



ST. JOHN VIANNY

THEOLOGICAL SEMINARY

STUDENT POLICIES & PROCEDURES FOR BIBLICAL/CATECHETICAL SCHOOL COURSES

Attendance and Certificate Requirements

- **ATTENDANCE:** The academic year is made up of 30 weeks of class. Our typical year runs shortly after Labor Day through late May. Students can miss up to six weeks of class throughout the year. Students may attend class at another location/online time in the same year of study during a given week to avoid an absence. Additional absences may be allowed in certain circumstances, but only with the permission of the instructor. However, no more than 10 classes can be missed for any reason. Work done at home does not substitute for class attendance.
- **HOMEWORK:** Students must complete all homework assignments, even if the answers are short, which is perfectly acceptable. Assignments are due each week in class. All assignments must be completed and turned in to the instructor no later than May 31. Opportunities to earn homework passes will be offered to students throughout the year. Suggested answers to homework questions are available in the Student Workbook, but students are strongly encouraged to complete their homework assignments before consulting the suggested answers.
- **HOMEWORK SUBMISSION:** Homework is submitted electronically via email. Homework may be submitted as an email attachment (Word files, PDF files, pictures of handwritten homework, etc), but all homework that you would like comments on must be written in the body of the email or copied/pasted from your files. Instructors will email students before the start of the year with more specific details of homework submission.
- **ASSESSMENTS:** A pass/fail take-home assessment is given at the end of each semester. Students are encouraged to challenge themselves on their tests, but are permitted to consult their materials if they need those resources. Students must pass both assessments to continue to the next study year and/or graduate.
- **TUITION:** Tuition must be paid in full by May 15. Failure to pay tuition will adversely affect your ability to move on to the next year of study and/or enroll in other Lay Division courses. See Page 2 for details on tuition.
- In order to move from year to year in the programs, all attendance, homework, and assessment requirements must be fulfilled and tuition paid.
- **AUDITING:** This option is available only to clergy and graduates of the four-year Biblical School or two-year Catechetical School program. Auditors can register online or coordinate with the instructor. Auditors typically (1) attend only the lecture portion of class and do not participate in small group discussions, and (2) are not required to purchase texts. However, auditors may purchase the Student Workbook or any other books/materials from the instructor.

Certificates of Biblical/Catechetical Studies will be granted to students who successfully complete the four-year Biblical School program and/or the two-year Catechetical School program. Until a student's tuition balance is paid in full and all work completed, the Lay Division reserves the right to hold a student's certificate.

Online Classes

- **CONNECTING TO CLASS:** Students will receive an email containing instructions and link to connect to class a few days before the start of the class. The same link will be used to connect every week. The link may not be shared with others, as we must justly observe the tuition that people are paying, as well as preserve the integrity of the curriculum.
- **SIGN IN:** For security and attendance reasons, you must connect to the session with your full name. Pseudonyms will not be admitted to the class.
- **CLASS ATMOSPHERE:** It is your choice whether or not to join the class with your own video. Be aware that if you do, every person in class may be able to view you. And if you do give access to your camera, then please be aware of appropriate dress/images/etc.
- **REGISTRATIONS/HOUSEHOLD:** People gathered together may watch/listen from the same device, but everybody watching/listening must be a paid registrant.

Snow/Class Closure Policy

For snow closures, we follow the lead of the parish. Due to the diversity of our locations, weather conditions can vary greatly. So, a closure for one class does not automatically mean other classes in other locations have been cancelled. Please refer to the procedures below and contact your instructor with any questions. If a parish is closed, regardless of what the local school district does, class is cancelled. Notifications will be posted as follows:

1. The instructor will email his/her class whether the class is still on or cancelled. Do not assume cancellation.
2. The instructor will leave a message on his/her business voicemail as soon as the closure of any class location has been determined.
3. The closure will be listed on the school website (under Student Portal dropdown).
4. If the class has created a telephone tree, the tree will be activated. If you have volunteered to be part of a telephone tree, please contact the person(s) you have volunteered to contact.
5. The school will send an email to all students in that year of study about the closure.
6. This process will be used for the cancellation of any class for any reason.

Please note: It is suggested that you check your email before going to class for any last-minute information regarding your class.

