



# THE CATHOLIC UNIVERSITY OF AMERICA

## Catalog Announcements - 2015-2016

### Admission to Graduate Study

The Catholic University of America admits students regardless of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and District of Columbia laws, and does not discriminate against students or applicants for admission on any such basis in the administration of its educational or admissions policies or in any aspect of its operations.

The University has an obligation to ensure that students admitted into its academic programs are fully prepared and qualified to engage with a reasonable expectation of success. This is especially true of students for whom English is not their first language and students who have been educated abroad.

The Office of Admissions and the various academic units of The University involved in admissions decisions will comply with The University policy regarding minimum English proficiency using the standards and procedures outlined in this policy. Individual school or departments may prescribe additional requirements that can be found in the appropriate section of the Announcements.

[^top](#)

### Application Submission and Requirements

The application for admission may be submitted online at <https://applyonline.cua.edu/>. Application materials may be requested at <https://applyonline.cua.edu/> or by contacting the Office of Admissions at tel. (800) 673-2772 or tel. (202) 319-5057. The academic deans of the various schools make decisions on graduate applications based on the recommendations of the admissions committees. Admission is granted only for the semester to which one applies. Those failing to register for the semester for which they have received acceptance must reapply for admission, unless permission for a one- or two-semester deferral is obtained from the dean of their school and notification is sent to the Office of Admissions. Deferral of admission does not guarantee deferral of scholarship.

Admission to study does not imply admission to candidacy for a degree, which is granted only after completion of required courses or examinations. Admitted students are required to submit a nonrefundable enrollment deposit to hold his or her place in the class. The deposit is credited toward tuition and fees upon matriculation.

By provision of the Academic Senate, no member of a Faculty in the ranks of Assistant Professor, Associate Professor, or Ordinary Professor, and no Officer of Administration (as specified by name in the Announcements of the University) will be admitted to a graduate degree program. Interpretation

#### TABLE OF CONTENTS

- [Admission to Graduate Study](#)
- [Application Submission and Requirements](#)
- [International Student Admission](#)
- [Provisional Admission](#)
- [Conditional Admission](#)
- [Students with Disabilities](#)
- [Admission of Non-Degree Students](#)
- [Readmission](#)
- [Registration](#)
- [New Students](#)
- [Continuing Students](#)
- [Consortium Registration](#)
- [Auditing](#)
- [Postdoctoral Auditing Privilege](#)
- [Course Number](#)
- [Change of Registration](#)
- [Change of Course](#)
- [Withdrawal from a Course](#)
- [Change of School](#)
- [Enrollment](#)
- [Definition of Full-Time Enrollment](#)
- [Graduate Students Not Considered Full-Time](#)
- [Certification of Full-Time Enrollment Status](#)
- [Part-Time Study](#)
- [Graduate Students on Academic Leave](#)
- [Enrollment of Undergraduates for Graduate Studies](#)
- [Joint Advanced Degrees](#)
- [Continuous Enrollment](#)

of this rule and authorization of exceptions to it are within the jurisdiction of the Graduate Board.

If at any point during the admission or attendance period, materials are found to be altered or falsified, the Office of Admissions reserves the right to expel an applicant or student.

The following materials should be submitted directly to the Office of Admissions, The Catholic University of America, 620 Michigan Ave., N.E., Washington, D.C. 20064 unless submitted electronically.

### **A. Completed Application and Nonrefundable Application Fee**

The application fee typically is waived only in the following cases:

1. Catholic University undergraduates, while maintaining continuous enrollment;
2. Catholic University graduate students applying for an advanced graduate degree, while maintaining continuous enrollment.

### **B. Official Transcripts of All Undergraduate Coursework and Postsecondary Studies**

Applicants for graduate study are expected to have earned, or to be near completion of, a bachelor's degree from an accredited institution. Their records should indicate that they are prepared to pursue advanced study and research in the field or fields in which they intend to specialize.

Applicants who have received a bachelor's degree from a non-accredited institution or who have completed an educational program equivalent to a bachelor's degree may be admitted if their undergraduate scholastic records indicate superior ability in the field in which they intend to specialize.

In order to expedite the processing and evaluation of admissions, unofficial transcripts may be submitted. However, final, official transcripts and documentation of degree conferral are expected to be submitted as soon as possible. Official transcripts and documentation of degree conferral must be sent directly from the Registrar of the school(s) previously attended and should show degree(s) earned, courses completed toward the degree, grade earned in each course, and the basis of grading in effect at the institution. Where available from the school(s) issuing the transcript(s), all transcripts should be sent electronically to the Office of Admissions.

