

MASTER OF ARTS DEGREE IN

Catholic Studies

Student Handbook
2006-2008



UNIVERSITY *of* ST. THOMAS
MINNESOTA

IMPORTANT CONTACT INFORMATION

Catholic Studies Graduate Program

Graduate Office (651) 962-5703 or (800) 328-6819, Ext. 2-5703

Director of Graduate Studies. (651) 962-5714 or (800) 328-6819, Ext. 2-5714

Center for Catholic Studies (651) 962-5700 or (800) 328-6918, Ext. 2-5700

Fax. (651) 962-5710

E-mail. gradcath@stthomas.edu

Web site. www.stthomas.edu/cathstudies/masters

University of St. Thomas General Information

Operator. (651) 962-5000 or (800) 328-6819

Public Safety and Security (parking). (651) 962-5100

Registrar's Office. (651) 962-6700

Student Affairs Life/Work Center. (651) 962-4763

Student Financial Services. (651) 962-6550

The Catholic Studies Graduate Program reserves the right to modify the content of this handbook at any time.

Table of Contents

About the Master of Arts Degree in Catholic Studies.....	4
About the University of St. Thomas.....	5
Admission to the Program.....	7
Program Structure.....	9
The Master's Essay.....	10
Grades and Academic Status.....	12
Program Procedures.....	13
Program Personnel.....	16
Financial Procedures.....	17
University Identification and Communications.....	18
Study and Teaching Opportunities.....	19
University Resources.....	23
Students' Rights and Responsibilities.....	28

About the Master of Arts Degree in Catholic Studies

Mission Statement

The Master of Arts degree in Catholic Studies is an advanced course of study that provides a comprehensive, interdisciplinary understanding of Catholicism and of the Catholic intellectual tradition. The program explores the truth, beauty, and vitality of Catholicism as it has permeated disciplines and cultures throughout time. Undergirded by courses in theology, philosophy, and history, the program explores Catholicism's contributions to world literature, art, music, architecture, law, political systems, and the social and natural sciences. It encourages critical reflection and debate on contemporary and cross-cultural issues related to Catholicism, and it promotes the dialogue between faith and reason that leads to a higher synthesis of knowledge.

Specific Objectives

- *A broad historical framework:* The program provides students with a basic understanding of the 2,000-year Catholic intellectual tradition.
- *An opportunity for more detailed work:* The program provides students with a detailed and critical appreciation of portions of the Catholic tradition.
- *Attention to the contemporary world:* The program helps equip students to live with courage and hope in the complex modern world, to understand and examine critically the contemporary challenges to Catholicism and the internal debates within Catholicism itself, and to develop the intellectual tools necessary to respond to economic, social, cultural, and religious injustice.
- *Critical reflection and debate:* The program encourages students to examine issues on a variety of subjects related to Catholicism. Students will be exposed to arguments both in favor of and opposed to Church teaching.
- *Interdisciplinary and synthetic study:* The program seeks to integrate knowledge across disciplines and to promote the dialogue between faith and reason that leads to a higher synthesis of knowledge.
- *Faithful study:* The program is committed to teaching Catholic theology “in a manner faithful to Scripture, tradition, and the Church’s magisterium,” as *Ex Corde Ecclesiae* prescribes. All instructors in the program have a profound respect for the Church and its teachings. Likewise, all are committed to the Church’s view, also affirmed in *Ex Corde*, that “the freedom of conscience of each person is to be fully respected.”
- *Ecumenical and cross-cultural study:* The program recognizes the vast wealth of various religious traditions and cultures, past and present. Courses are open to frank and

constructive ecumenical dialogue and, where appropriate, incorporate cross-cultural perspectives.

- *Worship*: The program provides opportunities for students to participate in communal worship services, including Mass and the celebration of the sacraments.
- *Service*: The program provides various opportunities for diocesan service. Students are encouraged to share the fruits of their labor and witness their faith to the world whenever possible.

Catholic Studies at St. Thomas

The largest and oldest such program in the country, the university's undergraduate program in Catholic Studies currently has more than 200 majors.

The Center for Catholic Studies, established in 1996, coordinates programs that enhance the Catholic identity of the university and develops new initiatives for a sustained dialogue between faith and contemporary culture. The Center sponsors a variety of student programs, faculty development initiatives, and opportunities for the intellectual and spiritual formation of the larger community. It publishes the magazine *Perspectives* and sponsors the publication of the scholarly journal *Logos: A Journal of Catholic Thought and Culture*.

About the University of St. Thomas

Founded in 1885, the University of St. Thomas is a Catholic, diocesan university based in the Twin Cities of St. Paul and Minneapolis. The largest private university in Minnesota, St. Thomas offers bachelor's degrees in over 90 major fields of study and more than 45 graduate degree programs including master's, education specialist, juris doctor and doctorates.

UST Mission

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.

UST Vision

We seek to be a recognized leader in Catholic higher education that excels in effective teaching, active learning, scholarly research and responsible engagement with the local community as well as with the national and global communities in which we live.

