

**PONTIFICAL JOHN PAUL II INSTITUTE
FOR STUDIES ON MARRIAGE AND FAMILY
AT THE CATHOLIC UNIVERSITY OF AMERICA**



**STUDENT HANDBOOK
2023-2024**

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MISSION STATEMENT

The mission of the Pontifical John Paul II Institute for Studies on Marriage and Family is

1. To provide a comprehensive understanding of human nature, the person, marriage, and family faithful to the Catholic tradition and, reciprocally, to explore the implications of this understanding for reality as a whole—all by means of a multidisciplinary education centered in theology and philosophy, and integrated in light of Karol Wojtyła/John Paul II’s theological and philosophical work and his notion of man and woman as an embodied, sexually differentiated communion of persons created in the image of God with a given nature and destined for a state of life;
2. To develop a critical understanding of issues on nature, marriage, family, biotechnology, and ethics in light of Western/modern assumptions regarding the human person, as these bear on the nature and dignity of human life and the transcendental meaning of beauty, truth, and goodness, in a way that fosters a unity of theory and pastoral practice at the service of the Church's mission of “new evangelization” in a post-Christian culture;
3. To offer civilly accredited graduate degree programs (M.T.S. and Ph.D.) and certificates, as well as accredited pontifical degree programs (S.T.L. and S.T.D.);
4. To prepare graduates (laypersons, priests, and religious) for teaching, research, and pastoral work in academic, seminary, or diocesan and parish contexts; for work in legal, medical, and other professional occupations; and for evangelization of the family as the original cell of society in order to build a truly human culture; and
5. To undertake significant research and publication regarding nature, person, marriage, and family, and the implications of the Church’s teachings on these matters for broader problems in theology, philosophy, and culture.

FACULTY

Rev. Antonio López, F.S.C.B. Provost Associate Professor of Systematic Theology	Room 311	202-526-9691
Dr. David Crawford Dean Associate Professor of Moral Theology and Family Law	Room 309	202-526-9691
Dr. Joseph Atkinson Associate Professor of Sacred Scripture S.T.L. and S.T.D. Program Advisor	Room 209	202-526-3799

Dr. Jonathan Bieler Assistant Professor of Patrology and Systematic Theology	Room 211	202-526-3799
Dr. Michael Hanby Associate Professor of Religion and Philosophy of Science	Room 205	202-526-3799
Dr. Nicholas J. Healy Associate Professor of Philosophy and Culture M.T.S. Program Advisor	Room 305	202-526-3799
Dr. Margaret Harper McCarthy Associate Professor of Theology	Room 208	202-526-3799
Dr. Lesley Rice Assistant Professor of Bioethics	Room 203	202-526-3799
Dr. D.C. Schindler Professor of Metaphysics and Anthropology Ph.D. and C.A.G.S. Program Advisor	Room 303	202-526-3799

STAFF

Mr. Nick J. Bagileo Associate Dean for Programs and Administration	Room 310	202-526-9693
Ms. Sara Trudeau Doctoral Admissions, Financial Aid, and Registrar	Room 308	202-526-3799
Ms. Meredith Rice Executive Assistant to the Provost and Dean	Room 307	202-526-9691
Ms. Elena Martín M.T.S. and S.T.L. Admissions, Marketing, and Institutional Promotion	Room 312	202-526-9697
Administrative Assistant	Room 313	202-526-3799

ACADEMIC INFORMATION

ACADEMIC ADVISING

The degree program advisors bear primary responsibility for advising students about their course work and other degree requirements. Other faculty members are available to offer academic and career advice to students according to their own experience and fields of interest.

CLASS ATTENDANCE

Students' presence at every class session (for both credit and required audit classes) is mandatory. At the professor's discretion, one absence may be permitted for serious reasons. A second absence will require the student to obtain permission from the Program Advisor to remain in the course. More than two absences will require retaking the course in a new semester.

COMMENCEMENT

A graduation Mass is celebrated in the Redemptor Hominis Church of the Saint John Paul II National Shrine. All candidates on whom degrees are to be conferred must be present at the commencement exercises of the Institute, unless excused for serious reasons by the Dean. Students with outstanding balances who have not received grades in all courses may not graduate.

As part of its Graduation events, the Institute's holds an annual Graduation Ball to celebrate the fruitful completion of another academic year and the achievements of the graduates; it typically takes place between final examinations and the graduation exercises.

FACULTY-STUDENT EVENTS

Several times in each semester faculty and students gather for an evening activity that complements the Institute's curricula. These activities include visiting lecturers, movies, and panel discussions. Also on the calendar of student-faculty events are the Fall Picnic, Christmas Party, and Graduation Ball. These events are opportunities to foster the *communio* that undergirds our academic pursuits.

GRADE APPEALS

A student who wishes to appeal a grade for a course must do so within the first 30 days of the semester following the semester of the course in question. He or she should first speak with the professor of the course. The professor must respond within 30 days. If a satisfactory resolution is not reached within this period, the student may appeal the grade to the Dean, who will make a final decision within 30 days, following discussion with the student and the professor.

GRADE REPORTS

Grade reports, issued according to the scale below, are available after the end of each semester in each student's Populi account. To remain in any of the degree programs at the Institute, students must maintain a grade-point average of at least 3.0. (A higher GPA is required for certain programs. See the catalog for details.) Grade reports are not issued to students with an outstanding tuition and fees balance.

The following is the grade scale of the Institute:

A	Excellent	4.00
A-		3.66
B+		3.33
B	Satisfactory	3.00
B-		2.66
C	Passing but marginal	2.00
F	Failure	0.00
P	Pass	
I	Incomplete	0.00
W	Withdrawal	0.00
AU	Audit	0.00

INCOMPLETES

Coursework is to be completed by the end of the semester in which the course is taken. The provisional grade of "I" (Incomplete) may be given only to a student who has not completed the requirements of a course for serious reasons, for example, death in the immediate family or hospitalization, and who has made a written application using the form available Room 313. The grade of "I" is not given to one who has simply failed to meet the academic requirements of the course on time.

Incomplete grades must be removed before mid-semester of the succeeding term, whether or not the student continues in residence. If the grade of "I" is not removed by mid-semester, it will be recorded as a grade of "F" (Failure).

Under extraordinary circumstances, a student may petition the instructor of the course and the Dean for an extension of the period normally allowed for removal of the "I." This petition must be made before the date of the mid-semester following the reported "I" grade.

LEAVE OF ABSENCE

Students may request a leave of absence, generally for up to one year, for sufficient reason, such as prolonged illness, financial difficulty, or military service. Prior to the semester in which the leave would begin, students are to submit, in writing, a request to the Dean that includes a specific statement of the reason for the request. Any grades of "Incomplete" must be completed according to the academic calendar and Institute policy, whether the student is enrolled in courses or on leave of absence.

