

Pontifical Faculty of the Immaculate Conception
at the DOMINICAN HOUSE OF STUDIES



2009-2010
STUDENT HANDBOOK

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**PONTIFICAL FACULTY OF THE IMMACULATE CONCEPTION
STUDENT HANDBOOK**

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FOREWORD

The Pontifical Faculty of the Immaculate Conception (PFIC) *at the* Dominican House of Studies is a component entity of the District of Columbia nonprofit corporation known as the Dominican House of Studies. This Handbook is intended to assist the Pontifical Faculty in fulfilling its mission by providing information regarding the ideals, structures, regulations and procedures for all of the school's operations.

This Handbook applies to all PFIC students. The policies and procedures set forth in it seek to provide students with a positive environment for work, studying, learning and research. It is expected that all students will familiarize themselves with this document and understand their rights, responsibilities, and benefits.

The provisions of the Handbook are subject to change or revocation at any time without notice.

In general, this Handbook supplements rather than duplicates the information contained in other official publications of the PFIC: *Statutes* of the Pontifical Faculty (referred to herein as *Statutes* or [Art.#]), *Academic Catalog*; or in other authoritative documents of the Church and the Dominican Order which regulate the PFIC: *Sapientia Christiana*, the *Program of Priestly Formation*, the *Constitutions* of the Dominican Order (referred to as *LCO*), the *Ratio Studiorum Generalis* of the Dominican Order (referred to as *RSG*), the *Acts of the Provincial Chapter* of the Province of St. Joseph (referred to as *ACTS*), and the *Ratio Studiorum Particularis* of the Province of St. Joseph (referred to as *RSP*). However, in the event there may be any conflict between this Handbook and any of the foregoing documents, the foregoing document(s) shall govern.

Relevant articles from the *Statutes* quoted in this handbook are found in Appendix A. If any of the above documents need to be reviewed they can be obtained from the Dean.

HISTORICAL INTRODUCTION

The Dominican House of Studies (DHS) traces its mission to the vision given to the Order of Preachers by its founder, St. Dominic de Guzman (c.1171 – 1221). He addressed the needs of the Church in his own time by establishing an order of friars who were to be well-prepared and competent preachers. A prescribed course of studies trained them for their pastoral mission. St. Dominic, whose Order was approved in 1216, was equally convinced that intellectual and spiritual formation cannot be separated. Accordingly, the program of study was supported by a religious community committed to liturgical prayer, regular observance and fraternal charity.

The integration of the spiritual and the intellectual was epitomized in the life and works of the thirteenth century Dominican saint and genius, Thomas Aquinas (c.1225 – 1274). He built on St. Dominic's vision by placing the friars' training within a broader philosophical and theological framework, which embraced dialogue with the speculative and scientific investigations of his day. This Thomistic heritage, with its theological vision and profound scholarship, has shaped the intellectual dimension of Dominican houses of study throughout the Order for nearly eight centuries. DHS is a direct heir to this tradition.

When Edward Dominic Fenwick (1768 – 1832) established the Province of St. Joseph in 1805, he sought to continue this long-standing tradition and established schools where the thought of St. Thomas could be taught. Shortly after Fenwick's death, the first *General Studium* of the Dominican Order in the United States was founded in 1834 at Somerset, Ohio. The *studium* combined spiritual formation with academic training in a religious community. DHS continues to provide that for the Dominican students and freely shares the academic and spiritual components of the *studium* experience with all its students.

In 1905 the Dominicans moved the *studium* to Washington, at the invitation of James Cardinal Gibbons, soon after The Catholic University of America opened its doors (1889). This move conformed to the Order's historic practice of establishing its houses of study near major universities. DHS received its civil charter on December 24, 1902 when it was incorporated in the District of Columbia under the title of "The College of the Immaculate Conception." The name of the corporation was legally changed to "The Dominican House of Studies" on October 20, 1988.

From the beginning DHS offered a complete curriculum of theological and pastoral studies for Dominican students and conferred degrees recognized within the Dominican educational system. Under the provisions of Pope Pius XI's *Deus Scientiarum Dominus* (1931) DHS applied for Pontifical status. The Vatican Congregation of Seminaries and Universities designated DHS as a Pontifical Faculty with authority to confer theology degrees in the name of the Church on November 15, 1941. With the further modification of the curriculum mandated for pontifical faculties by *Sapientia Christiana* (1979), the school was able to grant degrees to all qualified students: men and women, lay and religious.

DHS is fully accredited by the Association of Theological Schools of the United States and Canada and by the Middle States Commission on Higher Education. The Education Licensure Commission of the District of Columbia (Washington) has also granted DHS permanent authority to operate in the District.

MISSION STATEMENT

The Dominican House of Studies traces its mission to the preaching charism and Catholic intellectual heritage bequeathed to the Order of Preachers by its founder, St. Dominic de Guzman. Dominic constructed a religious order international in scope yet decentralized in structure to address the needs of the Church by preparing preachers both intellectually informed and pastorally competent. This evangelizing mission is attested in the basic claim of the Fundamental Constitution of the Order of Preachers that the Order was instituted “especially for preaching and the salvation of souls.”

To prepare preachers, Dominic established houses near the leading universities of his time in which students of the Order could follow a prescribed course of study in preparation for their pastoral work. Since Dominic insisted that spiritual formation is essential to intellectual formation, academic study was situated within a religious community shaped by a common life, liturgical prayer, modified monastic observance, a democratic form of government, and fraternal charity. St. Thomas Aquinas completed this vision by sharpening the speculative quest for truth within a broad Aristotelian framework and marked by a respect for scientific method, freedom of inquiry, broadness of scope, precision of concepts, and largeness of spirit. Thomas remains even today guide and model of the Dominican intellectual life by reason of his docility of mind to revelation, unwavering respect for the visible world and the human person, an unflagging commitment to think with and within the Church. The Dominican House of Studies is direct heir to this theological and spiritual tradition which Dominic founded and Thomas developed, a theological heritage both speculatively inclined and pastorally charged that spans eight centuries.

In service to the evangelizing mission of the Dominican Order, the primary purpose of the Dominican House of Studies is to provide a Catholic theological education that prepares students for the ordained ministry in the Province of St. Joseph. Recognizing the wide appeal of a theological education in the Dominican tradition, the Dominican House of Studies accepts all interested and qualified students without regard to race, gender, religion, or ethnic background. The Dominican House of Studies is committed to imparting to all of its students a capacity for serious scholarship and a basic competence in philosophy and theology through the study of St. Thomas Aquinas in dialogue with the best of contemporary thought. For ministry preparation it offers a comprehensive program of studies integrated with spiritual and pastoral components in order to form students, imbued with a desire for holiness, capable of effective preaching and competent pastoral ministry. With an academic environment shaped by a Thomistic focus, a small student enrollment, and a high faculty/student ratio, the Dominican House of Studies fosters among students and faculty an intimacy conducive to personal formation in the spiritual, intellectual, and ministerial spheres of preaching, teaching, and other ministries.

Adopted by the Council of the Faculty, December 10, 2001

Amended and Adopted by the Board of Trustees, January 19, 2002

INSTITUTIONAL RELATIONSHIPS

THE WASHINGTON THEOLOGICAL CONSORTIUM (WTC)

The Washington Theological Consortium, organized in 1971, is a nonprofit educational community providing ecumenical educational opportunities for seminary students and other theological students in the Washington, DC area. Through the cooperation of our ten member institutions, four associate members, and two affiliate members students may cross-register for courses in their schools, providing them with a broad range of ecumenical experiences and building interdenominational bonds that will last throughout a lifetime of ministry. Students also have access to the fine library collections of the other Consortium schools, especially important Protestant works and other research materials in which the Dominican Theological Library does not specialize.

CONSORTIUM CROSS REGISTRATION

Pontifical Faculty of the Immaculate Conception degree-seeking students are eligible to take courses through the Washington Theological Consortium. Course schedules of member schools may be viewed at www.washtheocon.org. Fees and registration procedures are the same for any PFIC class. Courses taken at any of the WTC member schools must be approved by the Academic Dean.

ADMINISTRATIVE OFFICES

PRESIDENT'S OFFICE

Very Rev. Steven C. Boguslawski, O.P., (202-495-3831), president@dhs.edu
Appointments are made through Mrs. Honya Weeks, Administrative Assistant to the President
(495-3820; assistant@dhs.edu).

DEAN'S OFFICE

Rev. Gabriel B. O'Donnell, O.P., (495-3832), dean@dhs.edu
Appointments are made through Mrs. John Butler, Faculty Secretary (495-3838; secretary@dhs.edu).

INTERVIEWS WITH THE DEAN

The Academic Dean meets with each degree-seeking student at the beginning of each semester. See above for appointments.

REGISTRAR'S OFFICE

Mr. Tobias J. Nathe (495-3836), registrar@dhs.edu
Available Hours: 9:00-4:00 (M-F) unless otherwise posted.

REGISTRATION

There is a one-week registration period each semester for the following term. Dates for registration are announced in the Academic Calendar. All continuing students are expected to register with the Academic Dean during this period. Prior to the registration period, the Registrar will give students the necessary documents needed to aid them in this process. A registration sign-up sheet will be posted.

TRANSCRIPT ORDERS

In compliance with the Family Education Rights and Privacy Act of 1974, transcript requests must be made in writing with the signature of the inquiring student. Transcripts will not be released to any student whose account is delinquent. A transcript request form can be printed from www.dhs.edu.

The fee for each copy of an official (signed and sealed) transcript is \$5.00; the fee for each copy of an unofficial (neither signed nor sealed) transcript is \$3.00. Checks should be made payable to the Pontifical Faculty. Transcripts will be processed within three business days of receiving the request.

SEMESTER GRADES

Grades are sent to students within three weeks of the last day of exams. Grades will not be given out over the phone. No grades are released until all grades have been recorded. Fall semester grades are placed in student mailboxes unless other arrangements have been made. Spring semester grades will be mailed to the student's in-school address unless other arrangements have been made.

