



FACULTY OF THEOLOGY

Undergraduate Studies

STUDENT HANDBOOK

2022-2023

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WELCOME TO THE FACULTY OF THEOLOGY

Our Faculty is proud of its long-standing Dominican tradition and hopes you will benefit fully from it during your studies.

Ours is a tradition rooted in a life of study, thought and reflection, and focused on direct examination of writings. Reading, far beyond mere information-gathering, is a careful exegesis and analysis of theological works.

It is also a tradition of dialogue inspired by the great thinkers of the past as well as by contemporary ideas, in the quest for truth and knowledge.

The following practical advice and information are intended to help make your student life within the Faculty as rewarding as possible.

ACADEMIC CALENDAR 2022-2023

Fall Session 2022 (September-December)

- September 5 Labour Day (DUC closed)
- September 6 Registration
- September 7 Meetings, student association events, orientation
- September 8 Start of the fall session
- September 15 Last day of registration for fall term
- September 23 Deadline for changes to course selection
- September 29 Payment deadline for tuition fees
- October 7 Authorized withdrawal deadline
- October 10 Thanksgiving Day (DUC closed)
- October 24 - 28 Study week
- November 20 Convocation
- December 1 Pre-registration for the winter session
- December 14 Last day of classes
- December 15 – 21 Exams
- December 22 – Jan 2 Christmas Break (DUC closed)

Winter Session 2023 (January-April)

- January 5 Registration/Start of the winter session
- January 13 Last day of registration for the winter term
- January 20 Deadline for changes to course selection
- January 28 St. Thomas Aquinas Feast Day
- January 31 Payment deadline for tuition fees
- February 3 Authorized withdrawal deadline
- February 20 Family Day (DUC closed)
- February 20 – 24 Study Week (Ontario)
- Feb. 27 – March 3 Study Week (Québec)
- April 6 Holy Thursday (DUC closed)
- April 7 Good Friday (DUC closed)
- April 9 Easter Monday (DUC closed)
- April 17 Last Day of Classes
- April 19 - 25 Exams

Spring Session 2023 (May-August)

- May 1 Registration/Start of the spring session
- May 19 Last day of registration for the spring term
- May 22 Deadline for changes to course selection
- May 22 Victoria Day (DUC closed)
- May 31 Payment deadline for tuition fees
- June 24 St. Jean Baptiste Day (DUC closed)
- July 1 Canada Day (DUC closed)
- August 1 Civic Holiday (DUC closed)
- August 25 End of the spring session

PRACTICAL ADVICE

Your Studies

- Attend all classes regularly. If you must miss a class, inform the professor in advance.
- Do required reading before each class. This will not only enrich your understanding of the subject matter, but will contribute to a better classroom experience for all students as well as for the professor.
- Follow the professor's instructions. Each professor has different methods of teaching and evaluation.
- If you encounter difficulties in a course, speak to your professor immediately. Consult the Dean if needed.
- Start planning and research for your assignments promptly. Work closely with your professor in order to achieve the best possible results. Respect deadlines. Some professors will refuse late assignments or will subtract marks.
- Please note that it is the student's responsibility to notify the Registrar when he or she has completed his or her studies, so DUC can process the request to have the student's diploma issued.

The Institution

- Follow the registration procedure.
- Pay your tuition fees on time.
- Keep your student record up-to-date and in order, in keeping with regulations and timelines.
- All operations and changes concerning your student record must be effected by the Registrar (Office 310). The Dean does not accept forms directly from students.
- Participate actively in the College's activities. Attend our conferences, lectures and workshops in Philosophy and Theology. You will have the opportunity to hear and meet distinguished scholars, thereby increasing your knowledge. This is an essential part of student life.
- Our College is located in a Dominican House, where Brothers lead a monastic life. Please respect this environment.

Administrative Services

The Dean and Director of IDEST

Usually, the Dean and Director of IDEST is available during regular office hours or, preferably, by appointment.

Any changes in course selection, topics for papers and dissertation, type of degree, full-time/part-time registration and extension periods for papers/dissertations or exams must be authorized by the Director of IDEST. Requests for these changes must be submitted in writing to the Registrar (room 310).

The Professors

Professors are more than willing to meet students and help them out in their studies. However, professors request that appointments be made with them in order to better plan their work and use of time.

Administrative Officers

In order to ensure the smooth operation of the Administrative Services, please note the following distribution of responsibilities.