Except for an applicant in their final year of study, an applicant with unofficial documents will be provisionally admitted if they meet all other admission requirements. An applicant who is in the final year of studies may be admitted fully; however, documentation of the degree conferral will be required in order to complete the registration for courses. This documentation should be official and submitted directly by the institution granting the degree. Any student who fails to submit the required documentation will be blocked from registering until such documentation is received.

### **C. Official Letters of Recommendation**

Letters should be requested from officials or faculty members of institutions previously attended who are acquainted with the applicants' ability for graduate study. Employment supervisors may serve as

- Change of Enrollment
- Interruption of Studies
- Permanent Withdrawal from The University
- Residence
- Definition of Residence
- Extended Residence
- General Requirements for Graduate Study
- Definition
- Admission
- Coursework
- Transfer of Credit
- Language Requirement
- Master's and Licentiate Degrees
- Thesis
- Option of Degree without Thesis
- Comprehensive Examination
- Completion of Requirements
- Admission to a Doctoral Program after Completion of a Master's Degree
- Doctoral Degree
- Comprehensive Examination
- Admission to Candidacy
- Dissertation
- Dissertation Completion Deadline
- Criteria for Dissertations
- Oral Examination
- Deposition and Publication of the Dissertation
- The Copyright
- Completion of Requirements, Requests for Extension or Academic Leave
- The Grading System and Definitions
- Incomplete Grades
- Change of Grade
- Good Standing
- Dismissal
- Academic Dishonesty

recommenders when appropriate. Most schools require three letters; please refer to the school requirements for details.

## D. Standardized Examinations

Most schools require the submission of standardized test reports such as the Graduate Record Examination (GRE), Miller Analogies Test (MAT), and the Test of English as a Foreign Language (TOEFL). Please refer to the appropriate school for details.

Official score reports, no more than five (5) years old, must be submitted directly to The Catholic University of America by the testing service; these test scores cannot be attached to the online application, and student copies or photocopies will not be considered official.

- For information about the GRE, please visit [www.gre.org](http://www.gre.org) or contact GRE-ETS, P.O. Box 6000, Princeton, NJ 08541-6000. CUA's test code for the GRE is 5104.
- For information about the MAT, please visit [milleranalogies.com](http://milleranalogies.com) or contact Pearson, PSE Customer Relations-MAT, 19500 Bulverde Road, San Antonio, TX 78259-3701. CUA's test code for the MAT is 1042.
- For information about the TOEFL, please visit [www.ets.org/toefl](http://www.ets.org/toefl) or contact TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151. CUA's test code for the TOEFL is 5104.

## E. Statement of Purpose

Certain schools have specific guidelines for the preparation of the statement. If not specified, applicants should address the following in a statement of approximately 500-750 words:

1. State your purpose for undertaking graduate study in your chosen field. Include your academic objective, research interests and career plans. Also discuss your related qualifications, including collegiate, professional and community activities, and any other substantial accomplishments not already mentioned on the application form.
2. How would you describe your ability and commitment to undertake graduate education at this time?
3. What are your proposed career goals?
4. What influenced your decision to apply to The Catholic University of America?

## F. Additional Requirements

Specific schools may have other requirements such as an early application deadline, the submission of additional materials such as a writing sample, portfolio, audition or interview. Please review the appropriate school entry for details.

International applicants and those who have studied outside the U.S. should carefully consult the International Student Admission policy below.

## International Student Admission

### A. Application Method

Because of the delays that often occur in obtaining and evaluating

- [Introduction](#)
- [General Provisions](#)
- [Categories of Academic Dishonesty](#)
- [Enforcement Procedures](#)
- [Sanctions](#)
- [Appeals](#)
- [University Appeal Procedures](#)
- [Commencement and Diploma](#)
- [Commencement](#)
- [Diploma](#)
- [Records and Transcripts](#)
- [Directory Information](#)
- [Name of Record](#)
- [Transcripts](#)
- [Student Life](#)
- [The Office of the Associate Vice President for Student Life and Dean of Students](#)
- [Campus Ministry](#)
- [Career Services](#)
- [Counseling Center](#)
- [Disability Support Services](#)
- [Housing and Residential Services](#)
- [International Student and Scholar Services](#)
- [Multicultural Education and Awareness](#)
- [Department of Public Safety](#)
- [The Catholic University of America Sexual Harassment Policy](#)
- [Student Health Services](#)
- [Student Medical Insurance](#)
- [2015–2016 Fees and Expenses](#)
- [Application Fees](#)
- [Enrollment and Registration Deposits](#)
- [Tuition and Fees for Fall 2015 and Spring 2016 Academic Year](#)
- [Board](#)
- [Mandatory Program Fees](#)
- [Miscellaneous Fees](#)

credentials, prospective international students should submit complete applications for admission well in advance of the beginning of the semester for which they are applying.

Applications should be submitted to the Office of Admissions no later than July 1 for the fall semester (classes beginning in August) and November 1 for the spring semester (classes beginning in January).

