

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



2021-2022  
**STUDENT HANDBOOK**

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

**Table of Contents**

<b>FOREWORD</b> .....	4
<b>HISTORICAL INTRODUCTION</b> .....	5
<b>MISSION STATEMENT</b> .....	6
<b>INSTITUTIONAL RELATIONSHIPS</b>	
Washington Theological Consortium.....	7
Consortium Cross Registration .....	7
<b>ADMINISTRATIVE OFFICES</b>	
President .....	8
Dean .....	8
Meetings with the Dean .....	8
Registrar .....	8
Registration .....	8
<i>Populi</i> .....	8
Transcript Orders.....	8
Semester Grades.....	9
Treasurer and Director of Financial Aid.....	9
Student Accounts .....	9
Financial Aid.....	9
Director of the Library .....	10
Career Placement Services.....	10
Research and Writing Tutor.....	10
<b>STUDENT OBLIGATIONS</b>	
Class Attendance .....	11
Course Changes .....	11
Course Evaluations .....	11
Conduct.....	11
Academic Integrity .....	11
Incompletes .....	13
Academic Probation.....	13
Dismissal.....	13
Termination of Degree Program of Study.....	13
Readmission .....	13
Leave of Absence .....	14
Attendance at School Events.....	14
Title of Address .....	14
Dress Code .....	14

## STUDENT RIGHTS

Representation .....	14
Health Insurance.....	14
Due Process.....	14

## STUDENT POLICIES

General Policies .....	16
Admissions .....	16
Standard Admissions Policies for International Students .....	16
Library.....	17
Liturgical Worship.....	17
Services and Facilities Available to Students with Disabilities .....	17
Sexual Harassment Prevention and Grievance Procedures .....	18
Hate Crimes.....	24
Policy on Drug and Alcohol Abuse.....	25
Acceptable Use Policy.....	28
Whistleblower Policy.....	31
PFIC Copyright Compliance Policy .....	34

## GENERAL INFORMATION

Conduct in the House.....	38
School Website .....	38
Switchboard and Receptionist Hours.....	38
Facilities.....	38
Bulletin Board .....	38
Mailboxes.....	38
ID Cards .....	38
Photocopying.....	39
Student Lounge.....	39
Parking .....	39
Key Fobs.....	39
DHS.EDU email addresses.....	39
Wireless Internet Access.....	39
Emergencies .....	40
Fire Safety.....	40
Police and Rescue Squad.....	40
Inclement Weather.....	40
SMS Notifications .....	40
Smoking .....	40
Local Restaurants.....	41
Local Hospitals .....	41
Local Pharmacies .....	41
Student Housing.....	42

## APPENDIX A

Master of Arts (Theology) Degree.....	43
Master of Arts (Thomistic Studies) Degree.....	48

Master of Divinity Degree.....	53
Baccalaureate of Sacred Theology Degree.....	58
Licentiate in Sacred Theology Degree.....	63
Doctorate in Sacred Theology Degree.....	71
Dual Degree Candidacy.....	78
Graduation Rates.....	79
Degree Completion Periods.....	80
The Thomistic Institute.....	81
<b>APPENDIX B</b>	
Selected Articles from the <i>Statutes</i> .....	82
<b>APPENDIX C</b>	
Theological Research & Writing.....	84
<b>APPENDIX D</b>	
Preparing your Dissertation, <i>Tesina</i> , or Thesis for Submission.....	88

## FOREWORD

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

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

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

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

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

## HISTORICAL INTRODUCTION

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

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

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

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

From the beginning, DHS offered a complete curriculum of theological and pastoral studies for Dominican students and conferred degrees recognized within the Dominican educational system. Under the provisions of Pope Pius XI's *Deus Scientiarum Dominus* (1931), DHS applied for pontifical status. On November 15, 1941, the Vatican Congregation of Seminaries and Universities designated DHS as a pontifical faculty with the authority to confer theology degrees in the name of the Church. With the further modification of the curriculum mandated for pontifical faculties by *Sapientia Christiana* (1979), the school was able to grant degrees to all qualified students: men and women, lay and religious. It now operates in compliance with the Apostolic Constitution *Veritatis Gaudium* (2018).

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

## MISSION STATEMENT

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

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

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

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

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



## INSTITUTIONAL RELATIONSHIPS

### ***THE WASHINGTON THEOLOGICAL CONSORTIUM (WTC)***

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

### ***CONSORTIUM CROSS REGISTRATION***

PFIC degree-seeking students are eligible to take courses through the Washington Theological Consortium. Course schedules of member schools may be viewed at [www.washtheocon.org](http://www.washtheocon.org). Fees and registration procedures are the same for any PFIC class. Courses taken at any of the WTC member schools must be approved by the Dean.

## ADMINISTRATIVE OFFICES

### ***PRESIDENT***

Very Rev. Thomas Petri, O.P., 202-495-3832, [president@dhs.edu](mailto:president@dhs.edu)

Appointments are made through the Chief of Staff, Mrs. Patricia Work, 202-495-3835, [pwork@dhs.edu](mailto:pwork@dhs.edu).

### ***DEAN***

Very Rev. Dominic Langevin, O.P., 202-495-3831, [dean@dhs.edu](mailto:dean@dhs.edu)

Appointments are made through the Administrative Secretary, Ms. Katie Parker, 202-495-3830, [secretary@dhs.edu](mailto:secretary@dhs.edu).

### ***MEETINGS WITH THE DEAN***

The Dean meets with each degree-seeking student during the semester. See above for appointments.

### ***REGISTRAR***

Ms. Audrey Quade, 202-495-3836, [registrar@dhs.edu](mailto:registrar@dhs.edu)

Meetings are welcome and available upon request. Kindly make arrangements via telephone or email.

### ***REGISTRATION***

There is a one- or two-week registration period each semester for the following term. Dates for registration are announced in the Academic Calendar. All continuing students are expected to register with the Dean during this period. A sign-up link will be sent out to students to schedule an appointment.

### ***POPULI***

Once students are admitted to coursework with the Pontifical Faculty, they will receive an email with instructions about how to log onto *Populi*, which is the course management system of the school. Whenever they use *Populi*, students should be mindful of the acceptable use policy found elsewhere in this handbook.

### ***TRANSCRIPT ORDERS***

In compliance with the Family Education Rights and Privacy Act of 1974, transcript requests must be made in writing with the signature of the inquiring student. Transcripts will not be released to any student whose account is delinquent. A transcript request form can be printed from <https://dhs.edu/wp-content/uploads/TranscriptOrderForm.pdf>.

The fee for each copy of an official (signed and sealed) paper transcript is \$5.00; the fee for each copy of an unofficial (neither signed nor sealed) transcript is \$3.00. Checks should be made payable to the Pontifical Faculty. Transcripts will be processed within three business days of receiving the request. Electronic transcripts may be sent free of charge. Please clearly indicate that an electronic transcript

is desired on the request form.

### ***SEMESTER GRADES***

Grades are available for student review on *Populi*, our digital course management system, as soon as all grades for a course are submitted and the course is finalized. Grades will not be given out over the phone. No hardcopy grade records are released until all grades for the semester have been recorded. A hardcopy of semester grades will be sent within three weeks of the last day of exams to students who request this service.

### ***TREASURER AND DIRECTOR OF FINANCIAL AID***

Ms. Shauna Roye, 202-495-3837, sroye@dhs.edu

Meetings are welcome and available upon request. Kindly make arrangements via telephone or email.

### ***STUDENT ACCOUNTS***

Tuition is billed and collected through the Treasurer. This is usually done after the add/drop period each semester. Invoices are emailed to students at the email address of their *Populi* profile. IRS 1098T forms are sent to the mailing address listed on a student's *Populi* profile. Students should keep this information updated.

### ***FINANCIAL AID***

Financial aid is available for those degree-seeking students who are U.S. citizens or permanent residents, and who are enrolled for six credits or more per semester. Please see the Director of Financial Aid, Ms. Roye, or inquire online at [www.dhs.edu/financial-aid/](http://www.dhs.edu/financial-aid/) for further details.

**Eligibility.** To be eligible for Federal Student Aid (FSA) funds, a student must: 1) complete a Free Application for Federal Student Aid (FAFSA); 2) be a U.S. citizen or permanent resident; 3) be enrolled at least half-time (six or more credit hours); 4) be enrolled in a degree program accredited by an agency recognized by the U.S. Department of Education; 5) not be in default on a prior educational loan; and 6) be in good academic standing.

**Satisfactory Academic Progress.** Being in good academic standing is also known as making *satisfactory academic progress*, which is assessed by the Dean at the end of each fall and spring term. The discussion below only addresses the standards that a student must meet in order to be eligible for FSA.

**Qualitative Standards.** By the end of the second academic year of a single or dual degree program (regardless of how many credits the student has accrued), the student must have a C average or its equivalent 2.0 GPA.

**Quantitative Standards.** In addition to maintaining a minimum 2.0 GPA, to be eligible for FSA a student's academic progress must indicate that the student will successfully complete his or her degree program in less than 150% of the time or course credit hours for which the program is designed. For example, the M.A. (Theology) program entails 36 credit hours (c.h.) and no less than 2 full-time academic years (4 semesters); to remain eligible for FSA, an M.A. student's academic progress must clearly indicate that he or she is likely to complete the degree program successfully after having pursued

no more than 54 c.h. or 6 full-time semesters. Likewise, M.Div. students pursue a minimum of 111 c.h. for a minimum of 8 full-time semesters; to remain eligible for FSA, their academic progress must continually indicate likely completion of the M.Div. program within no more than 168 attempted c.h. or 12 semesters. The same policy applies to the S.T.B. (minimum 85 c.h. in 6 semesters; maximum 130 c.h. in 9 semesters) and the S.T.L. (min. 36 c.h. in 4 semesters; maximum 54 c.h. in 6 semesters).

**Incomplete and Failed Courses.** Courses in which a student withdraws and receives a grade of W, WP, or WF, or in which an F is received, will not count as having been successfully completed. Courses in which an Incomplete grade is given will count as completed work if the Incomplete is removed within the time frame provided in the academic regulations (midterm of the following semester, or if, in extraordinary circumstances, the Dean grants a further exception, after which an Incomplete becomes a failure). However, no more than four Incompletes can be carried at one time, and no Incompletes are allowed in the final semester of matriculation.

**Losing and Gaining Eligibility** A student who loses FSA eligibility for having failed to meet the pertinent satisfactory academic progress standards will regain eligibility when the Dean determines that the student is again meeting those qualitative and quantitative standards. A student may also regain eligibility by successfully appealing a determination of failing to make satisfactory academic progress. For Stafford and PLUS loans, students may regain eligibility for the entire period of enrollment in which they again meet satisfactory academic progress standards.

#### ***DIRECTOR OF THE LIBRARY***

Rev. John Martin Ruiz, O.P., 202-495-4651, [jruiz@dhs.edu](mailto:jruiz@dhs.edu)

#### ***CAREER PLACEMENT SERVICES***

Coordinator: Rev. Ambrose Little, O.P., 202-495-3844, [alittle@dhs.edu](mailto:alittle@dhs.edu)

Administrative Secretary: Ms. Katie Parker, 202-495-3830, [secretary@dhs.edu](mailto:secretary@dhs.edu)

Office hours are by appointment only. Career Placement Services assists the student body by helping graduates to find employment opportunities in education, pastoral care, parish ministry, and other Church ministries. The purpose of this student service is to enable graduates to put the theological and pastoral formation received at the PFIC toward the service of the Church.

#### ***RESEARCH AND WRITING TUTOR***

Rev. Patrick Briscoe, O.P., 202-495-3869, [pmbriscoe@dhs.edu](mailto:pmbriscoe@dhs.edu)

Meetings are welcome and available upon request. Kindly make arrangements via telephone or email. Students are encouraged to use the guidance of the Research and Writing Tutor for classwork and capstone projects (e.g., thesis, *tesina*). The Dean and individual professors may also refer students to the Research and Writing Tutor for such guidance.

## STUDENT OBLIGATIONS

### ***CLASS ATTENDANCE***

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

### ***COURSE CHANGES***

Students enrolled in a degree program must contact the Dean for approval of any course changes within the first two weeks of class (see the Academic Calendar for the last day to add/drop courses). A change from “credit” status to “audit” or “withdrawal” is not permitted after the midterm date except with the approval of the Dean. Students who are not enrolled in a degree program should contact the Registrar for any course changes.

### ***COURSE EVALUATIONS***

Course/professor evaluations will be administered at the end of each semester online via *Populi*. All evaluations are anonymous. Once compiled, they are available for review by the professor and the Dean.

### ***CONDUCT***

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

### ***ACADEMIC INTEGRITY***

“Plagiarism” refers to the intentional presentation of the ideas, works, or words of another person as one’s own without citation. Plagiarism includes not only the direct quotation of a source without citation, but indeed any presentation of another person’s ideas without appropriate acknowledgment, even if a student merely paraphrases source material. All work submitted for the fulfillment of degree or course requirements, including formal papers, course work, and thesis proposals, will be subject to adjudication for plagiarism. Plagiarism amounts to a form of literary fraud or theft that is a serious

violation of the accepted standards of scholarship and professional practice. Suspected cases of plagiarism will be reviewed and judged by the supervising professor(s) and/or the Dean. Depending on its extent and gravity, plagiarism can result in one or both of the following penal actions: 1) failure in the course, and 2) dismissal from the School. If a student believes that a serious injustice has been done, he or she may appeal the matter to the Council of the Faculty under the due-process procedures set forth in Articles 33 and 48 of the *Statutes*. Students may not submit the same work to fulfill course requirements in two separate classes, nor may they attempt to submit work in one class for which credit has already been given in another class. Cheating on examinations or any other form of academic dishonesty will be dealt with severely.

