

BRANIFF GRADUATE SCHOOL OF LIBERAL ARTS

*Department of Theology*  
*Graduate Ministry Program*

Graduate Ministry Student Handbook

**2021-2022**

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Department of Theology  
1845 East Northgate Drive  
Irving, Texas 75062  
Phone 972-721-5390

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## **FOREWORD**

Welcome to the Graduate Ministry Program in the Department of Theology at the University of Dallas. This *Graduate Ministry Student Handbook* serves as a supplement to the general *Braniff Graduate School of Liberal Arts Master's and Certificate Programs Student Handbook (Braniff Handbook)*.

Although the *Graduate Ministry Student Handbook* attempts to provide for current students a detailed “roadmap” for navigating participation in the Graduate Ministry Program, nothing takes the place of personal conversation and relationships. Students using this *Handbook* are urged to do so in dialogue with faculty and staff of the Graduate Ministry Program.

Students are responsible for familiarizing themselves with all policies and for complying with all procedures in this *Handbook*, the general *Braniff Handbook*, and in the current *University of Dallas Bulletin (Bulletin)*, available on the University of Dallas website.

## MISSION

The Graduate Programs of the University of Dallas are an expression of the University's overarching mission: the pursuit of wisdom, of truth, and of virtue as the proper and primary ends of education. The University seeks to educate its students, so they may develop the intellectual and moral virtues, prepare themselves for life and work in a challenging and changing world, and become leaders able to act responsibly for their own good and for the good of their family, community, country, and church.

Graduate ministry students, in particular, immersed in the Catholic theological tradition, develop critical skills for theological reflection and receive rigorous formation that is necessary for personal growth and professional ministry.

## THE MASTER'S AND CERTIFICATE PROGRAMS

The Graduate Ministry Program currently offers three master's degrees: **The Master of Theological Studies (M.T.S.)**, **the Master of Pastoral Ministry (M.P.M.)**, and **the Master of Catechetical Ministry (M.C.M.)**. Students can also pursue a graduate certificate in any of these programs.

### **Enrollment Options**

Students may participate in the Graduate Ministry Program with varying levels of involvement.

*Master's Degree* – Courses are taken for credit following a prescribed curriculum specific to the different degree programs (see below for details). Admission to master's degree programs requires the successful completion of the graduate admission process.

*Graduate Certificate* – Courses are taken for credit following a prescribed curriculum of 18 credit hours. Admission for a graduate certificate is governed by the same standards as other graduate programs and requires the same application process.

*Non-Degree Seeking ("Special Student") Status* -- Those admitted as "special students" participate fully in graduate ministry courses but are not committed to seeking a degree or graduate certificate and do not follow a prescribed curriculum. Special students must possess an undergraduate degree from an accredited institution of higher learning and successfully complete the application process for special students. Grades received in courses taken as a special student will be recorded on a permanent University transcript.

A maximum of nine **(9) credits** taken as a special student can be applied toward a degree, should the student later be accepted into the graduate ministry program as a degree-seeking student. The student is responsible for initiating and completing an

application for status as a regular degree-seeking student. University based financial aid is not available for special students.

### **The Master of Theological Studies**

Designed to give students the tools for the pastoral application of theological knowledge, the Master of Theological Studies offers a course of study for those students interested in reflecting on seminal theological and pastoral questions. In the M.T.S. program, students take eight core courses: Proseminar; Church History; Liturgy and Sacraments; Moral Theology, Systematic Theology; Theological Reflection; Foundations of Catholic Biblical Interpretation; and one (1) Scripture elective. In addition, students complete four elective courses, in collaboration with their advisor, and complete a capstone course.

*Concentration in Biblical Theology* - The concentration combines foundational Scripture and theology courses in the Graduate Ministry Program with an intellectually rigorous approach to the study of Scripture. The degree requires 37 credit hours of coursework, at least 12 hours of which will specifically address Scripture, directly or indirectly. Some Scripture electives which have been offered in the past include: The Gospels, Torah, Prophets, and Pauline Literature.

### **The Master of Pastoral Ministry**

The Master of Pastoral Ministry equips those who wish to serve the Church with appropriate theological knowledge, pastoral skill, and spiritual depth. In the M.P.M. program, students are required to take eight core courses: Proseminar; Church History; Liturgy and Sacraments; Moral Theology; Systematic Theology; Theological Reflection; Foundations of Catholic Biblical Interpretation; and one (1) Scripture elective. In addition, students complete Ministry in the Church, pastoral ministry field education, and a Capstone course. Earning an M.P.M degree will enable the student to engage pastoral skills appropriate to professional competency for pastoral leadership in a defined ministry field. To meet the diverse pastoral needs of the Church, the M.P.M. program has several concentrations.

