

# **UNIVERSITY OF DALLAS**

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## School of Ministry

### **HANDBOOK FOR GRADUATE STUDENTS 2011 – 2012 ACADEMIC YEAR**

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## FOREWORD

Welcome to the School of Ministry at the University of Dallas. Committed to “Theological Education for Transformative Service,” the School of Ministry is a community of faith, scholarship, and pastoral formation. As a community on mission, we know that an orderly, systematic statement of the policies and procedures which govern our work is important and helpful. The “Handbook for Students” provides that statement.

Although the Handbook attempts to provide for students, prospective and current, a detailed “roadmap” for navigating participation in the School of Ministry, we know that 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 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*.

# 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.

### 2. MISSION

The Master’s 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.

School of Ministry students, immersed in the Catholic theological tradition, develop critical skills for theological reflection and receive high quality 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 School of Ministry offers programs of theological studies and pastoral ministry including degrees, certificates, conferences, ongoing seminars, lectures, and continuing education.

#### **2.1 Core values**

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

The 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 School of Ministry students.

Student centered learning demands flexible and accessible programming.

Through the School of Ministry, the University of Dallas serves the local Church.

### 3. PROGRAMS AND ENROLLMENT OPTIONS

The School of Ministry currently offers five graduate programs of formation, each designed around a different Master's degree: the Program in Theological Studies (M.T.S.), the Program in Pastoral Ministry (M.P.M.), the Program in Religious Education (M.R.E.), the Program in Catholic School Teaching (M.C.S.T.) 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 other than the Catholic School Teaching program (Master's degree only).

#### 3.1 Enrollment Options

Students may participate in the 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 significantly fewer courses than the Master's Degree curriculum. Admission for a graduate certificate is governed by the same standards and requires the same application as the Master's program. No graduate certificate is available in the Program in Catholic School Leadership.

*Continuing Education*— Students who wish to participate in SoM classes but do not seek to receive university credit may enroll as continuing education students with prior written approval from the instructor. These students are not required to hold an undergraduate degree, but must demonstrate aptitude for pastoral ministry. A completed Continuing Education Registration Form must be submitted. No grades are given for continuing education students, and no university transcript is developed. This option is NOT available for online classes.

*Special Student Status* -- Those admitted as “special students” participate fully in 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 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.

### **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 questions. In the M.T.S. program, students take eight core courses – the non-credit Pro-seminar; Church History; Liturgy and Sacraments; New Testament; Old Testament; Systematic Theology; Theological Reflection; and Moral Theology. In addition, students choose five elective courses in order to allow them to pursue their own theological interests.

*Biblical Theology* - The concentration combines foundational bible and theology courses in the SoM with an intellectually rigorous approach to scripture. The degree requires 36 credit hours of course work, at least 18 hours of which will be scripture. Required scripture courses include Old Testament and New Testament. Some scripture electives which have been offered in the past include: Pentateuch, Prophets, Wisdom and Psalms, Synoptic Gospels, Fourth Gospel, Paul and Acts, Biblical Archaeology, and others.

### 3.3 The Program in Pastoral Ministry

The Master of Pastoral Ministry Program equips those who wish to serve the Church with appropriate theological knowledge, pastoral skill, and spiritual depth. In the M.P.M. program, students generally take eight core courses – the non-credit Pro-seminar; Church History; Liturgy and Sacraments; New Testament; Old Testament; Systematic Theology; Theological Reflection; and Moral Theology. The core courses are required for all MPM concentrations with the exception of the concentration in Church Management. To meet the diverse pastoral needs of the surrounding dioceses, the M.P.M. program has several concentrations:

Campus Ministry - Campus Ministers provide proactive ministerial services on college campuses, reaching out to young adults. This program prepares those interested in working with a population faced with the challenges of college life, and the accompanying questions about faith, values, and using one's gifts. Core courses plus Ministry in the Church; Pastoral Administration and Management; Pastoral Ministry Internship (2 semesters); Capstone.

Church Management - This concentration provides professional skills needed to maintain a well managed parish. The program is offered in conjunction with the University of Dallas Graduate School of Management to equip ministers with theological background and practical skills crucial to being effective stewards of church resources—both human and financial. Required SoM courses: Pro-seminar; Ministry in the Church; Moral Theology; Pastoral Administration & Management; Pastoral Application of Canon Law; Theological Reflection; and Capstone. Required GSM courses: Accounting for Managers; Foundations of Management and Strategy; Foundations of Marketing; The Effective Leader; and Value Based Leadership. Electives may be taken from either school.

Family Ministry - This concentration enables participants to minister effectively to the particular needs of families in the 21st century. The eight core courses plus: Ministry in the Church; Pastoral Administration and Management; Pastoral Ministry Internship (2 semesters); Capstone.

Health Care Ministry - Recognized by the National Association of Catholic Chaplains, this focus area features on-site Clinical Pastoral Education (CPE) at Harris Medical Center in Fort Worth or Children's Medical Center of Dallas or other health care facility accredited by the Association for Clinical Pastoral Education (ACPE; <http://www.acpe.edu/>), combined with academic knowledge and a major project. The eight core courses plus: Ministry in the Church; Healthcare Ethics; C.P.E.; Capstone.