### ***INCOMPLETES***

A student who expects to be unable to complete the course work by the end of the term must receive the permission of the professor prior to the last day of the term in order to be eligible to receive the grade of Incomplete (“I”). Incompletes should be resolved by midterm of the following semester, unless an extension is granted by the Dean; after this time, an incomplete becomes a failure. No incompletes are allowed in the final semester of matriculation. Students bearing an “I” (Incomplete: Student) on their transcript receive a 0.0 GPA for the class until the Incomplete is resolved. Students bearing an “IP” (Incomplete: Professor) on their transcript receive no credit or GPA until the course is resolved.

### ***ACADEMIC PROBATION***

Non-degree-seeking (NDS) students are expected to maintain a 2.00 grade point average (GPA); M.A. and M.Div. students, a 3.00 GPA; S.T.B. and S.T.L. students, a 3.25 GPA. A student who does not maintain the required GPA will be placed on academic probation for one semester. At the end of the semester, the student can be restored to good standing if that probationary semester’s GPA meets the requirements. The student who does not meet the GPA requirements at that time can be put on suspension for another full semester. If upon readmission the required GPA is not maintained, the student will either lose his or her degree track status, or be dismissed from the school.

### ***DISMISSAL***

The Dean, after consultation with the faculty, has the final authority for the dismissal of a student in all matters relating to academic performance, and shares responsibility with the President for dismissal with respect to other behavioral matters. The student may appeal dismissal to the Council of the Faculty.

### ***TERMINATION OF DEGREE PROGRAM OF STUDY***

The Pontifical Faculty reserves the right to terminate a student’s degree program after three consecutive years of nonmatriculation or, if required, upon failure to submit an approved thesis or *tesina* within five years of completing a program’s course requirements. The Dean shall notify the student of the decision to terminate the degree program.

### ***READMISSION***

A student who has formally withdrawn from the Pontifical Faculty of the Immaculate Conception or

whose program of study has been terminated may apply for readmission. The applicant is required to pay the specified application fee. If readmitted by the Admissions Committee, the student must fulfill the degree requirements in effect from the date of readmission.

### ***LEAVE OF ABSENCE***

The Dean may grant a leave of absence to students who must interrupt their programs of study for serious reasons. The request for the leave of absence must be submitted in writing to the Dean, stating the desired length of and reasons for the leave. Normally, a leave of absence should not exceed one year. Once granted, the leave of absence is not counted as part of the time allowed for completion of a degree program of study. Once a student with federal student loans begins a leave of absence, the grace period for repayment begins, and the loans will go into repayment 108 days after the last date of attendance even if the student is still on a leave of absence recognized by the PFIC.

### ***ATTENDANCE AT SCHOOL EVENTS***

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

### ***TITLE OF ADDRESS***

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

### ***DRESS CODE***

Faculty, staff, and students are to dress in a manner appropriate to the religious and professional character of the Dominican House of Studies. Shorts, t-shirts, tank-tops, faded or torn jeans, and other such casual wear are not permitted, at minimum, when school is in session. Similarly, casual shoes such as flip-flops are not permitted. Men are expected to wear shoes with socks while on campus when school is in session.

## STUDENT RIGHTS

### ***REPRESENTATION***

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

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

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

### ***HEALTH INSURANCE***

The PFIC does not provide health insurance benefits to its students. The school has made arrangements with the Catholic University of America for PFIC students to participate in Catholic University's health plan. Interested students should follow these steps:

1. Go to [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com).
2. In the search engine, select "The Catholic University of America."
3. Click on the hyperlink for "Enroll/Waive Student Health Insurance Plan."
4. In the Student Information box, click on "Dominican House of Studies" on the drop-down menu under the question, "What type of program are you enrolled in?" Input your Student ID number and date of birth. Follow any remaining steps.

### ***DUE PROCESS***

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

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

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



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

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

## STUDENT POLICIES

### GENERAL POLICES

#### *ADMISSIONS*

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

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

#### *STANDARD ADMISSIONS POLICIES FOR INTERNATIONAL STUDENTS*

##### **A. Requirements for Admission**

1. **English as a Second Language:** Students for whom English is a second language are required to submit scores from a recent TOEFL examination, unless they have completed an undergraduate degree with an English-language faculty. Students are expected to have the ability to comprehend, speak, and write English on the graduate level. TOEFL scores are required in the top 15% to 20% (minimum 96–120 total or 24–30 in each of the four categories). Special attention will be given to aural comprehension and verbal expression. In the case of heavy accents, remedial work may be necessary under the aegis of the sponsoring body before beginning academic work at the PFIC.
2. **Academic ability:** All official academic records from previous institutions must be submitted. GRE scores are required for those who have not previously completed graduate-level coursework.
3. **Letters of recommendation:** Three letters of recommendation are required as part of the application packet for degree-seeking students, unless the candidate is a consecrated religious or priest. In the latter cases, only one letter from the candidate's religious superior is required.
4. **Immigration forms:** Forms for the U.S. federal government's Student and Exchange Visitor Programs (SEVIS) will not be issued until the student's completed application packet has been reviewed and accepted by the Admissions Committee.

##### **B. Guidelines**

1. **Formation:** Formation for non-Dominican religious will be the sole responsibility of the sponsoring body. Should the PFIC report any misconduct, the matter then becomes the sole responsibility of the sponsoring body.
2. **Academic honesty:** Students are responsible for completing and submitting their own

work. They are responsible for learning what constitutes plagiarism and other forms of cheating.

### ***LIBRARY***

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

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

### ***LITURGICAL WORSHIP***

The Dominican community welcomes all students to join in its community worship. The typical schedule for school days is as follows, with all events occurring in the priory's main chapel. Lauds is celebrated at 7:00 a.m., followed by Mass around 7:20. The Rosary is recited at 12:00 noon, followed by midday prayer around 12:15 p.m. The office of readings and vespers are celebrated at 5:30 p.m.

At other moments when the chapel is open to the public, students are free to pray in the main chapel on the ground floor or from the second-floor balcony.

### ***SERVICES AND FACILITIES AVAILABLE TO STUDENTS WITH DISABILITIES***

The Academic Center is a handicapped-accessible facility. Students with motion impairments have access to all rooms via an elevator and ramps to the street level and between buildings. It is the responsibility of each faculty member, as duly appointed fire-safety monitors, to assign someone to assist those in need in the event of a fire evacuation. This person should be designated during the first week of class. Those with hearing impairments should contact the Registrar to ensure access to a TTY line. For all other needs, students are advised to speak with the Dean so that the PFIC may make reasonable accommodations.

## SEXUAL HARASSMENT PREVENTION AND GRIEVANCE PROCEDURES

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

### *I POLICY*

#### *A. Policy Statement*

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

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

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

#### *B. Definition and Kinds of Sexual Harassment*

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

opportunities or other conditions of employment may be adversely affected by not submitting to sexual advances.

- c. Unwelcome verbal expressions of a sexual nature, including graphic sexual comments about a person's anatomy, dress, appearance, or sexual activities; unwelcome use of degrading language, repeated sexual jokes, teasing or innuendo; unwelcome physical gestures conveying a visual meaning, ogling, leering or suggestive sounds or whistles; obscene phone calls.
- d. Sexually suggestive objects, pictures, audio recordings, videotapes, computer communications, or literature unrelated to work, used or displayed in the work setting that may embarrass or offend individuals.
- e. Unwelcome and inappropriate touching, patting, brushing or pinching; impeding or blocking movement; sexual assault.
- f. Consensual sexual relationships where such relationships lead to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees.

### ***C. Responsibility***

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

### ***D. Retaliation***

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

### ***E. Laws, Regulations and Provincial Policies***

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

## ***II PROCEDURES***

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

**A. Option: Independent Initial Course of Action**

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

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

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

**(1) Complaint Procedure**

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

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

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

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

The superior will conduct an initial interview of the complainant to determine the facts and whether what allegedly happened is sexual harassment. The complainant will be assisted in determining what informal actions may be appropriate to resolve the problem. The superior will take remedial actions reasonably calculated to be effective and appropriate in ending the illegal or inappropriate activity, if any, and to take preventive measures to see that it does not recur. If the proposed resolution is accepted, the authority will keep a record of the complaint and its resolution, and will also follow-up with the complainant to ensure that the problem has in fact been resolved.

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

respondent are satisfied regarding the matter.

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

***C. Option: Resolving a Complaint through the Province's Formal Grievance Procedure***

***(1) Complaint Procedure and Timeline***

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

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

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

***(2) Formal Sanctions***

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

***(3) Other Remedies Available***

This policy is intended to offer the Province's resolution to sexual harassment complaints. It in no way excludes the complainant and the respondent from exercising her/his rights before any

other appropriate forum, including filing charges under State criminal statutes or with the Equal Employment Opportunity Commission within 280 days of the alleged harm. The investigating party will not discourage or in any other manner dissuade a complainant from utilizing his/her external remedies and will assist the complainant in the exercise of her/his rights.

**(4) Appeals**

**a. Timeline**

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

**b. Hearing Process**

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

**c. Outcome**

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

If the Appeal Committee decision is to remand the case back to the Provincial with specific recommendations, the action previously taken will be reviewed, but the Provincial shall not be required to conduct a hearing and may consider the remand on written submissions. The decision of the Provincial's initial investigation is final.



However, in any case in which the penalty imposed is suspension or dismissal from employment, then that penalty will be reviewed automatically and without the necessity of appeal by the Provincial, which is not required to conduct a hearing and which may consider the decision on written submission.

### ***III Policy Dissemination***

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

## HATE CRIMES

Any individual who is a victim or witness to a crime on the premises of the PFIC or that involves a student, staff, or faculty member is required to report the act to the President or Vice President/Dean. The Higher Education Opportunity Act (HEOA) requires institutions to report the following as hate crimes: “any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury.” Revised regulations also require larceny-theft, simple assault, intimidation, and the destruction, damage, or vandalism of property to be reported as hate crimes. After careful assessment, the local authorities will be notified, and a formal report completed and made available for prosecution. Students, faculty, or staff members accused of such crimes will be placed on leave pending an investigation. The procedures for investigation follow those in the sexual-harassment policy above.

## POLICY ON DRUG AND ALCOHOL ABUSE

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

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

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

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

10. The Academic Center cooperates fully with law enforcement authorities. Violations of

the faculty drug and alcohol policy which are also violations of federal or local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the school and in the criminal justice system.

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

Adopted by the Council of the Faculty

April 6, 2006

Revised by Personnel Manual Committee November 20, 2012

Approved by Executive Board 6/24/2013

## ACCEPTABLE USE POLICY

### ***General Provisions***

The Pontifical Faculty's information systems include without limitation computers, computer networks, software, electronic mail (email), facsimiles, Internet connectivity, telephones, voice mail systems, and all equipment associated or connected with any and all of the same (collectively called the "information systems").

The PFIC maintains information systems in support of the academic programs and administrative functions of the Faculty. The following guidelines have been established to apply to all students and agents of the PFIC, including but not limited to employees, unpaid volunteers, adjunct faculty, and independent contractors.

The PFIC's information systems, including email and internet access, are intended to be used for school purposes only. This policy also applies to remote-access users off campus.

The Informational Technology Department is not responsible to repair personal computers or to integrate them with the school's network. Any personal technological accessories, cords, dongles, drives, or other equipment used to access the school's computers or equipment will be confiscated and subsequently destroyed unless reclaimed within one week of confiscation.

### ***Privacy Provisions***

Users of the PFIC's information systems have no personal privacy rights with respect to content created, stored, received, or sent from the PFIC's information systems. Further, the PFIC, or its designated authority, reserves the right to intercept, monitor, or record all information stored on its information systems and to inspect activity in order to diagnose problems or to identify security threats and/or violations.

The PFIC employs reasonable measures to prevent loss of data and to attempt data restoration when applicable. However, the PFIC makes no guarantee regarding the availability of data and refuses any liability in the event of data loss.

As PFIC property, any computer data is subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process. Consequently, employees and students should always ensure that the information contained in email and other content is accurate, appropriate, and lawful. The PFIC, or its designated authority, reserves the right to disclose email messages and other records to law enforcement or government officials or to other third parties, at its sole discretion, with notification to but without permission from those creating or receiving the information.

### ***Access to User Data***

Although the PFIC reserves the right to inspect, monitor, copy, or record all information, data, or other content within its information systems, all requests to access another user's restricted data, regardless of the format, must receive prior approval from the data owner or designated school appointees. For this purpose, restricted data includes but is not limited to files on one's "Home Directory" or "P Drive," protected files on the PFIC network's "M Drive" or "H Drive," email messages stored in one's personal email box and any subordinate folders either residing on the messaging server or personal laptop or workstation, and files located in protected directories on one's

personal laptop(s) or workstation(s). For this reason, all requests for access to a PFIC student's restricted data, without the owning student's consent, must at a minimum receive prior approval from both the Vice President/Dean and President. Similarly, any such request for access to restricted data involving a PFIC employee, adjunct faculty, unpaid volunteer, or independent contractor, without the owning party's consent, requires prior approval from both the Vice President/Dean and President. At no time without exception are users or administrators, regardless of their standing within the school, permitted for any reason to gain unauthorized access to another user's stored data files, email messages, or any other restricted content notwithstanding its format within any school information system. Failure to comply with the approval requirements shall not give the employee or student a right of action against the PFIC, but may subject the person violating this requirement to disciplinary action, up to and including termination of employment and/or enrollment.

### ***Information Systems Misuse***

The PFIC's information systems should not be used in a way that may involve intimidating, hostile, or offensive material on the basis of sex, gender, race, color, religion, national origin, or disability. The PFIC's policy against sexual or other harassment applies fully to its information systems, including email and other Internet content.

The PFIC's policy prohibiting use of its facilities, equipment, and letterhead for partisan political purposes applies fully to its information systems, including email and other Internet content.

The PFIC takes reasonable steps to ensure that its information systems are free of computer viruses, worms, Trojan-horse programs, or other harmful components. Tools for checking and disinfecting disks are provided by Information Technology for all PFIC-owned computers. The PFIC is not responsible for damage to personally owned computers or the loss of data due to viruses, worms, Trojan-horse programs, or other harmful components obtained through its computer system.

