

Master of Arts in Faith & Culture and Certificate Program

2012 – 2014 CFC Graduate Catalog



A Way of Life in the Light of Faith

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The University of St. Thomas

Mission Statement

We are the University of St. Thomas, the Catholic university in the heart of Houston. We are committed to the Catholic intellectual tradition and the dialogue between faith and reason. By pursuing excellence in teaching, scholarship, and service, we embody and instill in our students the core values of our founders, the Basilian Fathers: goodness, discipline, and knowledge.

We foster engagement in a diverse, collaborative community. As a comprehensive university grounded in the liberal arts, we educate students to think critically, communicate effectively, succeed professionally, and lead ethically.

Approved by the Board of Directors, January 19, 2005

History of the University

The University of St. Thomas admitted its first freshman class, 40 men and women, on September 2, 1947. Of the ten faculty members, four were members of the Basilian Fathers, to whom the work of founding and operating the University had been entrusted. The Basilians, a congregation founded in France in 1822, had been working in the Diocese of Galveston-Houston since 1900, when they established the College of St. Thomas, now St. Thomas High School.

Bishop Christopher E. Byrne of Galveston-Houston had long hoped that a Catholic university might be established in his diocese, and in May of 1945 he announced that such an institution was about to become a reality. For that purpose the T.P. Lee Mansion, located in the 3800 block of Montrose Boulevard, was purchased as a home for the new University, to which a science building and classrooms were soon added. From here a series of non-credit courses was taught from November 1946 until Easter 1947 to introduce students to what would be the University of St. Thomas. With experience that was both practical and theoretical, the Basilian Fathers, led by Father Vincent J. Guinan, first president of the University, and Father Wilfrid Dwyer, vice president, shaped the initial curriculum. Influenced by the writing of Cardinal John Henry Newman as well as by their Basilian experience in Canada at St. Michael's College, the Pontifical Institute of Mediaeval Studies and Assumption College, they determined that all students should pursue a broad program in liberal studies intended to serve as a solid basis upon which to build their lives and their careers in the community.

The Center for Faith & Culture



Mission Statement

The Center for Faith & Culture (CFC) seeks to understand and affect the relationship between the Gospel and the American way of life in relation to God's ongoing encounter with humanity in the light of faith. Through dialogue it assists participants to live as faith-full citizens of our democratic republic. It brings the Catholic voice to the ongoing conversation about the meaning of life and the liberty and pursuit of happiness we hold in common as Americans.

Goals

The Center for Faith & Culture endeavors to fulfill its mission by:

- Forming community leaders capable of assisting others in learning how to integrate their faith and way of life in Christ and live as an evangelizing community. The process of formation will incorporate human, spiritual, intellectual and communitarian development of potential leaders.
- Providing leadership candidates with a formation program that incorporates human, spiritual, intellectual and communitarian aspects of development that responds to the demands of living in today's cultural context.
- Making dialogue the primary mode in which it undertakes its activities and programmatic offerings.
- Giving attention both to theory and practice in its approach to the relationship between Faith & Culture; especially in areas relating to institutions such as education, marriage and the family, science, economics, law, etc.
- Being proactive in ecumenical and inter-religious activities which seek areas of relationship and collaboration with other Christians and non-Christian religions as we seek to fulfill our common desire to serve the One God.
- Exposing participants to the best contemporary thinking on issues related to the ongoing dialogue of Faith & Culture.

Assumptions

The principles and objectives of the Center for Faith & Culture are based on the following assumptions:

We believe:

- The Incarnation is God's process of inculturating his love in human cultures.
- Nothing created takes precedence over the value and dignity of the human person.
- The human person can come to an authentic and full humanity only through culture.
- All cultures, being human creations, are both graced and sinful, thus in need of redemption.
- The Good News of the Christian Gospel constantly renews the life and cultures of fallen humanity.
- The process through which the Gospel penetrates cultures is lengthy and ongoing.
- Inculturation is a process of bringing Divine Love in Christ to all strata of humanity.
- Through the power of the Gospel love, human criteria of judgment, determining values, points of interest, lines of thought, sources of inspiration, and models of life, are affected and transformed.
- The message of salvation builds on human culture, for God has spoken according to the cultures proper to different ages.

Fall 2013 Academic Calendar MAFC and Certificate Program University of St. Thomas

Payment or payment arrangements due by 5:00 p.m.	August 12
UST New Graduate Student Orientation	August 20
Open Registration Ends	August 23
MAFC Orientation and Retreat	August 24
Late Registration Period	August 24-30
Classes Begin	August 26
Last Day to Add	August 30
Deadline for 100% Refund	August 30
Labor Day Holiday	September 2
Deadline for 75% Refund	September 6
Census	September 10
Deadline to Withdraw w/o Academic Penalty	September 10
Deadline for 50% Refund	September 13
December Graduation Deadline	September 16
Deadline for 25% Refund	September 20
<i>St. Mary's Golf Tournament; no day classes at St. Mary's, evening St. Mary's classes at instructor's discretion</i>	<i>October 7</i>
Semester Break; no classes	October 14-15
Last Day to Drop with "W"	November 12
Thanksgiving Break	November 27-30
<i>Last Class Day (St. Mary's)</i>	<i>December 5</i>