TREASURER/DIRECTOR OF FINANCIAL AID

Ms. Shauna Roye (495-3837), sroye@dhs.edu
Available Hours: 9:00-3:00 (M-F)

STUDENT ACCOUNTS

Tuition is billed and collected through the Treasurer. Invoices are placed in student mailboxes and must be paid upon receipt.

FINANCIAL AID

Financial aid is available to for those degree seeking students who are U.S. citizens and are enrolled for six credits or more per semester. Please see the Director of Financial Aid, Ms. Roye, or inquire online at <http://www.dhs.edu/admissions/financialaid.aspx> for further details.

DIRECTOR OF CAREER PLACEMENT

Dr. Jem Sullivan, (529-5300, ext. 167). Office hours are by appointment only.

The Career Placement Office serves the student body by helping our graduates to find employment opportunities in education, pastoral care, parish ministry and other Church ministries. The purpose of this student service is to enable our graduates to put the theological and pastoral formation received under the PFIC at the service of the Church.

DIRECTOR OF LIBRARY

Fr. Bernard Mulcahy, O.P., (495-3821)

STUDENT OBLIGATIONS

CLASS ATTENDANCE

Participation in every class is expected of each student. In each course, a student is allowed one absence equal to the number of times a course meets each week, e.g. if a three-credit course meets three times a week, a student may be absent from class three times during a semester; if a three-credit course meets only once a week, a student may be absent only once during a semester. If the student exceeds the number of absences allowed, the professor may require him or her to obtain the permission of the Academic Dean to remain in the course. Any extended absence from classes requires advance notice and the explicit permission of either the Academic Dean or the President.

COURSE CHANGES

In order to a change the status of a course, students must fill-out an add/drop form available in the Registrar's Office. A change in courses must be approved by the Dean within the first two weeks of class (see the Academic Calendar for the last day to add/drop courses). A change from 'credit' status to 'audit' or 'withdrawal' is not permitted after the mid-term date, except by the approval of the Dean.

COURSE EVALUATIONS

Course/professor evaluations will be administered at the end of each semester. Evaluation forms will be provided. Forms are sent to the Educational Testing Service to be compiled. Once compiled, they are reviewed by the Dean. All evaluations are anonymous.

CONDUCT

As stated in Article 47 of the *Statutes*, students are expected to observe all the academic regulations of the Pontifical Faculty concerning the program of study, attendance at classes and School functions, examinations, deadlines for research papers, etc. Students are expected to conduct themselves in an honorable and respectful manner. They are to respect their fellow students, the faculty, and staff. Their behavior needs to recognize the mission of the school as a place of theological education; conversations should be kept low and behavior conducive to study. Students need to respect the cloister nature of the priory; it is inappropriate for students to be in private areas at any time and even in academic areas when school is not in session. Students are expected to learn the policies that govern student life and comply with policies and procedures of the school. As representatives of the school, students are also expected to behave in ways that will not reflect negatively on the school.

PLAGIARISM

"Plagiarism" refers to the intentional presentation of the ideas, works or words of another person without citation. Plagiarism amounts to a form of literary fraud or theft that is a serious violation of the accepted standards of scholarship and professional practice. Depending on its extent and gravity, plagiarism can result in one or both of the following penal actions: 1) failure in the course; 2) dismissal from the School. If a student believes that a serious injustice has been done, he or she may appeal the matter to the Council of the Faculty under the due process procedures set forth in Articles 33 and 48 of the *Statutes*.

ACADEMIC PROBATION

Non-degree seeking (NDS) students are expected to maintain a 2.0 grade point average (GPA), M.A. and M.Div. students a 2.75 GPA, S.T.B. students a 3.25 GPA, and S.T.L. students a 3.0 GPA. A student who does not maintain the required GPA will be placed on academic probation for one semester. At the end of the semester the student can be restored to good standing if that probationary semester's GPA meets the requirements. The student who does not meet the GPA requirements at that time can be put on suspension for another full semester. If upon readmission the required GPA is not maintained, the student will either lose his or her degree track status and/or be dismissed from the school.

ATTENDANCE AT SCHOOL EVENTS

By their nature, several annual events in the life of the school demand the attendance of the entire academic community, including students. These events include the Mass of the Holy Spirit and reception which opens the academic year, special colloquia, and the graduation exercises of the Pontifical Faculty, held in May. Students are also strongly urged to attend the lectures, social gatherings, and seasonal worship held periodically.

TITLE OF ADDRESS

Students of the Pontifical Faculty are asked to address and refer to professors and staff according to their respective titles (Dr., Fr., Br., Sr., Mr., Mrs., Miss, etc.).

DRESS CODE

Faculty, staff, and students are expected to dress in a manner appropriate to the religious and professional character of the Dominican House of Studies environment. Shorts, t-shirts, tank-tops, faded or torn jeans, and other such casual wear is not permitted, at minimum, when school is in session.

STUDENT RIGHTS

REPRESENTATION

Article 14 of the *Statutes* gives the students the right to elect representatives to sit as voting members on the Council of the Faculty. They serve a two year term. Dominican students will elect two representatives; other religious and lay students will elect one representative. If a student should leave the School or be dismissed, his or her term on the Council is automatically revoked. Student representatives bring the concerns and perspectives of the student body to bear on curriculum changes, self studies, and other deliberations of the Council. They also report back to the student body on matters concerning students. Other students serve by appointment to standing committees of the faculty.

Finally, the President of the Pontifical Faculty appoints two students to overlapping, two years terms on the Student Board of the Washington Theological Consortium. The Consortium plays an important role in the ecumenical dialogue taking place in the Washington area. The Student Board seeks to make this dialogue more visible by sponsoring ecumenical events of worship during the course of the academic year.

The student representatives on the Council of the Faculty together with the Consortium representatives make up the Student Committee.

HEALTH INSURANCE

The PFIC does not provide health insurance benefits to its lay students. The School has made arrangements with the Catholic University of America for our students to participate in Catholic University's health plan. Interested students should speak to the PFIC Registrar.

DISMISSAL

The President or the Academic Dean may dismiss a student for a serious breach of the School's academic or moral standards. In such instances, the student has a right of appeal to the Council of the Faculty, according to norms of due process set forth in Article 33 of the *Statutes*. If an appeal is made, the President will establish a joint committee, including a student from the Council, to hear the case (Art. 48).

DUE PROCESS

The procedures governing due process under the PFIC are set forth in the Statutes (Art. 33) and are designed to facilitate the internal resolution of grievances. There are three (3) phases:

At **Phase I**, the grievance is brought to the attention of the President who meets privately with the student in an effort to resolve the difficulty. If this fails, the process continues to the next phrase.

At **Phase II**, the President appoints a joint committee of faculty and administration, including a student from the Council of the Faculty, to examine the facts of the case and to provide an acceptable solution. If this is unsuccessful, the process continues to the next phase.

At **Phase III**, the grievance is referred to the Vice-Chancellor/Provincial who seeks to resolve the difficulty by obtaining the advice of experts either from within or from outside the Pontifical Faculty. If the differences cannot be resolved at this level, higher recourse is possible (cf. *Statutes*, Art. 3).

The PFIC due process procedure is provided for the internal resolution of grievances. The procedure is intended to be informal so as to promote the free exchange of reasonable ideas in a relaxed atmosphere. For that reason, no party to a due process procedure should have legal counsel present during the informal hearings.

STUDENT POLICIES

GENERAL POLICES

ADMISSIONS

The admission policy for Dominican students differs from those at most seminaries since the students do not apply directly to the PFIC. Instead, candidates are first admitted to the Order according to the guidelines established by the Province of St. Joseph. Because of the Order's emphasis on study, students who are accepted must have sufficient intellectual ability to meet the challenges of the academic program.

The admissions policies for other religious and lay students are implemented by the Academic Dean with the assistance of the Committee on Admissions. The Committee reviews every application for full-time admission and makes recommendations to the President regarding the acceptance or rejection of the applicant. As stated clearly in Article 43 of the *Statutes*, the Pontifical Faculty has established a clear policy of non-discrimination. Thus, the School admits all qualified candidates: religious, clerical or lay, male or female.

STANDARD ADMISSIONS POLICIES FOR INTERNATIONAL STUDENTS

A. Requirements For Admission

1. **English as a Second Language:** Students for whom English is a second language are required to submit scores from a recent TOEFL examination, unless they have completed an undergraduate degree with an English language faculty. Students are expected to have the ability to comprehend, speak, and write English on the graduate level. TOEFL scores are required in the top 15% to 20% (minimum 96-120 total or 24-30 in each of four categories). Special attention will be given to aural comprehension and verbal expression. In the case of heavy accents, remedial work may be necessary under the aegis of the sponsoring body before beginning academic work under the PFIC.
2. **Academic ability.** All official academic records from previous institutions must be submitted. A sample exam or essay with the original grade and comments from the professor must also be included in the application packet.
3. **Letters of recommendation.** Three letters of recommendation are required as part of the application packet for degree-seeking students.
4. **Immigration forms.** INS forms will not be issued until the student's completed application packet has been reviewed and accepted by the Admissions Committee.

B. Guidelines

1. **Formation.** Formation for non-Dominican religious will be the sole responsibility of the sponsoring body. Should the PFIC report any misconduct, the matter then becomes the sole responsibility of the sponsoring body.
2. **Academic honesty.** Students are responsible for completing and submitting their own work. They are responsible for learning what constitutes plagiarism and other forms of cheating.

LIBRARY

The Dominican Theological Library provides a place for sacred study and maintains a collection of books and serials that support the theological mission of the Pontifical Faculty of the Immaculate Conception. The Library specializes in Thomistica, Dominicana, and sacred theology, with secondary emphases on philosophy, biblical interpretation, Church history, canon law, and pastoral theology. The Library also collects rudimentary materials in other disciplines related to its principal subject areas, such as psychology, family studies, sacred art and music, general history, and literature.

Access and borrowing privileges at the Library are contingent upon the student's cooperation with the Library's various rules and policies.

LITURGICAL WORSHIP

The Dominican community welcomes all students to join in their community worship and celebration of the canonical hours. Morning Prayer, along with the Office of Readings, is sung in the Main Chapel every school day at 7 a.m. The Rosary is recited each day at 12:00 p.m. Midday Prayer is celebrated at 12:15 p.m. Eucharist and Evening Prayer are celebrated at 5 p.m.