Unauthorized use of software or other copyrighted material is illegal and could result in legal action. Installation of PFIC-licensed software on a personally owned computer is illegal unless permitted by the software license. Installation of non-PFIC-licensed software on PFIC computers is permitted only with the prior consent of the Information Technology department.

Abuse or misuse of the information systems, including without limitation email and Internet, in any way, whether or not expressly set forth above, which would result in detriment to the information systems or which would in any way reveal or disclose nonpublic information, data, or materials of the PFIC without express authorization, is strictly prohibited.

### ***Policy Violations***

Abuse of the PFIC's information systems through excessive personal use or through use in violation of the law or its policies will result in disciplinary action, up to and including termination of employment and/or enrollment. All persons to whom these guidelines are applicable, as stated above, are responsible for adhering to these rules. All supervisory personnel are responsible for ensuring that these policies are adhered to within their respective areas of responsibility.

All users of the PFIC's information systems may report policy or law violations to their immediate supervisor, representative faculty, or school personnel, or directly to the Information Technology Department Help Desk at 202-495-3876 or [helpdesk@dhs.edu](mailto:helpdesk@dhs.edu).

\*\* The Academic Center reserves the right to modify the Information Systems Acceptable Use Policy without prior notice at its sole discretion.



## **WHISTLEBLOWER POLICY: Dishonest, fraudulent, or other possibly criminal conduct**

The PFIC, reflecting its Roman Catholic values, expects that its faculty, staff, and students will act in a manner that is consistent with those values in their use of college resources and property. To protect the integrity of the learning community and ensure ethical and lawful standards of conduct, the PFIC will investigate any possible dishonest or fraudulent use or misuses of its resources, property, or other reported conduct that may also be criminal by faculty, staff, or students in connection with their employment or attendance.

All members of the PFIC community are to communicate such conduct. To do so, employees and students have available several avenues for reporting their concerns: the conduct can be reported to a supervisor, the Dean, or the President. If for any reason an employee finds it problematic or uncomfortable to report his or her concerns to a supervisor or executive administrator, he or she may do so anonymously by calling the President at (202) 495-3832.

Those receiving reports of suspected dishonest, fraudulent, or other conduct involving employees that may be criminal should not undertake an investigation of the reported conduct on their own, but rather communicate such conduct to the President who will appoint a board to review and investigate the charges.

Anyone determined to have more than likely engaged in such conduct will face disciplinary action, which may include dismissal or expulsion, and civil action or criminal prosecution when warranted.

### ***Definitions:***

**Whistleblower:** An employee or student who informs one or more of the individuals identified in the policy statement above or an external entity about an activity or conduct that the employee or student in good faith believes to be fraudulent, dishonest, or criminal.

**Good Faith Allegations:** Allegations reasonably founded on factual observations and not made exclusively because of personal bias against the person who is the object of the complaint. Individuals making allegations that are not in good faith may be subject to the appropriate PFIC disciplinary action and/or legal claims by the individuals accused of such conduct.

### ***Dishonesty:***

Fraudulent or other conduct that may be criminal: Examples of such conduct include but are not limited to:

- Forgery or fraudulent alteration of documents
- A deliberate act or failure to act with the intention of obtaining an unauthorized personal benefit
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage that would create a conflict of interest with one's responsibilities or obligations as a member of the college community
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Pursuit of a benefit or advantage through means of extortion or bribery
- Knowingly engaging in a cover-up of dishonest, fraudulent or other conduct that may be

criminal

- Destruction of evidence or information related to any threatened or actual legal action or investigations by a federal or state agency
- Violations of environmental or safety regulations, i.e., actions that would violate faculty, staff, student, and visitors' safety and environment

***Whistleblower Protections:***

Retaliation against whistleblowers is prohibited. The PFIC will investigate separately any communications of conduct that may constitute retaliation against an employee or student who has made a good faith allegation of conduct prohibited under this policy (see below). The PFIC cannot guarantee confidentiality, however, and there is no such thing as an “unofficial,” “informal,” or “off-the-record” report. The party to whom such conduct is reported will keep the whistleblower’s identity confidential unless:

1. The whistleblower(s) agree(s) to be identified;
2. Identification is necessary to allow the PFIC or law enforcement officials to investigate or respond effectively to the report;
3. Identification is required by law; or,
4. The individual accused of violations of this policy is entitled to the information as a matter of procedural and/or legal right in disciplinary actions.

PFIC employees and students may not retaliate against a whistleblower, including with the intent or effect of adversely affecting the terms or conditions of employment or enrollment (for example, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages, or access to educational benefits).

Whistleblowers who believe they have been retaliated against shall file a written complaint with the President, if an employee is involved, or with the Vice President/Dean, if a student is involved. This protection from retaliation is not intended to prohibit the individuals identified above (for receiving such reports of improper conduct) from taking action, including disciplinary action, in the usual scope of their duties and responsibilities that are based on valid employment- or student-related factors. Whistleblowers must be cautious to avoid allegations, which are not made in good faith (as described earlier in this policy).

***Procedures:***

The Investigative Board formed by the President shall conduct or oversee the investigation of all suspected dishonest, fraudulent or other conduct that may be criminal with the assistance of such PFIC officials as may be necessary or appropriate at the discretion of the President or Vice President /Dean. In the case of suspected student conduct reported under this policy, the Vice President/Dean shall investigate the suspected conduct, consistent with policies and procedures in place to investigate allegations of violations of student conduct policies. Cases involving possible violation of criminal law will be investigated in cooperation with the President and will be reported to the appropriate government authorities. Employees, students, and others providing services to the PFIC are obligated to cooperate, be truthful, and disclose related information known to them when questioned in the investigation. They will be subject to disciplinary action or other sanctions for failing or refusing to do so. The outcome of the inquiry will be shared with the Whistleblower, the President, and Vice President/Dean (in all cases).

The outcome of any investigation may be shared with others within the PFIC community, as necessary and appropriate, on a confidential business need-to-know basis. If the facts reported could be conduct prohibited by this policy, the President, his designee, or in the case of students, the Vice President/Dean will provide the individual making the accusation with a copy of this policy and review its terms. If the President or Vice President/Dean determines that dishonest, fraudulent, or other possibly illegal conduct may have occurred, the appropriate disciplinary steps will be invoked consistent with applicable policies. If it is determined that more than likely the conduct communicated was not dishonest, fraudulent, or otherwise criminal, the President or Vice President/ Dean will explain to the person who has reported the concern or conduct the reason for the determination and advise the person of any other available reporting channels, whether administrative (to appropriate government agencies) or criminal (to appropriate law enforcement agencies). The PFIC also provides herein the other locations and contact information for reporting a violation of a state or federal statute or regulation to a government or law enforcement agency, or retaliation by any member of the community for making such reports.

Consumer Protection Financial Bureau  
<http://www.consumerfinance.gov>

(855) 411-2372

Office of the Inspector General  
Email: [oig@dc.gov](mailto:oig@dc.gov)

(202) 727-2540

## PFIC Copyright Compliance Policy

### ***Introduction***

This Copyright Compliance Policy of the Pontifical Faculty of the Immaculate Conception (“PFIC”) states the Faculty’s norms concerning adherence to U.S. copyright law, at least as this body of law relates to all text-based, copyright-protected works used in teaching, writing, and research in our Faculty and Library. Its purpose is to assist in compliance with the civil law: it is not a substitute for legal advice.

This policy applies to all faculty members, students, administrators, staff, and other employees of the PFIC, and extends to all operations of the PFIC library (viz., the Dominican Theological Library).

### ***What is copyright?***

Copyright law exists to protect and promote the sciences, arts, and letters. The U.S. Congress is empowered by the Constitution to “to promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries” (I.8.8).

Copyright law applies to written works, musical and dramatic works, paintings, computer software, audio and video files, digital texts, and other materials created by individuals or corporations. While it does not apply to facts, ideas, or data, it does apply to certain compilations of the same, i.e., a composition representing a particular selection or arrangement of facts, ideas, or data. Copyright holders (authors, their employers, their heirs, etc.) have the exclusive right to reproduce, distribute, transmit, adapt, publicly perform, and publicly display their protected works during the duration of copyright protection.

To make use of a work protected by copyright one ordinarily needs the permission of the copyright holder. However, the Copyright Act does not apply to certain academic uses.

### ***Copyright duration***

In the United States, eligible works created on or after January 1, 1979, are generally protected by copyright from the time they are fixed in a tangible medium until 70 years after the death of their author or creator. (If the author is a corporation rather than an individual, the duration is either 95 years from the material’s first publication or 120 years from the material’s creation, whichever is shorter. Works of multiple authors are protected for 70 years from the death of the last surviving author.)

Eligible works created before January 1, 1978, but published between that date and December 31, 2002, are protected either for 70 years after the death of their authors, or until December 31, 2047, whichever is longer.

Eligible works created before January 1, 1978, but not published are protected either until 70 years after the death of their author, or until December 31, 2002, whichever is longer.

Works published with a copyright notice between 1964 and 1977, inclusive, are protected for 95 years from the year of publication. Works published with a copyright notice between 1923 and 1963, inclusive, were protected for a term of 28 years, which could be renewed for a further 47 years and may now be renewed for an additional 20 years (making up to 95 years of protection in total).

With certain exceptions, works published without notice prior to March 1, 1989, are in the public domain. Also, works published or registered before 1923 are in the public domain.

### ***Fair Use***

The Copyright Act bars the unauthorized distribution, reproduction or other use of protected materials, but acknowledges certain “fair use” exceptions in cases when the carefully limited use of protected material may serve the same goal as the copyright, i.e., “to promote the progress of science and useful arts.”

The doctrine of fair use does not provide an exclusive list of factors necessary for its application. While the following list of considerations is not exclusive, fair use is commonly distinguished in view of the following criteria:

1. The use’s character or purpose, i.e., it should not be commercial in nature. However, works that are transformative in nature, as opposed to mere reproductions, have been permitted under fair use.
2. The protected work’s nature, i.e., fair use is shaped by a work’s genre. For example, works that are factual in nature (e.g., news pieces) are likely to receive less copyright protection (and are, therefore, likely to be more open to fair use) than creative works (e.g., a short story or poetry).
3. The amount or substantiality of the excerpt, i.e., excerpts must be spare.
4. The effect of use on markets for the work, i.e., it ought not harm the author’s interests

Fair use is a flexible concept. The doctrine provides no bright-line rule. Therefore, the law cannot predict all possible fair uses for all possible works: each case needs to be analyzed individually. To avoid confusion and minimize the risk of copyright infringement, the PFIC interprets the following situations as fair use:

1. Quoting short passages within scholarly work for illustration or clarification
2. Quoting short passages within a summary of someone else’s work
3. Reproducing protected material for classroom use when doing so is unplanned and when there is no time to obtain permission: for example, an instructor might find a story in the morning newspaper that is relevant to that day’s lecture, and copy the article for distribution in the classroom.

### ***Photocopies or digital copies distributed to students by instructors***

Protected materials may be copied and distributed to students by their instructor in two cases. First, this may be done if the material is newly published and the instructor could not reasonably be expected to obtain permission in time for using the material: in such a case, a “fair use” portion of the material may be distributed without permission—that is, a portion that is sparse and that leaves the author’s protected interests intact. The PFIC forbids using, making, or distributing unauthorized copies of protected material for more than one course, for more than one semester, and when the use is planned long enough in advance that it would be reasonable to expect permission to be obtained.

### ***Course Readers***

To create a “course reader” or “course pack” that includes protected materials, formal copyright permission is always required. No unauthorized readers may ever be used or made available at the PFIC. When preparing, ordering, reproducing, or distributing readers, the responsibility for obtaining

copyright permission lies with the course instructor, as does full liability for any copyright infringement.

### ***Course Reserves***

The Copyright Act allows libraries to make certain copies of protected works for specific archival, interlibrary loan, and preservation purposes. Under no circumstances will the PFIC library make copies of any protected work available as “course reserve material” unless the instructor for the course in question provides written proof of copyright permission. In the event that an instructor wishes to assign readings from books that are prohibitively expensive for most of the students in a given course, the PFIC library will—if the course is to be offered more than once—normally secure 1, 2, or 3 copies of these works (depending on enrollment) to add to its collection and place on reserve for the course in question.

### ***Photocopying***

The copying of protected materials is restricted to fair use. Any person using the resources of the library is bound by copyright policies. Making digital copies or photocopies of multiple chapters from a book, multiple articles from a periodical, and copying material for use as a consumable workbook always requires copyright permission.

### ***Interlibrary Loan Copies***

The library of the PFIC may participate in interlibrary loans that involve copies of protected articles from periodicals only within the guidelines of the National Commission on New Technological Uses of Copyright Works (CONTU). This policy does not oblige the library to provide or participate in interlibrary loans.

### ***Digital and Electronic Reserves***

The PFIC requires strict adherence to the 2002 Technology, Education, and Copyright Harmonization (TEACH) Act, under which the digital reproduction and transmission of copyright-protected materials is restricted and regulated for the protection of copyrights. In the absence of a PFIC distance learning program, and of an electronic PFIC Course Management System, no agent of the PFIC will transmit (for example, by email or by shared storage media) any protected materials whatsoever without written copyright permission.

### ***Foreign Copyrights***

As a signatory to the Berne Convention, the U.S. requires that the use in the United States of any work protected by the copyright laws of another signatory country must enjoy the same protections given to works currently under U.S. copyright. Accordingly, the PFIC requires that all protected materials, from whatever country, must be handled with all protections due to materials protected with U.S. copyrights.

### ***Notice Warning Concerning Copyright Restrictions***

A printed notice, as described in 37 CFR 201.14 (Code of Federal Regulations), shall be displayed at every photocopier of the PFIC and its library.

### ***Obtaining Copyright Permission***

Those copying or transmitting protected materials, except under the PFIC’s understanding of “fair use,” must obtain permission from the appropriate copyright holder(s) in advance of any copying, transmission, or use. Permission may be obtained in writing, by electronic communication, or orally.