Tuition Payment Policy and Options

- A \$25 non-refundable registration fee is due at the time of registration.
- The first tuition payment is due no later than September 15.
- The entire tuition balance must be paid by May 15. Failure to pay tuition will adversely affect your ability to move on to the next year of study and/or enroll in other Lay Division courses.
- Several tuition discounts are available. See our registration website for details.
- Tuition Assistance: Please contact the office for the Tuition Assistance Application (online form) if you have a true financial need. All financial awards and discounts are combined and limited to a maximum of 50% of the full class tuition (excludes registration fee). Because available funds are **very limited**, we ask that you request only the amount that you truly need. Deadline to submit your request form is September 1. You must be registered for class and have paid the \$25 registration fee to be considered for Tuition Assistance. Late submissions will be considered on a case-by-case basis; financial awards for late submissions may be limited to lesser amounts.
- Tuition payment options:
 - One payment by September 15 (preferred)
 - Pay by the Month: Make payments by the 15th of the month, starting in September and concluding by May 15
 - *Regardless of which method you choose, your first tuition payment must be paid by September 15 (excludes reg fee).*
- Monthly email reminders: Students with a tuition balance > \$0.00 will receive monthly email reminders from the office (around the 15th-20th of the month starting in September). If you are making your tuition payments on time, please disregard these monthly reminders.
- Payment can be made as follows:
 - Pay online through link on our website at <https://sjvlaydivision.org/course-payment/> (available 24/7)
 - Mail check/money order directly to the office at the address below (made payable to "Denver Catholic Biblical School" or "CBS")
 - Call office to make payment over the phone (Amex, Discover, Mastercard, Visa accepted)
 - If your class meets in person, you may also give payment to your instructor. In this case, cash is also accepted.
- All tuition payments are non-refundable; exceptions may be considered on a case-by-case basis.
- It is the student's responsibility to monitor and manage his/her tuition account. If you believe there are any errors or discrepancies, please contact the office.
- Please consult your tax professional regarding questions as to possible tax credits for tuition payments.
Please note: The SJV Lay Division is a non-degree program.

Miscellaneous Matters

- **MINIMUM CLASS ENROLLMENT:** The schools are committed to remaining at a parish location for either the two-year Catechetical School program or the four-year Biblical School program. To be good stewards of our limited resources, all classes are subject to a minimum enrollment and we regularly evaluate attendance at each location. In the unfortunate situation that we must cancel a class location, it will be handled as follows:
 - If a new first year location does not meet our enrollment projections, we will merge that class with another location and students will be notified accordingly. Any tuition paid for a canceled location will be refunded should the schedule at the new location not work out for a student.
 - In the event that a subsequent year (i.e., CBS 2, 3, 4 or CCS 2) location drops below a sustainable enrollment level due to unusual attrition, we will evaluate suitable alternatives and may have to cancel that class location. Students will be notified accordingly and any tuition paid for that following year may be refunded at the request of the student.
- **SMALL GROUPS:** The success of the Biblical and Catechetical School's program is due in part to the small groups. Through the small group format, students are able to form bonds of friendship and community in the common pursuit of study and prayer. Groups are changed each year in order for students to meet other classmates. Family members and spouses are separated in small groups to enable more discussion and engagement with other students.
- **MINORS:** Due to lecture content and small group discussions on mature and complicated life matters, only adults age 18 or older are received into the program. However, high school teenagers are permitted to enroll in Enrichment Courses because these classes are lecture format and don't have small groups with adults.
- **COPYRIGHTED MATERIAL:** Workbook materials are proprietary information. No copyrighted materials are distributed in electronic format. Please do not reproduce any copies for use outside of the school without written permission.
- **RECORDINGS:** Audio recordings of class lectures are permitted, but these can only be shared with class members and are not to be distributed to others outside of the class location.
- **BLOG:** All students within the Lay Division will automatically be included in our weekly faculty Blog, *The Scribe*, as a benefit for their studies and formation. Students can unsubscribe at any time if they no longer wish to receive articles.
- **CLASSROOM/SCHOOL EVENT DECORUM:** As stated in the Archdiocese of Denver Code of Conduct, *"Our behavior toward one another is at the essence of discipleship ... The intent is to reinforce our Lord's commandment to love one another through certain practical principles and guidelines. As members of the Church founded by Christ, those who minister must always seek to uphold Christian values and conduct. As good citizens and responsible members of society, we must endeavor to act properly at all times, obey all laws which seek the common good and employ morally licit means to attain the common good. As followers of Jesus, we are all called to live the Gospel and its mandates."*

We believe this to be true for the behavior of our students as well, and as such, we ask that students:

- Exercise just treatment of others;
- Seek to relate to all people with respect and reverence; small group discussions are to be conducted with patience and courtesy toward the views of others;
- Seek to support others, encouraging each person in living the life to which God calls him/her;
- Support the classroom atmosphere with behavior that is conducive to the learning process, including minimizing classroom disruptions.

COVID-19 Policies

- The St. John Vianney Lay Division and its staff and faculty, nor hosting parishes and pastors/parish staffs, can be held liable for any COVID-19 exposure, transmission, or infection that comes as a result of attending in person classes. Students who attend in person classes do so at their own risk.
- Students must abide by pastor/parish COVID-19 restrictions for in person learning.
- All students, whether registered for in person or online learning, will receive the link to connect for online class sessions.

(revised 05/04/2021)