UST Convictions

As a community, we are committed to:

- *Pursuit of truth:* We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.
- *Academic excellence:* We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.
- *Faith and reason:* We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.
- *Dignity:* We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.
- *Diversity:* We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.
- *Personal attention:* We foster a caring culture that supports the well-being of each member.
- *Gratitude:* We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

Accreditation

The University of St. Thomas is accredited by the North Central Association of Colleges and Schools, the Association of Theological Schools and the National Council for the Accreditation of Teacher Education.

Admission to the Program

Degree Application Requirements

- A completed application form.
- A typed personal essay of not more than 700 words describing the applicant's interest in Catholic Studies and his or her reasons and goals for pursuing graduate study in this area.
- An official copy of the applicant's transcript(s) verifying the completion of a Bachelor's Degree (B.A. or B.S.) from an accredited college or university. Official transcript(s) should be sent directly to the Catholic Studies Graduate Office. Applicants may have majored in any academic discipline but must have an overall undergraduate GPA of 3.0 or higher.
- An academic writing sample of approximately 10-12 pages demonstrating skills in critical thinking, logical development, and writing style.
- Three confidential letters of recommendation from individuals who can attest to the applicant's skills and experience. At least one of these letters must be from a college or university professor (an exception may be made for applicants who have been out of college for a number of years).
- A nonrefundable application fee of US \$40 to be included with the application form. Checks should be made payable to the University of St. Thomas. Applications will not be processed without receipt of this fee.

Application Deadlines for Degree-Seeking Students

- Fall term – March 1
- Spring term – November 1

Non-Degree Application Requirements

A limited number of places in graduate courses will be open on a space-available basis for students enrolled in the program at non-degree status. Up to two courses may be taken at this status, both of which must be at the 500 level and, if successfully completed, may be applied toward the graduate degree. Non-degree students may apply for degree status at regular admissions deadlines if all admission criteria for degree-seeking status are fulfilled. The following items are required for a non-degree application:

- A completed application form.
- A typed personal essay of not more than 700 words describing the applicant's interest in Catholic Studies and his or her reasons and goals for pursuing graduate study in this area.
- An official copy of the applicant's transcript(s) verifying the completion of a Bachelor's Degree (B.A. or B.S.) from an accredited college or university. Official transcript(s) should be sent directly to the Catholic Studies Graduate Office. Applicants may have majored in any academic discipline but must have an overall undergraduate GPA of 3.0 or higher.
- *Note:* It is strongly recommended, but not required, that non-degree applicants also submit at least one letter of recommendation, preferably from a former professor.

Application Deadlines for Non-Degree Students

- Fall term – August 15
- Spring term – January 15

International Applicants

Nonresidents of the United States are encouraged to plan well in advance of the application deadlines. A separate application form is required in addition to the Master of Arts degree in Catholic Studies application. Please contact the Catholic Studies Graduate Office to obtain this international application.

Program Structure

The Master of Arts degree in Catholic Studies requires students to complete 10 courses (30 credits) and one master's essay (3 credits), for a total of 33 credits.

1. Core Courses. All students must complete the following five courses:

CSMA 500: Catholic Thought and Culture I (an interdisciplinary course)

CSMA 501: Catholic Thought and Culture II (an interdisciplinary course)

CSMA 510: A core course in Catholic theology (topics rotate)

CSMA 520: A core course in Catholic philosophy (topics rotate)

CSMA 530: A core course in Catholic history (topics rotate)

2. Elective Courses. All students must complete five elective courses. A number of elective courses from various disciplines are offered each year. In consultation with the director of graduate studies, students choose electives that correspond to their interests and that provide additional exposure to areas of study that may be lacking in their academic background or current program. By tailoring electives, students may obtain a concentration in a discipline or pursue a thematic concentration that allows examination of a single topic or a set of topics across several disciplines.

Up to two approved elective courses may be fulfilled in undergraduate courses taken for graduate credit at St. Thomas, with permission of the instructor. Extra work for these courses is required to obtain graduate credit. In addition, students may take up to two independent study courses with the approval of the instructor and graduate director

3. Master's Essay. Under the supervision of a faculty advisor, all students complete a master's essay of approximately 25-40 pages as the final, qualifying project for the degree. Normally, the master's essay is written during the last semester of study.

The Master's Essay

The master's essay allows students an additional opportunity to deepen an area of Catholic Studies that is particularly important to them and to refine research, critical thinking, writing and revision skills. The master's essay counts for 3 credits toward the Master of Arts degree in Catholic Studies.

Choosing a Topic. The master's essay is designed to refine skills in substantially re-thinking and re-visioning an argument or idea previously formulated. As such, the topic ideally evolves from a paper (or a combination of papers) that the student has already written for a graduate course. Interdisciplinary topics are especially encouraged.

Selecting an Advisor. Once a student has determined the essay topic, he or she chooses a faculty advisor who has expertise in the area. The student and faculty member establish a timetable: how often they will meet, when research will be completed, when drafts of the work will be due, etc. The advisor will be familiar with the primary work(s), recommend appropriate secondary materials, and offer feedback and guidance during the writing process.