A paper copy of this permission, or written declaration of receiving oral permission, should be filed with the office of the Dean.

The Copyright Office of the Library of Congress may be helpful in identifying or locating a copyright holder. Note, however, that copyright is enjoyed by all works upon their being written down or otherwise fixed in a tangible medium, and that formal registration of a copyright is not required for its enjoyment.

In lieu of contacting the copyright holder, it may be expedient to use a commercial service such as the Copyright Clearance Center to obtain needed licenses and permissions. In any case, all expenses involved in obtaining copyrights are to be borne by the individual requesting permission, unless another arrangement is made in advance with the Dean or Librarian of the PFIC.

### ***Infringements***

All faculty members, students, administrators, staff, and other employees of the PFIC and its library are to report violations of this Copyright Compliance Policy to the Office of the Dean. The Dean will take appropriate steps to discover the facts and stop copyright infringement as the personnel, administrative, and disciplinary policies of the PFIC allow. Continued flouting of the law will be grounds for termination or exclusion from PFIC facilities.

### ***Policy review***

This Copyright Compliance Policy will be reviewed annually by the Library Committee and counsel.

## GENERAL INFORMATION

### ***CONDUCT IN THE HOUSE***

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

### ***SCHOOL WEBSITE***

The PFIC website ([www.dhs.edu](http://www.dhs.edu)) has the latest school information regarding special events, course schedules, grading policies, etc.

### ***SWITCHBOARD AND RECEPTIONIST HOURS***

During the school year, a receptionist is available Monday through Friday during school hours in the Academic Center of the Pontifical Faculty. Inquiries regarding the school should be directed to the Administrative Secretary (202-495-3830). A receptionist is also on duty at the Dominican House of Studies switchboard (202-529-5300) Monday through Friday during school hours and on weekends for more limited hours. Telephone calls to DHS should be restricted to these hours.

### ***FACILITIES***

Students have access to the Academic Center for class, use of the Library, to attend Mass in the priory chapel, and for other scheduled events of the Pontifical Faculty. There is no access to the building at any other time. The field behind the Dominican House is not to be used by students without the permission of the Dean and Prior of the Dominican community.

### ***BULLETIN BOARD***

The Pontifical Faculty maintains bulletin boards on the second floor of the Academic Center for announcements of course registration, faculty/student convocations, and special lectures. Students are responsible for checking these boards at regular intervals. Students needs the Dean's permission to post on the PFIC bulletin boards.

### ***MAILBOXES***

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

### ***ID CARDS***

All students of the Pontifical Faculty must have an identification card. Nonresidential students and staff are required to have their ID cards on their person at all times. At the beginning of each semester, photos are taken, and IDs are administered. There is no charge for the initial issue of an ID and its plastic case. The cost for a replacement ID is \$10.00. The cost for a replacement case is \$3.00. The



student ID card is the property of the PFIC. The cardholder agrees to comply with the policies of the school. The card must be presented upon request for identification purposes and returned to the school upon termination of status.

### ***PHOTOCOPYING***

Students can make copies using the copier located in the Library. The cost is 10 cents per copy.

### ***STUDENT LOUNGE***

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

### ***PARKING***

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

### ***KEY FOBS***

Key fobs, or electronic keys, are provided to students upon enrollment and returned at the end of the academic year. They can be used to access the Academic Center and House Chapel. To obtain a fob, students should speak with the Chief of Staff. Students should return fobs to the Administrative Secretary at the end of each academic year unless they do not intend to take courses in the spring semester, in which case fobs should be returned at the end of the fall semester. Students will be charged \$25.00 to replace lost or stolen fobs.

### ***DHS.EDU EMAIL ADDRESSES***

It is the policy of the PFIC to create and make available to degree-seeking students email addresses with the domain name dhs.edu. Students should be mindful of the acceptable use policy found elsewhere in this handbook. Students should be certain that their preferred email address is listed on the info tab of their *Populi* account.

### ***WIRELESS INTERNET ACCESS***

Wireless Internet access is available throughout the Academic Center. To access the Internet, students should use the "pfic-student" network with the password provided by the administration.

## ***EMERGENCIES***

### ***FIRE SAFETY***

Because the PFIC is an education institution, it is required by D.C. fire law to conduct monthly fire drills. These drills are logged, and the log is subject to inspection by the D.C. Fire Marshall. When the alarms sound, all students and faculty are to exit the building in an orderly and calm manner. They should close all doors. All students and faculty are to gather near the statue of St. Dominic, where faculty members will account for the students in their classes.

### ***POLICE AND RESCUE SQUAD***

Contact the Academic Center's lobby receptionist (202-495-4659) with information about the nature and location of the emergency. The receptionist or the person making a 911 call should meet the Police or rescue squad to provide the location of the emergency. The receptionist will notify the PFIC President and Dean, and the DHS Prior, Subprior, and Economic Administrator.

### ***INCLEMENT WEATHER***

The Pontifical Faculty generally follows Catholic University's decisions on cancellations and delays. If classes are canceled or delayed at CUA, the PFIC will also cancel or delay classes. On occasion, the Pontifical Faculty may not be prepared to open even when Catholic University is. For all such days of inclement weather, students who are registered for class and whose email is correctly entered in *Populi* will be emailed by a representative of the administration regarding the status of classes. Notifications will also be posted on the Pontifical Faculty's website ([www.dhs.edu](http://www.dhs.edu)), Facebook page, and Twitter feed (@PFIC\_DHS). Students who have opted to receive SMS notifications will additionally receive a text message.

### ***SMS NOTIFICATIONS***

Students can opt to receive SMS notifications, text messages, in cases of emergency or inclement weather. To sign up, students should (1) log in to *Populi*, (2) select the settings gear at the top right corner of the window, (3) select the notifications tab in the new window that appears, and (4) follow the instructions for entering their cell phone number.

### ***SMOKING***

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

***LOCAL RESTAURANTS***

Catholic University  
For more info visit  
<https://dineoncampus.com/catholic>

&Pizza  
666 Monroe St. NE  
202-558-7549

Brookland Pint  
716 Monroe St. NE  
202-758-2757

Busboys & Poets  
625 Monroe St. NE  
202-636-7230

Chick-fil-A  
CUA Pryzbala Center  
202-319-6874

Chipotle  
625 Monroe St. NE, A6  
202-636-4213

Potbelly Sandwich Shop  
655 Michigan Ave. NE  
202-971-3501

San Antonio Bar and Grill  
3908 12<sup>th</sup> St. NE  
202-832-8080

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

Tsim Yung  
3625 12<sup>th</sup> St. NE  
202-635-1318

***LOCAL HOSPITALS***

Washington Hospital Center  
110 Irving St. NW  
(202) 877-7000

Holy Cross Hospital  
1500 Forest Glen Rd., Silver Spring, MD  
(301) 754-7000

Adventist HealthCare White Oak Medical  
Center  
11890 Healing Way Silver Spring, MD  
240-637-4000

***LOCAL PHARMACIES***

CVS  
3601 12<sup>th</sup> St. NE  
202-529-8559

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

Giant  
1050 Brentwood Rd. NE  
202-281-3901

Walgreens  
1401 Rhode Island Ave. NE  
202-636-3648

## ***STUDENT HOUSING***

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

Casa Sacri Cuori (women only)  
1321 Otis St. NE, Washington, DC 20017  
Contact: Casa Liaison  
casahousing@gmail.com  
www.littleworkers.org

St. Francis Capuchin Friary (male religious only)  
4121 Harewood Rd. NE, Washington, DC  
20017  
202-529-2188

Centro Maria Residence (women only)  
650 Jackson Street NE, Washington, DC 20017  
Contact: Sr. Isabel Mendoza, RMI  
residence@centromariadc.org  
202-635-1697

Further details on the above and additional housing options are provided on the PFIC website and in the Academic Catalog. For other area housing leads, see <https://www.johnpaulii.edu/student-life/campus-living/apartments-housemates/or> contact the Registrar ([registrar@dhs.edu](mailto:registrar@dhs.edu); 202-495-3836), who may be able to advise persons individually.

## APPENDIX A

### MASTER OF ARTS IN THEOLOGY DEGREE

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

#### Learning Objectives

Upon successful completion of this degree, students should be able to:

1. Demonstrate a general and integrated foundational knowledge of Sacred Scripture, dogmatic theology and moral theology in harmony with the theology of St. Thomas Aquinas.
2. Undertake Church-related work for which an M.A. is required at the diocesan or parish level, e.g., religious education, or teaching at the secondary school level.
3. Begin a program of higher studies if so desired. This involves: (a) knowledge of necessary topics including philosophy pre-requisites, (b) an ability to engage contemporary modes of thought, (c) rootedness in both classical and modern Catholic theology.

#### Degree Requirements

##### Admission

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

1. A bachelor's degree from an accredited college or university.
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.00).
3. Three letters of recommendation by persons who are in a position to judge the applicant's ability in academic study, along with a current photo and a completed application form.
4. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology if one has no previous graduate work. The PFIC is listed under Dominican House of Studies, code 2498.
5. An undergraduate foundation in philosophy, consisting of a minimum of 18 credit hours drawn from the following areas: history of philosophy, logic, philosophy of being, philosophical ethics, philosophical anthropology, natural philosophy, and philosophy of knowledge.
6. A reading knowledge of Latin.

##### Course Work

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

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

**6 electives:** Six hours must be spent in the student's area of concentration. These concentrations may include dogmatic theology, moral theology, or biblical theology.

### **Language Requirements**

Reading proficiency in Latin and a modern language, e.g., French, German, or Spanish, may be demonstrated either by successfully completing two semesters of graduate coursework in the language or by passing a written proficiency examination, offered twice per semester. Since Latin is considered a prerequisite, this requirement must be satisfied within the first year of study.

### **Comprehensive Exam**

To qualify for the comprehensive examination, the student must have satisfied the language requirements and have a grade point average of 3.00 or above. The student usually takes the comprehensive examination during the fourth semester of study although the Dean may allow students to take the exam at other times. The exam has a single written component and its subject matter includes material covered in the required courses in dogmatic theology, moral theology, and Scripture as well as topics indicated in a special packet that the student will receive during his or her first year in the program. In order to pass the comprehensive exam, a student must receive an average grade of 3.00 on the exam. During the exam, the student will have three hours to write on three themes (theses), one each from the assigned areas of sacred scripture, dogmatic theology, and moral theology. In each area, the candidate will be able to choose from three possible questions. The student must pass the comprehensive examination before defending his or her M.A. thesis. Students who fail the first attempt of the comprehensive exam, the thesis, or the thesis defense will be able to make a second attempt. However, they will only be able to receive the minimum required passing average grade of 3.0 on their second attempt and will be ineligible for academic honors. Candidates may not continue in the program after two failures of the comprehensive examination.

### **Thesis**

Under the direction of a faculty member, the student must write a thesis between 60-75 pages in length. The purpose of the thesis is to demonstrate the student's ability to identify and investigate a theological question, to carry out research appropriate to the topic, and to organize and present this material in a critical and coherent manner. The form to be used is that prescribed by Kate Turabian in *A Manual for Writers of Term Papers, Theses and Dissertations, 8th Edition* (University of Chicago Press). The entire thesis must be approved by the director before the final draft is submitted to the Dean. The requirements outlined in Appendix D of this handbook in preparing the thesis must be followed exactly. Failure of a thesis normally results in a student's termination from the program.

### **Residency**

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

## Model Curriculum for the Master of Arts in Theology

### Fall Semester

ST 601 Nature and Method of Theology  
SS 640 Synoptic Gospels  
HS 501 Early & Medieval Church History  
LT 501 Elementary Latin I

### Spring Semester

ST 604 Triune God  
SS 621 Prophets of Israel OR SS 611  
Pentateuch  
HS 502 Reformation & Modern Church History  
LT 502 Elementary Latin II

### II Theology

ST 621 Basic Elements of Christology  
MT 601 Principles of Christian Moral Life I  
Elective

ST 664 Ecclesiology  
MT 602 Principles of Christian Moral Life II  
Elective

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

### Grade Point Average

The student must maintain a grade point average of 3.00 or above throughout the M.A. program. Students are also required to receive an average of 3.00 on both their written thesis and a 3.00 on their thesis defense in order to complete the degree program.

## Timeline for M.A. (Theology) Thesis and Defense

### I M.A. Candidates (1st Year)

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

### II M.A. Candidates (2nd Year)

**30 September** Deadline for II M.A. candidates' submission of a definitive proposal to the Dean for approval, signed by the candidate and his or her director. The proposal should contain a brief description of the topic in one or two paragraphs and a brief bibliography. It should be emailed as a PDF to dean+proposal@dhs.edu.

**October – March** Candidate and director should be in frequent contact regarding the chosen thesis. The thesis is to be between 60-75 pages in length, demonstrating the student's ability to identify and investigate a theological question, to carry out research appropriate to the topic, and to organize and present this material in a critical and coherent manner. The form to be used is that prescribed by Kate Turabian in *A Manual for Writers of Term Papers, Theses and Dissertations, 7th Edition* (University of Chicago Press). The entire thesis must be approved by the director before the final draft is submitted to the Dean.

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

**N.B.** For students intending to complete their M.A. during the fall semester, the deadline for submitting three unbound copies of the M.A. thesis, as well as a written approval, signed by the director, for a defense to the Dean is **November 1**. The requirements outlined in Appendix D of this handbook in submitting the thesis must be followed exactly.

**Special Exam Week** The director and two readers assigned by the Dean examine the student on the thesis topic for no more than 1½ hours, the first 30 minutes of which is dedicated to the candidate's exposition of the thesis. Each member of the board may then question the candidate for 20-30 minutes. After the defense, the director and two readers leave the testing area to determine the grade of the defense (the average of three scores). The candidate may field questions from the audience at this time, although this portion is not graded. When the director and readers return, the director announces the outcome of the defense (successful/unsuccessful) to the candidate and attending guests. The Dean and Registrar compute the average of the thesis grade and defense grade (25%) relative to the candidate's comprehensive examination grade (15%) and coursework (60%) to determine what "honors" may apply. Honors will be announced at graduation.

