

BRANIFF GRADUATE SCHOOL OF LIBERAL ARTS

0 \$ 6 7 (5 7 1 6) AND CERTIFICATE PROGRAMS

STUDENT HANDBOOK

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TABLE OF CONTENTS

Forward «	2
Mission «	3
7 KH 0 D VanHorn Certificate Programs «	3
General Program Requirements «	3
6 WXGHQW \$EVHQFHV «	3 « « «
7 LPH /LPLW «	3
Grade PR LQW \$YHUDJH * 3\$ «	4 « « «
Comprehensive Exam D WLRQV «	« «
/DQJXDJH 5HTXLUHPHQW «	4 « « « « «
0 \$ 7KHVLV «	5 «
Scholarship «	5
Other Policies «	6
,QFRPSOHWH *UDGHV , «	6 « « « « « «
&ODVVLILFDWLRQ RI 6WXGHQWV «	6 « « « « «
&KDQJH RI 3URJUDPV «	6 « « « « «
Transfer of *UDGXDWH &UHGLWV «	6 « « « « «

FOREWORD

The University of Dallas is an equal opportunity, educational and Catholic institution of higher learning. It is open to students and faculty of all faiths and does not discriminate in admissions or employment on the basis of race, color, sex, age, handicap, or national origin. Every effort has been made to include in this handbook information that, at the time of printing, most accurately and pertinently represents the Master's programs. However, the provisions of this handbook are subject to change by the University without notice and do not constitute a contract between any student and the University of Dallas.

As a private institution the University explicitly reserves the right to judge whether it is in the best interests of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the University itself, discontinue affiliation. By registering, the student concedes to the University the right to require withdrawal whenever it deems withdrawal necessary.

Students are responsible for familiarizing themselves with all policies and for complying with all procedures in this Handbook, the current University

MISSION

The Master's programs in the Braniff Graduate School of Liberal Arts are an expression of the University of Dallas's overarching mission. The

Any extensions to the limit must be formally requested of and granted by the Graduate Dean. Students who have not completed requirements within the time limit will be withdrawn from the program.

Grade Point Average (GPA)

No course for which a grade lower than C (2.00) is earned will satisfy program degree requirements.

A minimum cumulative grade point average of 3.00 is required for graduation. A minimum of 2.7 is required to earn the Catholic Teacher Certificate. In courses in which a grade lower than C (2.00) is given, the grade will count for determining the grade point average but will not satisfy course requirements. Only grades for required course work will be figured in determining the GPA graduation requirement. However, all grades received in approved prerequisite course work will be figured in determining GPA levels for both scholarship continuance and eligibility to continue in a given program.

Comprehensive Examinations

Comprehensive Examinations cannot be administered before the student has completed required course work with a cumulative grade point average of 3.00. The exam should be taken by the end of the semester following the satisfactory completion of all course requirements. Students must enroll in a Comprehensive Exam course through their Graduate Director at the beginning of the semester in which they will take the exam.

Language Requirement

Students must submit a Foreign Language Requirement Approval Form to the Braniff Graduate Office before attempting to satisfy the language requirement through any means. They may fulfill the language requirement in one of four ways.

Through coursework:

D Take the Reading Knowledge sequence in German, French, or Italian, i.e. MCTF or MCTG 5311 and 5312 or MCTI 5338 and 5339 and pass the second course with a grade of B (3.0) or higher. If you already have some proficiency in these languages, you may take only the second course. Note that these courses are recorded on your transcript, but not typically counted for graduate credit.

E Complete the UD undergraduate language sequence in the language, including First-Year and Second-Year courses.

F By taking an upper level (3000+) course (other than the special reading courses) at the University of Dallas in the literature of the language in question and passing with a grade of B (3.0) or better.

Students may fulfill the requirement with the approval of the Classics Department with such a course taken at the University of Dallas.

In the Modern Languages, by taking and passing a written translation exam. Students can express a preference for the area or author in or on which they would prefer to be tested, but the Modern Languages Department will make the choice of the work and the passages to be included.

In the classical languages only, by passing an examination prepared by the Classics Department. A primary text, consisting of the Graduate Director and the Graduate Dean, will choose a portion of approximately 500 lines or 5000 words in a text in classical Greek or Latin. The Classics Department will create an exam from this text, asking the student, for example, to identify the syntax of underlined words.

In the M.A. Theology program only, students may, with the approval of the Program Director, satisfy the requirement by both submitting an exact translation in fluent English of a 12 ±15-page excerpt from previously untranslated material pertinent to the student's work and passing an oral examination in the grammar and content of the translation.

It is possible for remote students, with the agreement of the relevant Department, to take a language examination with a proctor.

In some cases, where the student's thesis requires proficiency in a language other than the normal five (for example, in dealing with Cervantes or Dostoevsky), another modern language may be substituted for German, French, or Italian. No one is allowed to do a thesis on a topic whose major texts are in a language in which the student has not attained reading proficiency.

The Foreign Language Requirement Approval Form requires the approval of the Program Director and Graduate Dean, and, if applicable, the language examiner.

