

PART ONE:
ACADEMIC POLICIES

1. Enrollment

Once admitted, all degree and nondegree graduate students must enroll before each semester at the times and locations announced by the University Registrar. Enrollment dates are published in the Graduate School Calendar. Any admitted student who fails to enroll for one semester or more must apply for readmission upon return.

1.1 Full Time Status

The Department of Theology considers study in the Master of Theological Studies (MTS) program a full time occupation. For this reason the Department does not admit part time students to the MTS program. Normally, a full-time student is one who registers for twelve credit hours of required course work per semester in the academic year. Any exceptions to this must be approved by the MTS Director (henceforth Director).

1.2 Continuous Enrollment

All students are expected to register each semester for four contiguous semesters (excluding summer) beginning with the fall semester of their matriculation and concluding with the spring semester of their graduation. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. (See "Leave of Absence," below.)

1.3 Leave of Absence

For exceptional reasons and on the recommendation of the Department (i.e., the Director), a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return.

In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

1.4 Medical Separation from Academic Duties

Students enrolled in the Notre Dame Graduate School who wish to temporarily interrupt their programs for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a "serious medical condition." For purposes of this policy, "serious medical condition" means a medical condition that (1) requires multiple day hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of 6 weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than 6 weeks at any one time, they must withdraw from the University. Leaves of absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy. Students also will be deemed "continuously enrolled" at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease at least during the period of separation. Students are responsible for making arrangements, through their departments, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to re-schedule exams, extend candidacy deadlines or other deadlines not discussed herein. Students are responsible for making arrangements to reschedule exams, extend deadlines and to make up other work not discussed herein.

1.5 Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the Department (i.e., the MTS office) and the Graduate School, as well as complete the notice of withdrawal in the Office of the Registrar, 105 Main Building. For information on refunds, refer to "Tuition and Expenses."

Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of "F" is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

1.6 Maximal Registration

During each semester of the academic year, a graduate student should not register for more than 12 credit hours of graduate courses, i.e., courses numbered 60-000 and higher. Any exceptions to this must be approved by the Director.

1.7 Changes in Student Class Schedule

A student may add courses only during the first seven class days of the semester. A student may add courses after this time only on recommendation of the Department and with approval of the Graduate School.

A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the midsemester point (see the Graduate School Calendar for the exact date), a student must have the approval of the chair of the department offering the course, of his or her adviser, and of the Graduate School; however, no tuition adjustment will be made after the seventh class day of the semester. A course may be dropped after the midsemester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student's permanent record with the grade of W.

A course taken for credit can be changed to an audit course after the midsemester point only in cases of serious physical or mental illness.

1.8 Transfer of Credits

The MTS program does not normally transfer credits earned at another institution. Exceptions require the approval of the Director and the faculty of the student's area of specialization. All exceptions must follow the guidelines set out by the Graduate School and require the formal

approval of the Graduate School. See the section "Transfer Credits" in the section "Academic Regulations" portion of the section of the Graduate School *Bulletin of Information*.

2. Evaluation of Students

2.1 Graduate Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour.

A 4

A- 3.667

B+ 3.333

B 3

B- 2.667

C+ 2.333

C 2

F 0

I 0 (Until Incomplete is removed)

NR None Not reported

S None Satisfactory

U None Unsatisfactory

V None Auditor (graduate students only)

W None Discontinued with permission

Quality point values are used to compute the student's G.P.A. The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

The grades of C- and D are not awarded in the Graduate School.

When a student receives a grade of I, he or she has 30 days from when grades were due (for the

semester in which the I was given) to complete the coursework for a grade. If the coursework is not completed by this date, the grade of I will be changed permanently to a grade of F. Extensions for Incompletes require formal approval from the associate dean of students in the Graduate School.

The grades of S and U are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education and skills courses. These courses, if given the grade of S, do figure in a student's earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of U will not count toward the student's earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of V has neither quality-point nor credit-hour value. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record and who attends the course throughout the entire semester. The grade of V cannot be changed to a credit-earning grade.

The grade of W is given for a course that a student is allowed to drop after the midsemester point.

2.2 Examinations

Unexcused absence from a scheduled final examination results in an F. An absence excused in advance results in an I (incomplete).