The Review Committee. In consultation with the advisor, the student will designate two additional faculty members as readers. These readers, together with the advisor, form the review committee that will read the completed essay and participate in the master's essay review.

The Master's Essay Review. Together with the advisor, the student schedules the master's essay review, normally held in the last two weeks of the semester. Each member of the review committee receives a completed draft of the essay at least one week before the master's review takes place. At the essay advisor's discretion, the review committee may also meet to discuss the student's work before the review takes place. Approximately 90 minutes in length, the master's essay review is an extensive discussion between the student and the committee members about the essay's strengths and weaknesses, the research and revision process, and the essay's relation to the student's curriculum and future interests or plans.

Master's Essay Evaluation. As the culminating project for an advanced degree in Catholic Studies, the master's essay is evaluated according to the following criteria:

- Originality, intelligence, and depth of thought;
- Careful synthesis and use of secondary materials to refine the argument;
- Clear, logical, and effective presentation of ideas;
- Smooth, efficient, and error-free prose.

At the conclusion of the master's essay review, the student receives one of three marks: Pass, Revise, or No Credit (Fail). If revisions are called for, the advisor will determine an appropriate date for those revisions to be made. A final, revised copy of the essay must be submitted to the advisor and on file in the Catholic Studies Graduate Office before a degree is conferred. Two copies of the essay are also sent to the university library where they are archived and may be perused by other students and faculty.

Master's Essay Presentations. At the end of each semester, students completing their master's essays present their work to interested students and faculty and discuss their experiences with the research and writing process. Students who attend these presentations have found them especially helpful as they look toward writing their own essays.

Timeline

- *Completed proposal form on file and advisor designated:* First week of the semester.
The members of the review committee should also be chosen by this time.
- *Essay due to review committee members:* Three weeks before the end of the semester.
- *Master's essay review held:* During the last two weeks of the semester.

Grades and Academic Status

Grades

Letter grades indicate the degree to which course objectives are mastered and do not necessarily reflect the degree of effort expended. An “A” is given for work of outstanding quality. A “B” is given for satisfactory work. When the caliber of work falls below satisfactory, a grade of “F” is given. Grades may be assigned with a "plus" or "minus." Graduate degree courses may not be taken pass/fail. The master’s essay is graded on a Pass or No Credit basis; therefore, a traditional letter grade is not assigned.

Academic Status

Students must maintain a minimum GPA of 3.0 to be in good academic standing in the program. No course in which a student earns less than a “B-” will be accepted for graduate credit. A class in which a grade lower than “B-” is earned must be taken over (if a core course) or replaced by another course (if an elective). Students whose cumulative GPA falls below 3.0 are on academic probation. They have one semester to bring their GPA back to a minimum of 3.0. Students who fail to achieve this level, or who are put on probation a second time, will be required to withdraw from the program.

Incomplete Grades

Students who are unable to complete work in a course due to illness or other unavoidable circumstances may be assigned, at the instructor’s discretion, an Incomplete (“I”). A student seeking an Incomplete must first obtain permission from the instructor and then establish a timeline and a process for completing the coursework. An Incomplete form must be completed and filed in the Catholic Studies Graduate Office.

All work for a course in which an Incomplete has been assigned must be completed by the last day of the following semester (Fall or Spring), or earlier if specified by the instructor. After that time, the "I" will lapse into an "F." No grade of Incomplete will be granted for a course if one is already pending, and no more than two are allowed throughout the student’s program. Students may not register for the master’s essay course until all Incompletes are cleared.

Program Procedures

Registration

All registrations are processed through the Catholic Studies Graduate Office. Registration forms are emailed each term to students whose accounts are in good standing. Registration forms are also available on our website: www.stthomas.edu/cathstudies/masters/. Registrations are handled on a first-come, first-served basis. Degree students have priority over non-degree students.

Course Load

Students may take one, two or three courses each semester. Three courses per semester is considered a full course load and is required for students holding fellowships.

Auditing Policy

A student may register for a course as an auditor, provided that he or she meets the prerequisites for the course. The student must first obtain the instructor's permission. Auditor status does not confer credit toward the degree. It may not be changed to "for credit" status after the last day to officially add the class, as determined by the Registrar's Office. Auditors are charged the equivalent of one course credit.

Time Limit

Students have up to eight years after the date of their first admission into the program to complete the degree.

Academic Advising

The Director of Graduate Studies serves as the general advisor for all students. Throughout the course of their studies, students meet with the director periodically to discuss their academic progress. When students are ready to select a topic area for the master's essay, they choose an advisor who has the expertise to give counsel and direction throughout the research, development, writing, and presentation of the paper.

