wife, and therefore belongs exclusively within marriage. Sexual activity by unmarried persons lacks that essential level of commitment and responsibility, and harms moral growth and development. It undermines the Christian view of sexual activity embraced and promoted by the Church and The Collegium, a view which insists upon mutual respect, moral integrity, and the sacredness of human sexuality.

Sexual misconduct offenses that are prohibited include the following:

- a) Nonconsensual sexual intercourse, which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.
- b) Nonconsensual sexual contact, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- c) Other forms of sexual misconduct include, but are not limited to the following:
  - a. Indecent Exposure
  - b. Sexual exhibitionism

- c. Sex-based cyberharassment
- d. Prostitution or the solicitation of a prostitute
- e. Peeping or other voyeurism
- f. Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the nonconsensual video or audio taping of sexual activity.
- d) Any other sexual interaction with a similar nature to the ones listed above.

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Consent cannot be given by a minor or someone who is unable to understand or cannot communicate consent. Examples of this is someone who is unconscious, asleep, or incapacitated do to a substance such as alcohol or drugs so that they cannot make a deliberate choice.

Intoxication is not an excuse for failure to obtain consent.

All incidents of sexual misconduct or assault should be reported to one of The Collegium's faculty members or deans, except reports of incidents involving alleged misconduct or assault by a faculty member or dean, which should be reported immediately to the Chairman of the Board (352-408-7767). Additionally The Collegium strongly recommends that all incidents of sexual misconduct or assault be reported to the appropriate law enforcement agency. Incidents on campus would be reported to the Hagerstown Police Department (301-790-3700).

If a complainant is in a situation that is unsafe or has the potential to become unsafe, they should immediately contact the Hagerstown Police Department and the Dean of Men/Women.

If a report of sexual misconduct or assault is made to a faculty or staff member they will contact the appropriate authorities.

When one of the deans receive such a report, they will immediately inform the President who will in turn inform the Chairman of the Board of Directors and The Collegium's General Counsel.

If the complainant is a current Collegium student or a visiting prospective student in the care of The Collegium, the following rocedure will be followed. Once a report has been made, the Academic Dean will assign a Resource Coordinator (RC) to help guide the complainant through the reporting, legal, and disciplinary process as well as provide the student will any necessary resources including counseling or medical services. The RC will also work to make any necessary changes to class schedule, housing arrangements, and meals. Similarly an RC will be

assigned to the respondent to provide support, information, and assistance.

If the respondent is an employee of The Collegium, they will immediately be placed on administrative leave with pay until the investigation is concluded. If the complainant is an employee of The Collegium, they have the option, in consultation with the President, to also be placed on administrative leave with pay until the investigation is concluded.

If the complainant or the respondent is neither a student nor an employee of The Collegium, they will be directed, in writing, to stay off campus and have no contact with any students or employees apart from a designated person. A copy of this written notice will be provided to the Hagerstown Police Department.

Upon the receipt of alleged misconduct the Academic Dean will issue no contact orders to both the complainant and the respondent.

A complainant has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a resolution with The Collegium's disciplinary procedure, or both simultaneously.

Regardless of which option the complainant decided to pursue, The Collegium will conduct an administrative investigation to insure a safe environment for all people on campus and gather information necessary for any further administrative proceeding relating to the respondent. The scope and timing of The Collegium's investigation may vary depending on the unique circumstances of the situation, the desires of the complainant and the position of law enforcement, provided that The Collegium retains the discretion to pursue any investigative activity believed by Collegium administration to be necessary for the health and safety of The Collegium community.

At times, students are hesitant to report the occurrence of a sexual misconduct to college officials because they are concerned that they themselves or witnesses may be charged with other lesser policy violations (e.g. visitation or alcohol violations). The importance of dealing with alleged sexual misconduct is a paramount consideration. Accordingly, in these cases, The Collegium may postpone its decisions regarding other disciplinary action against a student who makes a report of sexual misconduct, or against a witness to the incident.