2.3 Academic Good Standing

- Criteria

Continuation in a graduate degree program and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (G.P.A.). A student may be dismissed from the Department if the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters.

An adequate G.P.A. is only one factor taken into consideration in determining a student's qualifications for an advanced degree. A failure to make progress toward degree requirements, including fulfillment of language requirements, will jeopardize a student's standing.

- Loss of Academic Good Standing

The Department may place a student on restricted financial eligibility (up to loss of all financial aid) or academic probation (a warning that the student has lost good standing and faces possible dismissal).

- Termination

The Department reserves the right to dismiss a student who fails to maintain academic good standing or who, in the collective judgment of the faculty, has little or no chance of successfully completing the program.

3. Financial Support

3.1 Principle

All students in the MTS program should have a full tuition remission scholarship. The source of their funding may come from outside the University in the form of a scholarship or support from a religious order, but typically the University of Notre Dame funds the students.

3.2 Financial Packages

With limited exceptions the Department will provide full tuition remission to all students admitted to the MTS program. In select cases the Department may also offer merit-based stipends. Students may have the opportunity to work as a Graduate Assistant for one semester or more during the program.

3.3 Graduate Assistantships

Graduate assistants (GA's) are expected to work between eight and twelve hours per week during the semester. Vacation time does not count: students receive all the normal breaks and holidays of the academic calendar. No work outside the University is to be required of GA's. GA's should be protected against last-minute assignments. They are to be used for academic purposes only.

3.4 Other Employment

No degree student may hold a job, on or off campus, without the express permission of the Director and the Graduate School. Employment other than work for the Department must be cleared in advance or forfeiture of all financial support from the university may result. In any case no student may work more than twelve hours per week whether that work is as a GA, on campus, off campus, or any combination thereof.

3.5 Outside Sources of Funding

Students are encouraged to seek grants and fellowships from external sources of funding. Subject to approval by the Director students may use such funding to augment any stipend offered by the Department

3.6 Compliance with Federal Aid Regulations

Recipients of federal financial aid must comply with the standards of progress set by their respective departments for their particular programs of study. The Office of Financial Aid will

notify students in writing when failure to maintain progress results in the possible loss of federal aid eligibility. Appeals indicating any mitigating circumstances must be made in writing to the associate director of financial aid.

4. Academic Integrity

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates and colleagues by mentors and academic leaders.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinions involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Any person who has reason to believe that a violation of this policy has occurred, shall discuss it on a confidential basis with the department chair or director of the appropriate institute. If a perceived conflict of interest exists between the chair/director and the accused, the next highest academic officer shall be notified of the charge. The chair/director shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings and actions shall be forwarded to the vice president for graduate studies and research as a matter of documentation. Otherwise, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the

accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the vice president. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the vice president for graduate studies and research within 10 days. The student has the right to appear before the vice president or his or her delegate. The vice president may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

5. Policies on Harassment and Other Aspects of Student Life

5.1 Policy

Sexual and discriminatory harassment and harassment in general are prohibited by the University. Definitions and policies regarding all forms of harassment and other aspects of student life and behavior are described in *duLac: A Guide to Student Life*, which is the University's description of student life policies and procedures. The codes, rules, regulations and policies that establish the official parameters for student life at Notre Dame are contained in *duLac*. Unless otherwise noted, the policies and procedures in *duLac* apply to all students, undergraduate, graduate, or professional, whether the behavior occurs on or off campus. Copies of *duLac* are provided to all students at the time of their enrollment and may also be obtained from the Office of Residence Life, located in the Main Building.

PART TWO:
DEGREE REQUIREMENTS

1. Areas of Study

1.1 Five areas

There are five areas of study designated within the Program. Each area operates independently.

- Biblical Studies (BS)

Biblical Studies covers four disciplines; the Hebrew Scriptures/Old Testament and the Ancient Near Eastern World; Judaism, especially Second Temple and early Rabbinic Judaism; the New Testament and Graeco-Roman World; and other Christian sources through late antiquity.

- History of Christianity (HC)

History of Christianity explores the study of the history of Christianity in all its rich complexity. The program focuses on three major periods: ancient, medieval, and Reformation/modern.

- Liturgical Studies (LS)

Liturgical Studies seeks to advance the study and understanding of the worship life of the Christian church in its various traditions. It integrates three subdisciplines: liturgical history, liturgical theology, and ritual studies.

