UNIVERSITY OF DALLAS

Ann & Joe O. Neuhoff School of Ministry

Handbook For Graduate Students
2019 – 2020 Academic year

Table of Contents

FOREWORD

Welcome to graduate program at the Ann & Joe O. Neuhoff School of Ministry at the University of Dallas. Committed to "Theological Education for Transformative Service," the Neuhoff School of Ministry is a community of faith, scholarship, and pastoral formation. As a community with a mission, we know that an orderly, systematic statement of the policies and procedures which govern our work is important and helpful. This "*Handbook for Graduate Students*" provides that statement.

Although the *Handbook* attempts to provide for current students a detailed "roadmap" for navigating participation in the Neuhoff School of Ministry, we know that nothing takes the place of personal conversation and relationships. Students using this H*andbook* are urged to do so in dialogue with faculty and staff of the Neuhoff School of Ministry.

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

Handbook for Graduate Students
Guidelines, Policies & Procedures

1.   FOUNDING

In 1985, Bishop William Friend of Shreveport-Alexandria, speaking to an audience of priests, religious and laity from Dallas/Fort Worth and the surrounding area, called for the University of Dallas "to take a decisive role" in the theological formation and continuing education of leaders among the Catholic laity, clergy and religious. In response a period of preparation and planning followed under the guidance of Fr. Gilbert Hardy, then Graduate Dean, and Dr. John Paynter, Provost. Then in 1987, at the request of Bishop Thomas Tschoepe, the Bishop of Dallas and Grand Chancellor of the University of Dallas and Chairman of its Board of Trustees, the Institute for Religious and Pastoral Studies was established. Twenty years later, in the spring of 2007, the Institute was rededicated as the School of Ministry, a change that reflected its important position in the University, its growing national reputation, and its expanded areas of service in meeting the theological education needs of the Catholic church. In May 2016, the School of Ministry was renamed to the Ann & Joe O. Neuhoff School of Ministry in honor of the service and generosity of the Neuhoff family to the University of Dallas.

2.   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.

Neuhoff School of Ministry students, immersed in the Catholic theological tradition, develop critical skills for theological reflection and receive rigorous education and formation that is necessary for personal growth, professional ministry, and transformative service to the Catholic Church, the broader Christian community, and the wider world. The Neuhoff School of Ministry offers programs of theological studies, pastoral ministry, catechetical ministry, and catholic school leadership including degrees, certificates, conferences, ongoing seminars, lectures, and continuing education.

2.1   Core Values

The Neuhoff School of Ministry offers academic programs that are founded in the Christian tradition, and welcoming to people of all backgrounds.

- The Neuhoff School of Ministry is committed to a high level of study, the development of the theology of ministry, the Catholic intellectual tradition, pastoral skill, and spiritual maturity.
- Theological education will foster a personal understanding and integration of one's faith tradition and its relationship to others.
- The intellectual and spiritual life of the University of Dallas serves Neuhoff School of Ministry students.
- Student centered learning demands flexible and accessible programming.
- Through the Neuhoff School of Ministry, the University of Dallas serves the local Church.

3. PROGRAMS AND ENROLLMENT OPTIONS

The Neuhoff School of Ministry currently offers four graduate programs of formation, each leading to a different master's degree: The Program in Theological Studies (M.T.S.), the Program in Pastoral Ministry (M.P.M.), the Program in Catechetical Ministry (M.C.M.), and the Program in Catholic School Leadership (M.C.S.L.). Students can also pursue a graduate certificate or non-credit continuing education in any of these programs.

3.1   Enrollment Options

Students may participate in the Neuhoff School of Ministry graduate programs 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. University of Dallas Alumni of graduate programs may be granted a modified application process.

Special Student Status -- Those admitted as "special students" participate fully in Neuhoff School of 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 Neuhoff School of Ministry as a degree-seeking student. The student is responsible for initiating and completing application for status as a regular degree-seeking student. University based financial aid is not available for special students.

3.2   The Program in Theological Studies

Designed to give students the tools for the practical 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; Principles 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 Neuhoff School of Ministry with an intellectually rigorous approach to the study of scripture. The degree requires 37 credit hours of course work, 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.

3.3   The Program in 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; Principles 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 the 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. Options for these electives include Accounting for Managers; Foundations of Management Strategy; Foundations of Marketing; and The Effective Leader.

Concentration in Health Care Ministry: This concentration combines theology and pastoral ministry courses with on-site a 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.

3.4 The Program in 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; Principles 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.

3.5 The Program in Catholic School Leadership

The purpose of the Program in Catholic School Leadership is to provide for the effective execution of the responsibilities of administrators and teachers in Catholic schools. The Program provides a series of courses that bring the light of experience and critically accepted principles to bear on the tasks of being a leader in a Catholic school.

In the M.C.S.L. program, students are required to take six core courses from the Neuhoff School of Ministry: Proseminar; Church History; Liturgy and Sacraments; Moral Theology; Systematic Theology; Theological Reflection and Catechetics and the Development of Faith. In addition, students complete seven required courses from the University of Dallas' Education Department: Foundations of Catholic Education, The Catholic School Principal; Instructional Leadership; Organizational Leadership and Planning; Non-Public School Finance and Development; Non-Public School Law; and a Catholic School Leader Internship.

4. PROGRAM REQUIREMENTS

4.1 Admission

Since this *Graduate 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 Neuhoff School of Ministry Graduate Programs website for details.

4.2 Degree Completion

The M.T.S., M.P.M., M.C.M., and M.C.S.L degrees each require 37 credits of graduate course work. At least 28 credits must come from Neuhoff School of Ministry courses unless otherwise specified. Please note that Clinical Pastoral Education courses as well as courses taken in other departments of the University (Theology, Business, etc.) count toward the limit of 9 credit hours that can be acquired outside of the Neuhoff School of Ministry, 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 the 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 Student Resources website](). Students are responsible for maintaining accurate and up to date worksheets. Please note 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.