*Concentration in Campus Ministry:* Campus Ministers provide ministerial services on college and high school campuses. This program prepares those interested in working with young persons faced with the challenges of life, and the accompanying questions about faith, values, and using one's gifts. Required courses are the eight core courses; the Capstone; Ministry in the Church; a pastoral ministry internship in college or high school campus ministry; and two electives determined by the student in collaboration with their advisor.

***Concentration in Church Management:*** This concentration provides students with theology, pastoral skills, and the basic financial and managerial skills crucial for the efficient operation of churches and schools. Required courses are the eight core courses, Capstone, Ministry in the Church, a pastoral ministry internship in church management, and two electives from the University's Satish and Yasmin Gupta College of Business or the Braniff Graduate School Leadership program. Options for these electives include Accounting for Managers; Foundations of Management Strategy; Foundations of Marketing; The Effective Leader; Spiritual Leadership.

***Concentration in Health Care Ministry:*** This concentration combines theology and pastoral ministry courses with an on-site Clinical Pastoral Education (CPE) experience at accredited ACPE programs in qualified institutions. This program contributes to the student's ability to meet the certification requirements of the National Association of Catholic Chaplains. Required courses are the eight core courses, Capstone, one semester of CPE, Ministry in the Church, and two electives determined by the student in collaboration with their advisor.

***Concentration in Youth Ministry:*** This concentration provides the preparation needed to address the spiritual and social growth of youth in a parish or school setting. Students in this concentration combine theology and pastoral ministry courses with on-site field education in a youth ministry setting. Required courses are the eight core courses, Capstone; Ministry in the Church, a pastoral ministry internship in youth ministry, and two electives determined by the student in collaboration with their advisor.

### **The Master of Catechetical Ministry**

The Master of Catechetical Ministry is designed for those who would be catechetical leaders in parishes, schools, and other ministries. The program provides structured coursework in theology, catechetics, pastoral skills, and catechetical program development, culminating in a capstone case study. In the M.C.M. program, students are required to take eight core courses: Proseminar; Church History; Liturgy and Sacraments; Moral Theology; Systematic Theology; Theological Reflection; Foundations of Catholic Biblical Interpretation; and one (1) Scripture elective. In addition, students complete 4 required courses: Catechetics and the Development of Faith; Ministry in the Church; Models of Catechesis; and Pastoral Administration and Management, plus a Capstone case study.

## PROGRAM REQUIREMENTS

### Admission

Since this *Graduate Ministry Student Handbook* is directed to admitted students, information about the admissions process is not included here. See the University of Dallas *Bulletin* and/or the Braniff Graduate School website for details.

### Degree Completion

The M.T.S., M.P.M., and M.C.M. degrees each require 37 credits of graduate course work. At least 28 credits must come from Graduate Ministry courses (or other courses in the Theology department) unless otherwise specified. Please note that Clinical Pastoral Education courses as well as courses taken in other graduate programs, departments, or schools at the University (Leadership, Education, Business, etc.) count toward the limit of 9 credit hours that can be acquired outside of the Theology department, unless otherwise specified. A minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale is required for good standing. A minimum cumulative GPA of 3.0 is required for graduation. For courses in which a grade lower than C (2.0) is earned, the grade will count for determining GPA, but will not satisfy degree requirements.

Each student is personally responsible to see that all required courses are taken in a timely fashion. At the beginning of the graduate program each student is encouraged to contact their assigned faculty advisor for assistance in academic planning. To assist in this planning, *Curriculum Planning Worksheets* and a projected core course rotation can be found on the [Graduate Ministry Student Resources website](#). Students are responsible for maintaining accurate and up-to-date worksheets. It is in the student's best interest to plan ahead and to register for courses as they become available in consultation with faculty advisors.

### Annotated Bibliography: Culminating Assessment

All students must prepare and submit an Annotated Bibliography (AB) in order to graduate. The goal of the AB is to help students solidify and demonstrate their understanding of the basic theological knowledge appropriate to professional competency for pastoral leadership. Once completed, the AB can also act as a resource for a variety of essential theological topics for a graduate's ongoing work in ministry. Students are expected to begin to work on the AB during the first semester of enrollment and to continue to work on this assessment assignment throughout the course of their studies.