- Moral Theology/Christian Ethics (MT)

Moral Theology/Christian Ethics studies a number of sub-disciplines including foundational, medical, and social ethics. The program encourages interaction with philosophical ethics. While the program concentrates on the Roman Catholic tradition, it engages and is open to a variety of traditions.

- Systematic Theology (ST)

Systematic Theology engages in the disciplined and critical inquiry into the major tenets of Christian faith, especially as understood within Catholicism. The program addresses a wide range of concerns including the historical development of theology, constructive issues, and comparative theology.

1.2 Areas of Work

MTS students are admitted to a specific area and not just to the Department in general, and normally remain within that area for the duration of their studies. In exceptional cases the MTS committee (in consultation with the faculty in the proposed area of study) will consider a request for a transfer to another area. Such requests should be made before the end of the first semester of study but, in rare cases, may be granted up to the end of the second semester of study.

2 Advisors

2.1 Academic Advisor

The MTS area coordinator acts as advisor during the entire course of study.

2.2 Responsibility

Students are responsible for making sure that they satisfy all program requirements.

3. Course Work

3.1 Requirement

All MTS students are required to take sixteen three-hour courses (forty-eight credits) during the two year program, four courses a semester for four contiguous semesters (excluding summers). In exceptional cases only (for example, when a student has failed a class during the previous academic year or been forced to withdraw from a course due to a medical leave of absence) students may petition the Director to have one three credit summer course count towards their total of forty-eight credits.

3.2 Distribution

Course distribution requirements differ by area and are as follows:

Biblical Studies:

15 credit hours in Biblical Studies, 6 in History of Christianity, and 9 total in at least two other areas. In place of electives, Biblical Studies students will take 9 credit hours in one ancient language (Greek, Hebrew, or Latin), and 9 credit hours in another ancient language.

History of Christianity:

15 credit hours in History of Christianity (with the possibility of 3 to be taken outside the department), 6 in Biblical Studies, 6 in Systematic Theology, 3 in Moral Theology, 3 in Liturgical Studies, 6 in ancient languages, and 9 in electives.

Systematic Theology:

15 credit hours in Systematic Theology, 6 in Biblical Studies, 6 in History of Christianity, 6 in Moral Theology, 6 in Liturgical Studies, 6 in electives, and 3 in Judaism.

Moral Theology:

15 credit hours in Moral Theology, 9 in a second area, 6 in a third area, 6 in a fourth area, 3 in a fifth area, and 9 in electives.

Liturgical Studies:

15 credit hours in Liturgical Studies, 6 in Biblical Studies, 6 in History of Christianity, 6 in Systematic Theology, 3 in Moral Theology, 6 in ancient languages, and 6 electives.

3.3 Courses

- Appropriate Levels

MTS students are expected to take courses at the 60-000 level. With the permission of his or her advisor, a MTS student may take some course work at the 40-000 level to fill lacunae, in which case the student must come to an agreement with the instructor on appropriate work load for a master's student. Students may take only two such courses during the program. With the permission of both the instructor and his or her advisor a MTS student may take a course at the 80-000 level.

- Special Studies Courses

A student who wishes to take for credit a course which is not offered in that semester may take it as a Special Studies course, but he or she must first obtain the consent of the instructor. Students should realize that such courses are additional loads for faculty members who may decline the request.

When a student and a member of the faculty have agreed to a Special Studies course, the student must obtain a Special Studies form from the office of the Director. This form specifies the requirements of the course and serves as a contract between a student and the instructor. The form must be approved and signed by the Director.

The number of Special Studies courses that a student takes may vary; however, only in exceptional circumstances will students be allowed to take more than two over the course of their program.

- Auditing Courses

Students are allowed to audit courses with the approval of the advisor and the instructor.

4. Foreign Language Requirements

4.1 Common Requirements

All MTS students must pass an examination in a modern language in order to graduate. The language tested is normally French or German. With the permission of the student's advisor and the Director another modern language (such as Spanish) may be substituted in the place of French or German according to the student's research interests. Students who are native speakers of either French or German, or already have studied six semesters (or the equivalent) of either French or German, must take the exam in another language. All students are expected to pass the modern language examination before the end of the third semester of study.