4.2.1 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. The faculty of the Neuhoff School of Ministry expect students 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 Annotated Bibliography list consists of twenty-five (25) works, approved by the faculty advisor, no later than the first day of class of the semester the student intends to submit the final AB. (See the [Graduate Student Resources]() webpage for the List Approval Form, which should be attached to the full list of twenty-five works to be submitted to the faculty advisor for advance approval before starting the project). The first fifteen (15) works of this bibliography have already been selected by the faculty to represent the core courses of the NSOM graduate degree programs. The final ten titles (10) are selected by the student, in consultation with the faculty advisor, based on direct impact of the work on the student's individual ministry or interests. See **Appendix 8** 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.** (See Graduate Student Resources webpage for sample). 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 annotated bibliography entries. Note that each section should list each bibliography 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. 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. Registration for RPS 6099 is required to submit the annotated bibliography in Brightspace. 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 annotated bibliographies 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 Annotated Bibliography project.

4.2.2 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 NSOM faculty, is required prior to registration, and a final Capstone presentation must be made to the NSOM faculty. Students select a Capstone director based on their degree plan and/or area of ministry identified in the Capstone.

4.3   Change of Program

Within the NSOM, students accepted into one degree or graduate certificate program can transfer into another comparable program by submitting a "Change of Degree Plan" (form available online under Graduate Student Resources). Should they be admitted into another school of the University, the privileges they enjoyed (e.g., grants, scholarship) in the NSOM program do not automatically transfer.

4.4   Transfer of Graduate Credit

Students transferring from other regionally accredited institutions to the University of Dallas may be approved, by the Dean, or the Dean's delegate, to transfer a maximum of nine graduate credits into their accepted degree program. Students requesting to transfer credits must complete the Request to Transfer Course Credt form and include a copy of the syllabus for each course. The Transfer credits do not apply to the graduate certificate programs and/or core courses in the masters program.

NSOM students seeking to take courses outside the Neuhoff School of Ministry must have written permission from the Dean, or the Dean's delegate, in advance ("Request to Transfer Course Credit" form available online under Graduate Student Resources).

A minimum of 28 credits must be taken from courses within the Neuhoff School of Ministry unless otherwise specified.

4.5   Time Limit, Degree and Certificate Completion, Leaves of Absence

All coursework required for master's degrees or graduate certificates must be completed within six years of beginning the program.

If the course of studies is interrupted for one semester or more, the student must apply for a Leave of Absence (form available online under Graduate Student Resources). Request for a leave must be made at least two weeks prior to the first day of classes and must be submitted with the proper form. Upon the recommendation of the Dean, the University will grant or deny the leave. Leaves will be granted for one or two semesters at a time, only when there is an exceptional reason for the absence, and there is a reasonable prospect of the student's returning to the program. Leaves of absence are limited to one academic year (a consecutive fall/spring or spring/fall semester) and a form must be submitted for each requested leave. Students who interrupt their courses of study without a leave of absence or are on leave for longer than one academic year, are considered to have resigned from the program and must apply for readmission if they

should desire to return. Students may acknowledge on a leave of absence form that time spent on a leave of absence will not count against the six-year time limit for degree completion.

All requests for leaves of absence and readmission are subject to approval by the Dean, or Dean's delegate.

4.6   Graduation

For those completing a master's degree, an NSOM graduate degree application form and graduation fee, must be submitted by the end of week six (6) of the semester prior to graduation. Graduation fees are applied to the student's account once the student's graduation application is approved.

To graduate, a student must successfully complete all degree plan course work, including the Annotated Bibliography and Capstone, by the dates established by the faculty. Additionaly, students must have paid all tuition and fees incurred while at the University, including, but not limited to, library and parking fees. A student must be an active student during the semester of degree completion. For work submitted subsequent to semester completion, a matriculation fee equal to one credit hour will be charged.

5.   ACADEMIC FORMATS

The Neuhoff School of Ministry offers onsite and online academic formats to make graduate studies in ministry more easily accessible to students.

5.1   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 from 7:000PM – 9:50PM. Onsite courses may be offered in a shortened, intensive format during the summer.

5.2   Online

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

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.

Distance education courses may be delivered in a variety of modalities, with the most common being synchronous, asynchronous, and hybrid.

5.3   Online Requirements

Equipment setup; Please refer to Brightspace for computer equipment requirements. You may use either a Personal Computer by non-Apple Companies or a Mac computer by Apple. It is your responsibility to ensure that your internet access is fast enough to enable you to watch online videos. The online learning platform works with all standard web browsers, but you may find one works better than another for your situation. You will need to enable pop-ups, Java Script, and session cookies. For technical issues, contact the Brightspace helpdesk, via the Helpdesk link in Brightspace. For login or course access issues, contact the Graduate Enrollment Coordinator.

5.4   Additional Academic Formats

As circumstances and student demand arise, the NSOM 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.

Qualified students may petition to complete course work outside the core curriculum by independent study. This opportunity to study individually with a faculty member may occur under several circumstances, including a) study of an author, question or topic not treated in any of the regular course offerings and/or b) enrollment by a student with schedule flexibility that does not permit attendance in a regular course. The details of an

independent study are outlined in Section 6.4.

The options are there to serve the diverse needs of adult learners. These additional formats depend on student interest and faculty availability.

6. COURSE OFFERINGS

6.1 Core Curriculum

Neuhoff School of Ministry master's degrees build on a core curriculum of eight courses:

.0

6110	Graduate Proseminar	**6320**	Theological Reflection
6311	Liturgy and Sacraments	**63XX**	Principles of Catholic Biblical Interpretation
6312	Moral Theology		
6313	Systematic Theology	**XXXX**	Scripture Elective
6314	Church History		

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

6.2   Schedule of Core & Degree Required Courses

Fall Semester 2019

Onsite Courses:

RPS 6110 Graduate Proseminar
RPS 6320 Theological Reflection
RPS 6313 Systematic Theology
RPS 6331 Pastoral Administration
RPS 6383 Advanced Homiletics I
RPS 7350 Sacramental Ministry/
       Priest & Deacon
RPS 6325 Prophets (or another
       scripture elective

Spring Semester 2020

Onsite Courses:

RPS 6XXX Princ. of Catholic Biblical
Interp.
RPS 6311 Liturgy & Sacraments
RPS 6330 Ministry in the Church
RPS 6384 Advanced Homiletics II
RPS 6332 Canon Law/Sacramental
Ministry
RPS 6337 Pauline Literature (or another
       scripture elective