An AB consists of the formal bibliographic entry for a text or journal article, following the conventions established in the most recent edition at the time of submission of A



*Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian. Each bibliographic entry should then be followed by an annotation that meets the following four criteria: (1) a statement of the thesis of the work; (2) a description of the argumentation that develops the thesis; (3) an acknowledgement of the work's significance; and (4) an annotation that meets the required word limit, that is, no less than 100 words and no more than 200 words.

The AB list consists of twenty-five (25) works, approved by one's faculty advisor, no later than the first day of class of the semester the student intends to submit the final AB. The first fifteen (15) works of this bibliography have already been selected by the faculty to represent the core courses of the ministry graduate degree programs. The final ten titles (10) are selected by the student, in consultation with their faculty advisor, based on direct impact of the work on the student's individual ministry or interests. See the **Appendix** of the Student Handbook for the Faculty List of required titles as well as a list of sample titles in the student selected category.

The final AB should include a **Title page**. Each annotated bibliographic entry from the fifteen (15) faculty-selected works is properly formatted. These titles go under the heading of **Faculty List**. The **Student List** header follows the faculty list and includes properly formatted bibliographic entries for the ten (10) student-selected works. Students are encouraged to utilize the Turabian Guide, as well as the [Purdue Online Writing Lab Guide](#) for guidance on formatting student-selected AB entries. **Note that each section (Faculty List followed by the Student List) should list each bibliographical entry in alphabetical order.**

Vatican II documents may be accessed through the book edition listed in the faculty-selected group of titles as well as through the Vatican website, [www.vatican.va](http://www.vatican.va). Either source is acceptable. Some entries on the faculty-selected list are intentionally included in resources with earlier rather than later editions. **Please be sure to use the edition noted.**

ABs are due by the conclusion of the fourth week of the semester in which a student registers for graduation. Please submit your AB to the administrative assistant in the Theology department (Kathey Allen, [kallen@udallas.edu](mailto:kallen@udallas.edu)) by the due date. **NOTE:** AB is NOT offered in the summer. If you intend to graduate in August, the AB must be submitted by the Spring semester deadline. ABs are graded by a faculty review committee, using a standardized rubric, giving the following grades: pass with distinction, pass, or fail. Review committee grades for the AB are final. Completed ABs will be kept on file for reference and administrative purposes.

Should a student receive a failing assessment, the student will have the opportunity to resubmit the bibliography, in a subsequent semester, after it has been revised in light of

comments received from the committee. Students who receive a failing grade on the second submission will be unable to continue in the program. In an effort to avoid this result, a rubric from a previous year will be made available. Students should consult their faculty advisor throughout the development of the AB project.

See the [Graduate Ministry Student Resources](#) webpage for the **Annotated Bibliography** resources; faculty and recommended list, approval form, cover sheet sample & sample entry.

### **Capstones: Culminating Assessment**

The Capstone allows students to demonstrate the ability to assess ministerial need or practice, think critically and theologically, integrate the theology appropriate to a particular ministry, plan and execute a ministerial and/or research project, and evaluate ministry in the field. The Capstone is completed in the student's final semester. A detailed application and proposal, approved in writing by the graduate ministry faculty, is required prior to registration, and a final Capstone presentation must be made to the graduate faculty. Students will be assigned a Capstone director based on their degree plan and/or area of ministry identified in the Capstone.

### **Change of Program**

Within the Graduate Ministry Program, students pursuing a particular degree or graduate certificate can change course to pursue a different, comparable Graduate Ministry degree or certificate by submitting a "[Change of Degree Plan](#)" (form available online under [Graduate Student Resources](#)). Should a Ministry student be admitted into another graduate program within Braniff or a different school, the privileges they enjoyed (e.g., grants, scholarship) in the Graduate Ministry Program do not automatically transfer.

### **Transfer of Graduate Credit**

Students transferring from other regionally accredited institutions to the University of Dallas may be approved, by the Braniff Dean or Ministry Graduate Director, to transfer a maximum of (6) six graduate credits into their accepted degree program. For more information, see the Braniff Handbook.

A minimum of 28 credits must be taken from courses within the Graduate Ministry or Theology programs unless otherwise specified.

## **ACADEMIC FORMATS**

The Graduate Ministry Program offers onsite and online academic formats to make graduate studies in ministry more easily accessible to students.

### **Onsite**

Courses are offered in a weekly format that follows the University calendar, with breaks for Thanksgiving, Spring Break, etc. Classes meet each week of the semester for fourteen weeks, and are offered in the evenings, usually either from 6:00PM – 8:50PM or 7:00PM – 9:50PM. Onsite courses may be offered in a shortened, intensive format during the summer.