Hispanic Ministry - With emphasis on ministerial outreach to the Hispanic community, the program in Hispanic Ministry trains professionals to meet the needs of one of the fastest growing communities in the Church. The eight core courses plus: Ministry in the Church; Pastoral Administration and Management; Pastoral Ministry Internship (2 semesters); Capstone.

Pastoral Life and Administration - Intended to prepare students for the work of Pastoral Associate, Parish Life Administrator, and similar roles, this focus area emphasizes the comprehensive needs of those assisting with parish leadership, administration, and faith formation. The eight core courses plus: Ministry in the Church; Pastoral Administration and Management; Pastoral Application of Canon Law; Liturgical Leadership; Capstone.

Youth Ministry - This focus area provides the preparation needed to address the spiritual growth of youth in a parish or school setting. The program is offered in conjunction with the Center for Ministry Development and meets its requirements for the National Certificate in Youth Ministry. Core courses plus: Ministry in the Church; Pastoral Administration and Management; \*Principles of Youth Ministry; \*Practices of Youth Ministry; \*Foundations of Ministry Leadership; \*Skills for Christian Leadership; \*Evangelization and Catechesis; \*Justice and Service; \*Prayer and Worship; \*Pastoral Care; \*Youth Ministry Capstone [\*1 credit courses]

### **3.4 The Program in Religious Education**

The Master of Religious Education program prepares those students who wish to be catechetical leaders in parishes, schools, and other ministries. Every student in the Religious Education program takes a set of core courses as well as courses focused specifically on the principles of religious education. In addition, students in the program are assisted in collaborating with a catechetical mentor, a professional minister in the local area to give them support, encouragement, and practical knowledge beyond their classroom experience. Core courses plus: Ministry in the Church; Pastoral Administration and Management; Catechetics and the Development of Faith; Models of Catechesis; Capstone.

### **3.5 The Program in Catholic School Teaching**

The Master of Catholic School Teaching program is a collaborative degree project with the Dallas Area Network for Teaching and Education (DANTE), a special project within the UD Department of Education committed to forming a Catholic "community of practice" both on campus and online where pre-service and in-service teachers can construct what it means to teach...for the first time or all over again. Designed to lead, encourage, and support prospective and practicing Catholic school teachers in their efforts to become fully-informed, reflective, faith-filled educators for Catholic schools, the Master of Catholic School Teaching (MCST) includes the religious education/theology and professional education courses necessary to satisfy teaching requirements as determined by the Texas Catholic Conference Education Department for a) teaching religion/theology in grades 3K - 12 in Texas Catholic schools, b) teaching subjects other than religion/theology in grades 3K – 12 in Texas Catholic schools, and c) teaching religion/theology in Texas parish programs of religious education. The MCST offers three concentrations:

- MCST for teaching all subjects, including religion, grades 3K-8 (Self-Contained)
- MCST for teaching religion/theology grades 6-8 (Departmentalized)
- MCST for teaching religion/theology grades 9-12

### **3.6 The Program in Catholic School Leadership**

The Master of Catholic School Leadership Program teaches those skills necessary to be an effective administrator in Catholic schools. The program consists of 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 addition, students take theological and pastoral courses, bringing the light of faith to the role of school leadership. Students in the M.C.S.L. program are required to take five core courses (Pro-seminar; Church History; Liturgy and Sacraments; Systematic Theology; Moral Theology) in addition to eight courses designed specifically for training in successful Catholic school leadership.

Students who have successfully completed the CSL program may apply for the Master's degree in Catholic School Leadership by writing a letter to the Dean and submitting a statement of ministerial goals.

## 4. PROGRAM REQUIREMENTS

### 4.1 Admission

A bachelor's degree from a regionally accredited college or university with a cumulative grade point average of 2.75 or higher (4.0 scale) is required in order to pursue a Master's degree or a Graduate Certificate at the SoM. A bachelor's degree is not required to pursue continuing education. Every student must demonstrate an aptitude for pastoral studies in at least one of three different ways: successful undergraduate studies in the liberal arts, theology, or religious studies; ministerial experience; or completion of a comprehensive and rigorous diocesan program of formation.

Students who have deficiencies in their undergraduate preparation may be admitted conditionally but they must present substantial evidence of a capacity to perform at a graduate level and may be required to complete appropriate prerequisites and/or a directed individual study prior to acceptance. The application will then be reviewed and assessed.

To apply, the following must be completed and submitted to the School of Ministry's main office:

- School of Ministry Application Form
- Application Fee of \$50.00
- Official Transcripts from all colleges or universities previously attended
- Three Letters of Recommendation (with accompanying forms)\*
- An autobiographical essay\*
- A theological reflection essay\*
- A statement of ministerial goals and objectives\*

\* required for Master's and Graduate Certificate

In addition, applicants may be asked to provide samples of academic writing and to take part in a personal interview.