****Schedule continued on next page***

Last Class Day (UST)	December 6
Last Day to Totally Withdraw	December 6
<i>Study Days (St. Mary's)</i>	<i>December 6</i>
Study Days (UST)	December 7, 11
Exams (UST)	December 9, 10, 12, 14, 16, 17
<i>Exams (St. Mary's)</i>	<i>December 9-12</i>
Grades Due by midnight	December 20
Winter Holiday	December 18 – January 12

Spring 2014 Academic Calendar to be distributed by separate handout in late fall 2013

Master of Arts in Faith & Culture Degree Program (MAFC)

The Master of Arts in Faith & Culture (MAFC) graduate program is designed to form lay professionals, as well as community and church leaders capable of assisting others in the integration of personal and communal faith and the American way of life, as faithful citizens. The MAFC degree provides working professionals, educators, and ministers with an intellectual and practical formation program that responds to the demands of living in today's cultural context as a people of faith.

The MAFC requires completion of 36 graduate credit hours in the program, consisting of an 18-hour Core Course component, a 6-hour Core Electives component, a 9-hour Area of Concentration (3 Electives), and a 3-hour Service Learning and Leadership Practicum (capstone course). In place of the area of concentration (Electives), 9 hours may be taken from among the Core Electives.

The Area of Concentration is intended to reflect the professional interests and background of the student. These courses may be taken from electives within the MAFC program or from courses in other disciplines within the university with approval from the MAFC program director. Possible areas of concentration include:

- Faith and Science
- Faith and Education
- Social and Individual Justice
- Cultural Anthropology
- Diversity and Inclusiveness in the American Context
- Ecumenism and Interreligious Dialogue
- Public Moral Discourse in a Democratic Republic
- Marriage, Parenting, and Relationships
- Faith and Economics
- Faith and Human development

The Service Learning and Leadership Practicum is intended to provide practical objectives and educational methods for forming faithful citizens in parochial, diocesan, or other community settings.

MAFC students must meet admission requirements and submit application materials, including official academic transcripts, letters of recommendation, and an essay describing student objectives and program expectations. Students must also complete an interview and provide a writing sample. Upon acceptance in the MAFC program, students must also attend a Faith & Culture Student Orientation and Retreat.

Certificate in Faith & Culture Program

The Certificate in Faith & Culture (Certificate) graduate program is designed for students who wish to enrich their academic or professional careers while earning a recognized credential but who do not wish to pursue an advanced degree in Faith & Culture. The Certificate Program requires completion of 18 graduate credit hours in the program.

Certificate students must:

- Complete and submit application materials and satisfy the CFC Admissions Committee regarding their ability to perform successfully at the graduate course level (see *Admission Requirements*).
- Attend a Faith & Culture Student Orientation and Retreat.
- Complete all course work in the curriculum as specified. These are not audit courses.

Certificate students may opt to apply to the MAFC program (change of status) before completion of the Certificate program:

- If accepted, Certificate students may transfer up to 18 credit-hours into the MAFC program
- Credit hours may be comprised of the four Certificate core courses (12 hours) and the two Certificate electives (6 hours).
- Students applying for change of status must do so prior to the beginning of the semester in which the change will take effect, but no sooner than the completion of the first nine hours (core courses).

Certificate students transferring to the MAFC program must demonstrate a minimum cumulative GPA of 3.25 or higher in the Certificate program and satisfy all other admission requirements of the MAFC program.

How to Apply

The first step is to submit a completed application for admission. You may do so in one of the following ways:

- You may apply online,
- You may come in to see us and pick up an application,
- Or you may call us at (713) 942-5066, and ask us to send you one.

Admission Requirements

Applicants cannot be officially considered for admission until all the application requirements are satisfied.

1. Applicants to the Master of Arts in Faith & Culture (MAFC) or the Certificate in Faith & Culture (Certificate Program) must:
 - Possess a bachelor's degree or higher in any field of study from a regionally accredited college or university (or at least be in the final semester of completion), and
 - Submit the following materials to the Center for Faith & Culture.
 - Program Application
 - Three Letters of Recommendation (all from professional or educational sources)
 - One to two-page essay on student goals and expectations for the program
 - Official academic transcripts
2. Admission is based in part on a combination of undergraduate (or advanced degree) grade point average (GPA), letters of recommendation, an essay on student goals and expectations, a writing sample, and a favorable interview by the CFC Admissions Committee as follows:

Criteria A

- Hold a baccalaureate degree with a GPA of at least 2.75
- Three Letters of Recommendation: one personal character reference, and two from people in professional and/or academic supervisory positions.
- Favorable review by the CFC Admissions Committee.

OR

Criteria B

- Hold an advanced degree from an accredited institution.
- Three Letters of Recommendation: one personal character reference, and two from people in professional and/or academic supervisory positions.
- Favorable review by the CFC Admissions Committee.