4.2 Certification at the University of Notre Dame

This requirement must be met by passing examinations offered each year by the appropriate department at the University of Notre Dame or by the Theology Department. We do not accept language examinations from other institutions.

4.3 Area Requirements

Students in Biblical Studies must complete nine credits in one ancient language -- meaning Hebrew, Greek, or Latin -- and nine credits in another ancient language. Students in History of Christianity must complete six credits in one ancient language. An ancient language other than Hebrew, Greek, or Latin may be substituted only with the approval of the student's advisor and the Director. Students in Liturgical Studies must complete six credits in Greek or Latin. An ancient language other than Greek or Latin may be substituted only with the approval of the student's advisor and the Director.

Normally summer language courses do not count towards fulfillment of the ancient language requirement. However, students who pass an advanced level of an ancient language course during the academic semester may petition the Director to waive the remaining credits needed for the fulfillment of the ancient language requirement.

5. Residency

MTS students are to be in residence during all four academic semesters of the program.

6. Pedagogical Training

MTS students may have the opportunity to serve faculty as Graduate Assistants (GA), working eight to twelve hours per week. This will normally include work as an assistant in an undergraduate course. Work as a GA is neither required nor expected of MTS students.

Advisors should inform students that this work should only be taken on by students with no academic difficulties.

7. Comprehensive Examination

7.1 Structure of the Comprehensive Examination

An oral comprehensive examination will be administered toward the end of the final semester of course work. The basis of the comprehensive examination will be material that the student submits to the Director by Friday of the first week of classes of the student's final semester. This material will include: a draft personal statement for doctoral program applications (or an equivalent statement), a set of three to five questions reflecting the student's theological interests, and two papers of different lengths. The longer (approximately 10-20 pages) paper should be from the student's area of concentration, and should closely reflect his or her theological thinking. The shorter paper (approximately 5-10 pages) should be from a different theological area and on a different topic, yet one that is still relevant to the student's theological interests. Students must submit four copies of all material. Students who do not submit their examination material on time are ineligible to take the examination, and thus ineligible for graduation, in the Spring semester.

The Director will arrange for a board of three faculty members for the student's exams. At least two of the board members must be from the Department of Theology, and at least one of the board members from the student's area of concentration.

The exam will last one hour and will explore the student's competency in the area of concentration, and the student's ability to think creatively and synthetically. At the end of the hour the board will determine whether the student receives a grade of failure, pass, or pass with honors. Students must have a passing grade in order to graduate from the program.

7.2 Failures

In the case of a failure on the comprehensive examination the student may petition the Chair of the Department for a re-examination, with an entirely different board, in the same semester. If the Chair accepts the petition, the Director will assemble a new board and set an exam date. The same material will be used as the basis for new examination.

8. Dismissal Appeal Process

If a student is dismissed for academic reasons, he or she may appeal the program's decision. Complaints must be initiated by a written statement from the student to the Director with a copy to the chair of the department within 10 business days from the time when the student is informed of dismissal. To hear the appeal, the Director appoints an *ad hoc* committee composed of three members: him/herself and at least two faculty members unconnected factually with the case or the reasons for the appeal. A graduate student can replace one of the two faculty members on the committee if the nature of the appeal warrants such. If the department chair has been involved in the case, the appropriate associate dean of the College of Arts and Letters should appoint the committee and designate the person to serve as its chair.

The student's statement should indicate details on the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested.

The appeals committee will promptly and thoroughly investigate the appeal to determine whether the relief requested is warranted. The investigation may include interviews and/or written statements from the student, any student witnesses, faculty or staff members who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents.

In most situations, the appeals committee will complete the investigation in 30 business days. There may be some reports that cannot be investigated within 30 business days. In such cases, the chair of the appeals committee will communicate to the student that the investigation is going to take longer than 30 business days and will also include a statement indicating when the

committee anticipates completing the investigation. The Director will notify the student in writing of the committee's decision. If the department chair has been involved in the case, communication of the decision will be made by the designated chair of the *ad hoc* committee.

A student may appeal a decision of the Director and the ad hoc committee to the Chair of the Department, if the Chair has not been involved in the case. A further appeal may be made to the Dean of the Graduate School, as detailed on the Graduate School website:

<http://graduateschool.nd.edu/pdf/brochure.grad.appeal.pdf>