There are additional requirements for international applicants:

- Copy of diploma/graduation certificate for degree earned abroad
- TOEFL score of at least 80 (IBT), 213 (CBT), or 550 (PBT)

If students cannot enroll in the term for which they have been admitted, they must submit a letter to the Dean requesting deferral of admission.

## **4.2 Degree Completion**

The M.T.S., M.P.M., and M.R.E. degrees each require 36 credits of course work, of which at least 27 must come from SoM courses. The M.C.S.T. requires 48 credits of coursework. A minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale is required for good standing. Students whose GPA falls below 3.0 are placed on academic probation. 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.

GPA requirement for graduation is calculated only on courses required for the degree. However, all grades received in approved prerequisite courses will be figured in determining GPAs for both scholarship continuance and eligibility to continue in a given program. See also sections 4.7 and 4.8.

Each student is personally responsible to see that all required courses are taken. Faculty advisers will offer assistance. To assist in planning, *Curriculum Planning Worksheets* can be found in the “Appendix of Forms” section of this handbook.

## **4.3 Certificate Completion**

The graduate certificates for Theological Studies, Pastoral Ministry, and Religious Education each require students to successfully complete 18 credits within the curriculum of that program with a cumulative GPA of at least 3.0.

A graduate certificate in Catholic School Leadership is also available from the SoM. This graduate certificate attests that the student has completed a specific sequence of six three-credit graduate courses, and, together with the master's degree, fulfills the administrator requirements of the Texas Catholic Conference and the Southern Association of Colleges and Schools. For further information, please contact the director of the Program in Catholic School Leadership.

## **4.4 Change of Program**

Within the SoM, students accepted into one degree or graduate certificate program can transfer into another comparable program by submitting a “Change of Degree Plan” form (See “Appendix of Forms”). Should they be admitted into another school of the University, the privileges they enjoyed (e.g., grants, scholarship) in the SoM program do not automatically transfer.

#### **4.5 Transfer of Graduate Credit**

Upon approval of the Dean of the SoM, a maximum of nine graduate credits can be transferred from programs at regionally accredited institutions. At the time of application the student must petition the Dean for the transfer of credit and supply the proper documentation and description of the courses for which credit is sought. For those in the Catholic School Teaching program, twelve credits may be transferred. Transfer credits do not apply to the graduate certificate programs.

#### **4.6 Credit by Placement/waiver, Diocesan Sponsored Deacon and Lay Ecclesial Ministry Formation Programs**

Upon approval of the Dean of the SoM, a maximum of nine graduate credits can be granted to those who have completed accredited programs of academic formation for the diaconate or lay ecclesial ministry programs. Transcripts from the accrediting institution must be provided to receive this credit. A maximum of three graduate credits can be granted to those who have completed non-accredited programs of academic formation for diaconate or lay ecclesial ministry or other comparably rigorous adult faith formation programs (e.g., Catholic Biblical School). The non-accredited programs must have lasted at least three years. At the time of application the student must petition the Dean for the credit and supply the proper documentation, including syllabi, certificates, diocesan documents, etc. All credit by placement/waiver is considered as elective credit.

#### **4.7 Time Limit, Completion of Degrees and Graduate Certificates, Leaves of Absence**

All course work 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. Request for a leave must be made at least two weeks prior to the first day of classes and use the proper form (see "Appendix of Forms"). 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 and only when there is a good reason for the absence and a good prospect of the student's returning to the program. Leaves of absence will not be counted against the time limit for completion of the degree.

If the course of studies is interrupted without a leave of absence, the student is considered to have resigned from the program. Students wishing to return must reapply

for admission. Re-application requires submission of a detailed letter of explanation and intent and payment of an application fee. The student's file will then be considered.

#### **4.8 Graduation**

For those pursuing a master's degree, a degree application form and fee must be submitted early in the semester prior to graduation. Forms may be obtained from Appendix 4, below and returned, along with payment covering graduation expenses, to the School of Ministry office. For graduation fees consult the *Fees & Expenses* sheet for the current academic year. To graduate, one must submit all course work by the Wednesday before graduation. This date is listed on the Academic Calendar.

### **5. FORMATS**

The School of Ministry offers multiple formats graduate studies in theology are more easily accessible to students. Courses are offered primarily in three formats: weekends, evenings, and online.

#### **5.1 Onsite**

Courses are offered on a weekly format that follows the University calendar, with breaks for Thanksgiving, Spring, etc. These courses meet each week of the semester for about fifteen weeks. These courses are offered in the evenings, usually from 7:00 – 9:50 PM.

#### **5.2 Online**

School of Ministry online classes are given by the same professors who teach onsite. Video lectures, discussion groups and optional live tutorial chats are all led by a fully qualified professor, not by a teaching assistant. In UD School of Ministry masters courses, the professor who writes the course teaches the course.

Online classes are arranged on a weekly schedule, but within each week students have great flexibility in when they download, view, and respond to lectures and student input.