LIBRARY RESOURCES

MULLEN LIBRARY

Institute faculty and students are entitled to user privileges in The Catholic University of America's University Libraries system, including Special Collections.

The John K. Mullen of Denver Memorial Library provides a variety of study spaces and technologies, including scanning and printing, that support the use of library resources. The print collections consist of more than 1,400,000 journals, books, dissertations, and other research materials, and the University Libraries provide access to thousands of full-text electronic journals and books. The Theology/Philosophy/Canon Law Library located on the third floor of Mullen Library houses specialized reference materials in the areas of religious studies and philosophy.

The Library has three floors of reading rooms with quiet and group study options; wifi is available through the building.

- First Floor: Computer lab and mixed study space
- Second Floor: Group study
- Third Floor: Religious Studies/Philosophy Reading Room; Greek & Latin Reading Room; and Canon Law Reading Room

Catholic University and eight other university libraries form the Washington Research Library Consortium (WRLC). Students and faculty may request and borrow items from the other WRLC libraries through the Consortium Loan Service accessed through SearchBox, the online catalog. The combined collections available through the WRLC offer more than 13 million items. If a title is not available in the Consortium, students and faculty may submit an interlibrary loan request to borrow the item from another library.

Research assistance is available at the information desk as well as by phone, email, and one-on-one consultation for more in-depth assistance. The numerous Research Guides are a good starting point, and Institute students may find guides on Augustine, Thomas Aquinas, Plato, Aristotle, Greek & Latin, Modern Languages, Philosophy, Theology, and Canon Law to be particularly relevant.

For information regarding hours, policies, and services available, visit the library's website: libraries.cua.edu.

LATKOVIC COLLECTION

The family of graduate Mark Latkovic (S.T.L. '90, S.T.D. '98), a long-time professor at the Sacred Heart Major Seminary in Detroit, MI, donated his personal library to the Institute following his unexpected death in May of 2020. This library of over 2900 volumes, which is now housed in Room 214, contains significant resources in systematic theology, moral theology, and bioethics. Additional volumes now in the collection were donated by the family of David Szostak (1985-2019, S.T.L. '14) and the estate of Msgr. David Liptak.

With the exception of certain non-circulating reference materials, the books in the collection are available to borrow. The catalog is available in Populi. Limited weekly open house hours are

available for browsing and study, as indicated in Populi. Outside of these open hours, access to the collection is by appointment. Please contact mrice@johnpaulii.edu or stop by Room 307 for access.

WASHINGTON THEOLOGICAL CONSORTIUM

In the Washington metropolitan area, the stacks of the libraries of institutions which participate in the Washington Theological Consortium are available to students of the Institute for research and study through the Institute's affiliation with Mullen Library. The institutions in the Consortium are The Catholic University of America School of Theology and Religious Studies, the Pontifical Faculty of the Immaculate Conception, the John Leland Center Library, Howard University School of Divinity, the Lutheran Seminary at Gettysburg, the Virginia Theological Seminary, Wesley Theological Seminary, Reformed Theological Seminary, Virginia Union Proctor Theological Library, Al-Alwani Library in Islamic Studies, and the Woodstock Theological Library at Georgetown University. Institute students should bring their student ID cards with Mullen Library's barcode when researching in Consortium Libraries. Access to Consortium libraries is for research only; to check out books, Institute students must use the interlibrary loan services of Mullen Library.

OTHER COLLECTIONS

Other significant collections in the Washington, D.C., area include Kennedy Institute of Ethics library, the Library of Congress, the National Library of Medicine, and other university libraries.

McGIVNEY SCHOLARSHIP PROGRAM

The Institute administers financial aid in such a way as to affirm the financial responsibility and integrity of both the student and the Institute. Responsibility for securing the necessary financial resources rests ultimately with the student. However, in order to facilitate higher education in marriage and the family, the Institute designates yearly a limited number of complete and partial tuition scholarships on the basis of academic merit and financial need. These scholarships are provided in memory of the Knights of Columbus founder, Reverend Michael J. McGivney, by the Knights of Columbus. Scholarship recipients are required to be enrolled full-time (i.e., carrying a minimum of three courses per semester for credit).

To be considered for a scholarship, the application must be completed and received by the deadline for scholarship applications, January 31. Scholarship application forms may be obtained from the Financial Aid page of the Institute's website or from the Office of Admissions, Pontifical John Paul II Institute for Studies on Marriage and Family, McGivney Hall, 620 Michigan Avenue, N.E., Washington, D.C. 20064.

In the M.T.S. and S.T.L. programs, scholarships are renewable for a period of up to four semesters, while S.T.D. scholarships are renewable for two semesters, during full-time course enrollment. Ph.D. scholarships (and fellowships) are renewable each year for up to five years. Scholarships do not include any type of fees: application, student activity, registration, dissertation direction, graduation, etc.

Scholarships are renewable based on assessment of performance and subject to availability of funds. Applicants are notified by mail at the end of March.

PRIVATE FUNDS

The Institute has received a small allotment of private funding to allocate to a few full-time students each year. This money comes from Paul and Paulette Kardos and other private donors as a way of supplementing educational expenses. Students who complete the McGivney Scholarship form are automatically considered for any funding the Institute may have received in a given year. These funds are dispensed in equal payments at the beginning of each academic semester during which the funds are awarded and typically assigned to the student as tuition remission.

FEDERAL FINANCIAL AID

Title IV loans are available to all qualified U.S. citizens and permanent residents who are enrolled at least half-time in a degree-seeking program. To obtain a loan, students are asked to complete the online FAFSA application and the loan request form. The form, as well as additional details on applying for these loans, are available each semester with the course registration packet.

REFUNDS

If a student withdraws from one of the Institute's degree programs by the end of the second week of the semester, he or she may obtain a 100% refund. From the third week until the middle of the semester (as indicated in the current academic calendar), a student may receive a 50% refund upon withdrawal from the program. The last day to withdraw from a course with a grade of "W" is indicated on the current academic calendar; no refund is offered at this final opportunity for withdrawal.

REGISTRATION

Registration information for the coming semester is available for each degree program after midterm. Prior to registration, students who are not citizens of the United States must submit a completed "Admissions Supplement" form, which may be found on the "Apply" page of the Institute's website.

Students who fail to comply with registration deadlines will be charged a late fee in addition to the registration fee.

An annual registration fee of \$60 is assessed each year.