Registrar (Room 310)

- Modifications to the student's academic file
- Transcript, diploma and attestation
- Financial aid (OSAP, Prêts et bourses Québec, Foundation Bursary, OGS, SSRHC)
- Income tax declaration (T2202A and Relevé 8)
- Student Card
- Change of program, course registration and modification
- Complaints (Sexual violence and harassment policy)
- Submission of papers and dissertations
- *Dominicus* Student Portal

Co-ordinator of Academic and University Services (Room 309)

- Submission of exam selection forms
- Codes and payments for photocopies
- Information on courses (timetables, credits, rooms),
- Room reservations
- Locker allocation
- Course evaluation
- Submission of masters' dissertation
- Submission of doctoral thesis

Director of finances

- Payment of tuition fees: The best method for students to pay their tuition fees is via Interac e-Transfer at finances@dominicanu.ca. Please be advised that the due dates for tuition fees is May 31st for the spring semester, September 30th for the fall semester and January 31st for the winter semester.

Library

The Library hours will be the following:

- Monday 9:00 a.m. to 4:00 p.m.
- Tuesday and Thursday 9:00 a.m. to 5:00 p.m.
- Wednesday Closed
- Friday 12 p.m. to 4 p.m.
- Saturday and Sunday Closed

Students must obey the Library's rules regarding the use and borrowing of books and periodicals, the reserving of workstations, and the use of computers and copiers.

Whenever students have directly taken a book or a periodical from a shelf, they must place a cardboard (called "phantom") indicating the number of the work station where the book or the periodical is being used. When use is over, please put the book or the periodical on the borrowing counter, at the Library's entrance.

ACADEMIC REGULATIONS

1. DEGREE PROGRAMS

Certificate of Theological Studies (C.T.S.)

A 30-credit program in Theology. The C.T.S. can be completed full-time in one academic year (two semesters of 15 credits). If the C.T.S. is completed part-time in two or more years (maximum time allowed is 5 years), students will choose the 30 required credits in the following way:

Introductory Courses - 3 possible credits

- DTHY 1021 The Bible: History, Culture and Faith
- DTHY 1041 Developments in Christian Thought
- DTHY 1060 History of Christianity

Language Course DTHY 4000

Sources - Between 6 (two topics) and 9 (one in each topic) credits in:

- Old Testament I, II or III:
 - DTHY 1120 Introduction to the Pentateuch
 - DTHY 2140 Introduction to Prophetic Books
 - DTHY 3161 Introduction to Wisdom Books
- New Testament I, II or III:
 - DTHY 1220 The Letters of Paul
 - DTHY 2240 The Synoptic Gospels
 - DTHY 3260 The Gospel of John

- History of the Church I, II or III;
 - DTHY 1320 First Centuries
 - DTHY 2340 The Middle Ages
 - DTHY 3360 Protestant and Catholic Reformations

Or any other course about the Bible or the History of the Church

Block 1: Theological Reflection - At least 6 credits among the following courses:

- DTHY 1422-1423 The Mystery of God (6 cr.)
- DTHY 1424 Revelation and Faith
- DTHY 2441-2442 Christology (6 cr.)

Or any other course from Block 1

Block 2: Theological Reflection - At least 6 credits among the following courses:

- DTHY 3460 The Church

- DTHY 2461 Sacraments 1: Baptism and its Confirmation
 - DTHY 3462 Sacraments 2: Eucharist
 - DTHY 3463 Sacraments 3: The Sacrament of Penance, of Marriage and of the Sick
- Or any other course from Block 2

Block 3: Theological Reflection - At least 6 credits among the following courses:

- DTHY 1520 Fundamental Moral Theology
- DTHY 1521 Theological Anthropology
- DTHY 2540 Sin, Grace and Moral Life
- DTHY 2542 Hope and Charity
- DTHY 3560 Social and Political Commitment
- DTHY 3600 The Church and its Institutions

Or any other course from Block 3

Elective Program - A maximum of 3 credits in the Elective Program among which DTHY 9710

Dissertation I (1 credit) (connected with one course of the program).

Conditions for Admission

In order to be admitted to the C.T.S. program, one must have completed studies at the College level (or the equivalent) with an average not inferior to a C.