3. While GRE scores are not required for application to the MAFC program, the CFC Admissions Committee may request these scores and/or additional information from individual applicants in support of academic potential.
4. *Though not required*, applicants are encouraged to submit further documentation in support of their application, such as:
 - Listing of courses completed in American history, Church history, theology, ethics, philosophy, religious education, or other courses considered of particular relevance to faith and/or culture.
 - Evidence of certification through diocesan programs.
 - Other material which would support the candidate's previous theological or religious education and experience.
 - The CFC Admissions Committee welcomes GRE scores, should the applicant desire to submit them.
5. By way of exception, the CFC Admissions Committee reserves the right to waive specific requirements based on demonstrated overall potential for success.

After You Apply

After the Applicant's file is complete, the applicant must also:

- Complete an interview with two members of the CFC Admissions Committee. All applicants who meet the basic criteria outlined above will be interviewed. In the case of long distance or undue hardship, this interview may be conducted by phone.
- Immediately following the interview, students provide a written commentary on a subject related to Faith & Culture assigned by the CFC. The commentary is completed on the same day as the personal interview. The purpose of the writing sample is to illustrate student analytical and writing skills.

After You Are Accepted

After being accepted, the student will receive four important documents in the mail.

1. An Acceptance Letter - This contains the UST student ID number and any conditions of the student's acceptance.
2. A Student Degree Plan - student's personal program guideline
3. UST Orientation Information
4. Faith & Culture Student Orientation and Retreat Information

There are three additional steps:

1. All students are required to set up a stthom.edu email and user account by initially going to peter.stthom.edu and follow the set-up instructions. All official UST correspondence

and emergency notifications are sent to the student's stthom.edu account only. A student's university email can then be linked to a personal email account for convenience.

2. Students should contact the CFC to schedule academic advising.
3. After academic advising, students can go to the myStThom portal on the UST website, log in, and select Student Self Service to register online for classes.

The myStThom portal can also be used to access your course schedule and grades, check the status of your financial aid, review your university account, and to access additional online resources such as Blackboard and Webmail. Blackboard is the course management software you and your instructors will share. You can also check your campus e-mail using Webmail.

Faith & Culture Student Orientation and Retreat

After admission to the MAFC or Certificate program, the Center for Faith & Culture *requires* all students to attend its own Orientation and Retreat. This is a two-day retreat normally held the weekend (Friday to a Saturday afternoon) prior to the beginning of semester classes. The retreat is intended to orient the student to the program and to key principles for program success, especially as it relates to dialogue and the cohort concepts. Attendance is obligatory.

Contact the Center for Faith & Culture for specific dates and information.

Additionally, the University of St. Thomas provides its own orientation programs giving students the opportunity to get to know the University, the faculty and some of their classmates. The orientation programs are specially designed to provide specific information for new students and to help you register for class.

About the Admissions Process

All required documents must be received by the Center for Faith & Culture (CFC) prior to consideration by the CFC Admissions Committee.

- The Admissions Committee meets approximately once every two months throughout the calendar year.
- The applicant will be notified in writing of the Admissions Committee's decision.
- Credentials submitted in support of an application become the property of the Center for Faith & Culture and will not be returned to the student or interested parties.
- If official transcript(s) and references are not received before classes start it is possible under rare circumstances to begin the program with a Conditional Admission Status.* This requires students to submit unofficial copies of the transcripts, and meet all other admission requirements as outlined in the CFC admissions policy.
- A student may be permitted to register as a Visiting Student for only one course prior to Final or Conditional Admission status.

- Admission to the MAFC or the Certificate program does not guarantee graduation or certificate conferral.
- Academic Standards as specified in the Faith and Culture Graduate Catalogue include the successful completion of a final Integrating Presentation for MAFC candidates.

*Students admitted conditionally to the University with incomplete academic files must complete their files before the end of the first half of the semester they were admitted. Those who fail to comply with this requirement will be denied registration for subsequent semesters until the files are complete.

Application Deadlines

Application materials must be completed and submitted to the Center for Faith & Culture by the following dates:

Applicants with undergraduate or advanced degrees from within the United States

Fall Semester

April 1 - Priority Deadline

July 1 - Final Deadline

Spring Semester

November 1 - Final Deadline

International Students

Fall Semester

April 1 - Priority Deadline

June 1 - Final Deadline

Spring Semester

October 1 - Final Deadline

A student whose application is incomplete may be allowed to register for a course by means of conditional status. This is determined on a case-by-case basis. If all admission requirements are not met by the end of the conditional semester, the student will not be eligible to register for subsequent semesters. A student will be fully admitted into the program upon submission of all required application materials and review by the Center for Faith & Culture (CFC) Admissions Office.