SPECIAL LECTURES

Visiting lecturers add an essential dimension to the educational experience at the John Paul II Institute. Father Michael J. McGivney founded the Knights of Columbus in 1882 as a fraternal benefit society which would protect the widows and children of working men and foster their faith and their social progress. In honor of Father McGivney, the Institute invites distinguished Catholic scholars to lecture in the fields of theology, philosophy, and allied disciplines. Lecturers have included John Finnis; Elizabeth Anscombe; Ralph McInerny; Kenneth Schmitz; Benedict Ashley, O.P.; Jérôme Lejeune; Christoph Cardinal Schönborn, O.P.; Marc Cardinal Ouellet, P.S.S.; Luis

Alonso Schökel, S.J.; Francis Martin; Robert Spaemann; Stanisław Grygiel; Giorgio Buccellati; and David L. Schindler.

In addition to the McGivney Lecture Series, the Institute sponsors periodic conferences and special visits by noted scholars and Church leaders. These interdisciplinary discussions engage the entire academic community of the Institute. Among those who have visited and lectured at the Institute in Washington, D.C., are Joseph Cardinal Ratzinger; Edouard Cardinal Gagnon; Archbishop Jan Schötte; Archbishop Daniel E. Pilarczyk; Avery Cardinal Dulles, S.J., Louis Bouyer; Andrzej Szostek; Leon Kass; Bishop Elio Sgreccia; and Bishop Jean Laffitte.

TECHNOLOGY IN THE CLASSROOM

True education is not merely the communication of information; rather, it requires both student and teacher to engage deeply with the truths being proposed. To help prevent both distraction and rote documentation of class discussions, the use of laptops, tablets, or other electronic devices to take notes in class or to refer to readings or other documents in class is not allowed. Similarly, audio or video recording of classes is not allowed.

TEXTBOOKS

Prior to each semester, the list of required books for each course is available to registered students through Populi. Course compendia, required for some courses, are available for purchase through the Cognella website (store.cognella.com).

TRANSFER OF CREDITS

In the M.T.S. program, a student may request to transfer up to 6 credits from another graduate school by submitting a letter to the Dean. The Dean will make a determination based on the requirements of the program or enrollment and the extent to which the course in question fulfills a portion of those requirements. Transfer of credits in the S.T.L., S.T.D., and Ph.D. programs is considered on a case-by-case basis by the Dean.

TRANSCRIPTS AND DIPLOMAS

Transcript requests are to be submitted to the Registrar's Office using the form available on the Institute's website under "Info for Students." Each student may request one official transcript free of charge. Additional transcripts may be obtained for a fee of \$5 each. Transcripts are not issued to students with outstanding tuition or fees, and access to unofficial transcripts in Populi may be locked.

Diplomas for the S.T.L. and S.T.D. degrees are issued through the Pontifical Lateran University in Rome. Typically, these diplomas become available to students the spring following graduation. M.T.S. and Ph.D. diplomas are issued from the Washington Session during the summer following graduation.

TUITION AND FEES

Tuition and fees are due prior to the beginning of each semester. A deferred payment plan, which enables the student to make several payments throughout the semester (the final payment being no later than the last week of the semester) is available for a \$100 fee. A fifty-dollar fee is assessed for all late payments not anticipating coverage by federal financial aid. Students with outstanding balances may not register for the following semester.

Fees (non-refundable)

Application	\$ 75
Registration (per academic year)	\$ 60
Student Activities (per semester)	\$ 200 (full-time students) \$ 100 (part-time students)
Thesis Direction Fee	\$1925
Graduation and Diploma	\$ 150
Late Registration	\$ 50
Deferred Payment Plan	\$ 100
Returned Check	\$ 50
Late Payment for Payment Plan	\$ 50
ACH Transaction Fee	\$ 3 per payment

Tuition per Semester

Full-time	\$9550
Part-time (per credit)	\$ 925
Audit (per course)	\$ 500

WRITING CENTER

Institute students are encouraged to make use of the Writing Center at The Catholic University of America (located at 219 Mullen Library). The Writing Center offers free, one-on-one consultations for writing projects at any stage of the process. Resources include: individual sessions with trained Writing Center instructors; reference material such as dictionaries, thesauri and citation formats for APA, MLA, and Chicago style guides; and writing workshops, grammar clinics and tutoring, and outreach presentations. For more information or to schedule an appointment, please consult: <https://success.catholic.edu/academic-support/writing-center/index.html>.

STUDENT LIFE

MCGIVNEY HALL

During business hours, McGivney Hall's classroom level (Ground level) can be accessed through the ramp entrance at the southwest side of the building. A student lounge and a reading room are also located on that level. Keane Auditorium is located on the first floor. The Institute's administrative offices are on the third floor, and the faculty and journal offices of the Institute are located on second floor.

Please note that office equipment (copiers, fax, printers, telephone, etc.) is not available for

student use.

DRESS CODE AND DECORUM

Modesty in dress and dignified apparel reflects the Christian understanding of the human person and respect for others. The general standard of dress for class is business casual, and extremes of dress should be avoided. (This would rule out items such as jeans, flip-flops and other casual footwear, tank tops, athletic wear, and the like.)

The dress code for public events such as the graduation liturgy and opening liturgy is different from our regular Tuesday liturgies. At these public occasions, all students should dress according to the dignity of the occasion.

For public events the members of the *schola cantorum* (choir) should wear white dress shirts/blouses and very dark dress slacks or skirts. All backpacks, water bottles, and other cumbersome items should be secured far away from the altar. All lectors should also dress as the dignity of the occasion requires.

GRIEVANCE RESOLUTION

Personal Action: Person-to-person grievances and disagreements are often most easily and amicably resolved through the individuals who perceive that they have a grievance with another student or an employee of the Institute by dealing with the situation on a personal (individual) basis. As mature and professional individuals, students are encouraged to address irritations, minor complaints, or day-to-day minor issues of inconvenience on a personal basis (one-on-one), reflecting respect for, and sensitivity concerning, the other person(s) and the opinions, perceptions, and situations of the other person(s) involved. If these efforts are not successful, administrative and faculty personnel of the Institute are available to assist, upon request.

Informal Assistance: If individual efforts are unsuccessful in resolving the matter, informal assistance may be sought from the administration. The student with the grievance should contact the Associate Dean for Programs and Administration (if the grievance is with a staff member or another student) or the Dean (if the grievance is with a faculty member) and discuss the issue. Working with the student, and if necessary, such other institutional personnel as may be appropriate, the Associate Dean or Dean should make every effort to assist in the resolution of the grievance as expeditiously and discretely as possible, respecting both decorum and the dignity and sensitivity of the persons involved. If the grievance is resolved, the Associate Dean or Dean should briefly record the circumstances and the resolution in the event follow-up actions are required. If not already involved and as appropriate, the Dean should be made aware of the issue and its resolution.

If informal assistance to resolve the grievance fails, the student may file a formal grievance according to the process described in the Academic Catalog.