Coursework Outside the Master of Arts Degree in Catholic Studies

Each year, the program offers a variety of electives from both within and outside of the Department of Catholic Studies. Students may also be allowed to receive credit for other courses, under certain conditions, as follows:

- Up to two courses transferred from another graduate program that are equivalent to Catholic Studies graduate courses, with approval from the graduate director. The student must provide official transcripts and detailed descriptions of course content and work completed. Only courses passed with a grade of "B-" or higher will be considered for transfer status.
- Up to two University of St. Thomas undergraduate courses at the 300 level or above may be taken for graduate credit with approval of the graduate director, permission from the instructor, and a completed application form stating the nature of additional work to be done for graduate credit.
- University of St. Thomas graduate-level courses in other departments may also be chosen as electives, with approval of the graduate director.

Independent Study

Students may take up to two independent study courses as electives. Both the instructor and the graduate director must approve the application before the student can register for the course.

Class Attendance

Graduate students are expected to take responsibility for their own learning and to make appropriate arrangements for assignments and class materials discussed in their absence. Registered students who do not attend the first session of any course without notifying the course instructor or Catholic Studies Graduate Office may be dropped from the course. Each instructor maintains individual attendance requirements.

Class Schedules and Cancellations

The University of St. Thomas reserves the right to make changes in published class schedules as necessary and to cancel any class that has insufficient enrollment.

Graduation

Students are eligible to participate in commencement exercises at the end of the semester in which the degree requirements are satisfied. Graduation exercises occur in December, May and July. Students should contact the Catholic Studies Graduate Office for an application for graduation at the beginning of their final semester.

Diplomas

Diplomas are sent six to eight weeks after graduation if all degree requirements are completed.

Transcripts

Official transcripts are available through the Registrar's Office. They cannot be released without the student's authorization in writing. Requests for transcripts must include the student's name (including any previous names, if applicable), social security number, student level (graduate), dates of attendance, address to which the transcript should be sent, and the student's signature.

Requests can be brought or mailed to:

Registrar/Records Office
Mail #AQU 106
University of St. Thomas
2115 Summit Avenue
St. Paul, MN 55105

Transcripts can also be ordered online at www.stthomas.edu/registrar. For questions about transcripts, contact the transcript coordinator at (651) 962-6700. Transcripts will not be sent if a student has outstanding obligations to the university.

Program Personnel

Director of Graduate Studies

The Director of Graduate Studies directs all aspects of the Master of Arts degree in Catholic Studies and heads the Graduate Committee. Dr. Paul Wojda is the current Director of Graduate Studies. His office is located in Sitzmann Hall, the Center for Catholic Studies. He may be reached at (651) 962-5330 or pjwojda@stthomas.edu.

Graduate Committee

The Graduate Committee consists of six faculty members from the Department of Catholic Studies. Convened by the Director of Graduate Studies, the committee meets regularly to make admissions decisions and discuss curriculum, program policies, and student issues.

Program Coordinator

The Program Coordinator assists the Director of Graduate Studies with administrative aspects of the program and handles student applications, registration and records. The current Program Coordinator is Maggie Gikling. Her office is located on the second floor of Sitzmann Hall, the Center for Catholic Studies. She may be reached at (651) 962-5703 or mhgikling@stthomas.edu.

Financial Procedures

Cost of Study

Tuition for the 2006-2007 academic year is \$577.00 per credit, or \$1,731.00 per three-credit course (all graduate courses are three credits). Students should plan for other graduate school costs such as books and on-campus parking permits.

Tuition Payments

The Business Office generates and confirms tuition statements. Registration holds and other delays may occur if a student's account is not in good standing. Tuition payments can be made in the following ways:

- By mail to the address on the statement.
- In person during business hours at the cashier's window on the first floor of Aquinas Hall (11:00 a.m. – 4:00 p.m., Monday through Friday).
- Extended Payment Plan and End of Term Payment Plan. Please see the Business Office website (www.stthomas.edu/businessoffice) to find out more about these payment plans.

For questions about tuition or accounts, call the Business Office at (651) 962-6600.

Withdrawals/Refunds

Students wishing to drop a course or to withdraw from the program must initiate this process in the Catholic Studies Graduate Office. Refunds to students who officially withdraw from class are calculated from the date of record on the withdrawal form, not from the date that the student stops attending class. All courses dropped after the 14th day of the semester will be refunded on a prorated basis. Tuition refund schedules are announced by the university at the beginning of each term.

University Identification and Communications

Student Identification Cards

Photo ID cards are available in the card office in Murray-Herrick Campus Center, Room 259. This card enables students to use the libraries and other campus facilities. Students should carry the card with them at all times and notify the Card Office if it is lost or stolen. There is a charge for replacement cards.

Murphy System

The Murphy online system is available for students to view their grades, academic schedules, and degree audits. Students may also print an unofficial transcript through the Murphy system. To access the Murphy system students will need their UST ID number and PIN (personal identification number). Once officially enrolled, students will receive their UST ID number. To obtain a PIN, contact the IRT Tech desk at 651-962-6230.

Mailboxes

Mailboxes are provided in Sitzmann Hall (the Center for Catholic Studies) for all registered students. The student newsletter *Signature* and other important pieces of communication are distributed via these mailboxes. Students are responsible for checking their mailboxes regularly.