#### **5.3 Intensive Courses**

Occasionally courses are offered in a concentrated, intensive format outside the customary Fall, Spring, and Summer schedules. Such courses usually require significant advance preparation and follow-up work after the last class meeting. Availability depends on student interest and faculty participation.

The options are there to serve the diverse needs of adult learners. Many choose to take classes in different formats.

## 6. COURSE OFFERINGS

### 6.1 Core Curriculum

*All School of Ministry master's degrees build on a core curriculum of five courses:*

- 6010** Graduate Pro-Seminar
- 6311** Liturgy and Sacraments
- 6312** Moral Theology
- 6313** Systematic Theology
- 6314** Church History

The M.T.S., M.P.M., M.R.E., and M.C.S.T. core also includes:

- 6320** Theological Reflection
- 6321** Old Testament
- 6322** New Testament

Core courses are offered on a regular basis. The course Ministry in the Church is also offered on a regular basis. *Core courses may not be taken on an independent study basis.*

### 6.2 Schedule of Core Courses (including Ministry in the Church)

#### **Fall Semester 2011**

- Online and/or Evening Courses:
- RPS 6321 Old Testament
- RPS 6330 Ministry in the Church
- RPS 6311 Liturgy & Sacraments
- RPS 6314 Church History

#### **Spring Semester 2012**

- Online and/or Evening Courses:
- RPS 6312 Moral Theology
- RPS 6320 Theological Reflection
- RPS 6313 Systematic Theology
- RPS 6322 New Testament

15 **Fall Semester 2012**

16 Online and/or Evening Courses:

17 RPS 6313 Systematic Theology

18 RPS 6322 New Testament

19 RPS 6312 Moral Theology

20 RPS 6320 Theological Reflection

21  
22 The School of Ministry Pro-seminar is offered every fall semester for first year students. Though  
23 it is a non-graded, non-credit course, full participation and successful completion of the course  
24 are required for graduation.

25 **6.3 Electives**

26 Only the M.T.S, M.P.M with Church Management Concentration, and M.C.S.T programs  
27 currently include electives. These electives may be taken in the School of Ministry,  
28 Theology Department, the Graduate School of Management, or the Education  
29 Department, or other, depending on the program. Electives from other departments  
30 may be taken with prior approval of the Dean. Electives are scheduled based on the  
31 availability of faculty and the interest of the students. The MTS and MPM degrees  
32 require a minimum of 27 credits from courses in the SoM.

33 **6.4 Independent Study**

34 Independent study facilitates the pursuit of interests for which there are no  
35 corresponding courses offered in the SoM. Students must initiate the request for  
36 independent study and professors are not obligated to direct such courses. If a professor  
37 agrees, a detailed agreement must be developed and signed by the student and  
38 professor, and approved by the Dean of the SoM. (See Appendix of Forms for  
39 accompanying "Independent Study Request Form".) They may take the form of  
40 supervised practicum courses, directed reading and research, or a Capstone course. Only  
41 those who hold doctoral degrees in their field may facilitate independent study courses.  
42 No core courses may be taken by independent study.

43 **6.5 Continuing Education**

44 Students enrolled in the master's or graduate certificate programs may take courses as  
45 continuing education with the permission of the professor and the Dean of the SoM. No  
46 graduate credit is awarded for continuing education. If graduate credit is desired, the  
47 course must be repeated as a regular course at the regular tuition rate.  
48

49 **7. FEES, EXPENSES, AND FINANCIAL AID**

50 **7.1 Tuition, Fees and Other Expenses**

51 Please see the University of Dallas Bulletin, 2011-2012, pp. 289 – 292 for detailed  
52 information about tuition, fees, payment, refunds, etc. The Bulletin may be found online  
53 by going to the “Quick Links” on the main page, then selecting “Catalog.” The  
54 University business office can also be accessed from the “Quick Links” menu.

55 **7.2 Financial Assistance**

56 ***SCHOLARSHIPS***

57 Upon acceptance into the program, all regularly admitted students seeking degrees or  
58 graduate certificates in the SoM may request a graduate scholarship up to one-third  
59 tuition remission. Students employed full time in pastoral ministry may be eligible for  
60 additional scholarship aid. In such cases, verification of full time employment must be  
61 provided by the employer each semester. One may also request a review of one’s  
62 scholarship status, as need dictates. Students must submit a formal request for renewal  
63 of scholarship every year.

64  
65 Scholarships are made possible by the generosity of benefactors of the SoM and the  
66 endowment of the University of Dallas. They reflect the University’s commitment to the  
67 students of the SoM in its mission to meet the needs of the local church.

68  
69 ***OTHER ASSISTANCE***

70 Through the years, students have received varied kinds of financial support from  
71 dioceses and parishes in the areas where the SoM offers courses. In addition, local and  
72 national Catholic organizations have also responded positively to requests. We  
73 encourage students to contact their pastors and members of various organizations to  
74 explore the possibility of receiving funds.