HOUSING

The following residences may have rooms available for the students of the John Paul II Institute. Arrangements should be made directly with each facility. Costs and fees are subject to change and inquiries should be made directly of the appropriate institution.

For Women

Centro Maria Residence centromariadc.org

650 Jackson St., N.E., Washington, D.C. 20017

Email: residence@centromariadc.org

Phone: (202) 635-1697

Centro Maria Residence is located two blocks from the Institute and offers housing for women only, ages 18-29. Rates are for single, air-conditioned rooms in a smoke-free building. Applications may be made in writing or in person. Rates include breakfast and dinner six days a week, and facilities include a chapel, dining room, laundry, TV room, and limited maid service.

Casa Sacri Cuori

1321 Otis Street, N.E., Washington, D.C. 20017

Email: casahousing@gmail.com

Phone Sr. Ada Grano, POSC: 202-526-0130

Casa Sacri Cuori is a residence run by the Little Workers of the Sacred Hearts which offers housing for women studying or working in the Washington, D.C. area. Rates are for single, rooms with heating and cooling in a smoke-free building. Applications may be made in writing or in person. Rates include all utilities paid, large common library, cable Internet service in each room, washer and dryer, large chapel, large kitchen with unlimited use, and large common dining room and TV room. Limited maid service. Some parking is available off main road but is limited. Unlimited phone use in the continental USA. Casa Sacri Cuori is a five-minute walk to the Red Line Brookland/CUA metro station and a ten-minute walk to Catholic University.

For Men

St. Anthony of Padua Parish Rectory <https://stanthonyofpaduadc.org/>

1029 Monroe Street N.E., Washington, D.C. 20017-1751

Email: stanthonyofpaduadc@gmail.com

Phone: (202) 526-8822

St. Anthony rectory can offer rooms to men who are priests, deacons, or seminarians on recommendation of their religious superior. The parish church in "Little Rome," is conveniently located about 1/2 mile from the Catholic University of America and is even closer to the Brookland/CUA stop on Metro's "Red" line. Hospitality includes meals, individual room, study and private bath, and free parking. Contact the business manager for further information.

Marian Scholasticate

3885 Harewood Road, N.E., Washington, D.C. 20017

Email: marian.scholasticate.office@gmail.com

Phone: 202-526-8884

The Marian Scholasticate is a house of formation on the campus of Catholic University of America. It is less than half a mile from McGivney Hall, where the John Paul II Institute classes are held. The Marian Scholasticate is available to house clergy, male religious, and lay men. Contact their office at marian.scholasticate.office@gmail.com for additional information.

Theological College <https://www.theologicalcollege.org/visit-tc/>
401 Michigan Avenue N.E., Washington, D.C. 20017
Email: Scott Boyles, boyles@cu.edu

TC offers comfortable single rooms with bathrooms and showers on each floor for clergy, religious, and lay men. All rooms have high-speed internet-access, cable TV and telephones. Accommodations also include breakfast, lunch, and dinner here at TC throughout your stay. TC is a five-minute walk from the John Paul II Institute.

St. Joseph Seminary <https://www.josephites.org/st-josephs-seminary/>
1200 Varnum Street, N.E., Washington, D.C. 20017
Email: communications@josephite.com
Phone: (202) 526-4231

St. Joseph Seminary is just one mile from the John Paul II Institute. The main purpose of the seminary is for the formation of men for service to the Church, as Josephite Priests or Brothers, but housing may be available for other priests and men religious. Amenities include: individual rooms, meals, parking, wireless internet, workout equipment, laundry facilities, and shared bathrooms.

St. Anselm's Abbey <https://www.stanselms.org/index.php/visit-us/intentional-community>
4501 South Dakota Avenue N.E., Washington, D.C. 20017
Email: jwiseman@saintanselms.org
Phone: 202-269-2300

The Benedictine community of St. Anselm's Abbey has an intentional community for men (some graduate students, some young professionals) between the ages of 21 and 35 who are seeking to discern their God-given calling, whether to marriage, diocesan priesthood, religious life, or the lay state. They have a living area at the abbey, can participate in the abbey's liturgical life, will meet regularly with the group and one of the monks to discuss matters of vocational discernment, and have meals with the monastic community. The cost for room and board is \$800 per month. The abbey is about a seven-minute drive and 1 ½ miles from the JPII Institute.

HOUSING LISTINGS

The Institute maintains a housing listing on its website to assist students in finding housemate or rental openings in the area at www.johnpaulii.edu/student-life/housing. All housing arrangements are the responsibility of the student and must be made directly with the contact listed in each ad.

The Off-Campus Housing Resource Center at CUA (<http://housing.cua.edu/offcampus.cfm>) may also be a helpful resource. It is designed to assist students in search of living accommodations that may be available in privately-owned homes, apartments, and rooming houses. Organized as a self-

help service, the online center provides listings of available housing, local realtors, hotels, and rental furniture outlets.

INCLEMENT WEATHER

In the event of significant inclement weather or other emergency condition, regularly scheduled classes will be suspended, and the Institute offices will be closed.

Ordinarily, emergency closings will be announced by 7:00 a.m. if day classes are to be cancelled and not later than 4:00 p.m. if evening classes are to be cancelled on a day during which classes have otherwise been held as scheduled.

Information about closings will be announced on the Institute's website (www.johnpaulii.edu) and through a recorded message on the Institute's main line (202-526-3799).

INTERNATIONAL STUDENTS

Prior to registration, students who are not citizens of the United States must submit a completed "Admissions Supplement" form, which may be found on the "Apply" page of the Institute's website. International students are required to fulfill all regulations for student status as outlined by the Immigration and Naturalization Service (INS). The Doctoral Admissions Officer is the Institute's Designated School Official (DSO), who can assist international students with immigration requirements.

LITURGICAL LIFE

Study at the Institute affords students the opportunity to participate in liturgical life with fellow students and faculty at St. Vincent's Chapel on campus at The Catholic University of America. An Institute Mass is celebrated each Tuesday at 12:30 p.m.; students, faculty, and staff are encouraged to participate in this liturgy.

There are also a number of parishes and religious houses in the area with opportunities for Mass and/or Adoration of the Blessed Sacrament:

Basilica of the National Shrine of the Immaculate Conception

400 Michigan Avenue, N.E.

Washington, D.C. 20017-1566

Phone: 202-526-8300

Daily Mass at 7:00 a.m., 8:00 a.m. and at 12:10 p.m. and 5:15 p.m.

Sunday Mass at 7:30 a.m., 9 a.m., 12 noon, 2:30 p.m. (Spanish) & 4:30 p.m.