## B. Required Credentials for International Candidates

International applications are considered complete when the Office of Admissions has received the following:

1. The completed online application and nonrefundable application fee.
2. A certified, translated copy of transcripts of all previous education equivalent to secondary and postsecondary education in the United States. All transcripts issued from outside the United States must be certified by a recognized evaluator of international educational records (such as WES or AACRAO), even if in the English language.
3. Credential Evaluation of any non-U.S. degrees.
  - a. Applicants for graduate programs who hold undergraduate degrees from foreign institutions of higher education must provide, as part of the application process, a degree equivalency evaluation from a reputable credentials evaluation service recognized by The University. This ensures that applications are given full consideration by University officials who may not be familiar with the education program of that specific institution.
  - b. Recommended agencies that can provide this service can be found at [admissions.cua.edu/international](http://admissions.cua.edu/international).
4. Evidence of sufficient proficiency in the English language to participate in the academic program.
  - a. All students, regardless of U.S. immigration status, from countries and areas where English is not the common, spoken language must demonstrate a practical understanding of spoken and written English to benefit from instruction, study and examinations in that language.
  - b. For graduate programs, the mechanisms for establishing sufficient English language proficiency and the standards used are established and administered by the Office of Admissions in partnership with the Vice Provost and Dean of Graduate Studies and the appropriate school deans.
  - c. The University typically does not require individuals who have received a bachelors or graduate degree from an accredited U.S. institution of higher education to demonstrate English proficiency. Students who do not demonstrate a sufficient level of competency in the English language may be advised to continue their language study before reapplying for admission. At the discretion of the Office of Admissions and the appropriate school dean, students with a borderline level of proficiency may be conditionally admitted to an academic program provided that the appropriate school dean's office and Admissions has agreed upon an initial plan to improve the student's language competencies. The student's ability to continue in the academic program is contingent upon the successful fulfillment of the terms of the initial academic plan.

- [Late Fees](#)
- [Payment Plan](#)
- [Refund Policy](#)
- [Financial Support](#)
- [Application Procedure](#)
- [International Students](#)
- [Federal Programs](#)
- [University Programs and Scholarships](#)
- [Additional Information](#)
- [Footnotes](#)

## University English Language Proficiency Minimums

Source of Evaluation	Acceptable standard	
TOEFL (Test of English as a Foreign Language)	Paper:	550
	Computer:	213
	Internet:	80 (20 in each category)
IELTS	6.5	
ELS (English Language Service)	Completion of level 112	
Catholic University's Intensive English Program	Completion of level 100 course and cumulative GPA of 3.0 plus "adequate" evaluation by the Director of Program	

d. Notwithstanding the above, note that English proficiency requirements for satisfactory participation in a particular program can vary considerably from one course of study to the next, and individual programs may in some instances impose higher proficiency minimums. Those programs where the minimum is higher are set forth at <http://admissions.cua.edu/international/>.

### C. Conditional Admission of Students with Borderline English Proficiency

A student who cannot document that he or she meets the standards indicated above may be admitted conditionally if the Request for a Waiver Form is initiated in the school dean's office and approved by all relevant administrative offices.

### D. Additional Requirements for Issuance of Immigration Documents for F-1 or J-1 status

International students who need to have immigration documents issued by the University on their behalf must be able to document their financial ability to cover the costs of their studies in the U.S. These costs include tuition, living expenses, health insurance, fees, and other costs associated with living and studying in the U.S.

#### Provisional Admission

Provisional admission may be granted to an applicant who is missing one or more required documents, such as official GRE scores, but who is otherwise deemed suitable for admission. Such applicants may be requested to secure a notarized statement concerning their academic career from an authoritative source.

Provisional admission is normally granted for one (1) semester, and provisionally admitted students must complete the requirements of their admission before being admitted as regular students. If the provisions of admission are not completed within one (1) semester, The University

reserves the right to withdraw students from future semesters.

### **Conditional Admission**

Conditional admission may be granted to an applicant with strong academic credentials but who is in need of strengthening a specific body of knowledge through prerequisites which do not apply toward the completion of their degree. Conditional admission may also be granted to an applicant whose record may indicate academic deficiencies or concerns, but may show promise of success in others areas of evaluation. Conditionally admitted students must successfully complete the requirements of their admission normally within one semester before being changed to regular student status. If the conditions of admission are not completed within one semester, then the University reserves the right to withdraw the student from future semesters.