SPECIAL POLICY ON SEXUAL HARASSMENT PREVENTION AND GRIEVANCE PROCEDURES

The following policies were prepared and approved by the Provincial Council of the Province of St. Joseph, which is the Board of Trustees for the Dominican House of Studies, in November 1999. **These policies and procedures apply to all students of the Pontifical Faculty of the Immaculate Conception and govern relations with other students, teachers, staff and administrators of the school and the library.**

I POLICY

A. Policy Statement

The Dominican Fathers and Brothers of the Province of St. Joseph seek to continually establish and maintain a suitable work environment for its members and their employees, totally free of intimidation and sexual harassment, in which the dignity of the human person is affirmed and respected in accord with Gospel values, Church teachings, and civil law.

Sexual harassment in any form, physical, psychological or verbal is unacceptable conduct and is prohibited by federal and state laws and by the policies of the Province of St. Joseph. All members of the Province of St. Joseph as well as employees are encouraged to promptly report complaints about sexual harassment to their superior/supervisor without fear of reprisals.

Persons found to be in violation of this policy shall be subject to disciplinary action.

B. Definition and Kinds of Sexual Harassment

- (1) Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or same sex, and occurs when such behavior constitutes unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual's welfare; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's welfare or work performance, or creates an intimidating, hostile, offensive work environment.
- (2) Sexual harassment includes, but is not limited to, the following kinds of behavior or communication:
 - a. Unwelcome verbal or written propositions, invitations, solicitations, and flirtations.

- b. Threats or insinuations that a person's employment, wages, promotional opportunities or other conditions of employment may be adversely affected by not submitting to sexual advances.
- c. Unwelcome verbal expressions of a sexual nature, including graphic sexual comments about a person's anatomy, dress, appearance, or sexual activities; unwelcome use of degrading language, repeated sexual jokes, teasing or innuendo; unwelcome physical gestures conveying a visual meaning, ogling, leering or suggestive sounds or whistles; obscene phone calls.
- d. Sexually suggestive objects, pictures, audio recordings, videotapes, computer communications, or literature unrelated to work, used or displayed in the work setting that may embarrass or offend individuals.
- e. Unwelcome and inappropriate touching, patting, brushing or pinching; impeding or blocking movement; sexual assault.
- f. Consensual sexual relationships where such relationships lead to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees.

C. Responsibility

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to the next higher authority, who will listen to the facts and review with the reporter the options for further appropriate action under the circumstances (See Section II. Procedures). A third party may also file a grievance under this policy if the sexual conduct of others in the work environment has the purpose or effect of substantially interfering with the third party's welfare or work performance.

D. Retaliation

Retaliation and reprisals against persons who complain about sexual harassment or who cooperate with investigations of sexual harassment are prohibited. Reports of retaliatory behavior shall be investigated; if supporting evidence exists, the perpetrator will be subject to appropriate and immediate penalties, up to and including dismissal.

E. Laws, Regulations and Provincial Policies

Sexual harassment is a form of discrimination that is prohibited by: Federal Law: Title VII of the Civil Rights Act of 1964, which governs employment. State and Local Laws: All existing regulations which govern and regulate offenses against sexual harassment.

II PROCEDURES

These procedures are intended to resolve a situation fairly, prevent further harassment, and mitigate harm to a complainant.

A. *Option: Independent Initial Course of Action*

Sometimes, the type and nature of the harassment can be effectively stopped and dealt with by directly and firmly informing the harasser that the behavior is unwelcome and must stop. This action can be taken by the complainant on his or her own, verbally or in writing. The complainant should clearly communicate the disapproval of behavior with which that person is uncomfortable and which the person considers to be harassing. If a person takes this course of action, documentation should be kept (personal notes recording relevant incidents and conversations, including date, time, place, witnesses, and what was said and done). If communication is by letter, a dated copy of the letter should be kept by the complainant, and a trusted individual of the complainant's choosing should be advised that this letter was written and sent.

In some circumstances, the above course of action may not be feasible, may be unsuccessful, or the individual may not feel comfortable dealing with the matter in this manner. If this is the case, persons are encouraged to come forward and present the alleged complaint to the next higher superior.

B. *Option: Resolving the Complaint Through an Informal Grievance Procedure*

(1) *Complaint Procedure*

An informal sexual harassment complaint should be filed with the next higher superior as soon as possible after the incident(s). All complaints, whether oral or written, will be taken seriously and investigated expeditiously. Every effort will be made to preserve confidentiality and privacy to the extent the investigation process allows.

This informal course of action should not be used for severe cases of sexual harassment or sexual assaults, nor when a previous formal complaint has been filed against the respondent. The superior will in no way retaliate against or permit retaliation against a person who complains of sexual harassment or who cooperates with a sexual harassment investigation.

(2) *Resolution, Purpose, Outcome, Timeline*

The goal of this informal process is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level. The focus is not on the intent of the behavior, but on the impact that the behavior creates. When the purpose is achieved, the complaint is resolved.

The superior will conduct an initial interview of the complainant to determine the facts and whether what allegedly happened is sexual harassment. The complainant will be assisted in determining what informal actions may be appropriate to resolve the problem.

The superior will take remedial actions reasonably calculated to be effective and appropriate in ending the illegal or inappropriate activity, if any, and to take preventive measures to see that it does not recur. If the proposed resolution is accepted, the authority will keep a record of the complaint and its resolution, and will also follow-up with the complainant to ensure that the problem has in fact been resolved.

Informal complaints will normally be resolved within fifteen (15) days of the initial interview. When this is not possible, both the complainant and the respondent will be notified of the delay and the reasons for the delay. The complaint is deemed to be *resolved* when both the complainant and the respondent are satisfied regarding the matter.

Use of this informal resolution method does not prevent the complainant from later deciding to use the formal procedure, nor does the use of any internal grievance procedures preclude the complainant from using external grievance resources (See: Section II.C.(3) Other Remedies Available). In fact, where informal resolution is not possible, the complainant will be advised of the option of filing a formal complaint. In addition, support services will be made available for any individual who needs assistance relating to harassment experiences (See: Section III. Resources).

C. Option: Resolving A Complaint Through the Province's Formal Grievance Procedure

(1) Complaint Procedure and Timeline

A complainant may file a formal complaint with the Vicar Provincial for Administration (VPA) without first using the informal complaint procedure. A formal complaint should include: the respondent's name, place of employment and position; the times, dates, places, and circumstances surrounding the allegation of sexual harassment; and the names of any witnesses to the incident(s). The complainant will be assisted in preparing a written complaint if needed.

Formal complaints will normally be investigated and concluded within thirty (30) days of the initial interview. The VPA will designate a member of the province who will interview the complainant, the respondent, any witnesses, and other appropriate persons, and relevant files. When the investigation is completed, a written report will be presented to the VPA which will include the allegation, the investigatory process, the evidence in the matter, the persuasiveness of the evidence, and any other information which may be helpful to the resolution of the problem.

Within ten (10) days of reception of the written report, the VPA will determine whether there was a violation, will take prompt and effective corrective action as is necessary, and will inform in writing the complainant, the respondent, the disposition of the complaint. Pursuit of the formal complaint procedure does not prohibit the complainant and the respondent from reaching a mutually agreeable compromise or settlement of a dispute prior to the completion of the formal process.

(2) Formal Sanctions

Sanctions imposed on offenders shall be commensurate with the egregiousness of the conduct and adequate and sufficient to demonstrate the Province's commitment to taking strong and effective measures to both remedy and prevent the conduct. If after due investigation the Provincial concludes that there is a reasonable basis for believing that the alleged violation has occurred, sanctions may range from written reprimand up to and including dismissal from employment, in accordance with established procedures for dismissal of that group to which the offender belongs. In addition to the Province's disciplinary process, rape and other serious forms of sexual harassment may be processed criminally by the Attorney General of the State in which the violation occurred.

(3) Other Remedies Available

This policy is intended to offer the Province's resolution to sexual harassment complaints. It in no way excludes the complainant and the respondent from exercising her/his rights before any other appropriate forum, including filing charges under State criminal statutes or with the Equal Employment Opportunity Commission within 280 days of the alleged harm. The investigating party will not discourage or in any other manner dissuade a complainant from utilizing his/her external remedies and will assist the complainant in the exercise of her/his rights.

(4) Appeals

a. Timeline

Within ten (10) days of the written notification of the results of the Provincial investigation, either the complainant or the respondent may file an appeal of the decision with the Provincial Office; the appeal must be submitted in writing detailing the specific reason(s) for the appeal. The appeal will be heard by the specially appointed *ad hoc* Appeal Committee named by the Provincial which will be convened within ten (10) days of the receipt of the written appeal. Sufficient and reasonable notice of the hearing will be provided by the Provincial to the complainant and the respondent.

b. Hearing Process

The hearing will be closed to persons other than those participating. However, the complainant and the respondent may be accompanied by her/his own advisor or legal counsel, with whom she/he may consult at reasonable times during the hearing. Advisors or legal counsels may neither address the Committee nor question witnesses. The hearing will begin with the presentation of the complainant's case and be followed by the respondent's response. The Appeal Committee will then question both the complainant and the respondent and provide them with an opportunity to question each other. The complainant and the respondent may present witnesses, who will be present only during their testimony. Once the Appeal Committee is satisfied that all the relevant information has been presented, the complainant and the respondent may present summary statements and/or written statements to the Committee. The Appeal Committee will meet privately to determine whether sufficient evidence exists to disturb the previous decisions of the Provincial investigation.

c. Outcome

The Appeal Committee shall have the power to affirm the decision of and/or penalty imposed as a result of the Provincial investigation. It may also remand the matter to the Provincial imposing the penalty for further consideration. If the Appeal Committee so remands, then it may make specific recommendations to the Provincial for further consideration. The Appeal Committee will notify the complainant and the respondent of its decision in writing within seven (7) days of the conclusion of the hearing. If the Appeal Committee affirms the decision of and/or penalty imposed as a result of the Provincial investigation, this decision is final.