Confession: Mon. to Sat., at 9:00 a.m. to 12:00 p.m. and 3:00 p.m. to 5:00 p.m.; Sun., at 10:00 a.m. to 12:00 p.m., 1:15 p.m. to 2:15 p.m. (Spanish), and 2:30 p.m. to 4:30 p.m.

CUA Campus Ministry

Caldwell Hall, Ground Floor, (202) 319-5575

Daily Mass at 12:20 p.m. in Mary, Mirror of Justice Chapel (Columbus Law School)

Daily Mass at 12:35 p.m. in St. Michael Chapel (Business School)

Daily Mass at 5:10 p.m. in St. Paul's Chapel (Caldwell Hall)
Sunday Mass at 11 a.m., 9 p.m. in St. Vincent's Chapel
Exposition of the Blessed Sacrament at 9 p.m. on Wednesdays and Thursdays in St. Paul's Chapel

Dominican House of Studies

487 Michigan Avenue, N.E.
Washington, DC 20017
Phone number: 202-529-5300
Please contact DHS for their current policies regarding visitors.
Daily Mass at 7:00 a.m. Monday-Friday
Sunday Mass at 11:15 a.m.

Franciscan Monastery

1400 Quincy St. N.E.
Washington, DC 20017
(202) 526-6800
Daily Mass at 6:00 and 7:00 a.m. Monday and Wednesday-Friday (Saturdays, 7:00 a.m. only)
Daily Mass at 6:00 and 7:00 a.m. and 5:30 p.m. on Tuesdays
Sunday Mass at 5:00 p.m. (Saturday Vigil), 9:00 a.m. (Vetus Ordo), 11:00 a.m.
Confession: Monday-Saturday on the hour, 9:00 a.m.-3:00 p.m. (except at noon)

St. Clare's Convent and Eucharistic Chapel (Sisters of Life)

3900 13th Street, N.E.
Washington, DC 20017-2699
(202) 635-0931
Exposition of the Blessed Sacrament: Monday-Friday, 2:00 p.m.-7:00 p.m.; Saturday, 2:00 p.m.- 5:00 p.m.

St. Anthony's Parish

1029 Monroe Street, N.E.
Washington, D.C. 20017
(202) 526-8822
Daily Mass at 8:00 a.m. Monday-Saturday, and 6:30 p.m. on Tuesdays
Sunday Mass at 5:00 p.m. (Saturday vigil), 7:00 a.m., 10:00 a.m., and 6:30 p.m.
Confessions on Saturdays, 4-4:45 p.m.; Tuesdays following the 6:30 p.m. Mass
Exposition of the Blessed Sacrament: Tuesdays following the 6:30 p.m. Mass

Saint John Paul II National Shrine

3900 Harewood Road, N.E.
Washington, D.C. 20017
(202) 635-5400
Daily Mass at 12 p.m., Mon.-Sat.
Sunday Mass at 11:00 a.m. (Spanish), 2:00 p.m., and 7:00 p.m.
Confessions Mon.-Sat., 11:00-11:45 a.m.; Sun. 3:30-4:00 and 6:00-7:00 p.m.

LOST AND FOUND

Please bring abandoned items found after an Institute event to Room 313. Otherwise, as non-Institute students also use McGivney classrooms, please turn in items to the CUA Dept. of Public Safety's Lost and Found in Leahy Hall. Items generally found on campus should also be turned in to Leahy Hall.

MEALS

Dining services are available at the Pryzbyla Center and Garvey Hall on The Catholic University of America campus.

MEDICAL INSURANCE

Medical insurance is required of all full-time students and all full-time and part-time international students. Student health insurance is available through The Catholic University of America to students enrolled at the John Paul II Institute. Students interested in this option should contact the administrative office or visit Room 312 for information on enrollment procedures.

Opportunities for enrollment are in August or January (for new Spring Semester students). There is no option for a prorated fee in the case of late enrollment. The policy is portable for domestic students who withdraw from the Institute during the course of the year. For international students, the coverage ends when the student returns to his or her own country. This health insurance policy does not include services at The Catholic University of America Student Health Service office.

NON-DISCRIMINATION POLICY

Committed to the teaching of the Vatican Council II that every type of discrimination, whether based on sex, race, color, social condition, language, or religion, is to be overcome and eradicated as contrary to God's intent (*Gaudium et spes*, n. 29), the John Paul II Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of race, color, national and ethnic origin, or sex in administration of its educational policies, admissions policies, scholarship and loan programs, and other Institute-administered programs.

SEXUAL HARASSMENT POLICY

As our Mission Statement makes clear, the Institute is committed to offering and promoting education in each of its phases—learning, scholarship, and teaching—at the highest academic level and in accordance with the Catholic intellectual tradition, including its anthropological, moral and cultural teachings. Vital to the realization of this mission, the Institute's administration, faculty and staff are actively committed both to cultivating and maintaining a safe and conducive learning and work environment for all members of the Institute community, including students, staff and faculty. Sexual harassment detracts from the Institute's ability to pursue its mission and to maintain the safety and dignity appropriate to the person, and therefore will not be permitted.

Sexual harassment is defined as any unsolicited, offensive behavior on the part of any member of the administration, faculty, staff, or student body, that is inappropriately directed at another

member of the Institute community, such as unwelcome sexual advances, requests for sexual favors, unwanted and repeated requests for dates, and other verbal or physical conduct of a sexual nature when: (1) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment; or (2) submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic admission or advancement or is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations. All forms of sexual harassment are violations of the Institute's policy and will not be tolerated. In cases where it is determined that sexual harassment occurred, the Institute will take appropriate disciplinary action against the perpetrator of the conduct, up to and including termination of employment or, in the case of a student, expulsion.

For information on how to report violations of this policy and on the process for investigation and adjudication, please consult the Academic Catalog.

PARKING PERMITS

Permits to park on campus at The Catholic University of America are available for students at Leahy Hall in the Campus Transportation Management/ID Office, located in Room 121. Individuals may purchase only one vehicle hangtag permit. Permits are not transferable. Parking at the Saint John Paul II National Shrine on Harewood Road is also available to students. These parking permits are made available to full-time students first and may be obtained in Room 312.

POST-GRADUATION EMPLOYMENT ASSISTANCE

Institute graduates enter a variety of careers involving education and the pastoral care of families. Some graduates begin careers in theological education, research, and publication in positions at seminaries, colleges, and Catholic secondary schools. Other graduates assume leadership positions in parishes and dioceses, as directors of religious education, family life offices, and pro-life offices. Institute graduates also have taken positions in health care, public interest and affairs organizations, and government.

