

**BRANIFF GRADUATE SCHOOL OF LIBERAL ARTS**

***MASTER'S AND CERTIFICATE PROGRAMS***

**STUDENT HANDBOOK**

**2022 2023**



## **FOREWORD**

The University of Dallas is an equal opportunity, co-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 *Bulletin*, and the current University of Dallas Student Handbook. The Student Handbook may be obtained from the Office of Student Life, Haggar Center.

## MISSION

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 Students who have not completed requirements within the time limit will be withdrawn from the program.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 all 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.

1) Through coursework:

- a) 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.
- b) Complete the UD undergraduate language sequence in the language, including First-Year and Second-Year courses.
- c) 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 by passing with a grade of B (3.0) or better. Students from the University of Dallas may fulfill the requirement with the approval of the Classics Department with such a course taken at the University

2) 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.

3) In the classical languages only, by passing an examination prepared by the Classics Department a primary consent 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.

4) 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), the comprehensive examination, and fulfill the language requirement **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

**OTHER POLICIES**

**Incomplete (I) Grades**

students must take a minimum of **15** credit hours of course work on campus, with the exception of Master of Humanities students who must take at least **18** credit hours



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

- Earn two or more grades of B- or below
- 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:

- Earn three grades of C+ or below
- Earn one failing grade (C- and below)
- 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 been resolved, then the student shall be **dismissed**.

Students who are on probation may not apply for graduation or take a Capstone or Practicum course until probationary status has been cleared. Probation and dismissal criteria have precedence over warning status.

Students who meet one or more of the following will be subject to dismissal:

- Two or more failing grades (C- and below)
- Four or more grades of C+ or below
- Two or more grades of C+ or below and one failing grade (C- and below)
- A cumulative GPA of 2.499 or below

Dismissal criteria have precedence over probationary status. For example, if a student receives two grades of C+ or below and one failing grade he or she is subject to dismissal without a probationary period.

### **Academic Dismissal Appeal Process**

Students have the right to appeal an academic dismissal by means of a hearing before the Braniff Dean, their program director, and a second Braniff program director appointed by the Braniff Dean. Such requests must be filed within seven (7) business days of the date of the dismissal notice.

In order to appeal a dismissal, a student must submit a dated letter to the Dean and Program Director that contains:

- full name
- explanation of academic performance (please note that valid reasons for an appeal are as follows: access to course or course resources or other cir



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**

length of the relationship, (2) the type of relationship, and (3) the frequency and nature of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

**Domestic Violence**

Domestic Violence refers to the following types of violence:

- By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- acts
- under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Harassment (Other than Sexual Harassment)**

Harassment is a form of discrimination that includes physical, verbal, or nonverbal conduct based on a pervasive, and objectively offensive, such that it unreasonably interferes with, denies, or limits residential program. Harassment can take many forms, including slurs, taunts, stereotypes, or name-perceived membership in a protected category.

**Non-Title IX Sexual Harassment**

Sexual harassment includes unwelcome verbal, written, or physical conduct that:

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University Education Program or Activity;  
Sexual Assault under Title IV, Dating Violence, Domestic Violence, or Stalking

### **Retaliation**

Retaliation refers to any adverse action taken against a person participating in a protected activity because of that

This includes, but is not limited to, any adverse employment or educational action taken for making reports of a violation of or otherwise participating under the University Civil Rights Policy, with the Equal Employment Opportunity Commission, the Office of Civil Rights, or any other human rights agency.

### **Sexual Assault**

Sexual Assault is where a person is incapable of giving consent. Sexual Assault encompasses Rape, Fondling, Incest and Statutory Rape.

### **Stalking**

Stalking is a course of conduct, as defined by a reasonable person to: (1) fear for their safety and/or the safety of others; or (2) suffer substantial emotional distress.

Stalking includes, but is not limited to, following, monitoring, observing, or communicating with a person through third parties, by any action, method, device, or means, follows, monitors, observes,

or communicates with a person, does not necessarily, require medical or other professional treatment

or the disclosure of the person's identities to the victim.

The Policy definition of Stalking also extends to cyberstalking

### **Supportive Measures**

When a violation of the University Civil Rights Policy is reported, the University will consider supportive measures to protect involved persons and/or the community. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant and/or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the University

educational environment, and to deter Prohibited Conduct.

**Students with Disabilities:** The University of Dallas provides students with disabilities reasonable accommodations in accordance with the Americans with Disabilities Act, as amended (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. The ADA and Section 504 are designed to guarantee students meaningful access to the benefits provided by institutions such as UD. Students requesting ADA/504 Accommodations must make requests through Student Disability Services: [udallas.edu/sds](http://udallas.edu/sds).

Upon receiving a letter of accommodation authorizing accommodations, the student should contact the instructor as soon as possible to make any necessary arrangements. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. Accommodations should go into effect within one week of the

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 is returned to Student Disability Services. For additional information, you may contact the Student

1845 E. Northgate Drive  
Irving, Texas 75062  
(972) 721-5010  
[mheckman@udallas.edu](mailto:mheckman@udallas.edu)

Appendix - **Check List for Master's Degree Application**

*All forms are available in the Graduate Office.*

- a. 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.)
- b. 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.
- c. If you are completing the Master of Arts:
  1. Have a language examination proposal approved by both the Program Director and the Graduate Dean prior to completing the language requirement. Have examiner send notification of exam results to Graduate Dean.
  2. Register for Thesis Research (6 credit hours).
  3. Have Thesis Proposal approved by both Program Director and Graduate Dean prior to writing thesis.
  4. Before writing thesis, obtain a copy of \_\_\_\_\_ from the Graduate Office.
  5. 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 change for Thesis Research.
  6. Submit thesis to UDigital Commons and ProQuest. Notify the Graduate Office that you have completed the submission process for both repositories.
- d. 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.
- e. Notify alumni office of future plans.