If the Appeal Committee decision is to remand the case back to the Provincial with specific recommendations, the action previously taken will be reviewed, but the Provincial shall not be required to conduct a hearing and may consider the remand on written submissions. The decision of the Provincial's initial investigation is final. However, in any case in which the penalty imposed is suspension or dismissal from employment, than that penalty will be reviewed automatically and without the necessity of appeal by the Provincial, which is not required to conduct a hearing and which may consider the decision on written submission.

III Policy Dissemination

The Sexual Harassment Policy Prevention Policy and Grievance Procedure of the Dominican Fathers and Brothers of the Province of St. Joseph will be disseminated to all current and future members of the province, provincial employers, supervisors, managers and employees.

POLICY ON DRUG AND ALCOHOL ABUSE

The Pontifical Faculty desires an environment for its students, faculty, and other employees free from the harmful effects of substance abuse. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol by a student or employee on school property or as any part of a faculty-sponsored program off campus is strictly prohibited.

1. Local and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs. These laws carry penalties for violations, including monetary fines and imprisonment.
2. The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional, psychological, and spiritual deterioration, and devastating effects on ministry, family, and friends.
 - a. There are obvious risks, such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury.
 - b. There are a number of less obvious risks associated with alcohol and other drug abuse that students or employees might not realize, including: Poor academic performance, poor job performance, unwanted sexual activity (i.e., acquaintance rape), sexually transmitted diseases, including HIV/AIDS, pregnancy, jeopardizing future career prospects (e.g., admission to graduate school, Church appointment), and jeopardizing continued employment.
 - c. In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death.
 - d. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to coworkers, students, the public, and to unborn children (e.g., fetal alcohol syndrome).
3. Any faculty member can provide consultation and referral to students with problems or concerns related to alcohol and drug use. Faculty and staff with problems or concerns related to alcohol and drug use should contact the Director of Administration for referrals to treatment programs.
4. The Pontifical Faculty encourages and supports any student, faculty member or other employee with a substance abuse problem to seek assistance. Information about substance abuse and treatment programs is available through the Registrar or the Director of Administration. Immediate assistance is available from 1-800-NCA-CALL (The National Council on Alcoholism Inc hotline) or 1-800-662-HELP (National Institute on Drug Abuse hotline). A list of local treatment programs is available and updated annually. All programs assure confidentiality.

5. The unlawful possession or abuse of alcoholic beverages or the distribution of illegal drugs by students during class time, school activities, or in other school operations is prohibited and subject to discipline up to and including termination.
6. Any student, faculty member or employee under the influence of drugs or alcohol, which impairs his or her judgment, performance, or behavior during class time, school activities, or in other school operations, will be subject to discipline, including suspension or termination of employment.
7. There are a few times during the course of the academic year (e.g. graduation) when alcohol is served at faculty sponsored events. When served, alcohol is available for a limited period of time, is usually restricted to beer and wine, and the amount available is limited. Food is always served at these events. Students, faculty, staff, and guests, legally old enough to drink alcohol, are responsible for their own consumption. The administration reserves the right to restrict an individual's consumption of alcohol at these events.
8. Individuals whose performance is impaired as a result of use or abuse of drugs or alcohol (either on or off campus); who illegally use or abuse drugs or alcohol on campus or on faculty business; who violate any provision of the faculty's employment rules, student obligations, or who have been convicted of violating any criminal drug statute while on school property or as any part of a faculty-sponsored program off campus are subject to severe sanctions. Such actions are governed by due process as outlined in the Student Handbook and the Personnel Manual.
 - a. These sanctions can include required completion of an appropriate rehabilitation program, suspension, expulsion, termination of employment and referral to law enforcement authorities. A detailed description of legal sanctions under local or Federal law can be found at <http://counsel.cua.edu/Security/clicks/drugchart.cfm>.
 - b. Sanctions or required participation in a rehabilitation program for students will be determined by the Dean.
 - c. Sanctions or required participation in a rehabilitation program for employees will be determined and implemented by the President in consultation with the employee's immediate supervisor and the Director of Administration.
9. As a condition of enrollment and employment, each student, faculty member and staff member will abide by the terms of this policy and will notify the Dean (in the case of students and faculty) or the Director of Administration (in the case of staff) no later than five days after any conviction for a criminal drug statute offense or alcohol offense committed on school property or as any part of a faculty-sponsored program off campus.

Failure to comply with these conditions will constitute unsatisfactory conduct and lead to appropriate sanctions.

10. The Pontifical Faculty cooperates fully with law enforcement authorities. Violations of the faculty drug and alcohol policy which are also violations of federal or local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the school and in the criminal justice system.

This policy is effective May 1, 2006 and implements the Drug Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g). This policy must be incorporated into the university's personnel and student manuals.

Adopted by the Council of the Faculty
April 6, 2006

GENERAL INFORMATION

CONDUCT IN THE HOUSE

The Dominican House of Studies is a priory of the Dominican Order and the home of a religious community. Students are to respect the privacy of the religious community regarding cloister, areas of the House reserved for the community only, and are to act with proper deportment. The refectory (dining room) of the Dominican Community is not available for meals and coffee breaks for students.

SCHOOL WEB-SITE

The website of the Pontifical Faculty of the Immaculate Conception has the latest school information regarding special events, course schedules, grading policies, and much more. Visit us at: www.dhs.edu.

SWITCHBOARD AND RECEPTIONIST HOURS

During the school year a receptionist is on duty at the Dominican House of Studies switchboard Monday through Friday during school hours and on weekends for more limited hours. Please consult posted schedules or consult the Dean. Telephone calls to the DHS should be restricted to these hours.

FACILITIES

Students have access to the Academic Center for class, use of the Library, to attend Mass in the House Chapel, and for other scheduled events of the Pontifical Faculty. There is no access to the building at any other time. The field at the Dominican House is not to be used by students.

BULLETIN BOARD

The Pontifical Faculty maintains a bulletin board for announcements of course registration, faculty/student convocations, and special lectures. Students are responsible for checking this board at regular intervals.

MAILBOXES

All full and part-time students have mailboxes. Mailboxes are used for internal communication from faculty, staff, and other students. The address of the PFIC is not to be used as a personal mailing address.

I.D. CARDS

All students of the Pontifical Faculty must have an identification card. Non-residential students and staff are required to wear their ID's on their person in a visible manner. Photo's are taken and ID's are administered at the beginning of each semester. The initial issue of an ID is free. The cost for a replacement ID is \$10.00.

The student ID card is the property of the Pontifical Faculty of the Immaculate Conception *at the Dominican House of Studies*. The card holder agrees to comply with the policies of the school. The card must be presented upon request for identification purposes and returned to the school upon termination of status.

PHOTOCOPYING

Students can have copies made from the copier located in the Library. The cost is 10 cents per copy.

STUDENT LOUNGE

Students are encouraged to spend time outside the classroom engaging one another in life and conversation, and to further discuss those matters touched upon in class. The student lounge is made available for these purposes. Please keep the lounge clean and observe the posted guidelines. The faculty and staff lounges are not available to students.

PARKING

Parking is in designated areas. A PFIC/DHS permit is required and can be obtained through the Faculty Secretary, Mrs. Joan Butler, for \$25 per semester or \$50 per year. Students may park on the premises during class, while using the Dominican Theological Library, while attending Mass in the Dominican House Chapel, and while using Dominican House facilities for other events of the Pontifical Faculty. The fenced-in parking lot closes at 4:00 PM. Please do not park in the spaces reserved for the Dominican Community. Parking on the Dominican House property is not permitted at any other time. Cars without permits will be ticketed and subject to towing at the owner's expense. Students are cautioned not to leave anything of value visible in their cars at any time. The PFIC is not responsible for loss of valuables or damage to automobiles.

EMERGENCIES

FIRE SAFETY

Because the Dominican House of Studies is an education institution, it is required by D.C. Fire Law to conduct monthly fire drills. These drills are logged and the log is subject to inspection by the D.C. Fire Marshall. When the alarms sounds, all students and faculty are to exit the building in an orderly and calm manner. Close all doors. All students and faculty are to gather on the front lawn near the Dominican House of Studies sign where faculty members will account for the students in their classes.

POLICE AND RESCUE SQUAD

Contact the front desk receptionist with information about the nature and location of the emergency. The receptionist or the person making a 911 call should meet the Police or Rescue Squad to provide the location of the emergency. The Receptionist will notify the Prior, Subprior, Economic Administrator, President of the Faculty, and Dean of the Faculty.

INCLEMENT WEATHER

The Pontifical Faculty follows Catholic University's policy on cancellations. If classes are canceled or delayed at CUA, the PFIC will also delay or cancel classes. Please listen to the following radio stations for announcements: WWRC (980 AM), WMAL (630 AM), WTOP (1500 AM), WASH (97.1 FM), WGMS (570 AM & 103.5 FM), WRCY (107.7 FM), WETA (91 FM), WJLA (Channel 7), WUSA (Channel 9), WTTG (Channel 5), WRC (Channel 4) and News Channel 8.

SMOKING

Smoking is prohibited throughout the interior of the building and outside on the Michigan Avenue side of the building. Students may smoke outside the rear exit of the Academic Center.

LOCAL RESTAURANTS

Colonel Brooks' Tavern
901 Monroe St., NE
202-529-4002

Catholic University
For more info visit <http://dining.cua.edu>

San Antonio Bar & Grill
3908 12th St., NE
202-832-8080

Island Jim's Crab Shack & TIKI Bar
901 Monroe St., NE
202-529-4002

Trinity Deli
200 Michigan Ave, NE
202-667-6886

Subway
3504 12th St., NE
202-526-5999

Quiznos Subs
208 Michigan Ave, NE
202-332-9555

LOCAL HOSPITALS

Providence Hospital
1150 Varnum St., NE
202-269-7975

Washington Hospital Center
110 Irving St., NW
202-541-5500

Washington Adventist Hospital
7000 Carroll Ave.
Takoma Park, MD
301-891-7600

Holy Cross Hospital
Forest Glen Rd.
Silver Spring, MD
301-565-0100

LOCAL PHARMACIES

CVS
3601 12th St., NE
202-529-8559

CVS
3130 Queens Chapel Rd., Hyattsville, MD
301-864-7177

Giant
3104 Queens Chapel Road
Hyttsville, MD
301-864-4992

Giant
1050 Brentwood Rd.
Washington, DC
202-281-3901

STUDENT HOUSING

The Dominican House of Studies does not provide housing for PFIC students. The following residences are available to students. Inquiries and arrangements should be made directly with each facility.