The Institute endeavors to help its students and graduates to find professional options by posting information about job opportunities. In addition, the Institute stays in contact with Institute alumni, who may know of positions in their areas of employment. The faculty of the Institute maintains a special interest in the professional development of students attending the Institute, and faculty members are available to provide career guidance. Students are encouraged to seek faculty guidance to develop a well-defined sense of their interests, abilities, and vocation. The jobs taken by Institute graduates reflect not only the diverse interests and backgrounds of those studying at the Institute but also the variety of opportunities open to Institute alumni.

POST OFFICE

The Catholic University of America operates a Contract Postal Station of the Washington, D.C., Post Office, identified as Cardinal Station. The station is located on the ground floor of McMahon Hall. Postal hours are from 9 a.m. to 4 p.m., Monday through Friday, with no Saturday hours. Telephone: (202) 319-5225.

The Brookland Station post office is located at 3401 12th St NE, Washington, DC 20017.

RECORDS AND DIRECTORY INFORMATION

The Pontifical John Paul II Institute complies fully with the provisions of the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment), 20 U.S.C. 1232 et. seq. (1975) which guarantee the confidentiality of student records maintained for him or her.

The following data are considered to be directory information and, at the discretion of the Institute, may be given to an inquirer, either in person, by mail, or by telephone, and may otherwise be made public: name of student; address (both local and permanent); email address; telephone (both local and permanent); date of registered attendance; school or division of enrollment; and the nature and dates of degrees and awards received.

An individual student may request that such directory information not be disclosed by submitting a completed Request to Prevent Disclosure form, available at Orientation or in Room 313, to the Office of the Registrar.

A student who alleges that the Institute has failed to comply with the requirements of Section 438 of the Act has the right to file a complaint with the Family Educational Rights and Privacy Act Office of the Department of Education.

SAFETY

When traveling throughout the Brookland area, students should exercise normal prudence. The Catholic University of America campus is staffed 24 hours-a-day, 7 days-a-week by campus police officers. The CUA Dept. of Public Safety's Crime Prevention Unit offers sessions to Institute students and employees on safety matters. More information on safety can be found in the Institute's Safety manual or online at www.johnpaulii.edu/student-life/campus-safety.

The following are emergency numbers for the Washington, D.C., area:

Citywide Call Center (202) 727-1000

Metropolitan Police Department 911 (emergency) or 311 (non-emergency)

American Red Cross, DC Chapter (202) 728-6401

Verizon (800) 275-2355

DC Emergency Management Agency (202) 727-6161

DC Department of Public Works (202) 673-6833

Fire and Emergency Medical Services Department (202) 673-3331

PEPCO (202) 833-7500

Poison Center (202) 625-3333

Washington Gas (800) 752-7520

DC Water and Sewer Authority (202) 787-2000

SPORTS FACILITIES AND RECREATION

The DuFour Center and the Kane Fitness Center at The Catholic University of America offer individual passes to their sports and fitness facilities to a limited number of Institute students. Information regarding the passes, cost, and sign-up procedures is available by contacting the administrative office or visiting Room 312.

STUDENT IDENTIFICATION CARDS

Student identification cards are available through The Catholic University Office of Public Safety in Leahy Hall. These cards allow John Paul II Institute students to gain access to the John K. Mullen Memorial Library at The Catholic University of America, as well as entrance to some theaters and other events at a student rate.

To receive a card, students must submit a photo of themselves to cua-picsubmission@cua.edu. The photo must be a headshot taken against a solid background and submitted in JPEG format. Please consult the following page for full details: <https://cardinalcard.catholic.edu/photo/index.html>. Students should identify themselves as students at the Institute and include their full names in the email.

TITLES OF ADDRESS

Sacramentality teaches us that office and objective form(s) are what gives subjectivity its authentic and proper order and meaning. Office and titles appropriate to office do not attenuate but on the contrary indicate the very conditions and *form* of subjectivity and community, and hence of human relationships, adequately anthropologically conceived. Use of titles signifies the respect due to office that is appropriate for the kind of community the Institute is and for the kind of formation it hopes to foster.

In this light, the Institute requests that the following principle be observed: that students, faculty, and staff address one another by the appropriate title (i.e., Prof. or Dr., Fr., Mr., Mrs., Ms. or Miss) and family or last name, in the classroom and whenever engaging in the proper and official work of the Institute and its staff and faculty. When you have questions regarding the use of titles in special circumstances, please use your discretion, consistent with the burden of the principle stated.

TRANSPORTATION

The Brookland/Catholic University Metrorail stop is located to the east of The Catholic University of America campus, near the intersection of Michigan Avenue and McCormack Road.

Patrons of Metro must purchase a Smartrip card, which is a permanent, rechargeable farecard. See <http://www.wmata.com> for details.

DEGREE PROGRAMS

The degree programs of the Pontifical John Paul II Institute have as their overarching purpose the intrinsic formation of students toward an understanding of the person, marriage, and family, in accord with the mission statement of the Institute. The following brief descriptions presuppose this

purpose and serve to specify the goals of each program in professional terms. The descriptions apply to students entering the programs in the 2023-24 academic year. Continuing students are subject to the program requirements in place at the time of their initial enrollment.

The Master of Theological Studies in Marriage and Family (M.T.S.)

The Master of Theological Studies in Biotechnology and Ethics (M.T.S.)

This is a post-baccalaureate degree. In light of the mission statement of the Institute, the M.T.S. program leads to a terminal degree that prepares students for professional work in a variety of contexts such as high school education, diocesan family bureaus, pro-life organizations, and legal, governmental, medical, and public policy fields; it also provides further education for people pursuing a range of careers and vocations.

The M.T.S. Book Forum consists in discussions of selected works of literature to promote common reflection and conversation around the themes of person, God, love, marriage, and family as these have been articulated especially within the tradition of twentieth-century Catholic/Christian authors in fiction, poetry, drama, essays, and the like. Such reflection on great works of literature is integral to cultural discernment, and thus integral to the educational mission of the Institute.

The M.T.S. is a 48-credit program, to be completed in two years of full-time residency. Students must pass comprehensive examinations specific to their specialization during the final semester of study.

The Licentiate in Sacred Theology of Marriage and Family (S.T.L.)

This is a post-S.T.B. program focusing on fuller mastery of resources in the education as described in the mission statement of the Institute. The Licentiate program prepares the graduate for teaching posts, especially in Roman Catholic seminaries, colleges, and universities. This degree also prepares graduates to undertake theological studies at the doctoral level. As an ecclesiastical degree, the Licentiate is granted by the authority of and in the name of the Holy See.

The S.T.L. is a 48-credit program. Students are required to write and defend a thesis and to deliver a *lectio coram* (a magisterial lecture). Proficiency in scholastic Latin and in one modern language (French, Italian, German, or Spanish) must be demonstrated by written examination.

The Doctorate in Sacred Theology with a Specialization in Marriage and Family (S.T.D.)