Additional Requirements for International, Visiting and Veteran Students

*The following provides additional information specific for **International, Visiting** (non-degree), and **Veteran** Students. This information and these procedures are part of the admissions process for the MA and Certificate programs in Faith & Culture. Please refer to the CFC Admissions Requirements section for a list of all basic requirements for application.*

International Students

1. In addition to the application components listed, international students must demonstrate sufficient English proficiency. To do so, applicants should submit scores for the Test of English as a Foreign Language (TOEFL) exam; the CFC requires a minimum TOEFL score of 550 (written), 250 (computer based) or 100 (internet based). The applicant may also submit IELTS scores of 7.0-7.5 or successfully complete the ELS Level 112 exam.
2. In addition to submitting official transcripts and certificate(s) of completion of an undergraduate degree(s) to the Center for Faith and Culture, applicants who completed their undergraduate degree at a college or university outside the United States are required to submit an independent evaluation of their degree. The evaluation must include degree equivalency, course-by-course analysis, and cumulative grade point average on a 4.0 scale. Evaluations are accepted from agencies who are members of the National Association of Credential Evaluation Services (NACES). Transcripts written in a language other than English must be accompanied by an official translation. International students will be required to cover the cost of transcript evaluation services (approx. \$150) as well as any additional costs such as translation services.
2. Applicants must be accepted into either the MAFC or the Certificate program before they can apply for their student visas.
3. International students are individually responsible for satisfying visa requirements. In some cases it takes longer than 30 days to receive a visa, therefore, the earlier international students begin the application process, the better.
 - The application for visa requires the help of the University's International Student Advisor. Please contact the Office for International Student Services at 713-525-3503.
 - Students on student visas are usually not allowed to be gainfully employed outside of the University.
 - A student visa requires students to be enrolled full-time (9 graduate credit hours at UST) or the equivalent per semester.
 - During the final semester of the MAFC or the Certificate program, students are required to take only the credit hours needed to complete the program even if these are fewer than 9 hours.
4. A statement showing financial support must be provided (tuition, room, board, health insurance, etc).

The Center for Faith & Culture, as an entity of the University of St. Thomas, is authorized under federal law to enroll non-immigrant alien students. Candidates from foreign countries will be considered for admission on a full-time basis only and must plan to earn a degree from UST.

Visiting (Non-Degree) Students:

The “Visiting Student” classification applies to all non-degree seeking students including those who desire to enroll in graduate level courses (regular on-campus courses and/or those offered as study-abroad options). In all cases, students should demonstrate eligibility to take courses at the graduate level. Contact the Faith & Culture graduate program office (713-942-5066) for more information on the specific admissions requirements for visiting students. Upon acceptance and enrollment, Visiting Students are required to complete all course work as specified in respective syllabi. These are not audit courses.

Veterans and Dependents of Veterans

The University of St. Thomas is approved to offer eligible veterans and dependents of veterans the academic courses of study published in the University catalog and bulletins. Eligible applicants must apply for admission to the University by following the procedures of the Center for Faith & Culture.

Any Veteran or Dependent of a Veteran, wishing to use veteran education benefits, must meet with the Veteran Service Director before or immediately after applying to the program. The Veteran Services Director will assist and advise the eligible applicant of veteran educational benefits available. Once admitted and registered for class, the Registrar’s Office will certify enrollment with the Department Veteran Affairs. Continuing students who receive these benefits are required to contact the Registrar’s Office each semester prior to or during the registration process. The veteran must also have the approval of the Registrar’s Office when making changes to his/her approved courses during any semester of registration. For additional information on the enrollment of veterans and dependents contact the Veteran Service Office at (713) 942-3409.

Application Checklist

Students may complete an online application (preferred) *or* contact the Center for Faith & Culture for a paper application and registration packet. The completed Application Packet includes:

MAFC Program	Certificate Program	Visiting Students	ADMISSION REQUIREMENTS
√	√	√	Application Form
√	√	√	\$35 Application Fee
√	√	√	Official Transcript(s)*
√	√		Three Letters of Recommendation (only professional or academic references, as opposed to personal, will be considered)
√	√		Essay (student goals and expectations)
√	√		Official TOEFL scores, IELTS scores, or ELS Level 112 Certificate of Completion (<i>International Students only</i>)
√	√		International Transcript Evaluation (<i>International Students only</i>); Approximate cost of \$150
√	√	√	Optional: Student may also submit other supporting documentation (diocesan program certification, evidence of civic engagement and/or ministerial experience, and/or GRE scores).
			After Application materials are received: (Notified By Letter of Invitation)
√	√		Interview with two members of the CFC Admissions Committee.
√	√		Writing sample (short response/commentary written on-site immediately following the interview)
			After Admission into the Program: (Notified by Letter of Acceptance)
√	√	√	Attend the Faith and Culture Student Orientation and Retreat

*In order for transcripts to be considered "Official", transcripts must be sent directly to the Center for Faith and Culture by the student's degree-awarding institution. Further evidence of potential success with course work at the graduate level may be required.