75  
76 ***FINANCIAL AID***

77 Degree or graduate certificate students taking a minimum of 5 credits per semester are  
78 eligible for aid in the form of student loans through the Financial Aid Office at the  
79 University of Dallas. For more information, necessary forms, and instructions about  
80 loans, please contact the Financial Aid Office directly at (972) 721-5266. Students who  
81 currently have outstanding loans must make special arrangements with their lending  
82 institutions in order to defer their loans.  
83

## 84 8. RESOURCES

### 85 8.1 Library Resources

86 All students are eligible to use the Blakely Library and take advantage of its many  
87 services, such as online access to over 22,000 full textbooks, links to various databases  
88 and full-text online journals. Remember that the University of Dallas reserves the right  
89 to withhold your transcripts and assess any fines for lost or unreturned books.

### 90 8.2 Writing Consultants

91 All students in the SoM are eligible to receive assistance from SoM writing consultants  
92 who will review written submissions by students both for technical correctness  
93 (grammar, spelling, syntax, etc.) and for overall effectiveness (cogency of argument,  
94 sequence of ideas, etc.). Consultants do NOT advise students regarding theological or  
95 pastoral suitability, historical accuracy, etc. Students should allow for a turn-around  
96 time of 7 working days. Submissions must be sent via email to the administrative  
97 assistant for graduate programs. It is recommended that students confirm their  
98 submission with the professor.

### 99 8.3 Computer Lab

100 The University's Academic Information Systems department maintains a computer lab to  
101 assist students with issues relating to use of software and the internet. Contact the AIS User  
102 Support Specialist, Brad Weatheread for more information 972-721-4137;  
103 [bweathe@udallas.edu](mailto:bweathe@udallas.edu).

### 104 8.4 Academic Advising

105 Every student in the SoM graduate programs is assigned a faculty member to serve as an  
106 Academic Adviser. Advisers assist students with degree planning, selection and sequencing  
107 of courses, questions concerning pre-requisites, accessing University resources, and other  
108 matters relating to the academic work being done. For some academic procedures, such as  
109 registration, change of program, withdrawals, etc., the approval of academic advisers is  
110 required. Students are responsible for initiating and maintaining contact with their advisers  
111 in a timely manner.

### 112 8.5 Bookstore

113 The University of Dallas Bookstore, located in the Haggar University Center on campus,  
114 makes books and other course materials available at a reasonable price. Other services

115 such as related literature, discounts on computer hardware and software, and student  
116 supplies are provided by the bookstore. Contact the bookstore directly at 972-721- 5321  
117 or at their website.

118

## 119 9. ACADEMIC POLICIES & PROCEDURES

### 120 9.1 Integrity

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

### 126 9.2 Registration

127 All registration information is provided to students in a timely fashion toward the end of  
128 each semester. Online registration is the standard mode of registration. Each semester a  
129 new PIN is to be obtained from the student's academic adviser. It is the student's  
130 responsibility to register at the appointed times or to notify the SoM of any difficulty in  
131 advance. A fee of \$75.00 is charged for late registrations.

132

133 Billing for continuing education enrollment in graduate courses is handled through the  
134 SoM office (contact graduate administrative assistant). All other billing is done by the  
135 Business Office.

### 136 9.3 Submission of Course Work

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

139

- 140 • E-mailing course work - E-mailing course work is allowed only with the professor's  
141 permission.
- 142 • Online submissions – students taking online courses may be asked to submit assignments  
143 via the Blackboard course platform, by email, or in some other way. Students are  
144 responsible for knowing and following the expectations of the professor for how  
145 assignments are to be turned in.
- 146 • Faxing course work - Faxing course work is *not allowed* without explicit, prior  
147 permission from the professor. In those rare cases where exceptions are made, it is the

responsibility of the student to call the SoM 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.). Candidates must have turned in all required course work (except final exams) by the Wednesday before graduation. It is the candidate's responsibility to make certain that all course work is completed in time for graduation.

#### 9.4 Grading Policy

The SoM 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. However, all grades received in approved prerequisite courses will be included in determining GPAs for both scholarship continuance and eligibility to continue in a given program.

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. No scholarship will be made available for the retaking of a course, or courses, in which the student has received a grade lower than C (2.0).

#### 9.5 Academic Standing

Good standing in the SoM requires a cumulative GPA of 3.0 on a 4.0 scale. If the cumulative GPA should fall below 3.0, the student will be placed on academic probation. The student must raise the cumulative GPA to 3.0 within the next six credits taken. If the minimum GPA is not attained after this probationary period, the student will be withdrawn from the program.

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

180  
 181 The University GPA will be calculated according to the values given under “Grades and  
 182 Quality Points.” Grades of “I” are averaged into the grade point average as “F” grades  
 183 until completed. Grades earned in college courses taken at other institutions do not  
 184 affect the student’s cumulative University GPA. The GPA is found by dividing the total  
 185 number of quality points earned by the total number of credit hours attempted.