The S.T.D. is a post-S.T.L. (*magna cum laude*) degree on marriage and family as articulated in the mission statement; it qualifies the graduate for teaching posts in Roman Catholic seminaries, colleges, and universities. As an ecclesiastical degree, the S.T.D. is granted by the authority of and in the name of the Holy See.

The S.T.D. program requires students to take four doctoral seminars and to write and defend a thesis. Proficiency in scholastic Latin, New Testament Greek, and in two modern languages (French, Italian, German, or Spanish) must be demonstrated by written examination.

The Doctorate in Theology with a Specialization in Person, Marriage, and Family (Ph.D.)

The Ph.D. program seeks to form students to undertake significant reflection and research relative to the concerns delineated in the mission statement of the Institute, and thereby qualifies students for appropriate (teaching and advisory) positions in universities, colleges, seminaries, and dioceses.

Forty-five credits are required, and coursework is to be completed over five semesters. Students may choose any fifteen courses from among those offered on a three-year cycle. During the sixth semester the student, under the guidance of the dissertation director, engages in research in preparation for the dissertation prospectus.

A distinguishing feature of the Ph.D. program is its “Symposium” and “Foundational Works” reading lists. The Symposium consists in monthly evening seminars on selected books, for the purpose of developing a community of conversation among all Ph.D. students and the faculty around the themes of person, God, love, marriage, and family as these have been articulated by, and shape, the “great” tradition of Christianity and the West.

Ph.D. students are expected to write their dissertations within two years following completion of coursework and qualifying examinations. Ph.D. students are required to pass a written examination in order to demonstrate proficiency in two of the following languages: German, French, Italian, and Spanish. They must also pass a written examination to demonstrate reading proficiency in Latin and New Testament Greek. A further language may be required, depending on the dissertation topic.

All Ph.D. students should meet with the Dean of the Institute during the course of the first semester of their enrollment, to discuss their long-term research interests.

The Certificate of Advanced Graduate Studies (C.A.G.S.) is intended for highly motivated, talented students who desire advanced, post-master’s studies at the Institute but for whom pursuit of a Ph.D. degree is not a desirable or feasible option. The C.A.G.S. offers students an opportunity to receive advanced academic formation with a certification emphasizing either the theology of person, marriage, and family or biotechnology and ethics. The C.A.G.S. would enable them to pursue their career goals at a higher, more accomplished level. Students are able to take advantage of the Institute’s doctoral-level seminars, without the need to show proficiency in foreign languages, pass programmatic examinations, or write a doctoral dissertation.

C.A.G.S. students take 33 credits of coursework at the doctoral level and prepare a capstone thesis of approximately 50 pages under the guidance of a faculty member. The student then defends the thesis before a panel composed of the director and two additional faculty members.

The information in this handbook is the best available at the time of publication; the academic catalog contains all policies in their authoritative form. Any corrections, questions, or suggestions may be directed to the Office of the Dean.

APPENDIX A: SATISFACTORY ACADEMIC PROGRESS POLICY

To maintain eligibility to be considered for financial aid, students must meet the standards set forth in the John Paul II Institute’s Financial Aid Policy on Satisfactory Academic Progress (SAP).

Four components of a student’s academic record determine whether he or she is maintaining satisfactory academic progress: attempted courses, course completion, grade point average (GPA), and maximum timeframe for degree completion.

The Institute’s SAP policy includes the following aid programs:

Federal Direct Student Loan Program and Institute Scholarships

SATISFACTORY ACADEMIC PROGRESS (SAP) CRITERIA

Minimum Credits Earned

Each student’s enrollment status is reviewed at the end of each semester of attendance to verify the required minimum number of credits earned. Students must successfully complete 80% of the credits attempted.

Minimum Cumulative GPA

Graduate students’ cumulative grade point averages (CGPA) will be reviewed at the end of each semester of attendance. At the end of each semester, students must have achieved an academic standing consistent with the John Paul II Institute’s requirement for graduation which is based on the academic program in which the students are enrolled. The following represents the cumulative grade point averages required:

Program requiring a 3.0 CGPA	Program requiring a 3.3 CGPA	Programs requiring a 3.5 CGPA
M.T.S.	S.T.L.	S.T.D.
		Ph.D.

Financial Aid Probation — Grades and Credit Hours

Students who fail to earn the required GPA and/or the minimum number of credit hours needed will be placed on financial aid probation for the next semester of attendance. **Students may still receive financial aid while on financial aid probation.** To be removed from financial aid probation, students must achieve the required CGPA and/or complete the minimum number of credit hours required to meet once again the SAP requirements.

Financial Aid Suspension — Grades and Credit Hours

Failure to earn the required credit hours or achieve the required GPA while on financial aid

probation will result in financial aid suspension. Students are no longer eligible to receive aid from federal or institutional programs while on financial aid suspension. To resume eligibility to receive federal or institutional assistance, students must achieve the required cumulative GPA and/or attain the minimum credit hours required.

Maximum Time Frame

The maximum time frame allowed for degree completion is limited to five years.

Financial Aid Probation — Maximum Time Frame

Students who meet or exceed the maximum time frame allowed for degree completion may appeal their suspension status. The appeal must include the reasons the maximum time frame has been met or exceeded and should include a statement of support from the Dean or Faculty member attesting to the student's circumstances and indicating the number of additional hours required for degree completion.

Suspension — Maximum Time Frame

Students who have been academically suspended from the Institute are not eligible for financial aid. Once re-admitted by the Institute, students must complete the financial aid SAP appeal process. Students must submit an SAP appeal form. Financial aid eligibility will be determined based on the Institute's SAP standards through a review of the student's academic transcript.

ADDITIONAL SAP INFORMATION

Students who are not receiving financial aid are evaluated for financial aid eligibility on the same basis as students who are receiving federal or institutional aid at any point in time. SAP is determined at the end of each semester, and whenever a student applies for federal and institutional aid consideration. Students not previously funded will be evaluated based on their academic performance to date.

The total number of transfer hours accepted by the John Paul II Institute are considered in the maximum time frame allowed, per degree program. Credit hours earned at **foreign institutions** are included in the financial aid SAP determination if the Institute accepts the credit hours.

Courses in which a grade of "F," "W," or "I" are received are considered as hours attempted but not hours earned. **Classes that are audited do not qualify for financial assistance. "I" grades are required to be completed before** mid-semester of the succeeding term. If the "I" is not converted to a grade by the mid-semester of the succeeding term, it is converted into an "F". SAP can be reevaluated at that point in time if needed. All attempted hours are counted in the maximum time frame allowance.

Courses that are repeated will be considered in the total number of hours attempted for the academic year as well as the maximum time frame. Credit hours for repeated courses are treated as attempted but not earned; however, the course with the highest grade will be included in the CGPA calculation.