### **Online**

Each degree in the Graduate Ministry Program can be completed through distance education offerings, which are equivalent to a regular course. Distance education students are considered full members of the University community and enjoy all the rights and responsibilities of onsite students. Graduate Ministry distance education classes are typically taught by the same professors who teach onsite.

Distance education courses may be delivered in a variety of modalities, with the most common being synchronous, asynchronous, and hybrid. For information about technology services, including Brightspace, BannerWeb, and working remotely see <https://udallas.edu/offices/technology/students.php>

Online classes are arranged on a weekly schedule. While the online format provides flexibility in accessing the course lectures, within each week students are instructed on when initial and subsequent discussion posts are due as well as when an assignment for that week is due. Students should consult the professor and the course syllabus for scheduling specifics in each course.

### **Additional Academic Formats**

As circumstances and student demand arise, the Graduate Ministry Program occasionally offers courses in other formats. Classes such as those taught in Rome and two or seven-week summer programs may be offered in a concentrated, intensive format online or onsite outside the customary schedules. Such courses usually require significant advance preparation and follow-up work after the last class meeting.

In addition, weekend format courses may be offered from time to time. Such classes meet for 9 class hours once a month for the five months of a semester, with additional work being completed between class meetings.

In special cases, qualified students may petition to complete coursework beyond the Graduate Ministry Core Courses by independent study. For more information, see the “Independent Study” section below.

## COURSE OFFERINGS

### Graduate Ministry Core Courses

The master's degrees build on a curriculum of eight core courses:

5110	Graduate Proseminar	5350	Moral Theology
5310	Foundations of Catholic Biblical Interpretation	5360	Liturgy and Sacraments
5330	Systematic Theology	5370	Theological Reflection
5340	Church History	63X	Scripture Elective

Core Courses are offered on a regular basis, at least once online and once onsite, every two years. Annual projected core and required course rotations can be found below and on the Braniff Graduate School website, under [Graduate Student Resources](#).

### Schedule of Core & Degree Required Courses

#### Fall Semester 2021

##### *Onsite and Online Courses*

5110 Graduate Proseminar  
5330 Systematic Theology  
5360 Liturgy & Sacraments  
5370 Theological Reflection  
6315 Prophets (online only)  
6332 Canon Law and Sacramental Ministry

#### Spring Semester 2022

##### *Onsite and Online Courses*

5310 Foundations of Catholic Biblical Interp.  
6320 The Gospels (or NT elective--online only)  
6371 Ministry in the Church  
6372 Pastoral Administration  
6376 Catechetics & Dev. of Faith

## Fall Semester 2022

### *Onsite and Online Courses*

5110 Graduate Proseminar  
5340 Church History  
5350 Moral Theology  
6310 Torah (or OT elective)  
6374 RCIA for Pastoral Ministers  
7360 Sac. Ministry of Priest & Dcn  
7373 Advanced Homiletics I  
7374 Advanced Homiletics II  
7375 Models of Catechesis

## Spring Semester 2023 (very tentative)

### *Onsite and Online Courses*

5330 Systematic Theology  
5360 Liturgy & Sacraments  
5370 Theological Reflection  
6325 Pauline Literature (or NT elective)  
6333 Pastoral Aspects of Canon Law

### Important Notes on the Course Schedule:

1. In light of the transition of the Graduate Ministry Program into the Theology department, a standard Ministry course rotation is still in the process of development.
2. The projected schedule above is subject to revision based on enrollment numbers and student need. Please try to seek advising and enrollment in courses as early as possible to avoid course cancellations.
3. All Capstone and Annotated Bibliography courses can be taken during either the Fall or Spring semesters. These courses are generally not offered during the Summer.
4. Summer 2022 courses will be offered on an “as needed” basis.
5. If you need to take a course to complete your degree on time, and it is not listed below, please contact Dr. Andrew Glicksman (aglicksman@udallas.edu), Chair of the Theology Department.

### **Electives**

Depending on the degree, electives may be taken from the Graduate Ministry or Theology Programs, the Satish & Yasmin Gupta College of Business, or the University of Dallas Education Department. Unless already allowed by the degree program, electives from other departments or other schools may be taken with prior written approval of the Ministry Graduate Director and Braniff Dean. Electives are scheduled based on the availability of faculty and the interest of the students. All Graduate Ministry degrees require a minimum of 28 credits from courses in the Graduate Ministry or Theology programs.