Rosary House of Studies (women only)
1201 Monroe Street, NE
Washington, DC 20017
Contact: Sr. Martha Escobar, OP
(202) 529-1768
rosaryhouseop@yahoo.com

Centro Maria Residence (women only)
650 Jackson Street, NE
Washington, DC 20017
Contact: Sr. Clara Echeverria, RMI
(202) 635-1697

St. Francis Capuchin Friary (men religious)
4121 Harewood Road, NE
Washington, DC 20017
(202) 529-2188

Housing Information Center
2100 Clarendon Blvd. #709
Arlington, VA 22201
(703) 228-3765

Further details on the above housing options are provided in the Academic Catalog. For other area housing leads, please contact the Registrar (registrar@dhs.edu; 202-495-3836) who may be able to assist persons on an individual basis.

APPENDIX A

APPENDIX A

MASTER OF ARTS IN THEOLOGY DEGREE

The M.A. in Theology was introduced in 1993 to better serve lay persons with a two-year program of theology in the Thomistic tradition to facilitate further theological studies or the faithful service of the pastoral needs of the Church.

Degree Requirements

Admission

The following prerequisites for admission will be evaluated by the Committee on Admissions which may, in individual cases, allow the student to remedy particular deficiencies during the first year of the program:

1. A bachelor's degree from an accredited college or university.
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.00).
3. Three letters of recommendation by persons who are in a position to judge the applicant's ability in this academic area, along with a current photo and a completed application form.
4. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology and religious studies. Our school code is 2498.
5. An undergraduate foundation in philosophy, consisting of a minimum of 18 credit hours drawn from the following areas: history of philosophy, logic, metaphysics, ethics, philosophical anthropology, natural philosophy, and philosophy of knowledge.
6. A reading knowledge of Latin.

Course Work

A minimum of 36 semester hours of graduate coursework is required according to the following distribution:

27 required: Pentateuch or Prophets (3); Synoptic Gospels (3); Principles of Christian Moral Life I, II (6); Church History (3); Nature and Method of Theology (3); Ecclesiology (3); Triune God (3); Christology (3)

9 electives: Nine hours must be spent in the student's area of concentration. These concentrations may include systematic theology, moral theology, or biblical theology.

Language Requirements

Reading proficiency in Latin and a modern language, e.g. French, German or Spanish is to be demonstrated by written examination. Since Latin is considered a prerequisite, this requirement must be satisfied within the first year of study. The Latin course requirements may be waived in lieu of a successful exam result or vice versa. Foreign students whose native language is not English may fulfill the modern language requirement by passing the TOEFL exam. Language exams are administered twice per semester.

Residency

Normally the M.A. program will require a minimum of two full-time academic years or their equivalent. The program may be taken on a part-time basis, but must be completed in no more than six years. The residency requirement for the M.A. degree is four semesters.

Model Curriculum for the Master of Arts in Theology

Fall Semester

I Theology

Elementary Latin I
Pentateuch or Prophets of Israel
Early and Medieval Church History
Nature and Method of Theology

II Theology

Principles of Christian Moral Life I
Basic Elements of Christology
Elective

Spring Semester

Elementary Latin II
Synoptic Gospels
Reformation & Modern Church History
Ecclesiology

Principles of Christian Moral Life II
Triune God
Elective

- ✓ Latin Reading Comprehension Test (1st Year of Matriculation)
- ✓ Modern Language Reading Comprehension Test (1st Year of Matriculation)
- ✓ Thesis and Thesis Defense (2nd Year of Matriculation)

Grade Point Average

The student must maintain a grade point average of 2.75 or above throughout the M.A. program.

Timeline for M.A. Thesis and Defense

I M.A. Candidates (1st Year)

Spring I M.A. candidates should begin discussing possible areas and topics for their M.A. thesis with a chosen director.

II M.A. Candidates (2nd Year)

30 September Deadline for II M.A. candidates' submission of a definitive proposal to the Academic Dean for approval, signed by the candidate and his or her director. The proposal should contain a brief description of the topic in one or two paragraphs and a brief bibliography.

October – March Candidate and director should be in frequent contact regarding the chosen thesis. The thesis is to be between 50-70 pages in length, demonstrating the student's ability to identify and investigate a theological question, to carry out research appropriate to the topic, and to organize and present this material in a critical and coherent manner. The form to be used is that prescribed by Kate Turabian in *A Manual for Writers of Term Papers, Theses and Dissertations, 7th Edition* (University of Chicago Press). The entire thesis must be approved by the director before the final draft is submitted to the Dean.

31 March Last day for submitting four unbound copies of the M.A. thesis to the Dean, as well as a written petition, signed by the director, for a defense. One copy of the thesis will remain with the Dean, one copy will be distributed to the director, and two copies will be distributed to the two readers chosen by the Dean.

Special Exam Week The director and two readers assigned by the Dean examine the student on the thesis topic for no more than 1½ hours, the first 30 minutes of which is dedicated to the candidate's exposition of the thesis. Each member of the board may then question the candidate for 20-30 minutes. After the defense, the director and two readers leave the testing area to determine the grade of the defense (the average of three scores). The candidate may field questions from the audience at this time, although this portion is not graded. When the director and readers return, the director announces the outcome of the defense (successful/unsuccessful) and communicates privately to the candidate the grade of the thesis itself (20% of overall academic assessment) and the grade of the thesis defense (20% of overall academic assessment).

N.B. Candidates must fulfill all of their academic requirements (60% of overall academic assessment), including their Latin and modern language requirements, before the thesis defense.

Masters of Arts in Theology Defense Protocol

1. The *praeses* convenes the Board of Examiners at the previously determined time.
2. The *praeses* introduces the candidate and the members of the Board. He/she announces the thesis title and instructs the candidate concerning procedure and time allocations, specifically:
 - a. The candidate lectures for approximately 30 minutes on the thesis topic;
 - b. Each member of the Board may question the candidate for 20 minutes upon completion of the candidate's presentation;
 - c. The *praeses* may permit follow-up questions by the examiners **after** all the Board members have questioned the candidate;
 - d. The *praeses* monitors time allocations strictly and announces their completion to the candidate and other members, and
 - e. The thesis lecture and the examination by the Board **may not exceed one and one-half hours.**
3. Upon completion of the lecture and examination by the Board, members adjourn to discuss and grade the candidate's defense of the thesis. By secret ballot, each Board member assigns a letter grade and submits it to the *praeses* to record on the M.A. Thesis Defense form. All examiners sign this form and reconvene in the lecture room where the *praeses* announces ***only the results of the defense*** (successful/unsuccessful) to the candidate and attending guests. (During the Board's absence, the candidate may entertain questions from guests in attendance. Clearly, these questions have no influence on the grade assigned by the Board.)

The praeses is responsible for the immediate completion and submission of all documents associated with the thesis defense to the Academic Dean or Registrar.

The Registrar or Academic Dean posts a public notice within 24 hours congratulating the candidate if the defense is successful. The Dean and Registrar compute the thesis defense grade (20%) relative to the candidate's thesis grade (20%) and M.A. coursework (60%) to determine what if any "honors" apply according to the standards outlined in the Academic Catalog. Honors, if applicable, may be announced when the degree is conferred at graduation.

MASTER OF DIVINITY DEGREE

The degree of Master of Divinity (M.Div.) is a first professional degree, designed to foster basic theological understanding and develop initial pastoral competence on the part of students preparing for ministry. Accordingly, the M.Div. curriculum involves an in-depth study of the Christian, and especially the Roman Catholic, theological tradition, and a supervised practice of ministry.

The degree conforms to the revised standards of the Association of Theological Schools, as well as the United States Conference of Catholic Bishops' *Program of Priestly Formation*. Integral to the Master of Divinity program, accenting our Dominican tradition is the emphasis given to the preaching ministry and to ministerial formation (PFE).

Degree Requirements

Admission

Requirements for admission are the same as those for the M.A. program.

1. A bachelor's degree from an accredited college or university.
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.00).
3. Three letters of recommendation by persons who are in a position to judge the applicant's ability in this academic area, along with a current photo and a completed application form.
4. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology and religious studies. Our school code is 2498.
5. An undergraduate foundation in philosophy, consisting of a minimum of 18 credit hours drawn from the following areas: history of philosophy, logic, metaphysics, ethics, philosophical anthropology, natural philosophy, and philosophy of knowledge.
6. A reading knowledge of Latin.

Philosophical Preparation For Theology

Dominican Students

In order to prepare Dominican students according to the standards of the *Ratio Studiorum Generalis* of the Order and the apostolic constitution *Sapientia Christiana* for ecclesiastical faculties, Dominican students will be required, unless they present an unusually strong preparation in philosophy, to follow two full years of courses in historical and systematic philosophy.

Non-Dominican Students

Students who are not Dominicans are required to demonstrate familiarity with the philosophy of St. Thomas Aquinas before beginning the degree programs.

Course Work

A minimum of 105 semester hours of graduate courses is required according to the following distribution:

1. **Systematic Theology (21):** Nature and Method of Theology (3), Triune God (3), Creation and the Human Person (3), Theology of Grace (3), Christology (3), Ecclesiology (3), and one additional elective from the course offerings in systematic theology.
2. **Liturgical Studies and Sacramental Theology (15):** Liturgy (3), Sacraments of Initiation (3), Eucharist and Orders (3), Marriage (3), Penance and Anointing (3)

3. **Moral Theology (15):** Principles of Christian Moral Life I and II (6) Theological Virtue (3), Cardinal and Moral Virtues (3), Christian Social and Sexual Teaching (3)
4. **Scripture (18):** Three courses from Old Testament offerings (9), three courses from New Testament offerings (9)
5. **Church History (6):** Two courses from the appropriate offerings
6. **Preaching (9):** Communicating God's Word (3), Theology and History of Preaching (3), Preaching: Preparation and Presentation (3)
7. **Canon Law (6):** Two courses chosen from the appropriate offerings.
8. **Pastoral Theology (6):** Introduction to Pastoral Ministry (3), Supervised Ministry (3)
9. **Electives (9):** Three courses chosen from the appropriate offerings.