If at any point in time the Institute determines that a student cannot possibly complete an academic program based on the SAP requirements, the student becomes immediately ineligible for state and federal assistance. This is not subject to appeal.

RIGHT TO APPEAL

1. A student may appeal her/his SAP suspension status by submitting a completed appeal form to the Financial Aid Office within ten (10) calendar days of the date on the letter notifying him of his suspension. The appeal should reflect any mitigating circumstances that may have affected the student's academic performance. Mitigating circumstances would include extreme illness or injury, family crisis, or additional credits earned from incomplete courses. The appeal is reviewed and a decision rendered by the appeals committee with the student being notified of the appeal decision in writing. The decision of the appeals committee is final.
2. A student academically suspended who has been re-admitted to the Institute must submit a SAP appeal to be considered for federal or institutional assistance. The Financial Aid Appeals Committee will review the student's academic record as well as circumstances reflected in the appeal to determine her/his financial aid status.

**Appeals and supporting documentation should be mailed to:
Pontifical John Paul II Institute for Studies on Marriage and Family
Office of Student Financial Aid
Financial Aid Appeals Committee
620 Michigan Ave. N.E. McGivney Hall
Washington, DC 20064**

JOHN PAUL II INSTITUTE SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

**Pontifical John Paul II Institute for Studies on Marriage and Family Office of Student
Financial Aid
Financial Aid Appeals Committee
620 Michigan Ave. N.E., McGivney Hall
Washington, DC 20064**

Students are required to make Satisfactory Academic Progress (SAP) in their degree program in order to be eligible for financial aid consideration. Standards are defined in the John Paul II Institute’s policy on satisfactory academic progress (available from the Financial Aid Office, in the student handbook or academic catalog). Student records are evaluated by the OSFA in three areas:

minimum credits earned, cumulative grade point average (CGPA), and maximum timeframe.

Your cumulative GPA, maximum timeframe, and completed credits are reviewed each year.

If mitigating circumstances beyond the students control caused or contributed to an inability to meet the SAP requirements, students may submit this appeal form with supporting documentation to the Office of Student Financial Aid. Submission should be within 10 days of being notified of failure to meet SAP requirements. Submission of this form is considered a request for reinstatement of your financial aid eligibility. The information provided should explain why SAP requirements have not been met. The OSFA Appeals Committee will review this appeal and notify the student of its decision within 10 business days of the date your appeal is received in the OSFA.

To complete the appeal process, you must:

1. Complete Sections A, B, and C on the back of this form.
 - o Attach documentation that supports your explanation (for example, a doctor's statement, or a letter from a counselor).
 - o Attach a current academic transcript.
 - o Signature required in Section C.
2. Submit the signed form and attachments within 10 days of notification to the OSFA Appeals Committee at the above address.
3. Respond immediately if your appeal form is returned to you for missing and/or additional information
4. Allow 10 business days for a review and decision by the OSFA appeals committee.

SAP Appeal Form: Section A. Student Information

Student Name (last, first, middle)	Date of Birth	SS#
Address (street or P.O. Box)		Home Phone Number
City, State and ZIP		

Reason(s) for the appeal (Check all that apply) I failed to meet SAP standard (s) for:

- Minimum cumulative GPA and/or minimum credits earned
- Maximum timeframe (include a list of remaining course work and estimated graduation date from your academic advisor)
- Current degree program (suspended from the Institute)

Section B. Appeal Explanation

Please explain why you failed to meet one or more of the SAP standards: GPA that is below the minimum requirement for your degree program; failure to maintain minimum credits; or failure to complete your degree program within the allotted timeframe. If you were suspended from the Institute, please provide supporting documentation that you have been readmitted.

Section C: To the best of my knowledge all of the information on this form is true and accurate.

Signature:

Date:

ADJUSTMENT and RETURN OF FEDERAL TITLE IV FUNDS

Federal financial aid awards are based on the assumption that you will complete the entire payment period for which the funds are received. If you withdraw during a payment period, federal regulations require the John Paul II Institute to apply a formula established by the U.S. Department of Education to determine the amount of federal student aid you will have earned at the point of your withdrawal from the Institute. Withdrawal is defined as dropping all of your classes.

The John Paul II Institute will determine the amount of federal student aid you will have earned based on the date you cease attendance. A pro rata schedule will be used up to the 60% point in the payment period. The Institute is required to determine the amounts of your earned and unearned federal student aid. The calculation of federal student aid you will have earned bears no relationship to your incurred institutional charges.

After completing the 60% point in the payment period, you are considered to have earned 100% of the federal student aid disbursed. The Institute must nevertheless perform a Return to Title IV calculation to determine if you qualify for an additional post-withdrawal disbursement.

If all funds have not been disbursed to your account at the time of withdrawal and the amount of aid 'earned' is greater than the amount disbursed, you may be eligible for a post-withdrawal disbursement.

If you are eligible for a post-withdrawal disbursement, you will receive a letter from the Institute indicating from which loan program you are eligible to receive a post-withdrawal disbursement and any action required on your part to receive a disbursement. You will also be notified if any additional authorization is needed to disburse loan funds to an outstanding account balance or if you are eligible for a refund. If you are entitled to a post-withdrawal disbursement, you have the option of requesting the Institute to refund the amount to the appropriate loan fund.

The percentage that represents the amount of time completed in the semester is determined by dividing the total number of calendar days in the semester by the total calendar days in the semester completed. The total calendar days in the semester begins with your first day of classes, ends with the last scheduled day of exams, includes weekends, but excludes scheduled breaks of five or more days and days that you were on an approved leave of absence.

The Institute will return the appropriate amount, as calculated, to the federal student aid accounts in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Federal Direct PLUS Graduate Loans

Date of withdrawal determination

Your established, **official** withdrawal date will be determined based on the date you begin the withdrawal process or the date you provide **official** notification to the Institute of your intent to

withdraw, whichever is the later of the two. If you do not officially withdraw from the Institute, your **unofficial** withdrawal date is the date the Institute becomes aware that you have ceased attendance.

If the Institute cannot determine when you ceased attendance, your **unofficial** withdrawal date will be the date representing the midpoint of the payment period. In this case, the determination of the withdrawal date will take place no later than 30 days after the end of the earlier of (1) the payment period, (2) the academic year, or (3) your educational program.

The Institute will assume the responsibility for making the appropriate returns to the federal student aid accounts for any overpayments you have received, as well as overpayments received by the Institute. It is your responsibility to reimburse the Institute for an overpayment received within 90 days of the date you will have withdrawn from the Institute. Failure to reimburse the amount at issue will jeopardize your eligibility to receive federal student aid in the future at the John Paul II Institute as well as other institutions of higher education.