## **Independent Study**

Independent study facilitates the pursuit of interests for which there are no corresponding courses offered in the Graduate Ministry Program. They generally take the form of directed reading and research. Students must initiate the request for independent study. Only those who hold doctoral degrees in their field may facilitate independent study courses. Professors are not obligated to direct such courses. If a professor agrees, a detailed agreement can be approved by both the Ministry Graduate Director and Chair of the Theology Department. ("Independent Study Request Form" is available online under [Graduate Student Resources](#)). **No Core Courses may be taken by independent study.** For more information on the university's policy on independent study, consult the *Bulletin*.

## **FEES, EXPENSES, AND FINANCIAL AID**

### **Tuition, Fees and Other Expenses**

Please see the *Bulletin* for detailed information about tuition, fees, payment schedules, refunds, etc.

### **Financial Assistance**

Please see the *Braniff Handbook* and the University's *Bulletin* for information on financial aid.

## **RESOURCES**

### **Library Resources**

All students are eligible to use the Cowan-Blakley Memorial Library and take advantage of its many services, such as online access to over 22,000 full-text books, links to various databases and full-text online journals. Remember that the University of Dallas reserves the right to withhold transcripts and assess fines for lost or unreturned books. Distance Education students are also served by the Cowan-Blakely Memorial Library. The library gives students information on how to access the resources and services that the library has to offer. The guide for distance learners can be found at [https://udallas.libguides.com/distance\\_education](https://udallas.libguides.com/distance_education).

## **Computer Lab**

The University's Academic Information Systems department maintains a computer lab to assist students with issues relating to use of software and the internet. AIS User Support can be contacted via email at: [support@udallas.edu](mailto:support@udallas.edu).

## **Academic Advising**

Academic advising occurs by means of the fillable online advising form (on the [Graduate Ministry Student Resources](#) webpage) in consultation with one's academic advisor. Once their advisor has approved the advising form with the Registrar's Office, the student will be able to enroll in classes through Bannerweb.

Every student in the Graduate Ministry Program is assigned a faculty member to serve as an academic advisor. Faculty advisors assist students with registration, degree planning, selection and sequencing of courses, questions concerning prerequisites, coaching and approval of the Annotated Bibliography text list, accessing University resources, and other matters relating to the academic work being done. The approval of faculty advisors is required for some academic procedures such as change of program, withdrawals, etc., (forms are found online via the [Graduate Ministry Student Resources](#) webpage). Students are responsible for initiating and maintaining contact with their advisors in a timely manner. Students wishing to request a change in advisor can do so through the Graduate Director.

## **ACADEMIC POLICIES & PROCEDURES**

### **Integrity**

Students are expected to be fully responsible and authentic in their class participation, respecting the work and opinions of the professor and other students. The audio, video, and written materials for all courses are copyrighted and intended for your use only. Beyond that, no material from any course may be re-published, uploaded, posted, transmitted, or distributed in any way without the prior written permission of the professor.

### **Registration**

All registration information is provided to students in a timely fashion toward the end of each semester. Online registration through BannerWeb is the standard mode of registration. Please watch for registration dates as they are posted. It is the student's

responsibility to register at the appointed times or to notify the Ministry Graduate Director and Registrar of any difficulty in advance.

All billing is done by the University of Dallas Business Office.

### **Submission of Assignments; Meeting Graduation Requirements**

Assignments must be submitted to professors on the date that the assignment is due and in accord with the instructions of the professor. Please refer to the following guidelines:

- Online submissions – students taking online courses may be asked to submit assignments as requested by the professor via Brightspace, email, or in some other way. Students are responsible for knowing and following the expectations of the professor for how assignments are to be turned in.
- Faxing assignments - Faxing assignments course work is *not allowed* without explicit, prior permission from the professor. In those rare cases where exceptions are made, it is the responsibility of the student to be in communication with the professor after faxing course work to make certain that the work has been received.
- Late assignments - It is the student's responsibility to make certain that assignments are turned in to professors on time. If work is not turned in by the deadline, the professor may assign a reduced, incomplete, or failing grade for the assignment.
- Candidates for graduation - All candidates for graduation should make certain that previous semesters' work is officially in order (incompletes cleared, all courses graded C or above, etc.). Annotated Bibliographies must have been submitted. All required coursework (except final exams) must be submitted by the candidate by the Wednesday before graduation. It is the candidate's responsibility to make certain that all course work is completed in time for graduation as well as to ensure that the coursework is completed with the required GPA of a 3.0 or better.