**N.B.** Candidates must fulfill all of their academic requirements, including their Latin and modern language requirements, before the thesis defense.



## Masters of Arts in Theology Defense Protocol

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

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

## **MASTER OF ARTS IN THOMISTIC STUDIES DEGREE**

The M.A. (Thomistic Studies) is a degree program offered by the Thomistic Institute of the PFIC specializing in the study of the theological synthesis of St. Thomas Aquinas. Students receive an intensive formation in Aquinas's texts and ideas. Classical Thomistic thinking is presented in the areas of both dogmatic and moral theology. Modern topics are also considered with a view to seeing the relevance of Thomistic studies for contemporary theological discourse. This 36-credit degree program is designed to be taken over four consecutive summers with the possibility of a fifth summer for thesis development and defense. The degree is intended to prepare students for advanced degrees in the area of Thomistic thought and theology.

### **Learning Objectives**

Upon the successful completion of this degree students should be able to:

1. Demonstrate a general and integrated foundational knowledge of Thomistic speculative and moral theology, grounded in Scripture and philosophy.
2. Give evidence of a basic familiarity with the primary texts of St. Thomas Aquinas.
3. Employ the knowledge and skills necessary to enter doctoral studies, especially in Thomistic theology.
4. Undertake Church-related work for which an M.A. is required or desirable, especially from a Thomistic point of view.
5. Pursue an ongoing personal integration of theological study and the living of the faith (morally, liturgically, and spiritually).

### **Degree Requirements**

#### **Admission**

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

1. A bachelor's degree from an accredited college or university.
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.00).
3. Three letters of recommendation by persons who are in a position to judge the applicant's ability in academic study, along with a current photo and a completed application form.
4. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology if one has no previous graduate work. The PFIC is listed under Dominican House of Studies, code 2498.
5. An undergraduate foundation in philosophy, consisting of a minimum of 18 credit hours drawn from the following areas: history of philosophy, logic, philosophy of being, philosophical ethics, philosophical anthropology, natural philosophy, and philosophy of knowledge.
6. A minimum of one Old Testament course and one New Testament course.
7. A reading knowledge of Latin and either French, German, Spanish, or Italian.

## Course Work

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

- **Dogmatic Theology (20 credits):** Triune God (4); Creation and the Human Person (4); Theology of Grace (4); Basic Elements of Christology (4); Eucharist & Ecclesiology (4);
- **Moral Theology (12 credits):** Principles of Christian Moral Life I, II (8); Theological & Cardinal Virtues (4)
- **Thesis Direction** (4 credits)

## Language Requirements

Reading proficiency in Latin and a modern language, e.g., French, German or Spanish, may be demonstrated either by successfully completing two semesters of graduate coursework in the language or by passing a written proficiency examination, offered twice per semester. Since Latin is considered a prerequisite, this requirement must be satisfied within the first year of study.

## Comprehensive Exam

To qualify for the comprehensive examination, the student must have satisfied the language requirements and have a grade point average of 3.00 or above. The student usually takes the comprehensive examination on the first day of the summer special exam week following the fourth or fifth summer of study, although the Dean may allow students to take the exam at other times. The exam has a single written component and its subject matter includes material covered in the required courses in dogmatic theology and moral theology as well as topics included in a special packet that the student will receive during his or her first summer in the program. In order to pass the comprehensive examination, a student must receive an average grade of 3.00 on the exam. During the exam, the student will have three hours to write on three themes (theses): two themes from the area of dogmatic theology and one from the area of moral theology. For each of them, the candidate will be able to choose from three possible questions. The student must pass the comprehensive examination before defending his or her M.A. thesis. Students who fail the first attempt of the comprehensive exam, the thesis, or the thesis defense will be able to make a second attempt. However, they will only be able to receive the minimum required passing average grade of 3.0 on their second attempt and will be ineligible for academic honors. Candidates may not continue in the program after two failures of the comprehensive examination.

## Thesis

Under the direction of a faculty member, the student must write a thesis between 60-75 pages in length. The purpose of the thesis is to demonstrate the student's ability to identify and investigate a theological question, to carry out research appropriate to the topic, and to organize and present this material in a critical and coherent manner. The form to be used is that prescribed by Kate Turabian in *A Manual for Writers of Term Papers, Theses and Dissertations, 8th Edition* (University of Chicago Press). The entire thesis must be approved by the director before the final draft is submitted to the Dean. The requirements outlined in Appendix D of this handbook in preparing the thesis must be followed exactly. Failure of a thesis normally results in a student's termination from the program.

## Residency

Normally the M.A. (Thomistic Studies) requires a minimum of four summer sessions or their equivalent. A fifth summer may be added for thesis writing and defense. The program may be taken

on a part-time basis, but must be completed in no more than six years.

## Model Curriculum for the Master of Arts (Thomistic Studies)

### Summer I

ST 604 Triune God  
ST 611 Creation and the Human Person

### Summer II

MT 601 Principles of Christian Moral Life I  
ST 621 Basic Elements of Christology

### Summer III

MT 602 Principles of Christian Moral Life II  
ST 614 Theology of Grace

### Summer IV

Theological & Cardinal Virtues  
Eucharist & Ecclesiology  
Thesis Direction

### Grade Point Average

The student must maintain a grade point average of 3.00 or above throughout the M.A. program. Students are also required to receive an average of 3.00 on both their written thesis and a 3.00 on their thesis defense in order to complete the degree program.

## Model Timeline for M.A. (Thomistic Studies) Thesis and Defense

**Nota Bene:** The timeline below presumes the candidate will spend a fifth summer completing the thesis and preparing for the comprehensive examination. If a student intends to complete the program in four summers, an alternate timeline can be proposed by the Dean after consultation with the thesis director. Thesis committees generally need five weeks to grade the thesis. Deadlines for thesis submission and the tentative scheduling of the thesis defense are arranged to allow for this time for the committee to grade the thesis.

**Spring before the Fourth Summer:** Candidates should begin discussing possible areas and topics for their M.A. thesis with a chosen director. This can be done via email or telephone conversation.

### **After the Fourth Summer:**

**30 September** Deadline for candidates' submission of a definitive proposal to the Dean for approval, signed by the candidate and his or her director. The proposal should contain a brief description of the topic in one or two paragraphs and a brief bibliography. It should be emailed as a PDF to dean+proposal@dhs.edu.

**October – June** Candidate and director should be in frequent contact regarding the chosen thesis. The thesis is to be between 60-75 pages in length, demonstrating the student's ability to identify and investigate a theological question, to carry out research appropriate to the topic, and to organize and present this material in a critical and coherent manner. The form to be used is that prescribed by Kate Turabian in *A Manual for Writers of Term Papers, Theses and Dissertations, 7th Edition* (University of Chicago Press). The entire thesis must be approved by the director before the final draft is submitted to the Dean. The requirements outlined in Appendix D of this handbook in submitting the thesis must be followed exactly.

**1 July** Last day for submitting three unbound copies of the M.A. thesis to the Dean, as well as a written petition, signed by the director, for a defense. One copy of the thesis will be distributed to the director and two copies will be distributed to the two readers chosen by the Dean.

## Masters of Arts in Thomistic Studies Defense Protocol

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

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

## MASTER OF DIVINITY DEGREE

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

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

### Learning Objectives

Upon the successful completion of this degree, students should be able to:

1. Speak in the name of the Church in harmony with the tradition through the lens of open Thomism.
2. Engage pastoral issues from a Thomistic perspective and effectively integrate academic studies with pastoral work.
3. Integrate doctrinal and effective communication skills in their preaching.
4. Administer the sacraments in fidelity to the rites of the Church with clear understanding of sacramental theology and with sensitivity to the pastoral needs of those to whom they minister.
5. Exercise effective ministerial leadership in the pastoral and catechetical formation of the lay faithful at a parish or diocesan level.

### Degree Requirements

#### Admission

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

1. Applicants for the Master of Divinity must show that they are sponsored by a diocese, an eparchy, an institute of consecrated life or a society of apostolic life in the Catholic Church. A letter from an applicant's ordinary will suffice.
2. A bachelor's degree from an accredited college or university.
3. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.00).
4. Three letters of recommendation by persons who are in a position to judge the applicant's ability in academic study, along with a current photo and a completed application form.
5. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology if one has no previous graduate work. The PFIC is listed under Dominican House of Studies, code 2498.
6. An undergraduate foundation in philosophy, consisting of a minimum of 18 credit hours drawn from the following areas: history of philosophy, logic, metaphysics, ethics, philosophical anthropology, natural philosophy, and philosophy of knowledge.
7. A reading knowledge of Latin.

## Philosophical Preparation for Theology

### Dominican Students

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

### Non-Dominican Students

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

### Course Work

A minimum of 111 semester hours of graduate courses is required according to the following distribution:

1. **Dogmatic Theology (21):** Nature and Method of Theology (3), Triune God (3), Creation and the Human Person (3), Theology of Grace (3), Christology (3), Ecclesiology (3), and one additional elective from the course offerings in dogmatic theology.
2. **Liturgical Studies and Sacramental Theology (18):** Liturgiology (3), Sacraments: Theology and Initiation (3), Eucharist (3) Orders (3), Marriage: Theology and Canon Law (3), Penance and Anointing (3)
3. **Moral Theology (15):** Principles of Christian Moral Life I and II (6) Theological Virtue (3), Cardinal and Moral Virtues (3), Catholic Social and Sexual Teaching (3)
4. **Scripture (18):** Three courses from Old Testament offerings (9), three courses from New Testament offerings (9)
5. **Church History (6):** Two courses from the appropriate offerings.
6. **Preaching (6):** Communicating God's Word (3), Preaching: Preparation and Presentation (3)
7. **Canon Law (6):** Introduction to Church Law (3), Book II: The People of God in Church Law (3)
8. **Pastoral Theology (6):** Introduction to Pastoral Ministry (3), Supervised Ministry (3)
9. **Practica (7):** Ministries Practicum (1), Deacon Practicum (2), Priesthood Practicum (3)
10. **Electives (9):** Three courses chosen from the appropriate offerings.

### Language Requirements

Reading proficiency in Latin may be demonstrated either by successfully completing two semesters of graduate coursework in the language or by passing a written proficiency examination, offered twice per semester. Since Latin is considered a prerequisite, this requirement must be satisfied within the first year of study. "The study of Latin and biblical languages is foundational and should be given the emphasis that Church teaching accords it" (PPF, 178).

### Grade Point Average

The student must maintain a grade point average of 3.00 or above throughout the M.Div. program.

### Field Education

Supervised field education offers a realistic and broadly-based experience of ministry both within the Church and in secular settings. It allows students to develop professional competence, typically in parishes or social service organizations, and to explore theological issues in these contexts. M.Div. degree candidates are required to complete at least two units of supervised field education. Each unit



involves a planned, specified commitment of hours that are spent on site as well as in preparation, reflection, and travel. A field education unit may take place over the academic year or during the summer. Field education choices are expected to be congruent with the student's academic and vocational goals.

### **Comprehensive Examination**

To qualify for the comprehensive examination, the student must have satisfied the Latin requirement and have a grade point average of 3.00 or above. The awarding of the M.Div. degree depends upon the successful completion of the comprehensive examination and a cumulative grade point average of 3.00 or above from all required courses. Usually the student takes the comprehensive examination during the sixth semester of study. The subject matter is material covered in the courses in dogmatic and sacramental theology, moral theology, and Scripture. In order to pass the comprehensive exam, a student must receive an average grade of 2.50 on the exam. A candidate for the M.Div. degree may not continue candidacy after two failures in the comprehensive examination.

This examination consists of two parts:

**Part One: Written Component.** A three-hour written examination in which the candidate for the M.Div. will be asked to write on three themes (theses), one each from the assigned areas of sacred scripture, dogmatic theology and moral theology. In each area the candidate will be able to choose from three possible questions. The principal purpose of the written component of the M.Div. examination will be to test the candidate's ability to expose theological materials, with the special emphasis (as appropriate) on the pertinent contributions of historical and positive theology. A student must pass the written component of the exam with a cumulative average of 2.50 before being admitted to the oral component.

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

Students who fail the first attempt of either their written or oral exam will be able to take the exam a second time. However, they will only be able to receive the minimum required passing average grade of 3.0 on their second attempt and will be ineligible for academic honors. If a student receives below a 2.0 in any of the three areas on the oral exam, the entire oral component of the exam will need to be taken again in all three areas.