Email Accounts

Each student at the University of St. Thomas has an email account accessible via the Internet. It is important for students to set up their accounts and to access them regularly as much official university communication is sent electronically. UST email accounts can be forwarded to a preferred email address. New first time users can go online (www.stthomas.edu/new) to follow prompts which will allow them to set a new password.

The Bulletin

The Bulletin is the university's electronic newsletter. It is published daily during the fall and spring semester and once per week during J-term and summer session. It is the main source of information for campus events and other university matters.

Signature

Signature, the student newsletter for the Department of Catholic Studies, contains information for all students, both graduate and undergraduate. It typically comes out once a month during the regular academic year.

Perspectives

Perspectives, a biannual publication of the Center for Catholic Studies, informs faculty, students, alumni and donors about Catholic Studies news and events.

LOGOS: A Journal of Catholic Thought and Culture

This journal is published under the auspices of the Center for Catholic Studies. An interdisciplinary quarterly, *Logos* publishes scholarly articles that explore the beauty, truth and vitality of Christianity, particularly as it is rooted in and shaped by Catholicism. More information can be found at www.stthomas.edu/cathstudies/logos.

Study and Teaching Opportunities

Fellowships

A limited number of fellowships are awarded each year on a competitive basis to full-time degree-seeking students of exceptional promise. These fellowships, renewable until completion of the degree, provide a full tuition waiver and a stipend of \$4,000 per semester. Students holding a fellowship must take three courses each semester until their last semester. Summer courses may be taken with tuition waivers, but no stipend is available for the summer session. Fellowships are awarded solely on merit, not need. The criteria for fellowship applications are:

- An outstanding GPA, verified by official transcripts from all undergraduate and graduate studies, sent directly to the Catholic Studies Graduate Office.
- A distinguished writing sample of 10-12 pages that demonstrates superior research, critical thinking, and writing abilities.
- Three especially strong letters of recommendation from college professors that address the applicant's past academic performance as well as potential for future achievement.
- A personal statement of approximately 700 words in which applicants discuss clearly and concisely their reasons for pursuing a Master of Arts degree in Catholic Studies, their personal and professional goals, and their eligibility for a fellowship.

Fellowship awards for the second year are contingent upon recipient students maintaining a GPA of 3.5 in the first year of their fellowship and the availability of funding. The Graduate Committee has the right to withdraw a fellowship if its proper use is being violated by the recipient. Applications for fellowships are due each year by March 1.

Study in Rome

In partnership with the Dominican Pontifical University of St. Thomas Aquinas (the Angelicum), students have the opportunity to study in Rome for one academic semester, either fall or spring. Three or four courses may be taken during this term and applied to the degree program as electives. As prerequisites for the Rome semester, students must complete at least two courses on the St. Paul campus, one of which must be CSMA 500 or CSMA 501, Catholic Thought and Culture I or II. Interested students should meet with the graduate director as early as possible in their program, but at least one full semester prior to the term abroad. Application deadlines for this study abroad option are as follows:

- For Fall Semester:
Priority Deadline: December 15
Final Deadline (space permitting): March 15
- For Spring Semester:
Priority Deadline: April 15
Final Deadline (space permitting): September 15

Catholic Studies/Law Joint Degree

In association with the University of St. Thomas School of Law, Catholic Studies offers a joint JD-MA program that provides additional opportunities for students. The joint degree program consists of a total of 97 credits, and students receive both degrees, a Master of Arts degree in Catholic Studies and a Juris Doctor, upon completion. Full time students may complete the program in three and one-half to four years of study. To qualify, students must meet all admissions requirements in both Law and Catholic Studies. For the Master of Arts degree in Catholic Studies portion of the joint degree, students must take the five core courses, one elective course, and write the Master's Essay.

Research Assistantships

Research assistantships allow graduate students to work with faculty members on scholarly projects. They are designed to offer students a specific learning experience and to help faculty members accomplish necessary tasks related to their research. The research assistant might aid the faculty member by researching sources in the library or on the Internet, collecting and summarizing research materials, preparing materials for and communicating with publishers, or other such work.

Only degree-seeking students in satisfactory academic standing and without any outstanding Incompletes on their record may work as an assistant. Students holding full-time fellowships are ineligible. Research assistantships are for one semester (about 14 weeks during the fall or spring semesters and 6 weeks in the summer) and carry a stipend of \$1,200, paid at the end of the work. Pending funding, several research assistantships may be offered during an academic year. Available positions will be advertised in the *Signature*.