Online Courses

Online Courses

RPS 6110 Graduate Proseminar
RPS 6312 Moral Theology
RPS 6336 Catechetics & Dev of Faith
RPS 6350 Gospel of John (or another
      scripture elective

RPS 6XXX Princ. of Catholic Biblical
Interp.
RPS 6320 Theological Reflection
RPS 6313 Systematic Theology
RPS 6338 Models of Catechesis
RPS 6325 Prophets (or another
      scripture elective

Fall Semester 2020

Spring Semester 2021

Onsite Courses:

Onsite Courses:

RPS 6110 Graduate Proseminar
RPS 6314 Church History
RPS 6315 Pastoral Care
RPS 6354 RCIA
RPS 6338 Models of Catechesis
RPS 6329 Torah (or another
      scripture elective

RPS 6XXX Princ. of Catholic Biblical Interp.
RPS 6312 Moral Theology
RPS 6336 Catechetics & Dev of Faith
RPS 6373 Homiletics/ Pastoral Proclamation
RPS 633 Canon Law/ Pastoral Aspects
RPS 6323 Gospels (or another
      scripture elective

Online Courses

Online Courses

RPS 6110 Graduate Proseminar
RPS 6311 Liturgy & Sacraments
RPS 6330 Ministry in the Church
RPS 6337 Pauline Literature (or another
      scripture elective

RPS 6XXX Princ. of Catholic Biblical Interp.
RPS 6314 Church History
RPS 6331 Pastoral Administration
RPS 6329 Torah (or another
      scripture elective

For additional semesters please refer to the Graduate Student Resources section of the NSOM website.

6.3 Electives

Electives may be taken from the Neuhoff School of Ministry, Braniff Theology Department, the Satish & Yasmin Gupta College of Business, or the University of Dallas Education Department, depending on the program. Electives from other departments or other schools may be taken with prior written approval of the Dean, unless allowed by the degree program. Electives are scheduled based on the availability of faculty and the interest of the students. All NSOM graduate degrees require a minimum of 28 credits

from courses in the NSOM.

6.4   Independent Study

Independent study facilitates the pursuit of interests for which there are no corresponding courses offered in the NSOM. 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 must be developed and signed by the student and professor, and approved by the Dean of the NSOM, or the Dean's delegate. ("Independent Study Request Form" is available online under Graduate Student Resources). **No core courses may be taken by independent study**.

University policy regarding independent study is as follows:

- A qualified faculty member (full-time or adjunct) with a professional competence in the field of the independent study is required as the instructor of record.
- An independent study may be granted from 1 to 3 credits per semester. The assignment of the number of credits should follow the definition of a credit as stated in the UD Bulletin.
- A plan for the independent study must be developed and submitted for approval by the Dean or designee prior to the beginning of the semester. This plan of study should include a brief course description, syllabus (in a week by week format), course outcomes, and list of readings or resources to be used in the independent study.
- The approval of the Dean or Dean's designee is required for all independent study courses prior to listing the course on the schedule.
- The independent study must be taken for a letter grade, not as pass/fail. This requires that the work in the course is commensurate with the work required for a regular semester course.
- Attendance requirements for regular courses also apply for the independent study. These will be set by the professor.   A student missing class hours, may, at the professor's discretion be withdrawn from the class through notification of the Registrar's Office.
- The independent study must include a substantial and significant final piece of coursework, to include a paper, project, presentation, or a standard final exam. This coursework should constitute a significant part of the student's final grade in the course.
- Students will be charged the same rate for independent study credits as for regular

course credits.

A "capstone" course is a specialized kind of independent study in which a student, in consultation with a supervising professor, designs, executes, and evaluates a comprehensive project of ministerial practice and/or theological research. While some programs require a capstone course, all students are eligible to propose a capstone course for elective credit. Consult the *Bulletin* and your faculty advisor for more details.

7. FEES, EXPENSES, AND FINANCIAL AID

7.1   Tuition, Fees and Other Expenses

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

7.2   Financial Assistance

NSOM offers annual scholarships to students that show both exceptional academic merit and a need for financial assistance. To apply, students must submit an NSOM General Scholarship Application by July 1st annually.

All applicants for financial aid must also submit the Free Application for Federal Student Aid (FAFSA) annually. Information about the FAFSA can be obtained from the Office of Financial Aid website or directly from the FAFSA website http://www.fafsa.ed.gov/.

7.3   University Based Financial Aid

For basic information regarding definitions, application procedures, and other details regarding aid granted by the University of Dallas, see the *Bulletin*.

8.   RESOURCES

8.1   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-Blakley Memorial Library. The library's Distance Learner Library Guide 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 http://udallas.libguides.com/distance_education.

8.2   Writing Consultant

All students in the NSOM are eligible to receive assistance from the NSOM writing consultant who will review written submissions by students both for technical correctness (grammar, spelling, syntax, etc.) and for overall effectiveness (cogency of argument, sequence of ideas, etc.). The consultant does NOT advise students regarding theological or pastoral suitability, historical accuracy, etc. Students should allow for a turn-around time of 4 working days. Submissions must be sent via email to somwriting@udallas.edu.

8.3   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.

8.4   Academic Advising

Every student in the NSOM graduate programs 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 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 NSOM Dean.

8.5   Bookstore

The University of Dallas Bookstore, located in the Haggar University Center on campus, makes books and other course materials available at a reasonable price. Students may also consult BannerWEB and/or the bookstore website for a list of required texts prior to the start of classes. The required texts are generally available at least six weeks prior to the start of a semester.   Other services such as related literature, discounts on computer hardware and software, and student supplies are provided by the bookstore. Contact the bookstore directly at 972-721- 5320.

9. ACADEMIC POLICIES & PROCEDURES

9.1   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.

9.2   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 registrations dates as they are posted. It is the student's responsibility to register at the appointed times or to notify the NSOM of any difficulty in advance.

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

9.3   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 call the NSOM 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 course work (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.

See Section 4.7 regarding the Graduation Application requirements.

9.4 Grading Policy

The NSOM 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 and Director of the Graduate Program. If a dispute remains after the review it may be appealed to the Dean for final resolution.