All grades earned for foreign language courses at the 1000 to 3000 levels will be recorded on the transcript but will not be included in determining the grade point average. 3000-level courses can be cross-listed as graduate courses. Only language courses at the 5000 level or above, not including Reading Knowledge courses, may be counted for course credit towards a graduate degree.

Master of Arts Thesis

The M.A. student must complete all course work (with a GPA of at least 3.0), a comprehensive examination, and fulfill the language requirements before enrolling in the six-credit hour Thesis Research course.

Before registering for the Thesis Research course, submit a Master's Thesis Proposal Approval form (GRZQORDGDEOH LQ WKH 0DVW available in the Graduate Office) along with the recommendation of the Program Director to the Graduate Dean. The Proposal cannot be given

Candidacy

In all the Master of Arts Programs (except Art) the students become degree candidates after successfully passing the comprehensive examinations. In Art, students apply for candidacy and formal acceptance into the program after successful completion of nine to fifteen credit hours. For other Master's programs consult the Bulletin.

Non-Credit Matriculation (Reading Courses)

Graduate Readings courses serve several purposes: they enable students to maintain full-time status when they near the end of their studies, defer loans, maintain use of the library, and, above all, enable the student to be recognized as a student when it is time to graduate. Students who are not enrolled in regular courses are required to be enrolled at least in Graduate Readings (if not in Thesis Research courses) at least two out of three semesters during an academic year. Readings courses indicate to the Braniff Graduate School that the student still intends to graduate. When students discontinue enrolling in Readings courses and seek to restart their studies, they will be required to re-apply with a special fee.

Deadlines

Please see www.udallas.edu/student-resources/index.php for a listing of the deadlines for completion of degree requirements. The student is responsible for knowing and meeting these deadlines.

Repeat and Cancel Policy

- 1) In case of a repeated course, the lower grade is excluded from units attempted and from the cumulative GPA. The lower grade is excluded from GPA calculations and from any credits that may have been earned.
- 2) Repeat and Cancel may be used only on courses taken and repeated at the University of Dallas.
- 3) Repeat and Cancel may be used for up to a total of 3 credits for a 30 to 36 credit degree, 6 credits for degrees up to 66 credits, and 12 credits for the M.Div.'s 120 credit hours, taken at the U4 (d)2o36.002 <0053>222 (o)-11.00a2o3

Warning status will be assigned to those students after their first term of enrollment who meet one or more of the following:

- f* Earn two or more grades of B or below
- f* Have a cumulative GPA below 3.000

Probation and dismissal criteria have precedence over warning status.

Probation will be assigned to students who meet one or more of the following:

- f* Earn three grades of C+ or below
- f* Earn one failing grade (C and below)
- f* Have a cumulative GPA between 2.500 and 3.000

A student is allowed 6 credit hours to clear probation. If after completing 6 credit hours, the situation has not

Academic Honesty

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

When an instance of plagiarism is discovered in a thesis or dissertation, work toward the degree shall be terminated. If the degree has already been granted at the time the plagiarism becomes evident, regardless of the length of time ensuing, the degree shall be revoked.

Cheating

The integrity of examinations is essential to the academic process. A student who cheats on an examination or other work submitted in fulfillment of course requirements is subject to disciplinary action. When cheating is discovered during the examination itself, the instructor or proctor is to take up the examination and dismiss the student from the examination for a later appearance before the instructor. The review of all cheating cases, and the imposition of penalties will follow the procedure

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signing of the letter and are not retroactive. The letter must be signed by both the student and the instructor, at which time the student is responsible for ensuring that a copy of the signed letter is returned isreturned to Student Disability Services. For additional information, you may contact the Student Disability Services Coordinator, in

Appendix - Check List for Master's Degree Application

All forms are available in the Graduate Office.

- D Apply for the degree early in the semester in which you intend to graduate. (The form is obtained from the Graduate Office and returned to the same. The fee will be added to your student account.)
- E Pass the Comprehensive Exam in your particular department. Notification should be sent in writing by the Program Director to the Graduate Dean for initialing and forwarding to the Graduate Office, which is responsible for having the results posted on the transcript.
- F If you are completing the Master of Arts:
- Have a language examination proposal approved by both the Program Director and the Graduate Dean prior to completing the language requirement. Have examinee send notification of exam results to Graduate Dean.
- Register for Thesis Research (1 credit hours).
- Have Thesis Proposal approved by both Program Director and Graduate Dean prior to writing WKHVLV
- Before writing thesis, obtain a copy of WKH 0 D V W H U ¶ V 7 K H V L V + D Q G E R R N from the
- When all readers have approved of the revisions that have been made, ask First Reader to notify the Graduate Office; First Reader must turn in grade card from Thesis Research.
- Submit thesis to UDigital Commons and ProQuest. Notify the Graduate Office that you have completed the submission process to both repositories.
- G Notify the Registrar's office of plans to participate in May graduation ceremonies. There are no ceremonies for December or August graduations; however, December or August graduates may participate in the May ceremonies.
- H Notify alumni office of future plans.