### **Students with Disabilities**

Disability services, designed to support and encourage the integration of students with disabilities into the mainstream of The University community, are provided through the Office of Disability Support Services (DSS). To be eligible for services at The University, students must register with DSS and submit documentation of disability. Recently admitted students are encouraged to contact DSS beginning June 1 to begin the registration process. For more information on services or documentation requirements and registration procedures, please contact the Office of Disability Support Services at 202-319-5211, TTY 202-299-2899, e-mail [cuadisabilityservices@cua.edu](mailto:cuadisabilityservices@cua.edu), or visit the DSS Web site at [disabilityservices.cua.edu](http://disabilityservices.cua.edu).

### **Admission of Non-Degree Students**

An applicant who does not wish to pursue a degree program at The Catholic University of America but who wishes to follow courses independently or in a program required for a certificate, either for credit or as an auditor, may apply for admission as a non-degree seeking student. Standard tuition and fees apply to students who take courses as non-degree or audit status. The application must be accompanied by the specified application fee and supported by official transcripts of all previous postsecondary education. In lieu of a transcript, a properly qualified student who is working toward a degree at another institution may submit written authorization for temporary enrollment at this University from the cognizant dean of that institution.

In the case of an applicant who has received a bachelor's degree from a non-accredited school or who is deficient in preparation, admission as a non-degree seeking student may be granted. After three courses are completed with a grade of B or better, students may apply for degree seeking status. By law, a student visa can be issued to an international applicant only for the purpose of enrolling in a full course of study that will lead to the attainment of a specified educational or vocational objective, as defined in The Code of Federal Regulations at 22 CFR Part 62 and 8 CFR Part 14. The application of an international student as a non-degree student will be evaluated according to these criteria.

Admission as a non-degree student is limited to a single semester or summer session, unless renewed by the dean of the school for registration in subsequent consecutive semesters or summer sessions. No fee is charged for such renewal. A non-degree student who does not enroll in consecutive terms or who enrolls in a different school must submit a new

application for admission, which must be accompanied by the application fee.

A non-degree student who wishes to be considered for admission to a degree program must submit the application and supporting documents ordinarily required for admission to the degree program. Since the mere accumulation of courses will not satisfy degree requirements, one should consult the appropriate dean or department chair before enrolling. A non-degree student may take up to a maximum number of nine graduate credits.

### **Readmission**

A student who has withdrawn from the University, or who is presumed to have withdrawn because of failure to maintain continuous enrollment, must apply for readmission. An application for readmission is subject to the same scrutiny as an application for original admission. The student may be required to adhere to degree requirements adopted since original matriculation or to special requirements imposed as a condition of readmission, such as repetition of certain examinations or courses. A student who has been withdrawn for more than ten (10) years may not be eligible for readmission.

A student who is readmitted will incur a readmission fee upon registration.

The Catholic University of America complies with requirements regarding readmission of veterans as set forth in Executive Order 13607, *Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members*.

### **Registration**

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A student may register only after receipt of official notification of admission from the dean of the school to which application was made.

The registration period is announced each year in the relevant Academic Calendar (defined below). No student will be permitted to register later than the last day of the registration period, or register or add courses after the date published in the relevant Academic Calendar, absent approval from the Provost or his/her designee.

Students will incur a late registration fee if their initial registration for a semester is on or after the first day of the semester, and a late enrollment fee if their initial registration is after the final drop/add deadline of the semester. These fees are listed on the [Office of Enrollment Services website](#), and are the responsibility of the student.

### **Definitions**

**Academic Calendar:** The official University calendars setting forth the specific dates and deadlines for semesters and terms, enrollment periods, examination periods, holidays, periods that classes are not in session, and commencement. Academic Calendar means the [Standard University Academic Calendar](#), the [Columbus School of Law Academic Calendar](#) and the [Online Programs Academic Calendar](#). Add/drop periods are listed in each respective calendar.

[^top](#)

## New Students

A student who has been admitted for graduate study is expected to consult with the school dean, department chair (where applicable), or an assigned adviser in planning their upcoming program of study for the semester. Students who have been admitted should use their previously issued login ID and password to register via [Cardinal Station](#).

## Continuing Students

Prior to the end of each semester, The University provides a registration period for all currently enrolled students. Each continuing student must register for the following semester at the designated times and according to the procedures set by the student's particular school and the Registrar. The registration period is announced each semester in the Academic Calendar.

Continuous enrollment is required of all students enrolled in programs leading to degrees unless an authorized Academic Leave or Term Withdrawal has been granted. Failure to maintain continuous enrollment, to obtain an Academic Leave, or to obtain a Term Withdrawal, is considered to be evidence that the student has withdrawn permanently from The Catholic University of America. A student who has withdrawn from The University, or who is presumed to have withdrawn because of failure to maintain continuous enrollment, must apply for readmission to continue graduate studies.