Grades and Quality Points

Grade	Quality Points	Grade	Quality Points
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

9.5 Academic Standing

Students are considered to be in "good standing" when they maintain a cumulative GPA of at least 3.000 on a 4.000 scale. A plan of progressive academic monitoring assists students to remain in good standing and enhance the likelihood of timely graduation. At

the end of each semester, all students' grades are reviewed in order to alert students and their academic advisors of potential threats to good standing. Student notifications, which will be included in the student's academic file, are as follows:

- **Written Warning**: Students whose semester GPA falls below 3.0 will receive a written warning at the end of that semester. They must arrange a meeting with their advisor to develop a plan for academic improvement in the coming semester. Students remain on warning status for one semester after reaching a 3.0 in order to ensure their academic success.
- **Academic Probation:** If the student's semester GPA falls below 3.0 for a second consecutive semester, or if the student's cumulative GPA falls below 3.0, the student may be placed on academic probation. In order to enroll for the next semester, probationary students must meet with their advisor to develop an academic improvement plan for substantial academic improvement. This plan must be signed by the student and approved and signed by the advisor and the Dean. Students remain on probation while meeting the terms of the academic improvement plan. The plan will be placed in the student's academic file for as long as it remains in effect.
- **Academic Suspension**: If a probationary student does not meet the conditions of the academic improvement plan and demonstrate substantial improvement, the student may be placed on academic suspension for one semester. Suspended students may not enroll for courses for the next semester until they have been readmitted by the admissions committee.

  In order to be readmitted, suspended students must be able to raise their cumulative GPA to the 3.000 required for graduation within the next 12 credit hours of graduate work. If at any point this standard is not met, such students may be permanently withdrawn from the program. No probationary or suspended student may enroll for more than 9 credits beyond the number required for graduation.

Academic warnings, probation and suspensions may be appealed to the Dean in writing for just cause.

The University GPA will be calculated according to the values given under "Grades and Quality Points." Grades of "I" (Incomplete) are averaged into the grade point average as "F" grades until completed. The GPA is found by dividing the total number of quality points earned by the total number of credit hours attempted. Grades earned in college courses taken at other institutions do not affect the student's cumulative University GPA.

Final grades are reported by the professors and recorded by the Registrar's Office. Students can

access their grades by logging onto BannerWeb. No other report of grades is made to the student.

9.6 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.

9.7   Incompletes

The purpose of an incomplete is to minimize the negative consequences of unforeseen difficulties resulting in failure to complete requirements of a course. They are not a means for extending deadlines for the sake of convenience. The student must submit a written request for an incomplete to the professor no later than two weeks prior to the final class. It is the prerogative of the professor to accept or refuse the request. If the request is accepted, the professor may determine a deadline prior to the NSOM's final deadline, which is six weeks after the completion of the semester. If coursework has not been completed by the deadline determined by the professor, the professor may either:

> a. assign a grade based on work completed, or
> b. make the incomplete permanent.

Permanent incompletes appear on the transcript as "I/PR" and can never be removed. To receive credit for a course in which a permanent incomplete has been recorded, the student must take the entire course again. *Graduate Financial Aid from the Neuhoff School of Ministry will not cover the re-taking of courses for which a permanent incomplete (I/PR) has been given.*

9.8   Withdrawal

To withdraw from a class, a student must initiate the process with the Coordinator of Graduate Enrollment and Student Services and present the necessary documentation, with the necessary signatures, to the Registrar's Office, Business Office, and Financial Aid Office (if necessary). No refunds are made without an approved dismissal from the University. The withdrawal form can be accessed on the Graduate Program website under Graduate Student Resources.

Discontinuation of class attendance or notification to a professor of withdrawal does not constitute official withdrawal and refunds will not be made based on such an action. In such instances, the student will be responsible for the full tuition payment.

One may withdraw from a course, or courses, up to the last date for withdrawal specified in the Academic Calendar. One may not withdraw after this published withdrawal date. Withdrawal from a course up to the last day for withdrawal results in a "W" given for the course. After that date a grade will be assigned.

Students who withdraw from the University during the fall or spring semester with written permission from the Dean are allowed a return of tuition and refundable fees

according to the schedule published in the *Bulletin*.

Withdrawal schedules for other terms than fall and spring will be published by the University. Consult the Graduate Program Coordinator for details.

All money due the University from the student at the time of withdrawal becomes due and payable immediately.

University Financial Aid does not cover re-taking courses from which students have withdrawn.

9.9 Standards for Academic Writing

All written work submitted for courses in the NSOM 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 NSOM 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 NSOM citation guide for ecclesial documents. This can be found under [Graduate Student Resources](#).

Please see Appendix 6 for further information on the Neuhoff School of Ministry Citation Standards.

Students are encouraged also to use the NSOM Writing Consultant (see section 8.2).

9.10 Academic Honesty

The University is a community dedicated to learning, research, and pastoral practice, all of which include the transmission of knowledge. In striving to learn, we are often dependent on what others have achieved and thus become indebted to them. Courtesy, gratitude, charity, and justice require that we make public our reliance on and use of the ideas and writings of others.

The use of computers in class for note-taking is dependent on the permission of the instructor. All other uses of computers in class, including surfing the web or reading personal emails is not acceptable, except as directed by the instructor.

Plagiarism

An attempt to claim ideas or writings that originate with others as one's own is a serious offense against the academic community. Plagiarism is not mitigated by a paraphrase or even by an extensive rewriting of another's work. Whenever ideas or words are borrowed, credit must be given by citing the source. The same principle of honesty applies to the use of modern technologies like the computer—sources of information must be accurately credited.

If a student submits a plagiarized work, that student is subject to disciplinary action including withdrawal from the University. The review of all plagiarism cases and the imposition of penalties will follow the procedure explained under "Plagiarism" in the *Bulletin.*

Consequences for Dishonesty

The integrity of student submissions is essential to the academic process. Cheating, through plagiarism or any other means, on examinations or any other work submitted in fulfillment of course requirements will be subject to disciplinary action. Consequences may range from a failing grade for the particular assignment to failure for the course to dismissal from the Neuhoff School of Ministry and the University.