Language Requirements

Reading proficiency in Latin is to be demonstrated by written examination. Since Latin is considered a prerequisite, this requirement must be satisfied within the first year of study. The Latin course requirements may be waived in lieu of a successful exam result or vice versa. Language proficiency exams are administered twice per semester.

Grade Point Average

The student must maintain a grade point average of 2.75 or above throughout the M.Div. program.

Field Education

Supervised field education offers a realistic and broadly based experience of ministry both within the Church and in secular settings. It allows students to develop professional competence, typically in parishes or social service organizations, and to explore theological issues in these contexts. M.Div. degree candidates are required to complete at least two units of supervised field education. Each unit involves a planned, specified commitment of hours that are spent on site as well as in preparation, reflection, and travel. A field education unit may take place over the academic year or during the summer. Field education choices are expected to be congruent with the student's academic and vocational goals.

Comprehensive Examination

To qualify for the comprehensive examination, the student must have satisfied the Latin requirement and have a grade point average of 2.75 or above. The awarding of the M.Div. degree depends upon the successful completion of the comprehensive examination and a cumulative grade point average of 2.75 or above from all required courses. Usually the student takes the comprehensive examination during the sixth semester of study. The subject matter is material covered in the courses in systematic and sacramental theology, moral theology, and Scripture. In order to pass the comprehensive exam, a student must receive an average grade of 2.0 on the exam. A candidate for the M.Div. degree may not continue candidacy after two failures in the comprehensive examination.

This examination consists of two parts:

Part One: Written Component. A three-hour written examination in which the candidate for the M.Div. will be asked to write on three themes (theses), one each from the assigned areas of sacred scripture, systematic theology and moral theology. In each area the candidate will be able to choose from three possible questions.

The principal purpose of the written component of the M.Div. examination will be to test the candidate's ability to expose theological materials, with the special emphasis (as appropriate) on the pertinent contributions of historical and positive theology.

Part Two: Oral Component. A three-quarter of an hour examination before three faculty members who will examine the candidate in the three assigned areas. Questions may be drawn from any of the thirty themes. The principal purpose of the oral component of the examination will be to test the candidate's ability to order these materials towards a reasoned theological judgment or conclusion.

Residency

The residency requirement for the M.Div. degree is eight semesters.

Model Curriculum for the Master of Divinity Degree

Fall Semester

I Philosophy

Ancient Philosophy
Logic
Introduction to the Life and Works
of St. Thomas Aquinas
Philosophy of Nature (Cosmology)
Elementary Latin I

II Philosophy

Modern Philosophy
Philosophy of Being (Metaphysics)
Theology and History of Preaching
Early and Medieval Church History
Elementary Greek I
Ministries Practicum

I Theology

Pentateuch
Nature and Method of Theology
Principles of Christian Moral Life I
Introduction to Church Law
Introduction to Pastoral Ministry

II Theology

Prophets of Israel
Creation and the Human Person
Theological Virtues
Sacraments of Theology and Initiation
Elective

III Theology

Wisdom Literature
Basic Elements of Christology
Sacrament of Marriage
Liturgiology
Elective
Deacon Practicum

IV Theology: (Pastoral Year)

Teaching & Learning (Elective)

Spring Semester

Medieval Philosophy
Epistemology
Philosophical Anthropology
Communicating God's Word
Elementary Latin II

Recent Philosophy
Philosophical Ethics
Elective (Philosophy)
Reformation & Modern Church History
Elementary Greek II

Synoptic Gospels
Triune God
Principles of Christian Moral Life II
The People of God in Church Law
Preaching: Preparation & Presentation

Pauline Letters
Theology of Grace
Cardinal and Moral Virtues
Sacraments of Eucharist and Orders
Supervised Ministry

Johannine Writings
Ecclesiology
Catholic Social and Sexual Teaching
Elective (Systematic Theology)
Elective
[Comprehensive Exam]

Sacraments of Penance & Anointing
Priesthood Practicum

Master of Divinity Comprehensive Exam

1. Structure of the Examination

PART ONE: Written Component. A three-hour long written examination in which the candidate for the M.Div. will be asked to write on three themes (theses), one each from the assigned areas of sacred scripture, systematic theology and moral theology. In each area the candidate will be able to choose from three possible questions. The student should bring a bible to the written examination.

PART TWO: Oral Component. A three-quarter of an hour long exam before three faculty members who will examine the candidate in all of the assigned areas.

The Oral Component of the M.Div. Examination will be scheduled no later than three days after the Written Component.

During the Oral Component of the examination, questions may be drawn from the written component of the exam. Each professor examines the candidate for 10 minutes, then follows with a final 5 minutes of questions and/or concerns. The candidate should bring a bible to the oral examination.

2. Purpose of the Examination

The principal purpose of the Written Component of the M.Div. Examination will be to test the candidate's ability to expose theological materials, with special emphasis (as appropriate) on the pertinent contributions of historical and positive theology.

The principal purpose of the Oral Component of the examination will be to test the candidate's ability to order these materials towards a reasoned theological judgment or conclusion.

3. Grading of the Examination

a. The following grades may be assigned for each part of the written exam:

A (4.0); A- (3.75); B+ (3.5); B (3.0); B- (2.75); C+ (2.5); C (2.0); C- (1.75); F (0).

The grade for the examination is the average of the six grades submitted by the examiners. Each examiner will assign a grade evaluating only those sections of the examination which he or she administered. In case of failure in any part of either the written or the oral examinations, the failed examination is to be repeated in its entirety. No student will be admitted to the oral examination without having passed the written examination. The grades for both the oral and written examinations will be available from the Office of the Dean.

b. Honor grades are computed according to the following method:

Coursework: 75%

Examination: 25%

The honor grades are:

cum laude (3.5-3.69)

magna cum laude (3.7-3.89)

summa cum laude (3.9-4.0)

BACHELOR OF SACRED THEOLOGY DEGREE

The degree of Bachelor of Sacred Theology (S.T.B.) provides the student with a solid, organic, and complete instruction in theology at the basic level, enabling graduates to pursue further studies in the sacred sciences. This is a prerequisite for the further specialization of the Licentiate in Sacred Theology (S.T.L.), which in this degree sequence presupposes familiarity with the wide variety of subject matter and disciplines that constitute the Christian theological tradition.

Degree Requirements

Admission

The S.T.B. program is open to all qualified students who are not necessarily candidates for the M.Div. or ordained ministry in the Roman Catholic Church.

The following prerequisites for admission will be evaluated by the Committee on Admissions which may, in individual cases, allow the student to remedy particular deficiencies during the first year of the program:

1. A bachelor's degree from an accredited college or university.
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.00).
3. Three letters of recommendation by persons who are in a position to judge the applicant's ability in this academic area, along with a current photo and a completed application form.
4. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology and religious studies. Our school code is 2498.
5. An undergraduate foundation in philosophy, consisting of a minimum of 36 credit hours in all the systematic and historical tracts: i.e., logic, philosophy of nature, metaphysics, philosophy of knowledge, philosophical anthropology, philosophical ethics, ancient philosophy, introduction to Thomas Aquinas, medieval philosophy, modern philosophy, and recent philosophy.
6. A reading knowledge of Latin.

Philosophical Preparation for the S.T.B. To prepare students for the study of theology according to the apostolic constitution for ecclesiastical faculties *Sapientia Christiana*, all students will be required, unless they present an unusually strong preparation in philosophy, to follow two full years (a minimum of 36 credit hours) of courses in historical and systematic philosophy.

Course Work

A minimum of 90 semester hours of graduate coursework is required according to the following distribution:

1. **Foundational (15):** Nature and Method of Theology (3), Principles of Christian Moral Life I and II (6), Introduction to Church Law (3), Liturgiology (3)
2. **Systematic Theology (15):** Triune God (3), Creation and the Human Person (3), Theology of Grace (3), Christology (3), Ecclesiology (3)
3. **Sacramental Theology (6):** Sacraments of Initiation (3), Eucharist and Orders (3)
Moral Theology (9): Theological Virtues (3), Cardinal and Moral Virtues (3), Christian Social and Sexual Teaching (3)
4. **Scripture (18):** Three courses from Old Testament offerings (9), three courses from New Testament offerings (9)

5. **Church History (6):** Two courses chosen from the appropriate offerings.
6. **Electives (21):** Seven courses chosen from the appropriate offerings.

Language Requirements

Students are expected to have a reading knowledge of Latin and New Testament Greek to be demonstrated by written examination unless the student candidate has successfully passed (3.0+) Elementary Latin I & II and Elementary Greek I & II. Since Latin is considered a prerequisite, this requirement must be satisfied within the first year of study. A reading knowledge of New Testament Greek must be satisfied by the end of the second year. Language proficiency exams are administered twice a semester. Candidates for the licentiate are also encouraged to study the languages necessary for entrance into the S.T.L. program.

Grade Point Average

The student must maintain a grade point average of 3.25 or above during the S.T.B. program.

Comprehensive Examination

To qualify for the comprehensive examination, the student must have satisfied the Latin and Greek requirements and have a grade point average of 3.25 or above. The awarding of the S.T.B. degree depends upon the successful completion of the comprehensive examination and a cumulative grade point average of 3.25 or above from all required courses. Usually the student takes the comprehensive examination during the sixth semester of study. The subject matter is material covered in the courses in systematic and sacramental theology, moral theology, and Scripture. In order to pass the comprehensive exam, a student must receive an average grade of 3.0 on the exam. A candidate for the S.T.B. degree may not continue candidacy after two failures in the comprehensive examination.