**PLEASE NOTE: As required by Federal law and United States Department of Education guidelines, the University must notify the National Student Clearinghouse of all students who fail to maintain continuous enrollment. Recipients of Federal Student Loans will then enter their loan grace period, and if they have previously used up their loan grace period, will immediately enter into loan repayment.**

## Consortium Registration

Application forms and instructions for registration in a course offered by a member institution of the Consortium of Universities of the Washington Metropolitan Area may be obtained in the Office of Enrollment Services. A student may take a consortium course only for credit and must have the approval of the adviser, chair, school dean and consortium coordinator. Regulations and registration procedures are published on the [Enrollment Services website](#).

## Auditing

A student who has been admitted to the University and who wishes to attend a course without satisfying its formal requirements may, after registering for the course and securing the permission of their school dean, have the grading basis changed to audit. Students must also complete the [Registration Status Change Form](#) with both their school dean's office and the Office of Enrollment Services. Students remain responsible for paying the applicable tuition and fees for the course.

Credit will not be granted for auditing a course. Audit or "not for academic credit" classes cannot be counted for enrollment certification, for fulfillment of degree requirements, for financial aid purposes, or for loan deferment purposes, regardless of billing or registration status.

Auditors are required to attend a minimum of one-half (1/2) of the class sessions. If this requirement is not met, the Office of Enrollment Services may, solely upon notice of the instructor of insufficient attendance, delete



the course from the student's record.

### **Postdoctoral Auditing Privilege**

The privilege of enrollment as an auditor without charge for tuition may be extended under certain circumstances, with the approval of the school dean, to persons who hold doctorates earned through graduate study (not including doctorates which are first professional degrees). A fee is payable at the beginning of each semester or summer session.

### **Course Number**

Courses numbered from 100 to 499 carry undergraduate credit only. Courses numbered from 500 and above are open to graduate and qualified undergraduate students. Thesis research is designated 696 for the master's degree; dissertation guidance is designated 996 for the doctoral degree. Generally, Law School Courses are available only to University law students and follow a different numbering system.

Further details can be found under the department (where applicable) and school listing of classes.

## **Change of Registration**

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### **Change of Course**

A change of course may entail adding a course, exchanging one course for another, or withdrawing from a course. These changes can normally be made without specific permission needed, as long as the student is following procedures and programs specified by their school and department (where applicable).

If a student wishes to change a course taken for credit into an audited course, they must make that change no later than the midterm date. A course for audit, however, may be changed to a course for credit during the Registration Drop/Add Period. Once approved, a student may not change back to auditing the course. See the Academic Calendar for exact dates.

### **Withdrawal from a Course**

To withdraw from a course, a student must follow the instructions found on Cardinal Station ([cardinalstation.cua.edu](http://cardinalstation.cua.edu)).

1. During the Registration Drop/Add Period - Students enrolled in a class who wish to withdraw from that class can do so during the Drop/Add Period without the dropped course appearing on their academic record.
2. After the Registration Drop/Add Deadline but before the Registration Withdrawal Deadline – Students enrolled in a class who wish to withdraw from that class will receive a “W” on their transcript.
3. After the Registration Withdrawal Deadline – Students who withdraw from semester classes after the Registration Withdrawal Deadline receive an administrative “F” (which appears as an “F\*” on the transcript).

If a student does not attend or stops attending a course for which the student is registered, the student will be assigned the failing grade of “F”. Receiving a “W”, “F” or “F\*” on your transcript will negatively impact eligibility for scholarships and make it more difficult to maintain Satisfactory Academic Progress.

## Change of School

Transfer from one school to another will be permitted on the written approval of the deans of the schools and the chairs of the departments concerned (where applicable).

## Enrollment

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The University definition of full-time enrollment for master's, licentiate, and doctoral students is determined on a semester basis as provided below. The University registrar will certify those students as full-time who meet the criteria listed below. Failure to maintain continuous enrollment can significantly affect a student's academic progress, financial obligations and, in the case of international students, their immigration status.

[^top](#)

### Definition of Full-Time Enrollment

The criteria for certification as a full-time student listed below will be effective with the Fall 2015 semester.

#### A. Master's and Licentiate Studies

To be certified as a full-time master's or licentiate student, at least one (1) of the following criteria must be met:

1. Enrollment in a minimum of eight (8) semester credit hours.
2. Enrollment in a minimum of six (6) semester credit hours and hold a half-time appointment as a teaching or research assistant (ten [10] hours per week).
3. Enrollment in a minimum of three (3) semester credit hours and hold a full-time appointment as a teaching or research assistant (nineteen [19] hours per week).
4. Enrollment for the Comprehensive Examination.
5. Enrollment for Master's Thesis Research.
6. Enrollment in a distance learning course for pastoral supervision.
7. For the School of Music, enrollment for master's graduate recital and at least one (1) semester credit of private instruction.