Requirements

In order to get the C.T.S. one must:

- Attend all courses of the program;
- Write the dissertation (DTHY 9710, p. 27) connected with one course of the program;
- Successfully pass the written and oral exams in each course of the program;
- Fulfill the above-mentioned requirements within a maximum period of 5 years.

Certificate in Philosophy and Theology

It is a 30-credit program, 15 in Philosophy and 15 in Theology. The 15 credits in Theology will be chosen in the following way:

Introductory Courses - 3 possible credits

- DTHY 1021 The Bible: History, Culture and Faith
- DTHY 1041 Developments in Christian Thought
- DTHY 1060 History of Christianity

Language Course DTHY 4000

Sources - At least 3 credits among the following courses:

- Old Testament I, II or III:
 - DTHY 1120 Introduction to the Pentateuch
 - DTHY 2140 Introduction to Prophetic Books
 - DTHY 3161 Introduction to Wisdom Books

 - New Testament I, II or III:
 - DTHY 1220 The Letters of Paul
 - DTHY 2240 The Synoptic Gospels
 - DTHY 3260 The Gospel of John

 - History of the Church I, II or III:
 - DTHY 1320 First Centuries
 - DTHY 2340 The Middle Ages
 - DTHY 3360 Protestant and Catholic Reformations
- Or any other course about the Bible or the History of the Church

Block 1: Theological Reflection - At least 3 credits among the following courses:

- DTHY 1422-1423 The Mystery of God (6 cr.)
 - DTHY 1424 Revelation and Faith
 - DTHY 2441-2442 Christology (6 cr.)
- Or any other course from Block 1

Block 2: Theological Reflection - At least 3 credits among the following courses:

- DTHY 3460 The Church
 - DTHY 2461 Sacraments 1: Baptism and its Confirmation
 - DTHY 3462 Sacraments 2: Eucharist
 - DTHY 3463 Sacraments 3: The Sacrament of Penance, of Marriage and of the Sick
- Or any other course from Block 2

Block 3: Theological Reflection - At least 3 credits among the following courses:

- DTHY 1520 Fundamental Moral Theology
 - DTHY 1521 Theological Anthropology
 - DTHY 2540 Sin, Grace and Moral Life
 - DTHY 2542 Hope and Charity
 - DTHY 3560 Social and Political Commitment
 - DTHY 3600 The Church and its Institutions
- Or any other course from Block 3

DTHY 9710 Dissertation I (1 credit) (connected with one course of the program).

Conditions for Admission

In order to be admitted to the Certificate in Philosophy and Theology, one must have completed high school studies with an average not inferior to a C.

Requirements

In order to get the Certificate in Philosophy and Theology one must:

- Register full time;
- Attend all courses of the program;
- Successfully pass the written and oral exams in each of the courses and / or submit a paper of some form.

2. COURSE SELECTION

The Dean of the Faculty is responsible for approving individual course selections made by students with a view to earning a specific university degree.

- Students must select their courses no later than September 15th for the Fall term, January 13th for the Winter term, and May 13th for the Summer semester. The registrar will inform students by email when registration opens in *Dominicus*.
- Changes to course selections are allowed until September 23rd for the Fall term, until January 20th for the Winter term, and May 19th for the Summer semester. No changes will be accepted after these deadlines.

LATE REGISTRATIONS: WARNING

Please present your completed and signed registration form by the dates indicated in the calendar. Late registrations will not be tolerated. A fine of \$5 per working day will be charged until receipt of the registration form and tuition fees.

3. CREDIT REQUIREMENTS

A full-time student must earn a minimum of 9 credits per term. However, according to current university standards, a full-time student can earn a maximum of 30 credits during any regular academic year. One credit normally involves 15 hours of courses and at least 30 hours of reading and assignments. As a guideline, students should allow two hours of work for every hour spent in class.

4. PROGRAMS OF STUDY

Students are advised to choose courses according to their culture, interests and academic orientation. In this regard, please note the following:

- a. Any student aiming for a graduate degree in Theology would be well advised to take some fundamental subjects, including courses which constitute the compulsory basics in university programs and therefore are necessary for admission to a Master's or Doctorate program.
- b. A balance should be sought between courses involving the study of writings and those applying participative methods.

- c. Students are responsible for their choice of courses according to the requirements of the chosen program of study.
- d. The Dean of the Faculty approves the choice of courses for each student and determines upon graduation if the student meets all of the requirements of the program and is eligible to receive the diploma. The student has the responsibility to make an appointment with the Dean of the Faculty at the end of his program for the analysis of his academic file.
- e. The Faculty reserves the right to cancel courses if an insufficient number of students have registered. The minimum has been tentatively set at four registrations.