Teaching Mentorships

Depending on funding, the program offers several teaching mentorships each year for students interested in careers in teaching. The purpose of the mentorship is to provide the student with substantial "hands-on" teaching experience under close supervision for one semester. Priority is given to students with no previous full-time teaching experience. Mentorships carry a stipend of \$1,000 paid at the end of the semester, but they do not carry course credit. Applications are due April 1 for either semester, fall or spring, of the following academic year. Application criteria are as follows:

- Students must have completed at least three courses (nine credits) with passing grades before the semester in which their mentorship begins. They must have no outstanding Incompletes on their record. Overall, their academic record must show satisfactory standing in the program.
- Students must submit a letter of application to the graduate committee indicating how the mentorship fits their program of study and future career plans.
- Students must provide a letter of recommendation from a St. Thomas faculty member with whom they have studied in the graduate program. The letter should address the student's potential as a teacher.

Students are paired with faculty mentors teaching 200 or 300 level Catholic Studies or Catholic Studies cross-listed courses. They attend most of the class sessions (at least one or two per week) and meet at least every other week throughout the semester with their mentor to discuss class objectives, teaching methods, and specific duties. During the course of the semester, students are provided with opportunities to design and deliver brief lectures or presentations, lead discussions, grade papers or exams, and/or meet individually with students to discuss their work. At the end of the semester, they receive written feedback from the faculty mentor, a copy of which will go in their file.

Conference Grants

Graduate students are encouraged to present papers at academic conferences. Students presenting a paper at a conference may request a \$150 conference participation grant once a year from the graduate director after submitting receipts.

University Resources

Financial Support (Grants and Loans)

To be eligible for student loans, a minimum course load of 3 credits per semester (one course) and degree status is required. For all federal loans, applicants must have a Free Application for Federal Student Aid (FAFSA) on file at St. Thomas. Early application is encouraged. Financial aid arrangements are private transactions between the Graduate Financial Aid Office and the student.

For forms or for more information call (651) 962-6550, e-mail financialaid@stthomas.edu, or go to www.stthomas.edu/financialservices/graduate/.

Federal Subsidized Stafford Loans: These need-based loans are available to U.S. citizens and eligible non-citizens who are not in default of any previous student loans. They provide a maximum of \$8,500.

Federal Unsubsidized Stafford Loans: These non-need based loans are available to U.S. citizens and eligible non-citizens who are not in default of any previous student loans. They provide a maximum of \$10,000.

Federal Graduate PLUS Loans: These federal loans are available to students that have no adverse credit. Students will be able to borrow the Federal Graduate PLUS Loan in addition to the Federal Stafford Loans and/or Private Educational Loans up to their total cost of attendance, as determined by the Graduate Financial Aid Office.

Private Educational Loans: These are loans intended to bridge the gap between the maximum you can borrow through the Federal Loan Programs and your cost of attendance. They are commercial loans made by banks or other lenders to students, and eligibility for these loans is based on your credit history. The FAFSA application is not required.

University Grants: The Graduate Diversity Grant and the Part-Time Graduate Student Grant are small awards (\$300-\$3000) offered to students that demonstrate financial need. In addition to the FAFSA, students must complete an application for these scholarships.

Libraries

The University of St. Thomas has four libraries containing more than 615,000 volumes and access to electronic catalogs. The collections are continuously developed and updated to support coursework and research. In addition to printed materials, St. Thomas libraries provide students and faculty with access to hundreds of electronic databases, many of which may be searched from outside the library and accessed from the main St. Thomas web site.

The **O'Shaughnessy-Frey Library (OSF)** is the main library on the St. Paul campus. In addition to the reference and circulating collections, it houses the University Archives, the Luxembourg Collection, the Celtic Collections, the Chesterton-Belloc Collection, and the Christopher Dawson Papers.

The **Archbishop Ireland Memorial Library**, located on the St. Paul south campus, supports the university's graduate theology/Catholic Studies programs.

The **Charles J. Keffer Library**, located in Opus Hall on the Minneapolis campus, primarily supports graduate studies in education, psychology, and business.

The **Schoenecker Law Library**, on the Minneapolis campus, serves students in the UST School of Law.

St. Thomas participates in the Cooperating Libraries in Consortium (CLIC), a group of academic libraries in the Twin Cities that maintains a joint electronic catalog (CLICnet) of holdings and facilitates the exchange of materials among member libraries. These cooperating libraries are also members of MINITEX, the regional network that provides interlibrary loan services among St. Thomas, the University of Minnesota, and other libraries throughout the nation. For more information about library services, call the reference desk at (651) 962-5001.

Computer Labs and Services

St. Paul Information Commons, in the O'Shaughnessy-Frey Library, is the central computer lab and media facility at the university. The Information Commons is staffed by IRT employees to assist with general computing and technology questions. PC's, Mac's, scanners, and printers are available for walk-up use. Computer labs are also available in McNeely Hall, Koch Commons and the Summit Classroom Building. The Department of Catholic Studies has several computers and printers available in Sitzmann Hall for student use during business hours. The university's IRT Tech desk provides help with computer-related questions. They may be reached at (651) 962-6230.

Chapels

The University of St. Thomas' chapels offer numerous opportunities for prayer and participation in the sacraments. Schedules for Masses on campus can be found on the university web site and are also printed in the daily electronic *Bulletin*.