All materials required for application into the MAFC program must be addressed to:

Attn: CFC Admissions Committee
Center for Faith & Culture
University of St. Thomas
3800 Montrose Blvd.
Houston, Texas 77006-4626

Telephone: 713-942-5066 Fax: 713-942-5075
cfc@stthom.edu

Master of Arts in Faith & Culture

Degree Plan

The Master of Arts Degree in Faith & Culture (MAFC) will be comprised of 36 credit hours, consisting of:

- I. 18-hour Core Course component,
- II. 6-hour Core Elective component,
- III. 9-hour Area of Concentration component,
 - a. Depending on professional interests and backgrounds, the courses chosen for the area of concentration may be taken from electives within the MAFC program or from courses in other disciplines within the university. Such courses must be approved by the Director of the MAFC program. Potential areas of concentration include
 - Faith and Science
 - Faith and Education
 - Social and Individual Justice
 - Cultural Anthropology
 - Diversity and Inclusiveness in the American Context
 - Ecumenism and Interreligious Dialogue
 - Public Moral Discourse in a Democratic Republic
 - Marriage, Parenting, and Relationships
 - Faith and Economics
 - Faith and Human Development
 - b. In place of an Area of Concentration, 9 hours may be taken from among the MAFC list of Electives. These Electives are designed to complement subjects already treated in a broader way in the Core Courses of the MAFC.
- IV. 3-hour Service Learning and Leadership Practicum

36-Hour Course Requirement:

18	Core Courses, including the Practicum
6	Core Electives
9	Area of Concentration or Electives
<u>3</u>	<u>Service Learning and Leadership Practicum</u>
36	Total Credit Hours

Faith & Culture Graduate Programs Course Requirements

2 Years—36 hours (Full-Time)*

Master of Arts in Faith & Culture (MAFC)

Year 1 - Fall

Faith and Dominant Am Culture	<u>3</u>
Christian Anthropology	<u>3</u>
Christian Spirituality	<u>3</u>
	9

Year 2 - Fall

Core Elective	<u>3</u>
Elective	<u>3</u>
Elective	<u>3</u>
	9

Year 1 - Spring

Virtue: Personal and Civic	<u>3</u>
Mission of the Church OR Ecclesiology	<u>3</u>
Art & Asceticism of Dialogue	<u>3</u>
	9

Year 2 - Spring

Core Elective	<u>3</u>
Elective	<u>3</u>
Service Learning and Leadership Practicum	<u>3</u>
	9
	36 Hours

Certificate in Faith & Culture (Certificate)

Year 1 - Fall

Faith and Dominant Am Culture	<u>3</u>
Christian Anthropology	<u>3</u>
Christian Spirituality OR Elective	<u>3</u>
	9

Year 2 - Spring

Virtue: Personal and Civic	<u>3</u>
Mission of the Church OR Ecclesiology	<u>3</u>
Art & Asceticism of Dialogue OR Elective	<u>3</u>
	9
	18 Hours

Core Electives:

- American Catholicism
- Bill of Rights, Freedom and Responsibility
- Catholic Biblical Interpretation in a Protestant Biblical Culture
- Ecumenism, and Interreligious Dialogue
- Leadership: Civic and Ecclesial
- Journey and Genius of Alexis de Tocqueville
- Justice: Individual and Social

Electives (Faith & Culture) **:

- Institutions and Associations in a Democratic Republic: The Way to Authentic Personhood
- Education and Evangelization
- Popular Culture and the Media: Contemporary Examples and Their Implications
- Marriage, Parenting and Relationships
- Peace Making
- Faith and Science
- Faith and Hispanic Cultures in the American Context
- Faith and Economics

*The MAFC degree and the Certificate Program may be completed on a full-time or part-time basis.

**Depending on student objectives, interest, and background, up to 9 hours may be taken from among the list of Faith & Culture Electives, or an Area of Concentration may be developed from courses in other disciplines within the University, with approval from the MAFC program director and course instructor.

After Completion of MAFC and Certificate Courses

In the final semester of course work, including the Service Learning and Leadership Practicum, MAFC and Certificate candidates are required to complete successfully the following:

1. **Integrating Presentation.** This final requirement is designed to enable students to demonstrate key outcomes critical to the Faith & Culture graduate program. In particular, students must demonstrate an ability to identify, articulate, and build upon elements of the American dominant culture that can be expanded by the vision of the Gospel. Students will choose a Faith & Culture theme, agreed upon by the student and faculty, as the subject of a presentation the student makes before a faculty panel. The presentation is followed by discussion. The length of the presentation is determined by faculty prior to the presentation. Presenting candidates will be evaluated by the faculty panel, and will receive either a Pass or Fail grade. Students who fail this presentation have the option of re-presenting the theme the following semester. Failure to complete this presentation bars the student from graduation.
2. All UST **exit requirements**, including Application for Graduation.

Academic Expectations and Standards

All cell phones, PDAs, and beepers should be turned off before class begins.