5. PHILOSOPHY COURSES

A student registered in the Theology program can take a limited number of Philosophy courses.

- a. The three-year B.Ph. program requires 90 credits, of which 72 must be earned in Philosophy, leaving room for 18 credits in Theology (or other subjects).
- b. The four-year B.Ph. program requires 120 credits, of which 90 must be earned in Philosophy, leaving room for 30 credits in Theology (or other subjects).

NOTE: It is possible to register for a Theology course (evening courses in particular) as auditor. When filling out your form, be sure to specify whether you wish to audit the course or earn university credits by taking the exam or completing the in-class assignments.

6. COURSES AT OTHER INSTITUTIONS

To complete their program of study, students registered at the Dominican University College's Faculty of Theology may also take courses at other universities provided the following conditions are met:

- a. Request a letter of permission from the Dean of the Faculty of Theology.
- b. Ensure that timetables do not conflict.
- c. In the case of a course load more or less equivalent to that of a regular term, regular registration fees will be payable to the Dominican University College. In addition, students must assume full responsibility for the payment of registration and tuition fees charged by the university where those courses will be taken.
- d. Follow registration procedures of the other institution.
- e. Provide an official transcript to the Dominican University College Registrar's Office after completion of the course in order to have credits recognized.

- f. Ensure that at least two thirds of the credits are earned at the Dominican University College's Faculty of Theology. The Faculty reserves the right to demand more than this minimum requirement.

7. AGREEMENT BETWEEN THE DOMINICAN UNIVERSITY COLLEGE AND THE UNIVERSITY OF OTTAWA REGARDING THE PHILOSOPHY PROGRAM

Dominican University College students may take courses at the Faculty of Arts of the University of Ottawa without paying additional tuition fees provided the following conditions are met:

- a. Admission to a program of study at the Dominican University College and satisfactory academic standing.
- b. Compliance with regulation 6f above.
- c. Approval of course selection by both institutions (using the special registration form available in room 310).

Only those courses which are part of an approved program of study will be accepted within the terms of the agreement. Students must follow the calendar of sessional dates of both universities.

8. DIRECTED READING

Students may complete part of their program of study with directed reading for which credits can be earned. Directed reading can serve to complement a given course by further exploration of the subject matter or, in exceptional cases, to address a topic not covered in the Faculty's current program.

Standards related to directed reading are as follows:

- a. Directed reading cannot replace a course offered by the Faculty of Theology on the topic of interest.
- b. The student must find a professor willing to direct reading on the chosen topic.
- c. Directed reading programs normally require a short research paper.
- d. Only students in the last year of their program of study are eligible for directed reading.

9. ATTENDANCE

Students must attend all courses in which they are registered. Absences must be justified to the professor concerned. A student who fails to attend more than 25% of classes in a given course will not be permitted to write the exam.

10. WITHDRAWAL FROM A COURSE

Dropping a course without the Dean's official authorization is recorded as a "failure – dropped course" on the student's record.

Students may abandon a course up to October 7 in the Fall semester, up to February 3 in the Winter semester, and May 19th in the Summer semester. They must fill out the course withdrawal form provided by the Registrar's Office. Once signed by the Dean, the form must be delivered to room 310. No course withdrawals will be allowed after these dates.

11. ESSAYS, EXAMINATIONS AND ACADEMIC STANDING

Coursework and academic responsibilities

The normal coursework for undergraduate studies in Theology is normally 30 credits per year. A student registered for at least 9 credits per semester is considered full-time. If there are missing credits, those can be chosen among the courses offered in French or in tutorials. Some courses offered by the Faculty of Philosophy may count towards your Theology degree, but this will be decided in conjunction with the Dean and the student.

Attendance to courses is mandatory. In case of absence, the Professor must be notified, preferably before the class, and if not, as soon as possible thereafter. The Faculty of theology considers attendance and participation to lectures to be an integral part of the learning experience. Students who miss more than six hours of a three-credit course may continue to audit the course but will be eligible neither for the credits nor to complete the course as a tutorial. Any exception must be approved by the Director of IDEST after consultation with the professor.

Distribution of the courses

The Certificates and Combined programs are divided in the following way:

Sources Study: Old Testament, New Testament, History of the Church and Patristics.