### **Residency**

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

## Model Curriculum for the Master of Divinity Degree

### Fall Semester

#### **I Philosophy**

Ancient Philosophy  
Logic  
Philosophy of Nature (Cosmology)  
Elementary Latin I  
Communicating God's Word  
Ministries Practicum

#### **II Philosophy**

Modern Philosophy  
Philosophy of Being (Metaphysics)  
Early and Medieval Church History  
Elementary Greek I (for STB)

#### **I Theology**

Pentateuch  
Nature and Method of Theology  
Principles of Christian Moral Life I  
Synoptic Gospels  
Introduction to Pastoral Ministry

#### **II Theology**

Wisdom Literature  
Creation and the Human Person  
Theological Virtues  
Sacraments of Theology and Initiation  
Basic Elements of Christology

#### **III Theology**

Introduction to Church Law  
Sacrament of Orders  
Preaching: Preparation & Presentation  
Deacon Practicum  
Elective

#### **IV Theology: (Pastoral Year)**

Book II: People of God in Canon Law  
Teaching & Learning (Elective)  
Priesthood Practicum

### Spring Semester

Medieval Philosophy  
Philosophy of Knowledge (Epistemology)  
Philosophical Anthropology  
Introduction to the Life and Works of St. Thomas  
Aquinas  
Elementary Latin II

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

Prophets of Israel  
Triune God  
Principles of Christian Moral Life II  
Johannine Writings  
Catholic Social and Sexual Teaching

Ecclesiology  
Theology of Grace  
Cardinal and Moral Virtues  
Sacraments of the Eucharist  
Pauline Letters

Sacrament of Marriage: Theol. & Canon Law  
Liturgiology  
Parish Administration Skills  
Elective (Dogmatic Theology)  
Elective  
**[Comprehensive Exam]**

Sacraments of Penance & Anointing

## Master of Divinity Comprehensive Exam

### 1. Structure of the Examination

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

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

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

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

### 2. Purpose of the Examination

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

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

### 3. Grading of the Examination

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

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

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

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

Coursework: 75%

Examination: 25%

The honor grades are:

*cum laude* (3.5-3.69)

*magna cum laude* (3.7-3.89)

*summa cum laude* (3.9-4.0)

## BACCALAUREATE OF SACRED THEOLOGY DEGREE

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

### Learning Objectives

Upon the successful completion of this degree, students should be able to:

1. Demonstrate a general and integrated foundational knowledge of Catholic doctrine in the areas of Sacred Scripture, Dogmatic Theology, and Moral Theology;
2. Manifest a basic knowledge of theological scientific methodology from a Thomistic perspective;
3. Engage in further studies in the sacred science of theology.

### Degree Requirements

#### Admission

The S.T.B. program is open to all qualified students who are not necessarily candidates for the M.Div. or ordained ministry in the Roman Catholic Church. The following prerequisites for admission will be evaluated by the Committee on Admissions which may, in individual cases, allow the student to remedy particular deficiencies during the first year of the program:

1. A bachelor's degree from an accredited college or university.
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.00).
3. Three letters of recommendation by persons who are in a position to judge the applicant's ability in academic study, along with a current photo and a completed application form.
4. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology if one has no previous graduate work. The PFIC is listed under Dominican House of Studies, code 2498.
5. An undergraduate foundation in philosophy, consisting of a minimum of 36 credit hours in all the systematic and historical tracts: i.e. logic, philosophy of nature, philosophy of being, philosophy of knowledge, philosophical anthropology, philosophical ethics, ancient philosophy, introduction to Thomas Aquinas, medieval philosophy, modern philosophy, and recent philosophy.
6. A reading knowledge of Latin.

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

#### Course Work

A minimum of 87 semester hours of graduate coursework is required according to the following distribution:

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

### Language Requirements

Students are expected to demonstrate, either by written examination or six credits of graduate coursework, a reading knowledge of Latin and New Testament Greek. Since Latin is considered a prerequisite, this requirement must be satisfied within the first year of study. Reading knowledge of New Testament Greek must be satisfied by the end of the second year. Language proficiency exams are offered twice per semester. Candidates for the licentiate are also encouraged to study the languages necessary for the S.T.L. program.

### Grade Point Average

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

### Comprehensive Examination

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

This examination consists of two parts:

**Part One: Written Component.** A three-hour written examination in which the candidate for the S.T.B. will be asked to write on three themes (theses), one each from the assigned areas of sacred scripture, dogmatic theology and moral theology. In each area the candidate will be able to choose from three possible questions. The principal purpose of the written component of the S.T.B. examination will be to test the candidate's ability to expose theological materials, with the special emphasis (as appropriate) on the pertinent contributions of historical and positive theology. A student must pass the written component of the exam with a cumulative average of 3.25 before being admitted to the oral component.

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

Students who fail the first attempt of either their written or oral exam will be able to take the exam a second time. However, they will only be able to receive the minimum required passing average grade of 3.25 on their second attempt and will be ineligible for academic honors. If a student receives below a 2.0 in any of the three areas on the oral exam, the entire oral component of the exam will need to be taken again in all three areas.

**Residency**

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

## Model Curriculum for the Baccalaureate of Sacred Theology Degree

### Fall Semester

#### Pre-theology

Elementary Latin I  
Early and Medieval Church History  
Elementary Greek I

#### I Theology

Pentateuch  
Nature and Method of Theology  
Principles of Christian Moral Life I  
Synoptic Gospels

#### II Theology

Wisdom Literature  
Basic Elements of Christology  
Creation and the Human Person  
Theological Virtues  
Sacraments: Theology and Initiation

#### III Theology

Introduction to Church Law  
Sacrament of Orders  
Elective  
Elective

### Spring Semester

Elementary Latin II  
Reformation and Modern Church History  
Elementary Greek II

Prophets of Israel  
Triune God  
Principles of Christian Moral Life II  
Johannine Writings  
Catholic Social and Sexual Teaching

Ecclesiology  
Theology of Grace  
Cardinal and Moral Virtues  
Sacrament of the Eucharist  
Elective

Pauline Letters  
Liturgiology  
Elective  
Elective

**[Comprehensive Exam]**

## Baccalaureate of Sacred Theology Comprehensive Exam

### Structure of the Examination

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

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

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

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

### 2. Purpose of the Examination

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

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

### 3. Grading of the Examination

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

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

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

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

Coursework: 75%

Examination: 25%

The honor grades are:

*cum laude* (3.5-3.69)

*magna cum laude* (3.7-3.89)

*summa cum laude* (3.9-4.0)



## LICENTIATE IN SACRED THEOLOGY DEGREE

The Pontifical Faculty of the Immaculate Conception offers an advanced and specialized research degree, the Licentiate in Sacred Theology (S.T.L.). Lectures, seminars, research projects, and personal study are designed to promote theological competency in a particular area of scientific investigation. The Licentiate degree is granted by the authority of and in the name of the Holy See.

### Learning Objectives

Upon the successful completion of this degree, students should be able to:

1. Demonstrate a thorough knowledge in a particular discipline of Sacred Theology (Sacred Scripture, Dogmatic Theology, or Moral Theology);
2. Practice scientific theological research;
3. Produce researched and documented analyses of issues within a particular discipline of sacred theology;
4. Lecture competently in the foundational areas of Catholic doctrine.

### Degree Requirements

#### Admission

The S.T.L. program is open to qualified clerical and lay students. The following prerequisites for admission will be evaluated by the Committee on Admissions which may, in individual cases, allow the student to remedy particular deficiencies during the first year of the program:

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

#### Course Work

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

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

## **Language Requirements**

Reading proficiency in Latin, New Testament Greek, and a modern foreign language, e.g., French, German, or Spanish is to be demonstrated by written examination or six credits of graduate coursework. Since Latin and Greek are required for the S.T.B. degree, those S.T.L. candidates must have satisfied the Pontifical Faculty's requirements for these languages within the first year of matriculation in the S.T.L. program. The modern foreign language requirement is normally demonstrated within the first year of study as well. Language proficiency exams are offered twice per semester.

## **Grade Point Average**

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

## **Successfully present a *lectio coram* (magisterial lecture)**

In early March of the Candidate's second year, he or she must present to the Dean ten theses for the *lectio coram*. These will be reviewed and corrected by the Faculty. If necessary, they will be returned to the candidate to be redone. Each thesis should contain a bibliography of seven to ten items, generally as current as possible and clearly related to the point of the *lectio*. This indicates the candidate's ability to pinpoint the relevant literature for the topic and guide those who will be following (and judging) the *lectio*. The *lectio coram* consists of a presentation of forty-five minutes before a board of four examiners followed by a ten-minute period of questioning by each examiner. Follow up questions may be permitted after each examiner has completed his or her period of questioning. A minimum average grade of 3.25 is required for successful completion of the *lectio coram*. Students who fail the first attempt will be able to present their *lectio coram* a second time. However, they will only be able to receive the minimum required passing average grade of 3.25 on their second attempt and will be ineligible for academic honors. Students may not continue in the program after two unsuccessful attempts.

## **Completion of a *tesina* (thesis)**

Candidates are required to complete a successful *tesina* (thesis). The student manifests competence in methods of scientific research by completing a *tesina* under the direction of a member of the faculty on an approved topic relating to the student's specialization. The *tesina* must represent a substantial and sustained intellectual endeavour in the student's chosen area. Following the agreement of a faculty member to direct the *tesina* and the approval of the Dean, the student submits an initial *tesina* proposal to the Dean's office. The initial proposal includes a statement and brief synopsis of the topic, reasons for the choice of the topic, and a statement of methodology. The initial proposal must be signed by the director and the candidate. The Dean sends the proposal to the Faculty for approval and comment by the end of the first year of full-time study. The student and director receive from the Dean any feedback offered by the faculty.

A more definitive *prospectus* of the *tesina* is due at the beginning of the second year of study. Along with a more detailed proposal, the *prospectus* also includes an anticipated outline of the *tesina* and preliminary bibliography.

The *tesina* should be no less than 75, nor more than 100, pages of text in length. The *tesina* grade will consist of the average of the grades submitted by the *tesina* director, and a second reader appointed by the Dean. The *tesina* grade will be determined by satisfactory completion of the approved *tesina* proposal, thorough exploration of the state of the question within contemporary research, innovative reflections or approaches to the question, adherence to standards of graduate level scholarship and

approved Faculty style regulations. Students who successfully complete a *tesina* receive three credits, which may be counted as part of the thirty-six required credits for the S.T.L. degree. The candidate is to submit three unbound copies of the *tesina* to the Dean by 1 April before anticipated graduation. The requirements outlined in Appendix D of this handbook in submitting the *tesina* must be followed exactly. No *lectio coram* will be scheduled before the completed *tesina* is submitted. In order to complete the *tesina* portion of the degree requirements, the student must receive an average of 3.25 or higher. Students who fail the first attempt will be able to submit their *tesina* a second time. However, they will only be able to receive the minimum required passing average grade of 3.25 on their second attempt and will be ineligible for academic honors. Students may not continue in the program after two unsuccessful attempts.

### **Residency**

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

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

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

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

**15 April** Deadline for I S.T.L. candidates' submission of an initial proposal to the Dean, signed by the candidate and his or her advisor. It should be emailed as a PDF to dean+proposal@dhs.edu.

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

**15 October** Deadline for II S.T.L. candidates' submission of the S.T.L. *tesina* prospectus (a formal proposal and outline) to the Dean. This includes a concrete description of the *tesina*, an outline, and a selected bibliography. At this time the Dean will appoint a second reader. It should be emailed as a PDF to dean+prospectus@dhs.edu.

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

**1 April** Last day for submitting the S.T.L. *tesina* to the Dean. They should be submitted in one PDF file, with each topic clearly identifying to which area of theology the candidate has assigned it. If a topic reflects material from the *tesina*, it should be indicated in the PDF. The file should be emailed to dean+lectio@dhs.edu.

N.B. For students intending to complete their S.T.L. during the fall semester, the deadline for submitting the *tesina* prospectus is April 15. The ten theses for the *lectio coram* must be submitted to the Dean by October 15, and the *tesina* must be submitted to the Dean by November 1.

## Submission of Theses for *Lectio Coram*

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

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

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

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

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

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

## Guidelines for *Lectio Coram* Theses

### Topic Summaries

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

### Bibliographies

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

### Format

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

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

## Guidelines for the *Lectio Coram*

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

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

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

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

1. The *praeses* convenes the Board of Examiners at the previously determined time.
2. The *praeses* introduces the candidate and members of the Board. He/she announces the topic of the *Lectio* and instructs the candidate concerning procedure and time allocations, specifically:
  - a. the candidate lectures for 45 minutes on the predetermined topic;
  - b. each member of the Board may question the candidate for **10 minutes** upon completion of the lecture;
  - c. (at the discretion of the *praeses*, follow-up questions from Board members may be permitted **after** all examiners have questioned the candidate;)
  - d. the *praeses* monitors time allocations *strictly* and announces their completion to the candidate and Board members, and
  - e. the *Lectio Coram* and questioning **must continue for but should not exceed one and one-half hours**.
3. Upon completion of the lecture and examination by the Board, members adjourn to discuss and grade the candidate's defense of the thesis. By secret ballot, each Board member assigns a letter grade and submits it to the *praeses* to record on the *Licentiate in Sacred Theology Examination* form. All examiners sign this form and reconvene in the lecture room where the *praeses* announces **only the results of the Lectio** (successful/unsuccessful) to the candidate and attending guests. (During the Board's absence, the candidate may entertain questions from guests in attendance. Clearly, these questions have no influence on the grade assigned by the Board.)

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

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



## DOCTORATE IN SACRED THEOLOGY DEGREE

The Doctorate in Sacred Theology (S.T.D.) is a specialized degree program in Thomistic Studies. It offers a terminal degree (the ecclesiastical doctorate) that is granted by the authority and in the name of the Holy See. Candidates may specialize either in the domain of Thomistic dogmatic theology or Thomistic moral theology.

The program consists of two parts. First, the candidate must complete a specialized S.T.L. program consisting of 36 credits, a *tesina*, and a *lectio coram*. This program has specific course content that is historical and dogmatic in kind, and which is ordered toward doctoral research in Thomistic theology. This stage normally takes two years to complete. Second, the candidate must complete the official proposal, research and composition of the doctoral thesis, which are subject in various stages to both internal and external examination.

### Degree Requirements

The Pontifical Faculty of the Immaculate Conception offers a terminal degree in theology, the Doctorate in Sacred Theology (S.T.D.). This degree program requires that the candidate complete specialized course work in Thomistic studies. Normally this takes the form of an S.T.L. in Thomistic studies, which is then followed by the doctoral research program. Doctoral candidates may conduct specialized research in both the domains of dogmatic theology and moral theology. Doctoral research may focus on historical topics in Thomistic theology, or Thomistic engagement in modern and contemporary theology. The doctoral degree is granted by the authority of and in the name of the Holy See.