#### B. Doctoral Studies

To be certified as a full-time doctoral student, at least one (1) of the following criteria must be met:

1. Enrollment in a minimum of eight (8) semester credit hours.
2. Enrollment in a minimum of six (6) semester credit hours and hold a half-time appointment as a teaching or research assistant (ten [10] hours per week).
3. Enrollment in a minimum of three (3) semester credit hours and hold a full-time appointment as a teaching or research assistant (nineteen [19] hours per week).
4. Enrollment for the Doctoral Comprehensive Examination.

## 5. Following admission to candidacy, enrollment:

- a. For Doctoral Dissertation Research;
- b. For the School of Music, enrollment for the final D.M.A. recital or, for the D.M.A. in Composition, the final recital, research document, and dissertation composition;
- c. For required internship.

### **C. Certification of Full-Time Enrollment Status**

Certification for full-time study is the responsibility of the University registrar. The school or department must notify the University registrar by memorandum or e-mail of teaching or research assistantships, and of the number of hours per week the student is employed in that position.

#### **Part-Time Study**

All students who do not satisfy the criteria for full-time study are part-time students and, except as noted below, must pay tuition in the amount charged per semester credit hour.

A graduate student who is pursuing a program of ministerial studies in any neighboring institution (religious house of studies, theologate, and the like) will not be permitted to register for more than six (6) semester credit hours of graduate study per semester.

#### **Graduate Students on Academic Leave**

Graduate students on Academic Leave cannot be certified as full or part time. The period of Academic Leave is not counted as part of the time allowed for the completion of residence or other degree requirements. Any incomplete ("I") grades that are outstanding must be changed in accordance with the policy on incomplete grades by the date published in the Academic Calendar.

#### **Enrollment of Undergraduates for Graduate Studies**

A graduate student may begin graduate work while fulfilling the requirements for an undergraduate degree if, in the opinion of the school dean of the graduate school where enrollment is sought, the student's academic performance and promise justify such action.

Similarly, undergraduates may be permitted to undertake graduate studies as students in joint degree programs, for example, B.A./M.A. in the same field. In such cases, the student will be enrolled as an undergraduate until the undergraduate program is completed. Graduate courses earning undergraduate and graduate semester credit must be pre-approved by the chair of the department (where applicable) and both the undergraduate and graduate deans of the school.

When the student takes graduate courses during his or her undergraduate studies, these semester credits will be applied towards the master's degree after the bachelor's degree has been conferred. Furthermore, semester credits earned in graduate level courses in excess of those required for the undergraduate degree may be applied toward an advanced degree after the bachelor's degree has been conferred.

Undergraduate students enrolled in graduate level courses will be graded according to the graduate grading scale.

## Joint Advanced Degrees

Joint advanced degree programs are available through cooperative arrangements among several schools and departments that have received the approval of the Graduate Board and the Academic Senate. Students admitted to these programs pursue simultaneously two (2) master's degrees, or a master's/licentiate degree and the J.D. degree, with approval of the deans of the schools concerned.

Apart from these joint programs, no student is allowed to pursue two (2) advanced degrees simultaneously on the basis of work done in the same academic period.

Work done for one master's degree may not be counted toward obtaining a second master's degree, except in an approved joint degree program, or in special circumstances with the permission of the school dean of the second degree program.

## Continuous Enrollment

Continuous enrollment is required of all students enrolled in programs leading to degrees unless an authorized Academic Leave or Term Withdrawal has been granted. Failure to maintain continuous enrollment, to obtain an Academic Leave, or to obtain a Term Withdrawal, is considered to be evidence that the student has withdrawn permanently from The Catholic University of America. A student who has withdrawn from The University, or who is presumed to have withdrawn because of failure to maintain continuous enrollment, must apply for readmission to continue graduate studies.

**PLEASE NOTE: As required by Federal law and United States Department of Education guidelines, the University must notify the National Student Clearinghouse of all students who fail to maintain continuous enrollment. Recipients of Federal Student Loans will then enter their loan grace period, and if they have previously used up their loan grace period, will immediately enter into loan repayment.**

## Change of Enrollment

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### Interruption of Studies

A student in good standing who must interrupt his/her studies for adequate reason, such as prolonged ill health or military service, may be granted an Academic Leave for a stated period, usually not to exceed one year. Undergraduate students should apply in writing to the Office of the Dean of Students, with a copy to the academic dean, stating the specific reasons for requiring the leave. Graduate students should apply to the Dean of Graduate Studies, with a copy to the academic dean stating the specific reasons for requiring the leave.

The period of academic leave is not counted as part of the time allowed for the completion of residence or other degree requirements. Any incomplete (I) grades that are outstanding must be changed in accordance with the policy on incomplete grades by the date published in the Academic Calendar, whether a student is registered for the current semester or not. If the academic leave extends beyond the period approved by the academic dean, the student will be considered to have withdrawn from the University, and must apply for readmission to be reinstated and satisfy current degree requirements.