1. Students are expected to maintain professional standards of behavior at all times when fulfilling course requirements.
2. Students will complete all responsibilities for the course, attend all classes, respect the schedule, demonstrate a professional attitude, and participate in class discussions and activities. Please know that more than one absence during the semester may result in a lower grade. Also, you must be present on the days of the final exam and team presentations and all required assignment days to pass this class.
3. Students must demonstrate proficiency in written composition, as written communication skills are basic to teaching. The essay component of examinations will be graded on correctness of grammatical usage, word choice, and spelling, as well as content. Students experiencing deficiencies in writing skills are expected to make use of university resources such as the Writing and Learning Center as well as writing resources such as Style: The Basics of Clarity and Grace (Williams, Joseph M.)
4. Assignments must be submitted on time. Late submitted assignments will receive reduced grades depending on the date they are submitted.
5. Graduate students must follow the rules of MLA Handbook for Writers of Research Papers.
6. Students should consult the UST website or the current catalogue for information regarding the last day to drop or resign from the University without grade penalty. Students are responsible for completing required forms when they find it necessary to discontinue University work prior to the end of the semester. Students are responsible for following the proper procedures when dropping this course
7. Students will not be given make-up exams without a valid written excuse for the absence.

Class Attendance and Professional Standards of Behavior

As part of your professional development, students are expected to maintain the highest standards for scholarship and professionalism. This includes coming to each class on time and staying for the entire class. Students may have one excused absence from the course. To be excused, an absence should be discussed with the instructor prior to the missed class. Three absences may result in administrative dismissal from the course. Also, your participation grade will suffer should you not attend class, as each in class activity that is done will be given points that contribute to your final participation grade.

In addition, student attendance is required because the entire MAFC program is designed to develop the student's skills in communication, dialogue, and aspects of the art of rhetoric which are essential for leaders in civic life and citizenship. All courses will incorporate dialogue and class interaction in their structure. This demands that students attend and participate in class.

Grade Distribution

	Lowest	Highest	Range
Alpha			
A	95	100	6
A-	90	94	5
B+	86	89	4
B	83	85	3
B-	80	82	3
C+	76	79	4
C	73	75	3
C-	70	72	3
D	65	69	5
D-	60	64	5

Academic Standing

Successful completion of the MAFC Program or the Certificate Program requires a minimum grade point average of "B" (3.0). A student cannot graduate without the necessary 3.0 GPA and successful completion of the Integrating Presentation. The computation of the grade point average is as follows:

Grade	Points Per Credit Hour	Grade	Points Per Credit Hour
A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	C-	1.70
B	3.00	D+	1.30
B-	2.70	D	1.00
		F	0.00

1. **"I" Incomplete.** At the discretion of the instructor, a grade of "I" may be assigned to a student if the student has completed the majority of the work in a class with a minimum grade of "C" (GPA 2.00) and if the student has an unavoidable and compelling reason (such as documented medical emergency) why the remaining work in the course cannot be completed on schedule. Upon completion of the work within the time prescribed by the Instructor (no later than the end of the following regular semester), the instructor will award the student a letter grade, including the possibility of an "F". An "I" grade which is not completed within the prescribed time period will automatically revert to a grade of "F".
2. **"W" Withdrawal** or drop from a course without jeopardy or effect on GPA, in the period beginning with the 18th day of classes and ending with the last day of the 10th week of the semester. See the academic calendar for the current deadlines. The student must complete an official form from the Registrar's Office within the specified time lines. Failure of the student to withdraw officially from any or all courses can result in a grade of "F".
3. A student may repeat a course taken at the University provided that the original grade was lower than "B" (3.0). The course must be repeated at the University (main campus or St. Mary Seminary campus), not elsewhere. Official transcripts will indicate repeated courses, and course grades for both the original and the repeated attempt(s) will be shown on the transcript. The repeated grade replaces the original grade in the computation of GPA, and the hours attempted will be counted only once.

"P" Pass is not an option as a course grade with the MAFC and Certificate Programs. This does not prohibit a student from taking courses which will result in a grade of "P", but such courses and such grades ("P") will not satisfy the MAFC or Certificate Programs degree requirements.

Academic Probation

Any student whose cumulative grade point average falls below 3.0, but not lower than 2.5, may remain in the program on a probationary status. Probationary status is automatic once a student's GPA falls between 2.9-2.5. Once on probation, the student must restore his or her cumulative grade point average to 3.0 by the time he or she completes 9 additional hours of course work. Probation will be removed when a cumulative GPA of 3.0 is restored under the terms of the probation. Failure of the student to restore his or her GPA to 3.0 after completing 9 additional hours will result in academic suspension. A single grade of "F" is cause for academic probation whether or not a student's cumulative GPA falls below 3.0. In the event that a student receives a grade of "F" but does not drop below a 3.0 GPA, probation will automatically apply for the next three courses. Probation will be removed if the student receives a "B" or better in each of these three courses. Should a student receive a second "F" or fail to achieve a "B" or better in each of these three courses, the student will be suspended from the Faith & Culture program (MAFC or Certificate Program).

Academic Suspension

A student whose grade point average falls below 2.5 after the completion of 9 credit hours of course work will be suspended from the Faith & Culture program (MAFC or Certificate). A student on probation who fails to restore his or her grade point average to 3.0 under the terms of the probation will be suspended from the program. A student who has two grades of "F" will be automatically suspended from the program. When a student is academically suspended, his or her acceptance into the MAFC or Certificate program is rendered null and void. The only recourse as a result of academic suspension is to reapply to the University.