The Collegium will make every reasonable effort to preserve an individual's privacy and to protect the confidentiality of information relating to the investigation of an allegation of sexual misconduct. At the same time, the health and safety of The Collegium community is a very important priority of The Collegium. In light of this priority, certain cases may warrant investigation regardless of the preferences of the individual reporting the incident. Information developed through an investigation of an allegation of sexual misconduct will be used and maintained in the same manner as other disciplinary procedures under Collegium policy.

If an allegation accuses a current student of sexual misconduct, The Collegium may, at its option, instruct the student to maintain strict confidentiality about the accusation and the investigation, subject to exceptions to permit the student to consult with clergy, parents, legal

counsel or health care providers. If a student violates The Collegium's direction regarding confidentiality, The Collegium may take additional disciplinary action against the student, over and above any disciplinary action resulting from the initial accusation of sexual misconduct.

Allegations of sexual misconduct may be adjudicated under the disciplinary procedures outlined in Collegium policies, regardless of whether they are also reported as a crime to local police or the subject of any criminal or civil action. Disciplinary action at The Collegium may proceed while criminal or civil proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, that no criminal charges have been brought, that the respondent has been found not guilty of charged offenses, or that any civil action has been dismissed. Penalties shall be administered independent of any pending civil or criminal action or settlement reached. The full range of disciplinary sanctions, including expulsion from The Collegium or termination of employment, may be considered, depending on the nature and severity of the offense.

If it is reported that the victim or complainant is a minor, the college will immediately report the incident to the appropriate law enforcement agency. If it is reported that the accused is a clergyman, the college will immediately report the incident to the Diocese of Baltimore and his bishop or superior.

At parent and freshmen orientation each year, we will explain The Collegium's Sexual Misconduct Policy and make sure everyone understands the reporting procedure. Furthermore, we will remind returning students of the policy and encourage them to review it.

It is especially important for a victim who reports having been subjected to sexual misconduct to seek immediate and appropriate medical treatment. Following such incidents, the victim should not shower, eat, change clothes or brush teeth prior to seeking medical attention at the Meritus Medical Center, located at 11116 Medical Campus Rd, Hagerstown, MD 21742.

The parish priests at St. Mary's are trained to provide pastoral counseling and support to the students involved as well as any of their friends who are impacted or want to know how best to be a support.

If a victim needs counseling they should contact Casa, Inc. at 301-739-4990. (Location: 116 W Baltimore St, Hagerstown, MD 21740)

For emergency help in a crisis, students should call one of these 24 hour hot lines:

- Casa, Inc. 301-739-8975,
- National Sexual Assault Hotline 800-656-4673.

## **Appendix III Disciplinary Fine System**

### **Dress Code Violation**

- All dress code violations for men and women: \$15.00

### **Language and Noise Violations**

- Inappropriate/foul language violations: \$15.00
- Excessive noise after 10:00pm will be levied \$15.00  
Noise complaints during the day will result in a first-time warning; \$15.00 fine following 2nd offense.

### **Restricted Areas**

- Entering the opposite-sex wing: expulsion
- Permitting someone is opposite-sex wing: expulsion
- Entering other restricted areas: \$100.00

### **Theft**

- Theft from common areas: \$50.00 in addition to replacement of stolen property
- Theft from private areas: \$50.00 in addition to replacement of stolen property

### **Electronic Devices**

- Unauthorized use of electronic devices at common activities: \$15.00

### **Prohibited Substances**

- Smoking/vaping in apartments or Collegium common areas: \$50.00
- Drinking alcoholic beverages: \$50.00
- Illegal narcotics: expulsion

### **Curfew**

- Violating Curfew: \$15.00

### **Social Media/Outside-Campus Behavior**

- Any posting of content which is at odds with the teachings of the Church and which reflects poorly on the Collegium: minimum fine \$50.00
- Any student conduct outside of campus which is at odds with the teachings of the Church and which reflects poorly on the Collegium: minimum fine \$50.00