Students may apply for an academic leave for a semester if they are not enrolled in courses for that semester up until administrative withdrawals are processed for that term (usually the last date to enroll in any class offered for that semester (including modular, i.e. dynamically dated, classes)).

Students who wish to temporarily leave the University during a semester in which they are enrolled in classes will receive a term withdrawal for that term. An additional request will need to be made if the student wishes to extend the leave into a future semester. This extension will be considered an academic leave subject to the terms stated above. The dean of students notifies the offices of the student's academic dean, enrollment services, financial aid, housing services and residence life of this action. The student will receive confirmation of the approved action from dean of students once finalized. A residential student granted an academic leave or term withdrawal must also cancel his/her housing agreement with housing services.

## **A. Academic Leave**

An academic leave, if granted, will be effective as of the last day of the semester in which they were most recently enrolled.

Students on Academic Leave are expected to return to the University when their stated duration of leave has expired. Students who do not return from an Academic Leave when scheduled will be subject to Administrative Withdrawal during the semester for which they failed to return.

## **B. Term Withdrawal**

### **1. During Drop/Add Period**

Students enrolled in classes who subsequently drop all their classes within the drop/add period will be considered to be on a term withdrawal, effective as of the date they notify the University or the date they drop from the last class in which they are enrolled if they do not notify the University. They will receive a notation on their transcript that they dropped every class in which they were enrolled, and are subject to the tuition refund schedule policy.

If the separation from the University is intended to be for the duration of the current semester only, no further action is required, and the student will be eligible to enroll for the next future semester. If the separation is expected to go beyond the start of the next semester, they must apply for an Academic Leave (see above).

### **2. After End of Drop/Add Period**

Students who decide to withdraw from all their classes after the last day of drop/add and on or before the published W date will be considered to be on a term withdrawal, effective as of the date they notify the University or the date they withdraw from the last class in which they are enrolled if they do not notify the University. They will receive a grade of "W" in every class in which they were enrolled, and are subject to the tuition refund schedule policy.

NOTE: Students on Term Withdrawal (Official or Unofficial) or Academic Leave will be reported to the National Student Clearinghouse as 'not enrolled' with an effective date as noted above. Recipients of Federal Student Loans will enter their loan grace period, and if they have previously

used up their loan grace period, will immediately enter into loan repayment. "Official" means that the student notified the University; "unofficial" means that the student did not notify the University, but stopped attending all the courses in which they were enrolled.

**PLEASE NOTE: As required by Federal law and United States Department of Education guidelines, the University must notify the National Student Clearinghouse of all students who fail to maintain continuous enrollment. Recipients of Federal Student Loans will then enter their loan grace period, and if they have previously used up their loan grace period, will immediately enter into loan repayment.**

### **Permanent Withdrawal from The University**

Graduate students who no longer wish to continue their studies at The Catholic University of America must submit an Application for Permanent Withdrawal, found at [go.cua.edu/gradstudies](http://go.cua.edu/gradstudies). This application is submitted online to the Office of the Vice Provost and Dean of Graduate Studies.

Permission for Permanent Withdrawal from The University is not required. It is necessary, however, to inform the Vice Provost and Dean of Graduate Studies in writing of the decision to withdraw permanently from The University. This letter is in addition to the online Application for Permanent Withdrawal. Furthermore, it is suggested that the student contact their adviser, school dean and department chair (where applicable) to determine if there are additional requirements for withdrawal, such as a letter of resignation and/or an exit interview.

Students who make the decision to leave before finishing the semester in which they are enrolled will be withdrawn as of the date they submit the Application for Permanent Withdrawal. For those students who inform The University of their intent to withdraw for a future semester, the withdrawal date will be the last day of the semester in which they are currently enrolled.

Students who withdraw from The University during a semester in which they are enrolled are subject to the tuition refund schedule policy, regardless of the reasons for their withdrawal. Exceptions to the refund schedule will be considered by the Withdrawal Committee (Dean of Students, Associate Vice President for Enrollment Services, Director of Financial Aid, Academic Representative appointed by the Provost). Students who withdraw during a semester will receive a "W" grade in each class in which they were registered.

Students who do not enroll in The University for a given semester and do not inform The University of their intention to leave on a temporary or permanent basis will be administratively withdrawn from The University as of the last date to enroll in any class offered for that semester.

If a student who has withdrawn from The University subsequently decides to return to The Catholic University of America, he/she must submit an application for re-admission to the Office of Admissions. If a student who has withdrawn from The University without receiving a degree applies for re-admission to a degree program, no credits earned by the student more than seven (7) years before the time of re-admittance will be applied toward a degree unless they have been evaluated and approved by the school to which the student is applying.