Transfer of Credit

A maximum of 6 credit hours may be transferred from graduate work successfully completed at other accredited institutions. A student must have achieved at least a grade of "B" (3.0 GPA) in the course(s) that he or she would like to transfer for credit. Transfer of graduate credit is subject to approval by the MAFC program director, and a student must specifically request in writing that the MAFC program director initiate the transfer. The student must provide an official transcript from the credit granting institution before credit can be transferred.

Graduate Tuition and Fees

Credit	\$374 per credit hour (2013-14)
Audit	\$50 per credit hour*
UST Alumni (Credit)	50 percent discount for first 12 hours**
*Activity Fee (7 hours or less per semester)	\$47
*Activity Fee (8 hours or more per semester)	\$82
Late Registration	\$50
Technology Fee	\$36
New Graduate Student Fee (One-time)	\$100
International Student Postage Fee (One-time)	\$75
International Student Fee (Each semester) (only if DHL mailing service is used)	\$112.50
Garage Parking Fee (Not mandatory)	\$75 or \$2 per use
Diploma (Copy)	\$50
Official Transcript (Each)	\$8.25
Same Day Transcript (Each)	\$25

*Audit students are not required to pay activity fees.

**UST alumni taking courses receive a discount of 50 percent of all tuition up to a lifetime total of 12 hours. Undergraduate alumni may take only undergraduate courses on this basis. Graduate alumni may take only graduate courses on this basis. Completion of a bachelor's degree does not qualify a student for a discount toward graduate tuition. Forms are located in the office of Scholarships and Financial Aid.

Payments, Terms and Conditions

By enrolling at the University of St. Thomas, students agree to the formal add/drop and withdrawal procedure of the University and that nonattendance does not automatically withdraw them from a course or from the University. Furthermore, enrollment indicates that students agree to pay all collection expenses, including reasonable attorney's fees, which the University may incur if they do not fulfill the payment obligations as set for them by their enrollment.

Payment or payment arrangements are due prior to the start of the semester. Tuition, fees and other charges not covered by financial aid or other means must be paid by the due date. Students not meeting payment deadlines, not making sufficient payment arrangements or not honoring payment arrangements made will be subject to administrative deletion from the University.

Cash or Checks

The University accepts cash and checks with the proper identification. Checks returned for any reason will be charged a \$25 returned check fee.

Credit Cards

Credit card payments (American Express, MasterCard and Discover) may be made online via myStThom at www.stthom.edu through a third party servicer. A convenience fee will be assessed for each credit card payment. The University of St. Thomas does not accept credit card payments.

E-Checks

E-check payments are available online via myStThom at www.stthom.edu without a convenience fee. E-checks are utilized with the banking information available on most paper checks.

Payment Plans

The University offers a monthly payment plan option administered by FACTS Tuition Management for tuition, fees, campus housing and meal plans. The plan is an interest-free way to pay educational expenses in monthly installments during the academic term. There is a \$35 participation fee for each payment plan and a \$25 missed payment fee when applicable.

Payment plans must be set up prior to the start of the semester. Payment plans are set up online through the student's myStThom account via the University's Website at www.stthom.edu. The student must be registered for the term and have an outstanding semester balance for the term to set up the payment plan. Any anticipated financial aid for the term is deducted from the charges, and the balance is divided among monthly payments for the rest of the term. Payments are made directly via direct debit or direct credit card charge. Credit card payments will be assessed a convenience fee for each transaction. Students who fail to fulfill the obligations they have agreed to under a payment plan are ineligible to enroll in the payment plan in subsequent semesters and may be administratively withdrawn from the University.

Financial Assistance

Currently, the Master of Arts in Faith & Culture and the Certificate in Faith & Culture is able to provide limited financial assistance to students in the form of partial scholarships to students. The amount of scholarship assistance varies from semester to semester depending on the amount of generous assistance the Center for Faith & Culture is able to secure for the following year. Students who wish to apply for scholarships will need to submit an application for scholarship assistance. Please contact the Center for Faith & Culture for more information.

In addition, limited financial assistance is available through the University of St. Thomas Financial Aid Office. Interested students are encouraged to apply for financial assistance by contacting the Financial Aid Office for a financial aid packet and detailed information about the procedures to follow. Students must be officially admitted into the University before an application for financial assistance can be considered by the Financial Aid Office. Students who do receive financial assistance have an obligation to satisfy all the conditions of the Financial Aid Office. In addition, a student must make timely progress toward their degree. Timely progress is defined as at least one course successfully completed ("B" or better) in residence each consecutive Fall and Spring semester while receiving financial aid at the University. Note that this is only a program requirement and may not satisfy financial aid requirements. Students should always verify their status with a financial aid counselor.

MAFC students who receive scholarship assistance are required to immediately notify the MAFC Program Director anytime the student has a change in enrollment status (i.e. full-time to part-time or vice-versa).