### **Grading Policy**

The Graduate Ministry Program adheres to the grading policy of the University of Dallas' graduate and undergraduate programs with several exceptions.

A cumulative **grade point average** (GPA) of **3.0 or higher** is required for graduation. Only grades for required course work will be included in determining the GPA requirement for graduation.

No course for which a grade lower than C (2.0) is earned will satisfy program degree requirements. Grades lower than C (2.0) will count in determining the GPA but will not satisfy course requirements. If a student disputes a grade received, they can request a



review by the instructor. If a dispute remains after the review it may be appealed to the Braniff Dean for final resolution.

### **Grades and Quality Points**

<i>Grade</i>	<i>Quality Points</i>	<i>Grade</i>	<i>Quality Points</i>
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

### **Academic Review Policy and Academic Dismissal Appeal Process**

See the *Braniff Handbook*

### **Absences**

Nothing substitutes for the active, engaged presence of students in both onsite and online classes. Missing class without significant reason is a serious breach of trust and does injury to the academic community.

In the event of unavoidable absence due to illness or emergency, the student should notify the professor prior to the class, if possible. The student may initiate and submit to the professor(s) a proposal for making up the material. Normally, the professor will determine how to acquire this material, whether through a reading assignment, reviewing recorded classes, a commensurate paper on the subject matter, or some other means. Professors are not obligated to accept make up assignments for unexcused absences. If more than three weeks of class time is missed *without approved cause*, this may be cause for a mandatory withdrawal or drop.

### ***Onsite Classes***

Students who miss more than two consecutive weeks of onsite class, or more than three weeks cumulatively are subject to administrative withdrawal. Students whose circumstances change during the semester in a way which inhibits attendance are urged to consult with the professor immediately to discuss options.

### *Online classes*

Attendance for an online class is defined as BOTH - viewing the online video/audio presentation for a particular week AND fully contributing to the online discussion during the week that the video presentation and discussion questions are posted.

Failure to complete both elements of weekly classes—the video/audio presentations AND contributing as required by the professor to the online discussion—will count as an absence for that week. If the student views the video and/or contributes to the online discussion after the week during which the material was posted, the student is still considered absent.

Absences will diminish the student's grade for class participation, commensurate with the grading policy of the professor. Students who miss more than two consecutive weeks of onsite class, or more than three weeks cumulatively may be subject to administrative withdrawal. Students whose circumstances change during the semester in a way which inhibits attendance are urged to consult with their professor immediately to discuss options.

### **Standards for Academic Writing**

All written work submitted for courses in the Graduate Ministry curriculum is expected to meet generally accepted standards for professional communication. This applies to every written submission, regardless of the assignment, including online posts, project proposals, email communication, pastoral projects, learning journals, etc. IN ADDITION, for all academic assignments (term papers, reflection papers, research projects, in-class presentations, literature reviews, research proposals, etc.), the Graduate Ministry Program recommends those rules described within most current edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, (Chicago: The University of Chicago). Students are expected to use the Graduate Ministry Program Citation Standard for Church Documents located in the **Appendix**.

## Graduate Ministry Program Contact List

NAME AND TITLE	OFFICE	OFFICE PHONE	E-MAIL
<i>Graduate Dean, Faculty &amp; Staff:</i>			
<b>Dr. Joshual Parens</b> Dean, Braniff Graduate School of Liberal Arts	Braniff 130	972-721-5106	braniff@udallas.edu
<b>Dr. Mark Goodwin</b> Director of the Graduate Ministry Program Associate Professor, Theology	Braniff 223	972-721-5358	<a href="mailto:mgoodwin@udallas.edu">mgoodwin@udallas.edu</a>
<b>Dr. Jodi Hunt</b> Coordinator of Graduate Field Education & Affiliate Assistant Professor, Theology	Braniff 228	972-721-5810	<a href="mailto:jhunt@udallas.edu">jhunt@udallas.edu</a>
<b>Dr. Diana Dudoit Raiche</b> Associate Professor, Theology	Braniff 118	972-721-4081	<a href="mailto:ddraiche@udallas.edu">ddraiche@udallas.edu</a>
<b>Dr. Gregory Cruess</b> Assistant Professor, Theology	Braniff 132A	972-721-5239	<a href="mailto:gcruess@udallas.edu">gcruess@udallas.edu</a>
<b>Fr. Rafael Ramirez</b> Affiliate Assistant Professor, Theology	Braniff 132B	972-721-4061	<a href="mailto:frramirez@udallas.edu">frramirez@udallas.edu</a>