186  
 187 *Final grades are reported by the professors and recorded by the Registrar’s Office. Students can*  
 188 *access their grades by logging onto BannerWeb. No other report of grades is made to the student.*  
 189 *(Instructions for logging onto BannerWeb are located in the back of this handbook).*

## 190 **9.6 Absences**

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

194  
 195 In the event of unavoidable absence due to illness or emergency, the student should  
 196 notify the professor prior to the class if possible. The student may initiate and submit to  
 197 the professor(s) a proposal for making up the material. Normally, the professor will  
 198 determine how to acquire this material, whether through a reading assignment,  
 199 reviewing recorded classes, a commensurate paper on the subject matter, or some other  
 200 means. Professors are not obligated to accept make up assignments for unexcused  
 201 absences.

202  
 203 If more than three hours of class time is missed *without due cause*, this may be cause for a  
 204 mandatory withdrawal or drop.

### 206 **ONSITE CLASSES**

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

211

212 **ONLINE CLASSES**

213 Attendance for an online class is defined as viewing the online video presentation for a  
214 particular week AND fully contributing to the online discussion during the week that the  
215 video presentation and discussion questions are posted.

216 An absence is defined as a week when the student EITHER did not view the video  
217 presentations OR did not contribute as required by the professor to the online discussion for  
218 a particular week. If the student views the video and/or contributes to the online discussion  
219 after the week during which the material was posted, the student is still considered absent  
220 for that week.

221 If more than three weeks of class time is missed without the professor's explicit approval,  
222 this may be cause for a withdrawal or drop.

223 **9.7 Incompletes**

224 The purpose of an incomplete is to minimize the negative consequences of unforeseen  
225 difficulties resulting in failure to complete requirements of a course. They are not a  
226 means for extending deadlines for the sake of convenience. The student must submit a  
227 written request for an incomplete to the professor no later than two weeks prior to the  
228 final class. It is the prerogative of the professor to accept or refuse the request. If the  
229 request is accepted, the professor may determine a deadline prior to the SoM's final  
230 deadline, which for the spring semester is June 30<sup>th</sup>, and for the fall semester is one week  
231 prior to the first spring weekend of classes. There is a short interval between the end of  
232 the fall semester and registration for the spring semester. If course work has not been  
233 completed by the deadline determined by the professor, the professor may either:

- 234 a. assign a grade based on work completed, or
- 235 b. make the incomplete permanent.

236

237 Permanent incompletes appear on the transcript as "I/PR" and can never be removed. In  
238 order to receive credit for a permanent incomplete, the student must take the entire  
239 course again at the regular cost.

240

241 *Graduate Scholarships from the School of Ministry will not cover the re-taking of courses for*  
242 *which a permanent incomplete (I/PR) has been given.*

243 **9.8 Withdrawal**

244 To withdraw from a class, a student must initiate the process with the administrative  
245 assistant for graduate programs, and present the necessary documentation, with the

246 necessary signatures, to both the Registrar's Office and the Business Office. No refunds  
247 are made without an approved dismissal from the University.

248  
249 *Discontinuation of class attendance or notification to a professor of withdrawal does not*  
250 *constitute official withdrawal and refunds will not be made on the basis of such an action. In such*  
251 *instances, the student will be responsible for the full payment of the account.*

252  
253 One may withdraw from a course, or courses, up to the last date for withdrawal  
254 specified in the Academic Calendar. One may not withdraw after this date. Withdrawal  
255 from a course up to the last day for withdrawal results in a "W" given for the course.  
256 After that date a grade will be assigned.

257  
258 Students who withdraw from the University during the fall or spring semester with  
259 written permission from the Dean are allowed a return of tuition and refundable fees  
260 according to the following schedule:

- 261 Before the 1st day of class 100%
- 262 1st Day of class through the last day of add/drop period 80%
- 263 1st Week after the close of the add/drop period 60%
- 264 2nd Week after the close of the add/drop period 40%
- 265 3rd Week after the close of the add/drop period 20%
- 266 From the 4th week on after the close of the add/drop period 0%

267  
268 Withdrawal schedules for other terms than fall and spring will be published by the  
269 University. Consult the administrative assistant for the graduate program for details.

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

272  
273 *University Scholarships do not cover re-taking courses from which students have withdrawn.*

## 274 **9.9 Standards for Academic Writing**

275 All written work submitted for courses in the SoM curriculum are expected to meet generally  
276 accepted standards for professional communication. This applies to every written  
277 submission, regardless of the assignment, including online posts, project proposals, email  
278 communication, pastoral projects, learning journals, etc. IN ADDITION, for all academic  
279 assignments (term papers, reflection papers, research projects, in-class presentations, reports  
280 on readings, literature reviews, research proposals, etc.), the SoM recommends those rules

281 described within Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and*  
282 *Dissertations*, Seventh Edition (Chicago: The University of Chicago Press, 2007, ©1937).

283 Students are encouraged to use the SoM Writing Lab. For details, contact the  
284 Administrative Assistant for Graduate Programs.