- Block 1 Dogmatic Theology (God, Christ, and Revelation)
- Block 2 The Church and the Sacraments
- Block 3 Moral Theology

Ancient Languages

Three credits can be granted to ancient languages courses taken before studying at DUC (Latin, Greek and Hebrew) and integrated in the total coursework. If more than one ancient languages course is followed at the undergraduate level, the extra credits will be recognized at the graduate level, if a student continues his studies at this level.

These languages courses will only be given if at least five students register for it.

Course Selection

Students must register through the student portal, *Dominicus*. They must register as soon as possible. The registrar office will send out an email to all students to inform them that registration has open in *Dominicus*.

If you experience any issues with *Dominicus*, please contact the registrar by email at registrar@dominicanu.ca

Note that if you register past the semester's deadline, a fine of \$5.00 / day will be charged until registration is completed.

Any change in course selection, topics for papers and dissertation, type of degree, full-time / part-time registration and extension periods for papers / dissertation or exams must be authorized by the Director of IDEST. Requests for these changes must be submitted in writing to the Registrar's office to obtain the Director of IDEST approbation (appropriate forms can be obtained in room 310).

Papers and dissertations

Written Papers

Beside attendance to courses and success to exams, the different degrees in Theology also require the writing of papers connected to mandatory courses of the program. Such papers contain between 7 to 10 pages and their topic may be either a specific question, reading report or other formulas, in agreement with the professor. The papers are part of the final evaluation of a course and can count for as much as 30% of the final mark.

Dissertation

Dissertations are part of the Certificate (C.T.S.). A dissertation is a 15-page paper connected with a mandatory course of the academic year and is worth one credit. Students have to write one dissertation per 30 credits in Theology. The choice of the topic of the dissertations does not follow a specific order or a specific year, as long as all the required dissertations of a program are written.

Presentation

Papers and dissertations must be typed and presented according to the rules of scientific methodology.

Tutoring

Students wishing closer supervision in their work should approach the professor they think appropriate as a tutor in the subject matter.

Topic for the Dissertation

The topic for the dissertation must be submitted by September 24 2022, if the student wants to write it in the fall semester, by January 21, 2023 if the student wants to write it in the winter semester, and May 19th if the student wants to write it in the summer semester. Students must fill out the form Choice of Dissertation and return it to the Registrar's office.

Deadlines

Papers and dissertations must be submitted on the set due dates, this is usually at the end of the term when the mandatory course connected with them ends. Any lateness not justified to the Director of IDEST will affect the Professor's evaluation. If an extension is needed, students must first make this known to the Director of IDEST and then fill out the proper form.

For those who choose to write their yearly dissertation in the fall semester, it must be handed in to room 310 by November 30th, 2022; for those who choose to write it in the winter semester, it must be handed in by March 29th, 2023; for those who choose to write it in the summer semester, it must be handed in by June 30th, 2023.

Exams

Besides papers and dissertation, the evaluation of students includes an exam session at the end of every term.

Oral Exams

For all courses, students have the choice between a written or oral exam; however, students must take at least one oral exam per term. Oral exams for all courses last 20 minutes.

Supplementary Exam

In the event of a failure, students have the right to one supplementary exam.

Examination Questions

Professors will begin the distribution of examination questions November 23rd, 2022 for the fall semester, March 29th, 2023 for the winter semester, and July 31st, for the summer semester.

13. GRADING SCALE

Definition	Letter Grade	Point Value
Excellent	A+	9.0 – 10
Very Good	A	8.5 – 8.9
Very Good	A-	8.0 – 8.4
Good	B+	7.7 – 7.9
Good	B	7.4 – 7.6
Good	B-	7.0 – 7.3
Satisfactory	C+	6.7 – 6.9
Satisfactory	C	6.4 – 6.6
Satisfactory	C-	6.0 – 6.3
Pass	D+	5.7 – 5.9
Pass	D	5.4 – 5.6
Pass	D-	5.0 – 5.3
Failure	E	less than 5

14. STUDENT RECORDS

Students are responsible for maintaining their academic and financial records in order. They must follow the procedures (forms, requests, etc.) and respect deadlines set by the Faculty and the College. All requests for changes to student records are processed by the Registrar (Office 310). Please note that all changes require the Dean's approval. Students whose financial record is not in order will be denied access to courses and examinations.