10. NEUHOFF SCHOOL OF MINISTRY ROME PROGRAM

The NSOM offers students, as well as non-students, opportunities to experience Christian history, theology, and spirituality at the University's Eugene Constantin 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 Neuhoff School of Ministry Rome program offers students the opportunity to earn graduate credit hours. Courses are open to new and current NSOM 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 1 – Neuhoff School of Ministry Contact Information

NAME AND TITLE	OFFICE NUMBER	OFFICE PHONE	E-MAIL
Graduate School Dean, Faculty & Staff:			
Dr. Theodore Whapham Dean, Director of Graduate Programs & Associate Professor of Ministry	106	972-721-4068	twhapham@udallas.edu
Dr. Diana Dudoit Raiche Director of Graduate Programs Associate Professor of Ministry	110	972-721-4081	ddraiche@udallas.edu
Dr. Gregory Cruess Assistant Professor of Minsitry	122	972-721-5239	gcruess@udallas.edu
Fr. Rafael Ramirez Freeman Prof. of Sacred Scripture	113	972-721-4061	frramirez@udallas.edu
Dr. Jodi Hunt Coordinator of Graduate Field Education Affiliate Ass't Professor of Ministry	121	972-721-5810	jhunt@udallas.edu
Sheri Collier Coordinator, Graduate Enrollment & Student Services	109	972-265-5814	scollier@udallas.edu
Debbie Sargo Admin. Ass't to the Dean	105	972-265-5809	dsargo@udallas.edu
Other NSOM Faculty & Staff:			
Michele Meny Director, Cont. Education Programs Affiliate Instructor	128	972-265-5782	mmeny1@udallas.edu
Pia Septien Coordinator of Spanish Language Programs Affiliate Instructor	112	972-721-5187	mseptie@udallas.edu
Jim McGill Peterson Professor of Applied Ministry Affiliate Instructor	111	972-721-5393	mcgill@udallas.edu
Gene Giuliano Affiliate Instructor	223	972-721-5196	giuliano@udallas.edu
Sr. Yolanda Cruz Affiliate Instructor	123	972-721-5193	ycruz@udallas.edu
Melissa Hernandez Probus Coordinator, Continuing Education Programs	101	972-721-4118	mahernandez@udallas.edu
Oscar Carranza Director, UDMC	103	972-721-5105	carranza@udallas.edu
Lauren Passalugo A'sst Director, UDMC	102	972-721-4077	lmasty@udallas.edu
Arleen Gill A'sst to the UDMC Director	104	972-265-5807	alopez@udallas.edu.edu

Other Helpful Contact Information

• NSOM Toll Free Number	(888) 447-4777
•NSOM Graduate Program	(972) 265-5814
•NSOM Continuing Education Program	(972) 265-4118
• NSOM E-mail Address	ministry@udallas.edu
• NSOM Home Page	www.udallas.edu/ministry

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; http://www.bkstr.com/dallasstore

APPENDIX 2 – Student Conduct

Graduate Students in the Neuhoff School of Ministry are responsible for familiarizing themselves with, and adhering to, the Community Welfare and Student Conduct Policies and the Student Code of Conduct, published on the University website and also available from the Office of Student Life.

APPENDIX 3 – Policy on Unlawful Discrimination and Harassment

Unlawful Discrimination and Harassment: The University prohibits all forms of unlawful discrimination, including sexual harassment, i.e., discrimination based on race, color, religion, sex, age, disability, national origin or citizenship. As a Catholic institution, the University may take actions based on religion in many areas (for example, in student admissions and administrative faculty appointments) and may establish a University approved code of conduct based on the teachings of the Catholic Church. The following person has been designated to handle inquiries regarding the non-discrimination policies: Joshua Skinner, J.D. – Section 504/ADA Coordinator – Title IX Coordinator – Age Discrimination Act Coordinator – Braniff Graduate Building, 114 – 1845 E. Northgate Dr., Irving, TX. 75062 – 972-721-5056.

As a recipient of federal education funds, the University is subject to Title IX of the 1972 Education Amendments. As an employer, it is subject to Title VII of the 1964 Civil Rights Act and the Texas Commission on Human Rights Act. In compliance with these and other laws, the University condemns in the strongest terms discrimination against any student under any educational program of the University, and discrimination against any applicant or employee with respect to his or her recruitment, application for employment, hiring, compensation, terms, conditions or privileges of employment, and termination, when such discrimination occurs because of the person's race, color, sex, age, disability, national origin, citizenship or, to the extent proscribed by law, religion.[1]

Discriminatory harassment is conduct directly addressed to a specific individual or group of individuals which is intended to intimidate, ridicule, insult, or annoy them because of their race, color, religion, gender, disability, national origin, or citizenship; or conduct based on these factors which unreasonably interferes with a student's or employee's work performance or which creates an intimidating, hostile, or offensive work (or learning) environment. Sexual harassment is defined by the EEOC as unwelcome sexual advances, requests for sexual favors, and other verbal or physical

---

[1] As a Catholic institution, the University of Dallas may take actions based on religion in many areas (for example, in student admissions and administrative or faculty appointments), and may establish and enforce a University approved code of conduct based on the teachings of the Catholic Church.

conduct of a sexual nature when:

- Submission to the conduct is made either an explicit or implicit condition of employment or academic standing.
- Submission to or rejection of the conduct is used as a basis for an employment or academic decision; or
- That conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or, in the case of students, the conduct unreasonably interferes with a student's work, or creates an intimidating, hostile or offensive learning environment.

Interpretation and Application of this Policy

1. An "intimidating, hostile or offensive environment" means that the school, classroom or "workplace must be permeated with discriminatory intimidation, ridicule and insult that is sufficiently severe or pervasive," in the judgment of a reasonable person, "to alter the conditions of the victim's employment [or education] and to create an abusive working [or learning] environment."[2] Thus, a remark that may be felt to be insensitive, offensive or unwelcome does not, by its mere utterance, constitute discriminatory or sexual harassment prohibited by this policy.[3]

2. The University believes with the U.S. Supreme Court, that universities are "traditional sphere[s] of free expression . . . fundamental to the functioning of our society."[4] Accordingly, this policy shall not be construed to prohibit the teaching of subjects, the discussion of topics, or the advocacy of positions that others might feel to be offensive.[5] Nor shall this policy be construed to prohibit speech or other forms of expression that would be protected by the First Amendment in a non-University setting.