## 285 **9.10 Academic Honesty**

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

291

### 292 ***PLAGIARISM***

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

299

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

304

### 305 ***CONSEQUENCES FOR DISHONESTY***

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

311

## 312 **10. SCHOOL OF MINISTRY PROGRAMS ABROAD**

313

314 The SoM offers students and non-students alike opportunities to experience Christian  
315 history, theology, and spirituality from various vantage points abroad. Courses are  
316 occasionally offered at the University's Eugene Constantin Campus in *Due Santi*, situated  
317 among the Alban hills outside of Rome, Italy. Travel to Rome gives the ability not only to

318 study significant figures in the history of Christianity, but also to visit the towns where  
319 they lived and the places where they worked and taught. Our Rome programs are  
320 designed to maximize the learning process by combining academic courses with life  
321 experience in the eternal city. Students are strongly encouraged to consider these  
322 opportunities for core and elective courses.

323  
324 The School of Ministry Rome programs offer students the opportunity to earn graduate  
325 credit hours. Courses are open to new and current School of Ministry students, visiting  
326 graduate students, or anyone wishing to audit at least one course. About 40% of class  
327 time is spent on "field trips" in and around the city of Rome. During the evenings and on  
328 weekends, you may experience Rome and the surrounding area on your own.

329

330  
331  
332  
333

## APPENDIX 1 – Contact Information, School of Ministry

### SoM FACULTY AND STAFF

NAME AND PHONE NUMBER	OFFICE Phone	E-Mail
Oscar Carranza Coordinator, UDMC	972-721-5105	<a href="mailto:carranza@udallas.edu">carranza@udallas.edu</a>
Diana Dudoit Raiche Visiting Ass't Professor of Theology	972-721-4081	<a href="mailto:ddraiche@udallas.edu">ddraiche@udallas.edu</a>
Gene Giuliano Freeman Prof. of Sacred Scripture	972-721-5196	<a href="mailto:giuliano@udallas.edu">giuliano@udallas.edu</a>
Julia Jakab Admin. Ass't, Graduate Program	972-265-5814	<a href="mailto:jjakab@udallas.edu">jjakab@udallas.edu</a>
Marti Jewell Ass't Professor of Theology	972-265-5810	<a href="mailto:mjewell@udallas.edu">mjewell@udallas.edu</a>
Daniel Luby Ass't Professor of Theology, Dir. of Graduate Enrollment	972-721-5228	<a href="mailto:danluby@udallas.edu">danluby@udallas.edu</a>
Patrick Madden Adjunct Ass't Prof of Biblical Studies	800-256-1542	<a href="mailto:pmadden@dioshpt.org">pmadden@dioshpt.org</a>
Jim McGill Peterson Professor of Applied Ministry	972-721-5393	<a href="mailto:mcgill@udallas.edu">mcgill@udallas.edu</a>
Geralyn Rea Admin. Ass't, Continuing Education Programs	972-721-4118	<a href="mailto:grea@udallas.edu">grea@udallas.edu</a>
Juan Rendon Instructor, Catholic Biblical School	972-721-5193	<a href="mailto:jrendon@udallas.edu">jrendon@udallas.edu</a>
Debbie Sargo Admin. Ass't to the Dean	972-265-5809	<a href="mailto:sargo@udallas.edu">sargo@udallas.edu</a>
Brian Schmisek Dean	972-721-4068	<a href="mailto:schmisek@udallas.edu">schmisek@udallas.edu</a>
Daniel Schumer Events & Communications Mgr.	972-265-5811	<a href="mailto:dschumer@udallas.edu">dschumer@udallas.edu</a>
Pia Septien Director, Cont. Education Programs	972-721-5187	<a href="mailto:mseptie@udallas.edu">mseptie@udallas.edu</a>
Stewart Wester Instructor, Catholic Biblical School	972-721-4061	<a href="mailto:swester@udallas.edu">swester@udallas.edu</a>

334  
335

336 OTHER HELPFUL SOM CONTACT INFORMATION

337

- SoM Office (toll-free) (888) 447-4777
- SoM Fax (972) 721-4076
- SoM E-mail Address [ministry@udallas.edu](mailto:ministry@udallas.edu)
- SoM Home Page [www.udallas.edu/ministry](http://www.udallas.edu/ministry)

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339 GENERAL CONTACT INFORMATION, UNIVERSITY OF DALLAS

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- Main switchboard: (972) 721-5000
- University Bookstore: 972) 721-5320;  
[http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001  
&langId=-1&storeId=10278&demoKey=d](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=10278&demoKey=d)

## APPENDIX 2 – Policy on Unlawful Discrimination and Harassment

The University of Dallas is an equal opportunity, co-educational and Catholic institution of higher learning. It is open to students and faculty of all faiths, and does not discriminate in admissions or employment on the basis of race, color, sex, age, handicap or national origin. Every effort has been made to include in this handbook information, which, at the time of printing, most accurately and pertinently represents the School of Ministry degree programs. However, the provisions of this handbook are subject to change by the University without notice.

As a private institution the University explicitly reserves the right to judge whether it is in the best interests of the institution that a student be allowed to continue affiliation. By registering, the student concedes to the University the right to require withdrawal whenever it deems withdrawal necessary.