### General Contact Information, University of Dallas

- Main switchboard: (972) 721-5000
- Campus Safety: (972) 721-5305
- Campus Emergency: (972) 265-5911
- University Bookstore: (972) 721-5320; <https://www.bkstr.com/dallasstore>

## THE GRADUATE MINISTRY ROME PROGRAM

The Graduate Ministry Program offers students, as well as non-students, opportunities to experience Christian history, theology, and spirituality at the University's Eugene Constantine Campus in *Due Santi*, situated among the Alban Hills outside of Rome, Italy. Travel to Rome allows students not only to study significant figures and events in the history of Christianity, and to visit the communities where early Christians lived and the places where they worked and taught; it also provides a unique experience of pilgrimage in community, a vital spiritual practice at the core of Christian tradition. Our Rome program is designed to maximize the learning process by combining academic courses with life experience in the Eternal City. Students are strongly encouraged to consider these opportunities for core and elective courses.

The Graduate Ministry Rome program offers students the opportunity to earn graduate credit hours. Courses are open to new and current graduate ministry students, visiting graduate students, or anyone wishing to audit at least one course. About 40% of class time is spent on "field trips" in and around the city of Rome. During the evenings and on weekends, students may experience Rome and the surrounding area on their own.

## Appendix

### Check List for Degree and Graduate Certificate Application

*All forms are available online on the Braniff Graduate Student Resource website.*

- **Apply for the degree** early in the semester in which you intend to graduate. (The form is available on the Braniff Graduate Resource website. The fee will be added to your student account.) Make sure you have selected the box indicating you would like to participate in the May graduation on the Degree Application. There are no ceremonies for December or August graduations; however, December or August graduates may participate in the May ceremonies by notifying the registrar.
- **Annotated Bibliography Confirmation.** You will receive a letter indicating pass or fail results.
- **Complete the Capstone** for your particular degree. Notification should be sent in writing by the Program Director to the Graduate Dean for initialing and forwarding to the Graduate Office, which is responsible for having the results posted on the transcript.
- **Notify Alumni Office** of future plans.

## Citation Standard for Church Documents

**Note: Use either in-line citations with a Works Cited (reference) list – or – footnotes and a bibliography (following Turabian). Please do not use both styles in the same paper.**

### Conciliar Documents

Example:

Decree on Ecumenism, *Unitatis redintegratio*, no. 8.

In-line citation: (UR, 8)

Work Cited:

Vatican Council II. *Decree on Ecumenism: Unitatis redintegratio*. Nov 21, 1964.

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Footnote:

<sup>1</sup>*Unitatis redintegratio*, 8.

Bibliography:

Vatican Council II. *Decree on Ecumenism: Unitatis redintegratio*. Nov 21, 1964.

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In the bibliography or works cited list, be sure to indicate which translation of the documents that you used (from a book or website).

For example:

All Vatican II documents are taken from Flannery, Austin, ed. *Vatican Council II: Constitutions, Decrees, Declarations*. Northport, NY: Costello Publishing Co., 1996.

-Or -

All Vatican II documents are taken from The Holy See, [www.vatican.va](http://www.vatican.va) [accessed July 10, 2012].

## Papal Encyclical

Example:

Encyclical, God is Love: *Deus caritas est* of the Supreme Pontiff Benedict XVI to the Bishops, Priests and Deacons, Men and Women Religious, and all the Lay Faithful, on Christian Love, paragraph 5.

In-line citation: (*Deus caritas est*, 5)

Works Cited:

Pope Benedict XVI. 2006. *God Is Love: Deus caritas est, Encyclical Letter*. At The Holy See, [www.vatican.va](http://www.vatican.va) [accessed July 10, 2012].

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Footnote:

<sup>2</sup>Benedict XVI, Encyclical Letter, *God Is Love: Deus caritas est*, (2006), no. 5.

Abbreviated subsequent footnotes:

<sup>2</sup>*Deus caritas est*, no. 10.

Bibliography:

Pope Benedict XVI. Encyclical, *God Is Love: Deus caritas est*, (Dec 25, 2006). At the Holy See, [www.vatican.va](http://www.vatican.va) [accessed July 10, 2012]

## Documents From Vatican Congregation

Example:

Congregation for the Doctrine of the Faith, "Letter to the Bishops of the Catholic Church on Some Aspects of Christian Meditation," no. 12.