The **St. Thomas Aquinas Chapel**, built in 1917 by E. L. Masqueray (who also designed the Cathedral of St. Paul), is the center of spiritual life on campus, with daily and Sunday Masses offered. The Sacrament of Reconciliation is available Monday-Friday. It is also home to a number of choral and organ concerts and other cultural events throughout the year.

The **Florance Chapel**, located in the lower level of the St. Thomas Aquinas Chapel, offers Mass each day during the school week, as well as provides a worship space for various religious groups on campus.

The **St. John Vianney Chapel** is the chapel of St. John Vianney Seminary located on the St. Paul campus. All members of the community are welcome to join them for Mass on Thursday evenings.

St. Mary's Chapel of the St. Paul Seminary School of Divinity, located on St. Paul's south campus, was consecrated in 1905. The chapel offers regular Mass and Eucharistic Adoration.

The **Chapel of the Redeemer** is located in Koch Commons on the St. Paul campus. Eucharistic Adoration is held here on most days throughout the regular academic year.

The **Eucharistic Chapel in Sitzmann Hall** is located on the second floor of the Center for Catholic Studies. This space is available to students, faculty and staff for prayer during the day. Mass is held once a week.

Campus Ministry

St. Thomas Campus Ministry, located on the first floor of Murray-Herrick Campus Center, offers a variety of opportunities for worship, service, and spiritual counseling. It sponsors the Volunteers in Action program, VISION (J-term and spring break volunteer service trips), Bible study programs, retreats, marriage preparation, vocation inquiry, and special seminars on aspects of Christian life. It also offers the year long Rite of Christian Initiation (RCIA) program for those preparing for baptism, confirmation, or initiation into the Catholic Church. The Campus Ministry phone number is (651) 962-6560.

Athletic Facilities

Athletic facilities at St. Thomas provide a variety of recreational opportunities for graduate students. The 30,000-square-foot **Coughlan Field House** contains a running track, five volleyball courts, one collegiate-size and four intramural size basketball courts, four tennis courts, and six racquetball courts. Weight training and aerobic training facilities are housed in **O'Shaughnessy Hall and Physical Education Center** in addition to a pool, squash courts, wrestling facility, a multi-purpose gymnasium, and a fully equipped training room. Additional recreational facilities are located on the south campus. **McCarthy Gymnasium** has a gymnasium, pool, and four racquetball courts. Six tennis courts, a soccer field and softball field provide additional outdoor facilities. Registered students with an ID card have access to all athletic facilities.

University Bookstores

The St. Paul campus bookstore is located on the lower level of the Murray-Herrick Campus Center. The store sells new and used textbooks, trade books, school and office supplies, computers and computer supplies, insignia clothing and gifts, candy, jewelry, cards, gifts and magazines. The Minneapolis campus bookstore also carries many of the same items, but textbooks sold are for classes taught on that campus only.

Counseling and Career Services

The Counseling and Career Services staff facilitates the process of personal and career growth for St. Thomas students. Services include individual and group counseling, consultations and outreach programs, on-campus recruiting, internship services, and testing. All services are confidential and most are free of charge. On the St. Paul campus, the office is located on the third floor of the Murray-Herrick Campus Center. For more information, call (651) 962-6761 (career counseling) or (651) 962-6780 (personal counseling).

Student Affairs Life/Work Center

The Student Affairs Life/Work Center offers career counseling, personal counseling, international student services, and multicultural student services. They also provide off-campus housing information. Located on the Minneapolis campus, they may be reached at (651) 962-4763. You can also visit their web site: www.stthomas.edu/lifeworkcenter.

Center for Writing

Located on the third floor of John Roach Center, the writing center is available to assist students with writing projects. The center provides free, intensive, one-on-one consultations at any stage of the writing process. Call (651) 962-5601 for an appointment.

Health Services

The university's Student Health Services, located at the west end of Brady Hall on the St. Paul campus, handles minor illnesses and some routine medical needs. A nurse practitioner and registered nurse are on duty during weekday office hours. They are available by appointment but will also see walk-in patients. A physician is also available by appointment. Most services are free although some require a nominal fee. For more information, call (651) 962-6750.

Parking

A permit is required to park in all St. Thomas parking lots. Permits can be purchased at the Parking Services office in the 2119 Grand Avenue building (on the corner of Grand Avenue & Finn St.). A valid UST picture identification card must be presented at the time of purchase. Parking is extremely limited, and purchase of a permit does not guarantee availability. For more information, call (651) 962-5100.

Enhancement Program

The Enhancement Program provides reasonable and appropriate accommodations to qualified students with disabilities. Eligibility for these services requires documentation from a licensed professional. The documentation should identify the nature of the disability and the kinds of accommodations recommended. For more information, call (651) 962-6315.

Students' Rights and Responsibilities

For most recent policy updates and for a complete explanation of these policies, visit:

www.stthomas.edu/policies/graduate_student_book.

Statement on Nondiscrimination

The University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, or status with regard to public assistance in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities.