### Admission

The S.T.D. program is open to qualified clerical and lay students. The following prerequisites for admission will be evaluated by the Committee on Admissions which may, in individual cases, allow the student to remedy particular deficiencies during the first year of the program:

1. **The Baccalaureate of Sacred Theology.** Holders of a Masters of Divinity or of another, similar first professional degree in theology will have their previous academic record evaluated to determine what further work is required to establish equivalence to the S.T.B. degree, and before beginning the S.T.L. portion of the doctoral program. In the case of those who hold only a Master of Arts degree in theology, this will typically involve at least one-and-a-half-additional years of full-time study of theology before beginning the S.T.L. program in Thomistic studies. Those who have already completed an S.T.L. degree program may also apply to the S.T.D. program (See “Course Work” below).
2. Superior achievement and the ability to pursue graduate work as indicated by the transcript of previous studies (with a minimum GPA of 3.25).
3. Three letters of recommendation by persons who are in a position to judge the applicant’s ability in this academic area, along with a current photo, and a completed application form.
4. A *Curriculum Vitae*.

5. Results of the Graduate Record Examination (GRE) indicating aptitude for graduate studies in theology if one has not done previous graduate work. The PFIC is listed under Dominican House of Studies, code 2498.
6. A writing sample, such as an essay or published article, that demonstrates the applicant's writing skills.
7. A statement of intent regarding one's reason for doctoral study in the Thomistic Tradition [500-700 words]
8. A reading knowledge of Latin and Greek.

### **Course Work**

A minimum of 36 semester hours of credit is required in twelve special courses of theological studies. This includes three specialized sections: Historical Context of Aquinas' Thought (9), Thomism in Modernity (9) and Special Topics in Speculative and Moral Thomistic Thought (6). Students who enter the program and who have already completed an S.T.L. degree in another institution will be asked to complete an appropriate proportion of these courses. The program of studies that is particular to such a student will be determined by the Director of the doctoral program, in consultation with the Thomistic Institute Committee and the Dean.

Candidates admitted into the S.T.D. program who already hold an S.T.L. from another institution are not required to complete an S.T.L. in Thomistic studies, but the President of Doctoral Studies in consultation with the Dean may require the candidate to complete additional course work in Thomistic studies as part of his or her program.

### **Language Requirements**

Since Latin and Greek are required for the S.T.B. degree, S.T.L. candidates must have satisfied the Pontifical Faculty's requirements for these languages within the first year of matriculation in the S.T.L. program. Reading proficiency in French and one other modern foreign language (e.g., German, Italian or Spanish) are to be demonstrated by written examination or six credits of graduate coursework. The modern foreign language requirements are normally demonstrated within the first three years of study. Language proficiency exams are offered twice per semester.

### **Grade Point Average**

In order to advance to the stage of dissertation composition, the student must maintain a grade point average of 3.5 in the coursework of the S.T.L. program.

### ***Lectio coram* (magisterial lecture)**

In early March of the Candidate's second year, he or she must present to the Dean ten theses for the *lectio coram*. These will be reviewed and corrected by the Faculty. If necessary, they will be returned to the candidate to be redone. Each thesis should contain a bibliography of seven to ten items, generally as current as possible and clearly related to the point of the *lectio*. This indicates the candidate's ability to pinpoint the relevant literature for the topic and guide those who will be following (and judging) the *lectio*. The *lectio coram* consists of a presentation of forty-five minutes before a board of four

examiners followed by a ten-minute period of questioning by each examiner. Follow up questions may be permitted after each examiner has completed his or her period of questioning. A minimum average grade of 3.25 is required for successful completion of the *lectio coram*. Candidates should follow the procedures on pages 71-74 above regarding the *lectio*, with the following exception. Candidates for the STL in Thomistic Studies should submit six topics in dogmatic theology and four topics in moral theology. Only one of these topics can touch on matters expounded in the candidate's *tesina*. Students who fail the first attempt will be able to present their *lectio coram* a second time. However, they will only be able to receive the minimum required passing average grade of 3.25 on their second attempt and will be ineligible for academic honors. Students may not continue in the program after two unsuccessful attempts.

### **Tesina (Thesis)**

Candidates are required to complete a successful *tesina* (thesis) as part of the degree requirement. This is to show competence in methods of scientific research by completing a *tesina* under the direction of a member of the faculty on an approved topic relating to the student's specialization. The *tesina* must represent a substantial and sustained intellectual endeavour in the student's chosen area. Following the agreement of a faculty member to direct the *tesina* and the approval of the Dean, the student submits an initial *tesina* proposal to the Dean's office. The initial proposal includes a statement and brief synopsis of the topic, reasons for the choice of the topic, and a statement of methodology. The initial proposal must be signed by the director and the candidate. The Dean sends the proposal to the Faculty for approval and comment by the end of the first year of full-time study. The student and director receive from the Dean any feedback offered by the faculty.

A more definitive *prospectus* of the *tesina* is due at the beginning of the second year of study. Along with a more detailed proposal, the *prospectus* also includes an anticipated outline of the *tesina* and preliminary bibliography.

The *tesina* should be no less than 75, nor more than 100, pages of text in length. The *tesina* grade will consist of the average of the grades submitted by the *tesina* director, and a second reader appointed by the Dean. The *tesina* grade will be determined by satisfactory completion of the approved *tesina* proposal, thorough exploration of the state of the question within contemporary research, innovative reflections or approaches to the question, adherence to standards of graduate level scholarship and approved Faculty style regulations. Students who successfully complete a *tesina* receive three credits, which may be counted as part of the thirty-six required credits for the S.T.L. degree. The candidate is to submit three unbound copies of the *tesina* to the Dean by 1 April before anticipated graduation. The requirements outlined in Appendix D of this handbook in submitting the thesis must be followed exactly. No *lectio coram* will be scheduled before the completed *tesina* is submitted. In order to complete the *tesina* portion of the degree requirements, the student must receive an average grade of 3.25 or higher. Students who fail the first attempt will be able to submit their *tesina* a second time. However, they will only be able to receive the minimum required passing average grade of 3.25 on their second attempt and will be ineligible for academic honors. Students may not continue in the program after two unsuccessful attempts.

## Model Curriculum for the S.T.L. in Thomistic Studies

### Fall Semester

#### Year I

Aquinas and the Fathers  
Faith and Reason  
800-level Elective (Dogmatics)

### Spring Semester

Aquinas and the Masters of the Medieval University  
The Shape of Modern Theology  
800-level Elective (Moral Theology)

#### Year II

St. Thomas and the Thomists  
Elective  
Elective

Thomas in Modernity  
Elective  
Elective

Latin Reading Comprehension Test (1st Year of Matriculation)  
Greek Reading Comprehension Test (1st Year of Matriculation)  
French Reading Comprehension Test (2nd Year of Matriculation)  
Second Modern Language Reading Comprehension Test (3rd Year of Matriculation)

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

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

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

**15 April** Deadline for I S.T.L. candidates' submission of an initial proposal to the Dean, signed by the candidate and his or her advisor. It should be emailed as a PDF to dean+proposal@dhs.edu.

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

**15 October** Deadline for II S.T.L. candidates' submission of the S.T.L. *tesina* prospectus (a formal proposal and outline) to the Dean. This includes a concrete description of the *tesina*, an outline, and a selected bibliography. At this time the Dean will appoint a second reader. It should be emailed as a PDF to dean+prospectus@dhs.edu.

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

**1 April** Last day for submitting the S.T.L. *tesina* to the Dean. They should be submitted in one PDF file, with each topic clearly identifying to which area of theology the candidate has assigned it. If a topic reflects material from the *tesina*, it should be indicated in the PDF. The file should be emailed to dean+lectio@dhs.edu.

N.B. For students intending to complete their S.T.L. during the fall semester, the deadline for submitting the *tesina* prospectus is April 15. The ten theses for the *lectio coram* must be submitted to the Dean by October 15, and the *tesina* must be submitted to the Dean by November 1.

### Doctoral Dissertation

Once the student has completed the S.T.L. in Thomistic Studies, (or the required equivalent coursework for those who begin the program with an S.T.L.) he or she may submit a proposal for the doctoral dissertation subject. If the student has completed the S.T.L., then a *tesina* proposal has already been submitted and accepted. This is not a substitute for a doctoral proposal but the *tesina* subject may be reviewed and submitted in modified form as a proposal in view of the doctorate.

The proposal must be approved by the potential director and then submitted to the Thomistic Institute Committee, who discuss the proposal and must approve it by a two-thirds vote. The wider PFIC faculty is then sent the proposal in order to invite comments from other faculty members.

The Thomistic Institute Committee approves a director of the thesis and a second reader. The director is not required to be a member of the Committee, nor the second reader, but both must be members of the faculty and must have some expertise in the subject matter. Once the proposal has been accepted by the Committee, the student is to be accorded 4 years for the completion of the doctorate. After 4 years, the student may petition the Committee for a 1-year extension, up to two successive times.

Two years after the initial approval by the Committee, the progress and writing of the student are to be subject to evaluation by the director and first reader from the faculty.

The doctoral thesis (S.T.D. or Ph.D.) should be no less than 100,000 words (including footnotes) and no more than 135,000 words (including footnotes). This measure does not include the obligatory bibliography of the dissertation. After completion of the writing, the student can submit the thesis for acceptance only when the director has approved the thesis for submission.

The dissertation committee consists of: a) The director of the thesis, b) the first reader, from the faculty, and c) a second reader, from outside the faculty.

Readers must communicate written comments on the work of the students through the medium of the director of the thesis. The director should be made aware of any ongoing communications between the student and the readers.

Once the dissertation is submitted for acceptance, the Director of the Doctoral Program names a faculty member to serve as the secretary of the dissertation defense. The director of the dissertation serves as *praeses* of the defense. The defense is open to the public and follows the protocol indicated below. The defense is scheduled at time mutually agreeable to the candidate and the committee.

## **Residency**

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

The residency requirement for the dissertation composition is an additional four semesters.

## **Scholarship Policies**

Candidates to the doctoral program may apply for scholarships. Such scholarships, when available, normally consist in a waiver of tuition fees. However, they do not cover living expenses for the doctoral candidate.

## Doctorate of Sacred Theology in Thomistic Studies Dissertation Defense *Protocol*

1. The *praeses* convenes the Board of Examiners at the previously determined time.
2. The *praeses* introduces the candidate, the secretary, and the members of the board. He/she announces the dissertation title and instructs the candidate concerning procedure and time allocations, specifically:
  - a. The candidate has 30 minutes to propound the dissertation's argument;
  - b. Each member of the board may question the candidate for 20 minutes upon completion of the candidate's presentation;
  - c. An additional 20 minutes are available for any member of the board to ask the candidate questions. The *praeses* may determine that other members of the board may take any unused time yielded by any board member;
  - d. The secretary keeps brief minutes and monitors time allocations strictly and announces their completion to the candidate and other members, and
  - e. The dissertation defense must be **at least 1 hour and 30 minutes and no more than 1 hour and 50 minutes.**
3. After the defense, the secretary and the board immediately adjourns to another room to deliberate. After an initial discussion moderated by the *praeses*, the board votes by secret ballot whether to pass or fail the dissertation and its defense. The *praeses* may invoke a single straw poll of the board at any time during deliberations before the final vote. The secretary is to keep minutes only that the candidate began his/her lecture, when deliberations begin, whether a straw poll is conducted and its result, and the result of the final and formal vote of the board on the dissertation and its defense. Only the *praeses* and the two readers vote. For a candidate to earn the doctorate, two-thirds of those voting must elect to pass the candidate's dissertation and defense.
4. After these deliberations, the board returns to the candidate and the *praeses* announces the results. Within one week of the defense, board members are to make known to the *praeses* and the Director of the Doctoral Program any required corrections to the dissertation before it is submitted to the Pontifical Faculty and the S.T.D. in Thomistic Studies is awarded. The candidate is responsible for making all corrections, and the *praeses* must verify the corrections and the dissertation's completions.

**The secretary is responsible for the immediate completion and submission of all documents from the defense—minutes, signed defense report, and ballots to the office of the Dean or to the Registrar.**

## DUAL DEGREE CANDIDACY

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

### **M.Div. – M.A.**

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

### **M.Div. – S.T.B.**

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

### **M.A. – S.T.B.**

After two semesters of successful studies at the Pontifical Faculty, students who are pursuing the M.A. degree may request admission to the S.T.B. degree. These students must fulfill the admission requirements to the S.T.B. degree and be approved by the Admissions Committee. Dual degree students must complete all requirements for each degree. Both degrees are normally awarded together following the third year of study, after the successful completion of the S.T.B. comprehensive examination and the M.A. thesis defense.



## GRADUATION RATES

M.A. Theology	M. Div.	S.T.B.	S.T.L.
41%	64%	84%	82%

N.B. The publication of the above graduation rates is required by accrediting agencies. The figures represent the percentage of students who have completed the respective degree programs during the years of assessment. An entry year is assessed once 150% of the expected time period to complete a degree has transpired. Thus, as of June 2021, this includes students who entered the M.A. (Theology), M.A. (Thomistic Studies), M.Div., S.T.B., or the S.T.L. program between Fall 2010 and Fall 2014.

These figures do not distinguish between students who fail to complete their program for academic reasons, or for personal reasons, or because he or she has been reassigned by his or her religious superiors. The MDiv program in particular is an intellectually and socially demanding program expecting the highest levels of performance and personal integrity from students in priestly formation. Most MDiv students are also STB candidates.

## DEGREE COMPLETION PERIODS

The length of time a student requires to finish a degree will vary depending upon the amount of previous studies that he brings with him

### Standard Publicized Degree Requirements

M.A. Theology	= 4 semesters (36 credits)
M.A. Thomistic Studies*	= 4 summer sessions (36 credits)
M. Div.	= 8 semesters (111 credits)
S.T.B.	= 8 semesters (87 credits)
S.T.L.	= 4 semesters (36 credits)
S.T.D.*	= 4 semester residency requirement

\*Both the M.A. (Thomistic Studies) and the S.T.D. program are recently introduced programs without sufficient data to report.