In-line citation: (CDF Letter to the Bishops On Some Aspects, 1989, 12)

Works Cited:

Congregation for the Doctrine of the Faith. (15 Oct 1989) "Letter to the Bishops of the Catholic Church on Some Aspects of Christian Meditation." At the Holy See, [www.vatican.va](http://www.vatican.va) [accessed July 10, 2012].

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Footnote:

<sup>1</sup>Congregation for the Doctrine of the Faith, "Letter to the Bishops of the Catholic Church on Some Aspects of Christian Meditation," no. 12, 15 Oct 1989. At The Holy See, [www.vatican.va](http://www.vatican.va) [accessed July 10, 2012].

Abbreviated subsequent reference:

<sup>1</sup>"Letter to the Bishops of the Catholic Church on Some Aspects of Christian Meditation," no. 12.

Bibliography:

Congregation for the Doctrine of the Faith. "Letter to the Bishops of the Catholic Church on Some Aspects of Christian Meditation." 15 Oct 1989. At The Holy See, [www.vatican.va](http://www.vatican.va) [accessed July 10, 2012].

**USCCB Documents:**

Example:

Called and Gifted for the Third Millennium, no. 5.

In-line citation: (*Called and Gifted for the Third Millennium*, 995, no. 5)

Works Cited:

United States Conference of Catholic Bishops. 1995. *Called and Gifted for the Third Millennium*. Washington DC: USCCB.



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Footnote:

<sup>1</sup>United States Conference of Catholic Bishops, *Called and Gifted for the Third Millennium* (Washington, DC: USCCB, 1995), no.5

Abbreviated subsequent reference:

<sup>1</sup>*Called and Gifted for the Third Millennium*, no. 5. Bibliography: United States Conference of Catholic Bishops. *Called and Gifted for the Third Millennium*. Washington, DC: USCCB, 1995.

### **Catechism of the Catholic Church**

Example:

On the apostolic church, no. 863.

In-line citation: (CCC, 863)

Works Cited:

*Catechism of the Catholic Church*. 2<sup>nd</sup> ed. Washington, DC: United States Catholic Conference, 2000.

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Footnote:

<sup>1</sup>*Catechism of the Catholic Church*, 2<sup>nd</sup> ed. (Washington, DC: United States Catholic Conference, 2000), 863.

Abbreviated subsequent reference:

<sup>26</sup>CCC, 863.

Bibliography:

*Catechism of the Catholic Church*. 2<sup>nd</sup> ed. Washington, DC: United States Catholic Conference, 2000.

As a general rule, you need only identify the edition you are using and the specific entry number(s). Do not use page numbers.

In-line citation: (1Tim 3:12 RSV)

Works Cited:

*The Holy Bible: Revised Standard Version*. New York: Collins, 1973.

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Footnote:

<sup>1</sup> *The Holy Bible: Revised Standard Version* (New York: Collins, 1973).

Abbreviated subsequent references appear in parentheses: (1Tim 3:12)

Bibliography:

*The Holy Bible: Revised Standard Version*. New York: Collins, 1973.

### **Code of Canon Law**

Example: Canon 312, Paragraph 1.

In-line Citation: (CIC, 312.1)

Works Cited:

*Code of Canon Law: Latin-English Edition*. 1999. Washington, DC: Canon Law Society of America.

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Footnote:

<sup>20</sup>*Code of Canon Law*, c. 312.1, in *Code of Canon Law: Latin-English Edition* (Washington, DC: Canon Law Society of America, 1999), 99.

Abbreviated subsequent reference:

<sup>22</sup>CIC, c. 312, no. 1.

Bibliography:

*Code of Canon Law: Latin-English Edition*. Washington, DC: Canon Law Society of America, 1999.

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For information on citations not covered, please contact your professor.

## Annotated Bibliography Text List

### Faculty List:

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———. *Pastoral Constitution on the Church in the Modern World: Gaudium et Spes*. December 7, 1965. All Vatican II documents are taken from Flannery, Austin, ed. *Vatican Council II: Constitutions, Decrees, Declarations*. Northport, NY: Costello Publishing, 1996.

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### **Recommended List:**

- Angelici, Ruben. *Richard of St. Victor, On the Trinity, English Translation and Commentary*. Eugene, OR: Wipf and Stock Publishers, 2011.
- Boyer, Mark G. *The Liturgical Environment: What the Documents Say*, 2<sup>nd</sup> ed. Collegeville, MN: Liturgical Press, 2004.
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