Student Records and Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that students are:

- Informed of the existence of information being held about them.
- Assured that data is used only for intended purposes and that the custodians of that data are taking reasonable precautions to prevent its misuse.
- Able to correct or amend errors.

Students may inspect and review educational records maintained by the Catholic Studies Graduate Office. According to law, 45 days are allowed to respond to such requests. Those wishing to challenge the accuracy of their records are entitled to a hearing upon written request to the dean of the Graduate School of Arts and Sciences. Students must be informed of requests for information from people both inside and outside the university who normally do not review student records. Student directory information may be given out without the student's specific permission. Directory information is:

- Full name
- Addresses
- Telephone number
- E-mail Address
- Photographs
- Department and college of enrollment
- Date(s) of attendance
- Date(s) of graduation
- Degree(s) awarded

Students may request in writing that their directory information be withheld. Withholding requests are valid for one year. Students wishing to withhold, renew, or change their information are responsible for contacting the Catholic Studies Graduate Office.

Code of Conduct

The University of St. Thomas expects all of its members to act reasonably, maturely, and appropriately both on and off campus. Students are subject to disciplinary sanctions (including expulsion, suspension, probation, written warning, fines, and restitution for damages) for conduct that occurs on and off campus when that conduct is detrimental or disruptive to the purposes or goals of the university. Behavior that constitutes misconduct includes:

- Actions that violate the human rights of any student or member of the community.
- Conduct, on or off campus, that is detrimental to the good of the university.
- Misrepresentation and/or academic dishonesty.
- Unauthorized taking or possession of university property, services or the property or services of others.
- Intentional damage to, or destruction of, university property, or the property of others on university premises.
- Underage use or possession of alcohol, distribution of alcohol to underage persons, excessive consumption of alcohol, and/or public intoxication.
- Possession, use, or trafficking in illegal drugs.
- Possession or use of explosives, fireworks, firearms, knives, or other dangerous weapons or materials on university property.
- Gambling on university premises.
- Failure to comply with the directives of university officials and their authorized agents acting in the performance of their duties.
- Failure to produce appropriate identification when requested to do so by an official representative of the university.
- Violations of federal, state, or city laws or ordinances.

Sexual Violence Policy

Under Minnesota law, sexual violence is a criminal act. Sexual violence is defined as any act of violence or force committed without the complainant's consent, for the purpose of satisfying the actor's sexual or aggressive impulses, including but not limited to, contact of a person or a person's clothing in the genital, groin, inner thigh, buttocks, or breast areas. The definition also includes the use of threat or force or coercion which requires the victim to commit or submit to any kind of attempted sexual act.

Victims of sexual violence should immediately call 911 and report the incident. As soon as possible, the victim should contact Public Safety and Parking Services at (651) 962-5100. The security guards at this office will contact the most appropriate university individual.

Sexual Harassment Policy

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The University of St. Thomas condemns and opposes behavior by the members of its community that constitutes sexual harassment.

Classroom Conduct

All students at the University of St. Thomas are entitled to a supportive learning atmosphere. Students who disrupt class will be asked to modify their behavior or leave the course.

Academic Integrity

Academic integrity is academic honesty. It forbids cheating or plagiarism. As a threat to the integrity of the academic enterprise, dishonest work is unacceptable at the University of St. Thomas. Proscribed behavior includes cheating on examinations, plagiarism, ghost writing, or falsifying official academic background or status information requested by the university.

Plagiarism

Plagiarism is presenting the words or thoughts of another as one's own. To plagiarize is "to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source" (Merriam-Webster).

Academic Dishonesty

When academic dishonesty occurs, the instructor imposes a minimum sanction of failure for the work involved. The instructor informs the graduate director and the student, in writing, of the following:

1. The nature of the offense.
2. The penalty imposed.
3. The recommendation of the instructor as to whether further disciplinary action by the dean is warranted.

The dean of Graduate Arts and Sciences will determine an appropriate response for further disciplinary action for academic dishonesty. The student has the right to appeal the dean's decision to the Grievance Committee. The decision of this committee may be appealed to the executive vice president of the University. The decision of the executive vice president is final. A second case of academic dishonesty results in immediate dismissal from the program.

Falsifying Official Information

In the case of falsifying official information, the administrative official responsible will prepare a report and meet with the graduate director, who will then present the case to the dean of the Graduate School of Arts and Sciences to determine whether the violation merits suspension or expulsion from the university. The student has the right to appeal the dean's decision to the Grievance Committee. The decision of this committee may be further appealed to the executive vice president of the University. The decision of the executive vice president is final.

Grievance Committee

The Grievance Committee, composed of three administrators and graduate faculty representatives, exists to ensure student rights. One of the faculty members is elected annually to chair the committee. Each panel selected to hear an individual case consists of one student member, one administrative member, one faculty member, and the chair. The chair, a non-voting member, presides at meetings and sees that the parties involved are given a fair and impartial hearing. The chair may take part in the questioning and discussion. Once a panel has been selected, all voting members plus the chair must be present in person to hear the case.