Code of Student Conduct

The University of St. Thomas expects a high standard of conduct from all of its students. As a Catholic University, these standards are grounded in our University mission statement and Basilian tradition. The Code of Student Conduct outlines both individual and group behaviors that students must maintain to meet these standards as well as the means for enforcing them. The personal conduct of a student becomes a concern of the University when it contradicts the standards expressed in the Code of Student Conduct. The Office of the Vice President for Student Affairs & Enrollment Management administers the University's non-academic regulations listed in the Student Handbook, which can be found on the University of St. Thomas Web site, www.stthom.edu/campus/handbook.pdf. All of the regulations apply equally to both residential and non-residential students. In addition, the University expects its student to obey all local, state and federal statutes.

Academic Dishonesty

Every offense against academic honesty seriously undermines the teaching-learning process for which the University exists, and such offenses will be dealt with expeditiously according to the following criteria:

Definition

Academic dishonesty includes but is not limited to:

1. Cheating on an examination or test; for example, by copying from another's paper or using unauthorized materials before or during the test;
2. Plagiarism, which represents as one's own the work of another, whether published or not, without acknowledging the precise source;
3. Knowing participation in the academic dishonesty of another student, even though one's own work is not directly affected;
4. Any conduct which reasonable persons in similar circumstances would recognize as dishonest in an academic setting.

Penalty

The penalty for an incident of academic dishonesty is, at the discretion of the faculty member, either a mark of zero for the work in question or a grade of "F" for the course.

Procedures for Cases of Academic Dishonesty

Faculty who consider that a student has engaged in academic dishonesty must inform the student of the charge and penalty in writing, using the Report of Academic Dishonesty Form available from the Registrar. The faculty member will inform the student no later than the date when course grades are due for the semester or other academic session. If necessary, the faculty member will send the student a copy of the report by certified mail. The student has the right to appeal the facts of the charge but not the penalty.

Plagiarism

The University of St. Thomas prohibits plagiarism. All sources, including electronic sources, must be documented. If there is any question about plagiarism occurring, the paper will be checked according to the university procedures.

“All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, and is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.” -UST Student Handbook

ADA Statements on Disabilities

The University of St. Thomas maintains a policy for students with disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Under these federal guidelines, the University is obligated to:

1. Protect the civil rights of students with disabilities.
2. Protect the confidentiality and privacy of students with disabilities.
3. Provide reasonable accommodations and services to students with known disabilities, who are qualified to meet the requirements of the academic program, apart from the handicapping condition.

The burden of proof is on the student to demonstrate the need for requested accommodations. If you feel you are qualified to receive services, please contact the Office of Counseling and Disability Services on the Second Floor of Crooker Center or call: 713-525-3162 or 713-525-6953 between the hours of 8am-5pm, Monday through Friday.

General Policies

Please visit the UST Web site (www.stthom.edu) for more information on general policies, term calendar and other information applicable to all students at the University of St. Thomas.

Important Contact Information

Center for Faith & Culture (CFC)	713-942-5066 cfc@stthom.edu
Rev. Donald S. Nesti, CSSp Director	713-942-5069 nesti@stthom.edu
Dr. Adam G. Martinez Associate Director and MAFC Program Director	713-942-5067 martinag@stthom.edu
Mrs. Jan Skrehot Assistant Director for Administration	713-942-5071 skrehotj@stthom.edu
Mr. Greg Arbogast Administrative and Fundraising Assistant	713-942-5066 arbogag@stthom.edu

Additional graduate degrees offered at the University of St. Thomas

Master of Business Administration (MBA)
Master of Science in Accounting (MSA)
Cameron School of Business
713-525-2100

Master of Education (MEd)
School of Education
713-525-3540

Master of Arts in Philosophy (MA)
Doctor of Philosophy (PhD)
Center for Thomistic Studies
713-525-3591

Master of Divinity (MDiv)
Master of Arts in Theological Studies (MA)
Master of Arts in Pastoral Studies (MAPS)
School of Theology
713-686-4345

STUDENT SERVICES DIRECTORY

Bookstore.....	713-525-3806
Business Office.....	713-525-2130
Cashier.....	713-525-6992
Campus Ministry.....	713-525-3589
Campus Ministry.....	713-525-3588
Career Services and Testing.....	713-525-3160
Counseling/Disability Services.....	713-525-3162
Doherty Library.....	713-525-2180
Registrar's Office.....	713-525-2150
Financial Aid.....	713-525-2170
Information Technology Hotline.....	713-525-6900
International Student Advisor.....	713-525-3503
Residence Life/Student Housing.....	713-525-3836
Veteran Services Office.....	713-942-3409



A Way of Life in the Light of Faith

University of St. Thomas
Educating Leaders of Faith and Character

**3800 Montrose Boulevard
Houston TX 77006**

Center for Faith & Culture offices: 1302 Sul Ross
www.stthom.edu/cfc

Map: [http://www.stthom.edu/Visitors Community/Maps/Index.aqf](http://www.stthom.edu/Visitors%20Community/Maps/Index.aqf)