This examination consists of two parts:

Part One: Written Component. A three-hour written examination in which the candidate for the S.T.B. will be asked to write on three themes (theses), one each from the assigned areas of sacred scripture, systematic theology and moral theology. In each area the candidate will be able to choose from three possible questions. The principal purpose of the written component of the S.T.B. examination will be to test the candidate's ability to expose theological materials, with the special emphasis (as appropriate) on the pertinent contributions of historical and positive theology.

Part Two: Oral Component. A three-quarter of an hour examination before three faculty members who will examine the candidate in the three assigned areas. Questions may be drawn from any of the thirty themes. The principal purpose of the oral component of the examination will be to test the candidate's ability to order these materials towards a reasoned theological judgment or conclusion.

Residency

The residency requirement for the S.T.B. degree is six semesters.

Model Curriculum for the Bachelor of Sacred Theology Degree

Fall Semester

Pre-theology

Elementary Latin I
Church History (or Elective)
Elementary Greek I

I Theology

Pentateuch
Nature and Method of Theology
Principles of Christian Moral Life I
Introduction to Church Law
Elective

II Theology

Prophets of Israel
Creation and the Human Person
Theological Virtues
Sacraments: Theology and Initiation
Elective

III Theology

Wisdom Literature
Basic Elements of Christology
Liturgiology
Elective
Elective

Spring Semester

Elementary Latin II
Church History (or Elective)
Elementary Greek II

Synoptic Gospels
Triune God
Principles of Christian Moral Life II
Elective
Elective

Pauline Letters
Theology of Grace
Cardinal and Moral Virtues
Sacraments of Eucharist and Orders
Elective

Johannine Writings
Ecclesiology
Catholic Social and Sexual Teaching
Elective
[Comprehensive Exam]

Bachelor of Sacred Theology Comprehensive Exam

1. Structure of the Examination

PART ONE: Written Component. A three-hour long written examination in which the candidate for the S.T.B. will be asked to write on three themes (theses), one each from the assigned areas of sacred scripture, systematic theology and moral theology. In each area the candidate will be able to choose from three possible questions. The student should bring a bible to the written examination.

PART TWO: Oral Component. A three-quarter of an hour long exam before three faculty members who will examine the candidate in all of the assigned areas.

The Oral Component of the S.T.B. Examination will be scheduled no later than three days after the Written Component.

During the Oral Component of the examination, questions may be drawn from the written component of the exam. Each professor examines the candidate for 10 minutes, then follows with a final 5 minutes of questions and/or concerns. The candidate should bring a bible to the oral examination.

2. Purpose of the Examination

The principal purpose of the Written Component of the S.T.B. Examination will be to test the candidate's ability to expose theological materials, with special emphasis (as appropriate) on the pertinent contributions of historical and positive theology.

The principal purpose of the Oral Component of the examination will be to test the candidate's ability to order these materials towards a reasoned theological judgment or conclusion.

3. Grading of the Examination

c. The following grades may be assigned for each part of the written exam:

A (4.0); A- (3.75); B+ (3.5); B (3.0); B- (2.75); C+ (2.5); C (2.0); C- (1.75); F (0).

The grade for the examination is the average of the six grades submitted by the examiners. Each examiner will assign a grade evaluating only those sections of the examination which he or she administered. In case of failure in any part of either the written or the oral examinations, the failed examination is to be repeated in its entirety. No student will be admitted to the oral examination without having passed the written examination. The grades for both the oral and written examinations will be available from the Office of the Dean.

d. Honor grades are computed according to the following method:

Coursework: 75%

Examination: 25%

The honor grades are:

cum laude (3.5-3.69)

magna cum laude (3.7-3.89)

summa cum laude (3.9-4.0)

LICENTIATE IN SACRED THEOLOGY DEGREE

The Pontifical Faculty of the Immaculate Conception offers an advanced and specialized research degree, the Licentiate in Sacred Theology (S.T.L.). In accord with ecclesiastical norms (cf. *Optatum totius*, no. 16), the student will choose one course in each of the fields of biblical studies and historical theology, two courses in systematic theology and moral theology. The other six courses, although they should be complementary to the area of concentration (systematic, scripture, moral, Thomistic studies), remain general electives. Lectures, seminars, research projects, and personal study are designed to promote theological competency in a particular area of scientific investigation. The Licentiate degree is granted by the authority of and in the name of the Holy See.

Degree Requirements

Admission

The S.T.L. program is open to qualified clerical and lay students.

The following prerequisites for admission will be evaluated by the Committee on Admissions which may, in individual cases, allow the student to remedy particular deficiencies during the first year of the program:

1. The Baccalaureate of Sacred Theology. Holders of a Masters of Divinity or other, similar first professional degree in theology will have their previous academic record evaluated to determine what further work is required to establish equivalence to the S.T.B. degree, and before beginning the S.T.L. program. In the case of those who hold only a Master of Arts degree in theology, this will typically involve at least one and a half additional years of full time study of theology before beginning the S.T.L. program.
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.25).
3. Three letters of recommendation by persons who are in a position to judge the applicant's ability in this academic area, along with a current photo and a completed application form.
4. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology and religious studies. Our school code is 2498.
5. A reading knowledge of Latin and Greek.

Course Work

A minimum of 36 semester hours of credit is required in twelve special courses of theological or allied studies, including courses in Sacred Scripture (3), Church History (3), Systematic Theology (6), Thomistic Seminar I and II (6), and Teaching and Learning (3) for those who have not taught.

The Faculty requires a comprehensive **two-semester Pro-Seminar for the first S.T.L. year.**

This Seminar ensures that all students who fulfill all of the other requirements for the degree are adequately imbued with the theological understanding of Saint Thomas. The Seminar meets two hours per session once a week over two semesters, and offers three credits per semester. The Seminar satisfies six elective credits in the S.T.L. program, the Dean granting exemptions on an individual basis.

Language Requirements

Reading proficiency in Latin, New Testament Greek, and a modern foreign language, e.g. French, German or Spanish is to be demonstrated by written examination.

Since Latin and Greek are required for the S.T.B. degree, those S.T.L. candidates who have not already passed the Pontifical Faculty's written, proficiency examinations for these languages must do so within the first year of matriculation in the S.T.L. program unless the candidate has successfully passed (3.0+) Elementary Latin I & II and Elementary Greek I & II. The modern foreign language requirement is normally demonstrated within the first year of study as well. Language exams are administered twice a semester.

Grade Point Average

The student must maintain a grade point average of 3.0 or above throughout the S.T.L. program.

Successfully present a *lectio coram* (magisterial lecture) of at least 1½ hours before a board of four examiners.

Completion of a *tesina* (thesis). This is to show competence in methods of scientific research by completing a *tesina* under the direction of a member of the faculty on an approved topic relating to the student's specialization. The *tesina* must represent a substantial and sustained intellectual endeavour in the student's chosen area. Following the agreement of a faculty member to direct the *tesina* and the approval of the Dean, the student submits a *tesina* proposal. The proposal includes a statement and brief synopsis of the topic, reasons for the choice of the topic, a statement of methodology, a brief outline and preliminary bibliography. The proposal must be signed by the director and the candidate, and is sent to the Faculty for approval by the end of the first year of full-time study.

The *tesina* should be no less than 50, nor more than 100, pages of text in length. The *tesina* grade will consist of the average of the grades submitted by the *tesina* director, and a second reader appointed by the Dean. The *tesina* grade will be determined by satisfactory completion of the approved *tesina* proposal, thorough exploration of the state of the question within contemporary research, innovative reflections or approaches to the question, adherence to standards of graduate level scholarship and approved Faculty style regulations. Students who successfully complete a *tesina* receive three credits, which may be counted as part of the thirty-six required credits for the S.T.L. degree. The candidate is to submit three unbound copies of the *tesina* to the Dean by 1 April before anticipated graduation. No *lectio coram* will be scheduled before the completed *tesina* is submitted. The minimum satisfactory grade for the *tesina* is a B-.

Residency

The residency requirement for the S.T.L. degree is four semesters.

Timeline for S.T.L. Tesina and Lectio Coram

I S.T.L. Candidates (1st Year)

September I S.T.L. candidates should begin discussing possible areas and topics for the S.T.L. *tesina*.

15 April Deadline for I S.T.L. candidates' submission of a definitive proposal to the Dean, signed by the candidate and his advisor.

II S.T.L. Candidates (2nd Year)

15 October Deadline for II S.T.L. candidates' submission of the S.T.L. *tesina* prospectus (a formal proposal and outline) to the Dean. This includes a concrete description of the thesis, an outline, and a selected bibliography. At this time the Dean will appoint a second reader.

early March Presentation to the Dean of ten theses for the *lectio coram*. These will be reviewed and corrected by the Faculty. If necessary, they will be returned to the candidate to be redone. Each thesis should contain a bibliography of 7 to 10 items, generally as current as possible and clearly related to the point of the *lectio*. This indicates the candidate's ability to pinpoint the relevant literature for the topic and guide those who will be following (and judging) the *lectio*.

1 April Last day for submitting the S.T.L. *tesina* to the Dean.

Submission of Theses for Lectio Coram

Ten theses must be submitted to the Academic Dean in early March. Three of these theses should concern topics in Sacred Scripture, three in Moral Theology, and three in Systematic Theology, with the tenth added in any one of the fields of your choice. Only one of these topics may pertain to your *tesina*.

These theses should follow a standard format providing the TITLE, BRIEF STATEMENT OF THE THESES TOPIC, and a SHORT BIBLIOGRAPHY.

The theses are then submitted to the faculty, which decides whether they are suitable and reflect the spectrum of the above mentioned theological disciplines.

Next, a board of three faculty members is chosen by the Dean to examine the S.T.L. candidate. By secret ballot, this board determines the thesis to be presented at the *lectio coram*. Once this decision is made, a fourth examiner with expertise in the theological discipline chosen is added to the examining board.

The student is notified concerning the thesis selected 48 hours before the scheduled time of the *lectio*.

The *lectio coram* begins with a 45 minute presentation of the thesis by the candidate. Then each examiner questions the student for ten minutes. When this process is completed, the board adjourns to evaluate the S.T.L. candidate's presentation and the theological competency exhibited in the *lectio* (during this time the student may entertain questions from the interested public). The board members return to announce their decision and to comment on the presentation and content of the *lectio*.