The University does not discriminate on the basis of sex in its programs and activities. Any person alleging to have been discriminated against in violation of Title IX may present a complaint to the Title IX coordinator. The coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.

**Title IX Coordinator:** The University has designated Janis Townsend, Director of Human Resources, as the Title IX Coordinator. Human Resources is located on the second floor of Carpenter Hall and the phone number is (972) 721-5382.

**Unlawful Discrimination and Harassment:** The University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janis Townsend, Director of Human Resources - Section 504/ ADA Coordinator - Title IX Coordinator - Age Discrimination Act Coordinator - Office of Human Resources, Carpenter Hall 2nd Floor - 1845 E. Northgate Drive, Irving, TX. 75062 - (972) 721-5382.

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

385 termination, when such discrimination occurs because of the person's race, color, sex,  
386 age, disability, national origin, citizenship or, to the extent proscribed by law, religion.<sup>1</sup>

387 Discriminatory harassment is conduct directly addressed to a specific individual or  
388 group of individuals which is intended to intimidate, ridicule, insult, or annoy them  
389 because of their race, color, religion, gender, disability, national origin, or citizenship; or  
390 conduct based on these factors which unreasonably interferes with a student's or  
391 employee's work performance or which creates an intimidating, hostile, or offensive  
392 work (or learning) environment.

393

394 Sexual harassment is defined by the EEOC as unwelcome sexual advances, requests for  
395 sexual favors, and other verbal or physical conduct of a sexual nature when:

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

#### 404 Interpretation and Application of this Policy

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

413 **2.** The University believes with the U.S. Supreme Court, that universities are  
414 "traditional sphere[s] of free expression...fundamental to the functioning of our

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<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup>Cf. Meritor Savings v. Vinson, 447 U.S. at 67 (1986) .

society.”<sup>4</sup> 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.<sup>5</sup> 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 taken into account. 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 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

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<sup>4</sup> Rust v. Sullivan 111 S.Ct. 1759, at 1776 (1991).

<sup>5</sup> 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)].

449 professional judgment, or by the appearance to other students of favoritism. Therefore,  
450 faculty should generally avoid romantic involvement with students.

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

458 **1.** Faculty conduct in violation of this policy should be reported to the Provost or to  
459 the University President. The Provost or the Provost's designee shall promptly  
460 investigate the complaint and advise the President whether or not to initiate the  
461 disciplinary action procedure. If the President decides to initiate the procedure,  
462 the Disciplinary Action provisions of the Faculty Handbook (Sec. 2.49) shall be  
463 followed. The Provost shall inform the complainant of the action taken with respect  
464 to the complaint.

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

470 **3.** Student conduct in violation of this policy should be reported to the Dean of  
471 Students. The Dean, or his designee, shall investigate the complaint, resolve the  
472 matter informally or, if it appears that discipline is called for, refer it to the  
473 Committee on Student Discipline in accordance with the provisions of the Student  
474 Handbook. The Dean shall inform the complainant of the action taken with  
475 respect to the complaint.

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

481  
482 The complaint and subsequent proceedings shall be kept as confidential as possible as  
483 allowed by law and consistent with a thorough investigation. The President shall  
484 designate a different official to participate in or conduct the investigation if the person

485 normally responsible for such participation or investigation is the subject of the  
486 complaint.

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

488

489 APPENDIX 3 – Policy on Discrimination against Persons with Handicaps or  
490 Disabilities  
491

492 The University will not exclude or impede a handicapped individual from participation  
493 in University programs and activities. The University will provide any and all  
494 reasonable accommodations to facilitate handicapped applicants and students' access to  
495 and participation in University programs, events, classes and activities. Persons with  
496 disabilities needing special assistance to attend any such program or activity should  
497 contact the ADA coordinator at (972) 721-5255.  
498

499 SoM students with disabilities needing special assistance to attend a scheduled class or  
500 weekend of classes are encouraged to contact the SoM office at (888) 447-4777 at least 3  
501 to 4 weeks prior to the scheduled class.  
502

503 SoM students with disabilities that need consideration regarding class participation or  
504 assignments are encouraged to inform their instructor no later than 4 days after the start  
505 of class for weekday and online classes and by the end of the first weekend for the  
506 weekend classes.  
507

508 Students who complain of any alleged violations of the Rehabilitation Act of 1973 or the  
509 Americans with Disabilities Act, may present their complaint to the Section 504  
510 Coordinator, Director of Human Resources, Carpenter Hall, (972) 721-5255.  
511

512

513 APPENDIX 4 – Check List for Degree and Graduate Certificate Application

514

- 515 1. Apply for the degree or graduate certificate early in the semester in which you  
516 intend to graduate. (The form is obtained from the administrative assistant for  
517 graduate programs and returned to same, along with payment of graduate fees.)
- 518 2. Notify the Registrar’s Office of plans to participate in May graduation  
519 ceremonies. There is no ceremony for December or August graduations; however,  
520 December or August graduates may participate in the May ceremonies.
- 521 3. Notify the Alumni Office of future plans.

522

523