3. In investigating and judging allegations of discriminatory or sexual harassment prohibited by this policy, the totality of the relevant circumstances shall be considered. Relevant circumstances include the frequency of the conduct; the context in which it occurred; its persistence and severity; the intention of the persons involved; and whether the conduct is humiliating or physically threatening.

4. In the context of a romantic relationship, originally welcomed conduct of a sexual nature cannot later be turned into sexual harassment because of a change of mind

---

[2] Harris v. Forklift Systems, (1993) quoting Meritor Savings Bank v. Vinson, 447 U.S. 57 (1986). Bracketed words are added to show the application of the U.S. Supreme Court ruling to students in a University.

[3] Cf. Meritor Savings v. Vinson, 447 U.S. at 67 (1986).

[4] Rust v. Sullivan 111 S.Ct. 1759, at 1776 (1991).

[5] The University affirms with Thomas Jefferson "that truth is great and will prevail...if not disarmed of her natural weapons, free argument and debate; errors ceasing to be dangerous when it is permitted freely to contradict them" [Virginia Bill for Establishing Religious Freedom (1786)].

after the fact of the conduct in question. Nor in cases involving peers (e.g., two students) can normal but unwelcome expressions of love or affection, of flirtation or courtship, be construed as sexual harassment unless they persist despite objection (either directly or through another person) to the point of creating a hostile environment, or of unreasonably interfering with the person's study or work.

5. This policy is not intended to establish a general code of conduct, but to prohibit a specific kind of conduct, namely, unlawful discrimination and harassment. This policy does not supersede the University's other published policies on standards of conduct, nor does it supersede grievance and disciplinary procedures for cases that do not concern discrimination or discriminatory harassment.

Retaliatory conduct. Because unlawful discrimination is extremely serious, this policy also prohibits retaliatory conduct against those who bring charges or allegations or discrimination, or who participate in such charges or allegations. Retaliation is subject to disciplinary action up to and including dismissal.

Malicious or false charges. Because accusations of unlawful discrimination are extremely serious and can lead to the loss of employment, destruction of a person's career or termination of his or her education, malicious or intentionally false accusations are also subject to disciplinary action, up to and including dismissal.

Romantic relations between faculty and students. The proper relationship between faculty and students must not be jeopardized by possible doubt of intent or of fairness of professional judgment, or by the appearance to other students of favoritism. Therefore, faculty and students should avoid romantic involvement with one another.

Complaint Procedure. Violations of this policy should be reported to the appropriate University official, as indicated below. A complaint must be made within 180 days of the action which is the subject of the complaint. The University encourages individuals to work together to resolve any complaints when possible. Any person who believes that he or she is a victim of sexual harassment should explicitly reject unwelcome conduct of a sexual nature or clearly indicate through another person that such conduct is unwelcome.

1. Faculty conduct in violation of this policy should be reported to the Provost or to the University President. The Provost or the Provost's designee shall promptly investigate the complaint and advise the President whether or not to initiate the disciplinary action procedure. If the President decides to initiate the procedure,

the Disciplinary Action provisions of the Faculty Handbook (Sec. 2.49) shall be followed. The Provost shall inform the complaint of the action taken with respect to the complaint.

2. Staff conduct in violation of this policy should be reported to the Director of Personnel. The Director shall conduct an investigation of the complaint and work with the supervisor of the person charged to resolve the matter or to initiate disciplinary action if warranted. The Personnel Director shall notify the complainant of the action taken with respect to the complaint.

3. Student conduct in violation of this policy should be reported to the Director of Student Life. The Director of Student Life, or the Director's designee, shall investigate the complaint, resolve the matter informally or, if it appears that discipline is called for, refer it to the Committee on Student Discipline in accordance with the provisions of the Student Handbook. The Director shall inform the complainant of the action taken with respect to the complaint.

4. As an alternative, complaints of sexual harassment or of discrimination based on sex may first be reported to the Title IX Coordinator. The Coordinator shall receive the complaint and assist the complainant through the appropriate process described above. The University's designated Title IX Coordinator is Janis Townsend.

The complaint and subsequent proceedings shall be kept as confidential as possible as allowed by law and consistent with a thorough investigation. The President shall designate a different official to participate in or conduct the investigation if the person normally responsible for such participation or investigation is the subject of the complaint.

Approved by the Board of Trustees at the May 12, 1994 Board Meeting.

APPENDIX 4 – Policy on Discrimination against Persons with Handicaps or Disabilities

The University will not exclude or impede a handicapped individual from participation in University programs and activities. The University will provide any and all reasonable accommodations to facilitate handicapped applicants and students' access to and participation in University programs, events, classes, and activities

Reasonable accommodations will be made for NSOM students with disabilities that need consideration regarding class participation or assignments. They are encouraged to inform their instructor no later than 4 days after the start of class for weekday and online classes and by the end of the first weekend for the weekend classes.

However, any student who because of disability may require special arrangements in order to meet course requirements should register with the Coordinator of Disability Services in order to obtain appropriate verification. Upon receiving a letter of accommodation from the Coordinator, the student should contact the instructor as soon as possible to make any necessary arrangements.

Students requesting accommodations should submit their request through our online Accommodation Request Form. Supporting documentation should be submitted to the Title IX/Section 504 Coordinator. Once submitted, the ADA Committee will review the request to determine if the student has a qualifying condition under the ADA/Section 504. Additional information regarding the supporting documentation required to substantiate a request for accommodation may be found here. Additional information regarding the accommodation review process may be found here.

Any student who believes that he or she has experienced or has observed discrimination or harassment, or a failure to provide reasonable accommodations, at the University of Dallas should notify the Title IX/Section 504 Coordinator, Joshua Skinner, J.D. (972-721-5056; jaskinner@udallas.edu). The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.

APPENDIX 5 - FORMS

Many of the forms referenced in this *Handbook* are available online on the Graduate Student Resource page of the Neuhoff School of Ministry Graduate Program website. Contact the Coordinator of Graduate and Enrollment and Student Services if you are having difficulty in locating a form.