Guidelines for *Lectio Coram* Theses

Topic Summaries

1. The summaries should be succinct and to the point, outlining the main ideas to be discussed in the lecture.

Bibliographies

2. The Bibliography should contain at least 7-10 items, as current as possible, clearly related to the point of the thesis/lecture. Relevant vol(s) and pages should be indicated. This indicates the candidate's ability to pinpoint the relevant literature for his/her topic and gives some guide to those who will be following the lecture.
3. The student cannot reference his/her own writings in the bibliographies. Unless the student already has a doctorate in the area of the thesis topic, the student is not considered an authority that can be used.
4. The bibliographies are to be representative of the main views on the topic and should include examples of the latest, most current research.
5. The format of each bibliographic entry must follow the standard pattern accepted in theological writings.

Format

6. Each page must be single-spaced and have a one-inch margin on each edge.

The theses should be submitted for review by the faculty in early March. In early April the candidate will submit a corrected and final list of ten theses.

Guidelines for the *Lectio Coram*

The *Lectio Coram* is a traditional tool used by Dominican *studia* which has been adapted to present day usage before the Pontifical Faculty. In the *Lectio* the candidate for the S.T.L. demonstrates to the board of examiners (usually three) the he/she 1) has a firm grasp of the topic on which he/she is speaking; 2) and is able to communicate that knowledge to the board of examiners. In addition, if the topic is theological, the candidate should demonstrate his/her ability to theologize to his/her board of examiners.

The following methodology is to be used in presenting your thesis before the board of examiners in the *Lectio Coram*. The presenter has only forty-five minutes to present his or her thesis; following these guidelines should enable the presenter to clearly state the thesis within those limits and present the supporting evidence. The remainder of the time will be devoted to answering questions from the examiners.

1. Briefly describe the question or problem you will be discussing: (15 minutes maximum)
 - a. Why are you discussing this topic? That is, what is its significance?
 - b. What do you hope to prove?
2. Briefly state your basic answer of solution to the question or problems. What is the point of your *Lectio*? (5 minutes maximum)
3. Develop your thesis which answers or solves the question or problem: (at least 20 minutes)
 - a. This is the heart of your presentation and should utilize the great majority of your time.
 - b. During this time you can:
 - ii Define your terms
 - ii Cite your authorities
 - iii State your principles
 - iv Argue your thesis from your principles
4. Summarize your conclusion(s): (5 minutes)
 - a. What do you want the examiner to remember in particular
 - b. What questions remain for further consideration
 - i Either in the question period
 - ii Or in another forum

Protocol: S.T.L. *Lectio Coram*

1. The *praeses* convenes the Board of Examiners at the previously determined time.
2. The *praeses* introduces the candidate and members of the Board. He/she announces the topic of the *Lectio* and instructs the candidate concerning procedure and time allocations, specifically:
 - a. the candidate lectures for 45 minutes on the predetermined topic;
 - b. each member of the Board may question the candidate for **10 minutes** upon completion of the lecture;
 - c. (at the discretion of the *praeses*, follow-up questions from Board members may be permitted **after** all examiners have questioned the candidate;)
 - d. the *praeses* monitors time allocations *strictly* and announces their completion to the candidate and Board members, and
 - e. the *Lectio Coram* and questioning **must continue for one and one-half hours**.
3. Upon completion of the lecture and examination by the Board, members adjourn to discuss and grade the candidate's defense of the thesis. By secret ballot, each Board member assigns a letter grade and submits it to the *praeses* to record on the *Licentiate in Sacred Theology Examination* form. All examiners sign this form and reconvene in the lecture room where the *praeses* announces **only the results of the *Lectio*** (successful/unsuccessful) to the candidate and attending guests. (During the Board's absence, the candidate may entertain questions from guests in attendance. Clearly, these questions have no influence on the grade assigned by the Board.)

The praeses is responsible for the immediate completion and submission of all documents associated with the Lectio Coram to the Academic Dean.

The Registrar or Academic Dean posts a public notice within 24 hours congratulating the candidate if the defense is successful. The Dean and Registrar compute the *lectio coram* grade (20%) relative to the candidate's *tesina* grade (20%) and S.T.L. coursework (60%) to determine what if any honors apply according to the standards outlined in the Academic Catalog. Honors, if applicable, may be announced when the degree is conferred at graduation.

DUAL DEGREE CANDIDACY

Dual degree candidacy may include any combination of two of the three first cycle degrees currently offered by the Pontifical Faculty of the Immaculate Conception. This policy requires dual degree candidates, in order that the integrity of each degree program be maintained, to complete full degree requirements for each degree, including language examinations, comprehensive examinations and theses for each program where applicable.

M.Div. – M.A.

After one year of successful studies at the Pontifical Faculty, Master of Divinity (M.Div.) students may request admission to the Master of Arts (M.A.) degree program. M.Div. students who apply for dual degree status must meet the admission requirements for the M.A. degree and be approved by the Admissions Committee. Dual degree students must complete all requirements for each degree. Requirements for the M.Div., as outlined in the course Catalog, are normally completed first, and the comprehensive examination is taken in the sixth semester of study. The specific M.A. requirements are normally completed by the end of the fourth year, and both degrees are awarded at that time.

M.Div. – S.T.B.

After one year of successful studies at the Pontifical Faculty, ordination students who are pursuing the Master of Divinity (M.Div.) degree may request admission to the Bachelor of Sacred Theology (S.T.B.) degree program. M.Div. students who apply for dual degree status must meet the admission requirements for the S.T.B. degree and be approved by the Admissions Committee. Dual degree students must complete all requirements for each degree. Requirements for the S.T.B., as outlined in the course Catalog, are normally completed first. The S.T.B. degree would then be awarded upon successful completion of the comprehensive examination (which would count for both degrees) at the end of the third year. The specific M.Div. requirements are normally completed by the end of the fourth year, and that degree is awarded at the end of the fourth year.

M.A. – S.T.B.

After two semesters of successful studies at the Pontifical Faculty, students who are pursuing the M.A. degree may request admission to the S.T.B. degree. These students must fulfill the admission requirements to the S.T.B. degree and be approved by the Admissions Committee. Dual degree students must complete all requirements for each degree. The S.T.B. requirements, as outlined in the course Catalog, are normally completed first and the S.T.B. is awarded at the conclusion of the third year of study. The M.A. is awarded after the fourth year of study.

APPENDIX B

APPENDIX B

ARTICLES FROM THE *STATUTES* REFERRED TO IN THIS HANDBOOK

- Article 14
- a) The Council of the Faculty is made up of the President, the Vice-President/Academic Dean, the Secretary of Studies, the Director of Theological Field Education, the Librarian, all full-time or ordinary teachers, and student representatives.
 - b) The President *ex officio* convenes and presides over the Council.
 - c) All full-time teachers enjoy voice and vote. Adjunct teachers enjoy voice but not vote. Full-time visiting teachers from other faculties who join the faculty have both voice and vote after a period of three years.
 - d) Student representatives with voice and vote shall be elected by the students. Dominican students will elect two representatives from their own number. All non-Dominican students will elect one representative from their number of those enrolled and actually taking courses in the school (Cf. Arts. 49 and 59 [see below]). The need for and number of additional representatives for the non-Dominican students can be determined by the President in consultation with the faculty. The President will judge whether a particular subject matter renders the student representatives' presence at a meeting inappropriate.
 - e) Membership in the Council, enjoying voice but not vote, may be extended by the Council to others, especially part-time teachers.

Article 49 *Students have the right to elect representatives to the Council of the Faculty as provided for in Article 14d. These students together make up the Student Committee (Art. 59).*

Article 59 *The Student Committee is made up of the student members of the Council of the Faculty (Arts. 14d, 49). They are elected by all ordinary students (Art. 43) for a term of two years, which is renewable.*

- Article 33 The process for dismissal is that provided for in the *Constitution* (Norms 22):
- a) First an effort should be made to handle the matter privately between the teacher and the President. If this fails, the question should be considered by a joint committee of the Council of the Faculty and the administration so that a decision might first be reached within the faculty itself. The President appoints this committee. If consideration by this committee fails to resolve the question, the matter should be referred to the Vice Chancellor who, with the prudent advice of experts, either from the faculty or from outside, should seek to resolve the question. Recourse can be had to the Chancellor and to the Holy See at any stage at which difficulties arise.

- b) In all these stages, the affected teacher should be accorded full right and opportunity to know precisely the charge brought against him as well as by whom the charge is brought, unless the confidentiality of the witness is deemed essential to the good order of the ecclesial community. He shall have the opportunity to explain the situation, to defend himself and to have an advisor of his own choosing who may act as counsel (*Norms 22 §3*).
- c) In grave or urgent cases, however, the Chancellor can suspend the teacher for the duration of the regular procedure for the good of the students and the faithful (*Norms 22, §3*).

- Article 43
- a) Any student with the proper academic qualifications, whether clerical or lay, male or female, may be admitted to courses and degree programs in the faculty.
 - b) Students are either ordinary, special, or auditor. Ordinary students are those who are candidates for degrees, or enrolled in regularly constituted programs. Special students are students from other schools who are enrolled in a course for credit. Auditors are registered in a course without program or degree credit.
 - c) Diocesan priests must receive written authorization of their diocesan bishops, religious that of their provincial or superior general, and lay people a letter of recommendation from an ecclesiastical authority.

Article 47 Students enrolled in the faculty are expected to observe all the regulations of the faculty concerning the curriculum, attendance at classes, examinations, deadlines for research papers, etc. Failure to do so will make them liable to dismissal from the faculty (*Const. 33*).

Article 48 If the President or Academic Dean decides to dismiss a student from the faculty because of some serious failure to observe the regulations of the faculty, this decision may be appealed to the council of the Faculty. In such special cases, the student has a right to the same due process as is outlined in Article 33 (*Const. 35; Norms 27*). In this case, one member of the joint committee must be a student from the Council. The President appoints the committee.

References to *Const.* refer to the Apostolic Constitution *Sapientia Christiana*, and *Norms* refer to the *Norms of Application* for the implementation of *Sapientia Christiana*.