### Average number of semesters students took to complete their studies

	M.A. (Theology)	M.Div.	S.T.B.	S.T.L.
Full-Time	5.72	9.66	8.14	4.01
Part-Time	5.00	N/A	N/A	4.00

N.B. The publication of the above graduation rates is required by accrediting agencies. The assessment period follows that described above under “Graduation Rates.”

No distinction is made between students who begin studies in one program and complete it, and students who switch programs at some later date. The latter will have effectively shortened degree completion periods, but since these are highly variable they are not accurately reflected in a separate table. Likewise, the above periods make no distinction between those who transfer credits from another school, whether pre-requisites or otherwise, and those in more or less need of credits with the PFIC. Any such table will bear significant limitations in the impression it conveys because of the high variability of coursework with which an individual student begins a program. Only those students who have graduated are considered herein.

## **THE THOMISTIC INSTITUTE OF THE PONTIFICAL FACULTY OF THE IMMACULATE CONCEPTION**

### **The Purpose of the Institute**

The Thomistic Institute promotes research into the thought of Saint Thomas Aquinas and the subsequent Thomistic tradition. The research of the Institute is both historic and dogmatic, deeply rooted in the classical Catholic tradition while engaging contemporary discourse and thought. It recognizes also the importance of the philosophical heritage of the Common Doctor of the Church as a well-spring that can enrich the study of theology.

### **The Living Tradition of Thomism**

An educational project of the Order of Preachers, the Thomistic Institute is situated within the Pontifical Faculty of the Immaculate Conception in Washington, D.C. The Faculty grants pontifical and civilly accredited degrees to clerical, religious and lay students alike. Its placement in our nation's capital ideally suits the goals of the Institute, allowing it to initiate and respond to academic, cultural and public policy developments at a central crossroads of national and international exchange. Through this work, the Institute approaches Catholic theology as an invaluable resource for the evangelization of human culture and as a perennial dimension of Christian intellectual life.

### **Masters of Arts in Thomistic Studies**

The Master of Arts in Thomistic Studies (M.A.T.S.) is a degree program offered by the Thomistic Institute of the PFIC, which specializes in the study of the theological synthesis of St. Thomas Aquinas. This 36-credit program is designed to be taken over four consecutive summers, with the possibility of a fifth summer for thesis development and defense. Students receive an intensive formation in Aquinas's texts and ideas, and classical Thomistic thought is presented in the areas of dogmatic and moral theology. The course of studies also considers modern topics, highlighting the relevance of Thomistic studies for contemporary theological discourse. The degree prepares students for advanced study in the area of Thomistic thought and theology.

### **The License in Sacred Theology in Thomistic Studies**

The Thomistic Institute grants the Licentiate in Sacred Theology (S.T.L.) in Thomistic Studies. The S.T.L. degree includes the composition of a License *tesina* (thesis) that prepares directly for the composition of an ecclesiastical doctorate. The program consists principally of graduate seminars. It seeks to initiate students to the study of Thomistic thought on several fronts, each of which can become the basis for *tesina* research:

- Major Themes in Classical Thomistic Philosophy, Dogmatic and Moral Theology
- The Modern Thomistic Tradition within the context of Post-Enlightenment Theology
- The Study of Aquinas in Historical Context
- Historical Methods for the Study of Medieval Theology

The S.T.L. is the universally required degree for advancement to doctoral studies in an ecclesiastical faculty and is a canonical degree typically required for professors who will teach in ecclesiastical faculties, such as any major seminary. The program requires that students have previously obtained a Baccalaureate of Sacred Theology (S.T.B.).

## APPENDIX B

### ARTICLES FROM THE *STATUTES* REFERENCED IN THIS HANDBOOK

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

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

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

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

whom the charge is brought, unless the confidentiality of the witness is deemed essential to the good order of the ecclesial community. He shall have the opportunity to explain the situation, to defend himself and to have an advisor of his own choosing who may act as counsel (*Norms 22 §3*).

- c) In grave or urgent cases, however, the Chancellor can suspend the teacher for the duration of the regular procedure for the good of the students and the faithful (*Norms 22, §3*).

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

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

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

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

## APPENDIX C

### Theological Research & Writing Dominican House of Studies *Rev. Andrew Hofer, O.P.*

#### General points:

- When you have a paper to write (whether small, medium, or big—a dissertation of 130,000 words is just a really big paper), begin with final causality. Why are you writing? If it is for a degree, what is the purpose of the degree? If it is to be helpful for the salvation of souls, what is the problem that souls have? If it is for the glory of God, how can you give praise through this paper? In other words, if you are writing a paper in a course of studies that prepares you for something (such as a work, ministry, or another graduate study program), how is the paper going to help you meet your goal? Having the end in mind can help you research, write, revise, and finish your project.
- Know your strengths and weaknesses. Arguably, among the different tasks in the life of a student, papers provide the most opportunity for independent and creative thinking. What do you like about that? What do you not like about that? Do not try to write a research paper on the new Doctor of the Church, St. Gregory of Narek, if you know Latin, but not a word of Armenian. Build on your strengths. For example, if you have large parts of the Gospel of John memorized and want to learn more from Thomas Aquinas, why not write on Thomas Aquinas's *Commentary on John*?
- Read theological works—both primary sources of great theologians in the history of the Church (such as Gregory of Nazianzus, Augustine, Thomas Aquinas, Bonaventure) and recent secondary literature in books and journals that you find interesting. Pay attention to what you naturally tend to read or at least want to read, and strengthen that desire. If you are really interested in Thomas Aquinas's theology of the virtues, then do you also read secondary literature about that? If you like certain topics (such as pilgrimage, papal authority, the virtue of fortitude, the sacrament of Confirmation, divine impassibility, ecumenism in the Catholic-Lutheran dialogue, the filioque, the Annunciation, the prophetic call in Scripture, Christ's encounters with non-Jews in the Gospel accounts), what do you like about those topics? Those with a passion for particular theologians and for particular topics have an advantage over those who do not have that same passion in writing a paper, thesis, tesina, dissertation, etc.
- As you read more and more theology, pay attention not only to what is being argued, but how it is being argued. For example, be attuned to the genre of academic writing in the theological journals you read, and strive to imitate that if that is the expectation of the course or degree assignment. Just as you would not write a poem if you were assigned to write a short story in an English class, so do not write a book report if you are assigned a research paper in a theology course.
- If you run into a significant problem in your research and writing, ask your professor for assistance.

- Write: (1) what you know about; (2) what you love and want to know more about; (3) what you want to communicate to a wider audience (4) and what would be helpful to others besides yourself. A student writing a graduate paper should have in mind an audience that is more than the professor who reads it. Again, why are you writing? If it is only to get something done or to get it done with a good grade, you are missing something of the contemplative and apostolic dimensions of the life of study.

### Common errors in researching:

- *Not knowing where to begin.* Just begin. Decide on a topic and read on that topic. You may revise your topic, usually by narrowing it and having greater focus, later.
- *Not knowing where to look for more reading materials.* Ask people (professors, students, librarians) about how you can get more information on a particular topic. There are all sorts of search engines, reference works, and new books and articles with the latest literature in the notes/bibliographies that can be of assistance in finding more materials.
- *Not knowing when to stop.* For most research topics, it is impossible to be exhaustive. Realize that limitation, and move on with life.

### Additional tips in researching:

- Have a short list of journals that you want to consider when the issues are newly released. It does not mean that you have to read everything from that journal; it does mean that you have an interest in seeing if there is something in that new issue that interests you (and you find the time to read it). For Thomistic studies, consider such journals as *The Thomist*, *Revue Thomiste*, *Nova et Vetera (French and English editions)*, *American Catholic Philosophical Quarterly*, *Angelicum*, *New Blackfriars*, *International Journal of Dogmatic Theology*...
- If you think a book or an article is important for your topic, look at the footnotes for the literature read by the author. If you disagree with an author, make sure that you note the disagreement. One way of moving an argument along is to engage research that you consider to be wrong or unsatisfactory.
- For Thomistic studies, be familiar with [www.corpusthomisticum.org](http://www.corpusthomisticum.org), especially the *Opera Omnia*, the *Bibliographia Thomistica*, and the *Index Thomisticus*.
- Look around. When you get one book on the shelf, what are the books next to it? Are they also significant for your research? When you write on one topic, what other topics are next to that topic or are presupposed in that topic or derivative of that topic?

### Common errors in writing:

- *Waiting until the deadline is near because of thinking that you have not completed your research.* After some research, start writing while it is still early. Consider that research and writing go hand-in-hand. Do not think that you need to have all your research completed before you write. Your writing

may expose to you how you need to do additional research, and prompt you to research in a more focused and spirited way.

- *Writing in a way that describes something, rather than arguing for something.* Consider the difference between: *Let me tell you all I know about x* versus *X means not \_\_\_\_\_, but \_\_\_\_\_.*
- *Not having everything in the paper support the argument in a logical way.* Yes, everything in the paper must support the single argument being made.
- *Dumping block quotations into the paper without meaningful analysis.* Summarize other's scholarly opinions, and critique with judicious use of quotations to strengthen your argument (not someone else's argument).
- *Referring to a quotation within a quotation.* Can you look up the original source, and cite the secondary source, if significant?
- *Not dividing up a paper into sections and subsections, if needed.* A 20-page paper should have sections. A 60-page paper should have chapters with sections and perhaps subsections, too.
- *Throat clearing at the beginning before you say what you want to say.* Just say it. You might want to write the Introduction or the Background section at the end, when you see how little space you have for it. Otherwise, you'll spend much of your paper simply in preparation for your real argument.
- *Not landing the plane.* Just land it, and move on with life.

**Additional tips in writing:**

- Always have your audience in mind, and write in a way that is appropriate to that audience.
- Revise. Revise. Revise.
- Follow the approved style guide for writing and be especially attentive to what is needed for citing.
- Read aloud what you have written. Does it make sense orally?
- Have someone else read your work before it is submitted, and have that person give frank comments to you.
- Write in a way that is clear, logical, creative, and beautiful.



### **A Dominican spirituality to research and writing:**

- “Study is not the end of the Order [of Preachers], but it is an utmost necessity to that end, which is preaching and working for the salvation of souls, for without study we can do neither.” Humbert of Romans, *Expositio super Constitutiones*, XII.
- A hallowed phrase in Dominican legislation is “assiduous study.” The word assiduous comes from the Latin term *assideo*, I sit, and means to be sitting down on the job, i.e., you are working at your post. In this assiduousness, think of the wood of your desk as the wood of your cross. You are fixed to it, and expect to die to yourself.
- Consider the important difference between *studiositas* versus *curiositas*. See *STb* II-II qq. 166 and 167 (under the virtue of temperance).
- “A friar asked Master Jordan [of Saxony] whether it was better to spend time in prayer or in studying Scripture. He said, “Which is better, only to drink or only to eat? Both have to be done alternately; the same for these activities.” *Vitae Fratrum* 3.45.7.

## APPENDIX D

### Preparing Your Thesis, *Tesina*, or Dissertation for Submission to the Pontifical Faculty of the Immaculate Conception

#### **Title Page**

Unlike the remainder of the work, the title page should have 1.25” margins on all four sides. All text on the title page should be 12-point font.

#### ***Institution Name***

The very first centered line of your title page should read in all caps: THE PONTIFICAL FACULTY OF THE IMMACULATE CONCEPTION. The third centered line of your title page should read in all caps: AT THE DOMINICAN HOUSE OF STUDIES.

#### ***The Title of the Thesis, Tesina, or Dissertation***

Your title should be centered on the cover page beginning at the seventh line. Do not place the title in all caps. Please note that the title page is not the place for any creative efforts—special fonts, spacing, sizing, boldface or italic type, etc. If the title requires more than one line of text, the title should be single-spaced.

#### ***Type of Work***

On the sixth line below the last line of your title, the title page should indicate in all caps what kind of work it is: A THESIS, A TESINA, A DISSERTATION. Please note the distinction. M.A. students submit a thesis. S.T.L. students submit a *tesina*. S.T.D. students submit a dissertation.

#### ***In Fulfillment for What Degree***

On the fifth line below indicating the type of work, the following should be indicated: “Submitted in Partial Fulfillment of the Requirements for the Degree [Master of Theology, Master of Thomistic Studies, Licentiate in Sacred Theology, Doctorate in Sacred Theology]. This text should be broken into three lines with a space between each.

#### ***Author’s Name***

Five lines below fulfillment lines, type the word “By.” On the very next line, indicate your name. In addition, you may indicate whether you are an ordained priest (using Rev. rather than Fr.), a deacon (Rev. Br., Rev. Mr., or Deacon), or a religious brother or sister (Br. or Sr.). You may also indicate your religious order’s initials using periods (i.e., O.P., M.I.C.)

#### ***Place***

On the fourth line from the bottom of the title page, indicated Washington, D.C.

#### ***Year***

On the last or bottom line of the title page indicate the year you are submitting the work.

#### **Title Page Reverse Side**

The reverse side of the title page should be blank.

#### **Approval page**

The second page of your work should be the signature page following the model on page 96 below.

## Sample Title Page

THE PONTIFICAL FACULTY OF THE IMMACULATE CONCEPTION  
AT THE DOMINICAN HOUSE OF STUDIES

The Title of the Work Should Appear Here  
Do Not Put the Title in All Capitals, Bold, or Italics.

A THESIS

Submitted in Partial Fulfillment of the Requirements

For the Degree

Master of Arts in Theology

By  
Author's Name

Washington, D.C.

2019

## Sample Approval Page

This thesis by (Author's Name) has been approved for submission to be graded in partial fulfillment of the requirements for the degree Master of Arts in Theology by (Name, degree) as Director.

\_\_\_\_\_  
(Name of Director, degree of director), Director

\_\_\_\_\_  
(Name of Student as appears on title page)

***Please note: The proper type of work should be indicated whether it is a thesis, tesina, or dissertation. Also note that parenthesis should not be included in your text. They are included here in this sample to show where names and degrees are located.***

***A signature page should be included with all copies submitted to the Academic Dean's office.***

***The reverse side of the signature page should be left blank.***