APPENDIX 6 – Check List for Degree and Graduate Certificate Application

1. Apply for the degree or graduate certificate early in the semester in which you intend to graduate. (The form can be completed online via the Graduate Student Resources webpage. Graduation fees will be billed to you via your student account.)
2. Confirm successful completion of the Annotated Bibliography. You will receive a letter indicating pass or fail results.
3. Degree candidates should also notify the Registrar's Office of plans to participate in May graduation ceremonies. There is no ceremony for December or August graduations; however, December or August graduates may participate in the following May ceremonies.

4. Complete the NSOM Exit Survey which will be sent via email following the last day of classes for the semester you are approved to graduate.
5. Notify the Alumni Office of future plans.

APPENDIX 7 – **Citation Standard for Church Documents (following Turabian)**

Note: Use either in-line citations with a Works Cited (reference) list – or – footnotes and a bibliography. 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)
Works Cited:
> Vatican Council II. *Decree on Ecumenism: Unitatis redintegratio*. Nov 21, 1964.

************************************ **********************

Footnote:
> [1]*Unitatis redintegratio*, 8.

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

****

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 [accessed July 10, 2012].

Papal Encyclicals

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 [accessed July 10, 2012].

****

Footnote:
> [1]Benedict XVI, Encyclical Letter, *God Is Love: Deus caritas est*, (2006), no. 5.

Abbreviated subsequent footnotes: [2]*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 [accessed July 10, 2012].

Documents From Vatican Congregations

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 [accessed July 10, 2012].

****

Footnote:

> [1]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 [accessed July 10, 2012].

Abbreviated subsequent reference: "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 [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.

****

Footnote:

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

Abbreviated subsequent reference: *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. 2nd ed. Washington, DC: United States Catholic
      Conference, 2000.
****
Footnote:
      [1]*Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Catholic
Conference, 2000), 863.

Abbreviated subsequent reference: [26]*CCC,* 863.

Bibliography:
      Catechism of the Catholic Church.   2nd 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.

Scripture

The edition of the Bible must be indicated by its italicized abbreviation following the
reference to the biblical book, chapter number, and verse number (1 Tim 3:12 RSV). This
is only necessary the first time the Bible is cited if the same edition is used throughout the
text.
If more than one edition of the Bible is cited, the edition must be specified with each
reference.

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

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

****

Footnote:

[1] *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.

****

Footnote*:*

[20]*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: [22]CIC, c. 312, no. 1.

Bibliography:

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

****

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

APPENDIX 8 – ANNOTATED BIBLIOGRAPHY TEXT LIST

Faculty List:

Boadt, Lawrence, CSP. *Reading the Old Testament: An Introduction.* 2nd ed. Edited by Richard Clifford, SJ, and Daniel Harrington, SJ. Mahwah, NJ: Paulist Press, 2012.

Brown, Raymond, E., SS. *The Churches the Apostles Left Behind*. New York: Paulist Press, 1984.

———. *An Introduction to the New Testament.* The Anchor Yale Bible Reference Library. 1997. Reprint, New Haven, CT: Yale University Press, 2010.

Fiorenza, Francis Schüssler and John P. Galvin, eds. *Systematic Theology: Roman Catholic Perspectives*, 2nd ed., 1-107, 131-375, 621-651. Minneapolis: Fortress Press, 2011.

Fox, Zeni. *New Ecclesial Ministry: Lay Professionals Serving the Church*. 2nd ed. Franklin, WI: Sheed & Ward, 2002.

Killen, Patricia O'Connell, and John de Beer. *The Art of Theological Reflection*. New York: Crossroad Publishing Co., 1994.

Martos, Joseph. "Part Two: Histories of the Sacraments." In *Doors to the Sacred: A Historical Introduction to Sacraments in the Catholic Church*. Rev. ed. Liguori, MO: Liguori/Triumph, 2001.

John Paul II. Encyclical, *The Gospel of Life: Evangelium Vitae*, (March 25, 1995). At the Holy See, www.vatican.va [accessed September 30, 2015].

John Paul II. Post-Synodal Apostolic Exhortation, *The Lay Members of Christ's Faithful People: Christifideles Laici*, (December 30, 1988). At the Holy See, www.vatican.va [accessed September 30, 2015].

United States Conference of Catholic Bishops. *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*. Washington, D.C.: USCCB, 2005.

———. *General Instruction of the Roman Missal: Instituto Generalis Missalis Romani.* Washington, DC: USCCB, 2003.

Vatican Council II. *Dogmatic Constitution on Divine Revelation: Dei Verbum*. November 18, 1965. All Vatican II documents are taken from Flannery, Austin, ed. *Vatican Council II: Constitutions, Decrees, Declarations*. Northport, NY: Costello Publishing, 1996.

———. *Dogmatic Constitution on the Church: Lumen Gentium*. November 21, 1964. All Vatican II

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

———. *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.

———. *The Constitution on the Sacred Liturgy: Sacrosanctum Concilium*. December 4, 1963. All Vatican II documents are taken from Flannery, Austin, ed. *Vatican Council II: Constitutions, Decrees, Declarations*. Northport, NY: Costello Publishing, 1996.

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*, 2nd ed. Collegeville, MN: Liturgical Press, 2004.

Bradshaw, Paul F., and Maxwell E. Johnson. *The Origins of Feasts, Fasts, and Seasons in Early Christianity.* London: SPCK; Collegeville, Minn.: Liturgical Press, 2011.

Brown, Raymond E., SS, John R. Donahue, SJ, Donald Senior, CP, and Adela Yarbro Collins. "Aspects of New Testament Thought." In *The New Jerome Biblical Commentary*, 2nd ed., edited by Raymond E. Brown, SS, Joseph A. Fitzmyer, SJ, and Roland E. Murphy, O Carm, 1,354-1,381. Englewood Cliffs, NJ: Prentice Hall, 1990.

Brown, Raymond E., SS, and Thomas Aquinas Collins, OP. "Church Pronouncements." In *The New Jerome Biblical Commentary*, 2nd ed., edited by Raymond E. Brown, SS, Joseph A. Fitzmyer, SJ, and Roland E. Murphy, O Carm, 1,166-1,174. Englewood Cliffs, NJ: Prentice Hall, 1990.

Cahalan, Kathleen A. "Locating Practical Theology in Catholic Theological Discourse and Practice." *International Journal of Practical Theology* 15, no. 1 (2011): 1-21.

Casel, Odo. *The Mystery of Christian Worship*. Milestones in Catholic Theology. New York: Crossroad Publishing, 1999.

Catechism of the Catholic Church. 2nd ed. Washington, DC: United States Catholic Conference, 2000.

Chupungco, Anscar J., OSB. *Cultural Adaptation of the Liturgy*. 1982. Reprint, Eugene, OR: Wipf and Stock Publishers, 2006.

Congregation for Divine Worship and the Discipline of the Sacraments. "Directory on Popular Piety and the Liturgy: Principles and Guidelines." 17 December, 2001. At The Holy See, www.vatican.va [accessed September 16, 2015].

Congregation for the Clergy, et al. "On Certain Questions Regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of Priest." 15 August, 1997. At The Holy See, www.vatican.va [accessed September 18, 2015].

Council of Trent. *Decree on Justification*. 1547. In *The Christian Faith: In the Doctrinal Documents of the Catholic Church*, 7th ed., edited by Jacques Dupuis, SJ, and Josef Neuner, SJ, 806-823. New York: Alba House, 2001.

Dallen, James. *The Dilemma of Priestless Sundays*. Chicago: Liturgy Training Publications, 2007.

Dulles, Cardinal Avery. "Can Laity Properly Be Called 'Ministers'?"*Origins* 35, no. 44, [April 20, 2006]: 725-31.

Dupuis, Jacques, SJ, and Josef Neuner, SJ. *The Christian Faith: In the Doctrinal Documents of the Catholic Church*, 7th ed. New York: Alba House, 2001.

Finn, Thomas. "It Happened One Saturday Night: Ritual and Conversion in Augustine's North Africa." In *SourceBook for Modern Catechetics, Vol. 2*, edited by Michael Warren, 12-38. Winona, MN: St. Mary's Press, 1997.

Foley, Edward. *Theological Reflection Across Religious Traditions: The Turn to Reflective Believing*. Lanham, MD: Rowman & Littlefield, 2015.

Gallagher, Michael Paul, SJ. *Clashing Symbols: An Introduction to Faith and Culture*. Rev. ed. Mahwah, NJ: Paulist Press, 2003.

Groome, Thomas. "Theology on Our Feet! A Revisionist Pedagogy for Healing the Gap Between Academia and Ecclesia." In *Formation and Reflection: The Promise of Practical Theology*, edited by Lewis S. Mudge and James N. Poling, 55. Minneapolis: Fortress Press, 1987.

Hahnenberg, Edward P. *Ministries: A Relational Approach*. New York: Crossroad Publishing, 2003.

Irwin, Kevin W. *What We Have Done, What We Have Failed to Do: Assessing the Liturgical Reforms of Vatican II.* Mahwah, NJ: Paulist Press, 2014.

Marthaler, Berard L., OFM Conv. *The Nature, Tasks and Scope of the Catechetical Ministry: A Digest of Recent Church Documents.* Washington, DC: National Catholic Education Association, 2008.

McKinney, Mary Benet, OSB. *Sharing Wisdom: A Process for Group Decision Making*. Allen, TX: Thomas More Publishing, 1998.

O'Collins, Gerald, SJ. *Fundamental Theology*. 1981. Reprint, Eugene, OR: Wipf and Stock Publishers, 2001.

Pinckaers, Servais, OP. *Morality: The Catholic View*. South Bend, IN: St. Augustine's Press, 2001.

Pontifical Biblical Commission. "The Interpretation of the Bible in the Church." 23 April, 1993. At The Holy See, www.vatican.va [accessed September 18, 2015].

Pope John Paul II. Apostolic Exhortation, *On Catechesis in Our Time: Catechesi Tradendae*, (October 16, 1979). At the Holy See, www.vatican.va [accessed September 16, 2015].

———. Encyclical, Faith and Reason: *Fides et ratio*, (September 14, 1998). At the Holy See, www.vatican.va [accessed September 18, 2015].

Pope Paul VI. Apostolic Exhortation, *Evangelization in the Modern World: Evangelii nuntiandi*, (December 8, 1975). At the Holy See, www.vatican.va [accessed September 18, 2015].

Pope Pius XII. Encyclical, *Inspired by the Holy Spirit: Divino Afflante Spiritu*, (September 30, 1943). At the Holy See, www.vatican.va [accessed September 16, 2015].

Richard D. McCormack. *St. Anselm, Cur Deus Homo*. Translated by Sidney Norton Deane. 1903. Reprint, Fort Worth, TX: RDMc Publishing, 2005.

Searle, Mark. "Infant Baptism Reconsidered." In *Baptism and Confirmation,* vol. 2 of *Alternative Futures for Worship,* edited by Mark Searle, 15-54. Collegeville, MN: Liturgical Press, 1987.

St. Athanasius. *On the Incarnation*. Popular Patristics Series. Translated and edited by John Behr. Yonkers, NY: SVS Press, 2012.

St. Augustine, *Confessions*. Oxford World's Classics. Translated by Henry Chadwick. New York: Oxford University Press, 1991.

St. Augustine. *On Christian Doctrine*. Translated by Rev. Professor J.F. Shaw. Mineola, NY: Dover Publications, 2009.

St. Thomas Aquinas. *Summa Theologica.* Vol. 1. Translated by Fathers of the English Dominican

Province. 1911. Reprint, Notre Dame, IN: Ave Maria Press, 1981.

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

———. *National Directory for Catechesis*. Washington, DC: USCCB, 2005.

———. *Norms for the Celebration and Reception of Holy Communion Under Both Kinds in the Dioceses of the United States of America*. Washington, DC: USCCB, 2002.

Vogel, Dwight W. "What is Liturgical Theology?" In *Primary Sources of Liturgical Theology: A Reader*, edited by Dwight W. Vogel, 1-14. Collegeville, MN: Liturgical Press, 2000.

Wood, Susan K. ed. *Ordering the Baptismal Priesthood: Theologies of Lay and Ordained Ministry*. Collegeville, MN: Liturgical Press, 2003.