### **Checklist for Permanent Withdrawal from The Catholic University of**

## America

Graduate students who wish to withdraw from The University must:

1. Complete the Application for Permanent Withdrawal, found at [go.cua.edu/gradstudies](http://go.cua.edu/gradstudies);
2. Inform the Vice Provost and Dean of Graduate Studies in writing of the decision to withdraw from graduate studies;
3. Use Cardinal Station ([cardinalstation.cua.edu](http://cardinalstation.cua.edu)) to drop or withdraw from all courses;
4. Report to the Office of Financial Aid, 6 McMahon Hall if they have been awarded student loans;
5. Report to the Department of Public Safety, 120 Leahy Hall, to surrender CUA photo ID card;
6. Insure that all borrowed library holdings are returned to the Mullen Library, and all fines have been resolved;
7. Report to the Office of Enrollment Services, 10 McMahon Hall, especially those who expect a refund and wish to request immediate payment.

Withdrawal is not official until these procedures have been completed. Students who fail to withdraw officially are assigned a grade of failure in each course.

## Residence

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### Definition of Residence

The term "residence" denotes enrollment leading to a graduate degree that is done under the direction of the faculty of a school. Such residence, as is usually the case in the United States, entails enrollment for specified course hours and credits for which corresponding tuition and fees are charged. The minimum period of residence for the master's degree is one (1) year in full-time enrollment or the equivalent; the minimum period of residence for the doctorate is three (3) years of full-time enrollment (including time spent on the master's degree and in dissertation guidance) or the equivalent. A school or department (where applicable) may, with the approval of the Graduate Board and the Academic Senate, require longer periods of residence than those stated here. Students are advised to consult their school and department (where applicable) for special regulations.

### Extended Residence

Students who have completed both the minimum residence requirements and all academic requirements for a degree with the exception of the dissertation and defense must continue in extended residence each semester until all the requirements for the degree are fulfilled. Extended residence is a form of continuous enrollment that requires registration for research or dissertation guidance, for which tuition is charged at the rate of one (1) credit hour per semester, unless a student is granted an Academic Leave. Students in extended residence have full privileges of consultation with their professors and use of University facilities; they also may take courses upon payment of the usual tuition charge.

Students registering in extended residence will be required to observe the deadlines for registration as found in the Academic Calendar.

## General Requirements for Graduate Study

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Graduate programs at The Catholic University of America have as their objectives the discovery, understanding and dissemination of knowledge. These programs are designed to prepare students as research scholars, teachers and professional practitioners of an applied discipline. All graduate curricula are organized to lead students to an in-depth understanding of the principles, problems, and historical development of the specialized disciplines with which they are concerned.

The President and the Academic Senate share the immediate responsibility for the academic governing of The University. Under the supervision of the President, the Provost and the Vice Provost and Dean of Graduate Studies, jurisdiction in the graduate programs of The University is exercised by the respective deans and faculties. Reviews of the various graduate programs begin at the level of the department or, in the schools that do not have a departmental structure, of the school. Policies developed by departments in the School of Arts and Sciences are reviewed by its Academic Council, in the School of Engineering by its Executive Committee, and in the School of Theology and Religious Studies by its Executive Council. All school policies are in turn reviewed by the Graduate Board, established by the Academic Senate "to exercise general supervision over matters relating to graduate study." The chair of the Graduate Board is the Vice Provost and Dean of Graduate Studies, and the members are appointed by the Academic Senate.

In addition to these general requirements, each school and department may, with the permission of the Graduate Board, define specific requirements applicable to its programs. Students are advised to consult pertinent sections of these Announcements and the school dean or department chair (where applicable).

The University offers a wide range of master's, licentiate, and doctoral degree programs. These programs are listed at the Graduate Admissions site ([admissions.cua.edu/graduate/programs/index.html](http://admissions.cua.edu/graduate/programs/index.html)). This policy provides the general requirements for these programs.

[^top](#)

## Definition

Courses carrying graduate credit will normally be scheduled for three (3) credit hours per semester. The semester is considered to be comprised of fifteen (15) weeks which includes one (1) week for examinations.

The Catholic University of America follows the definition of the credit hour as found in *The Code of Federal Regulations* 34 CFR § 600.2, which states the following:

"A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than either:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester ... ; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."



**Admission**

A student who intends to work toward the master's degree is expected to have earned the bachelor's degree from an accredited institution of higher learning or have achieved its equivalent in satisfactory course work. The master's degree is conferred upon students who have satisfactorily completed at least one (1) year of graduate study and have met the other conditions prescribed for the degree as described by the program.

A student who intends to work toward the doctoral degree is expected to have earned the master's degree or have achieved its equivalent in satisfactory course work. The doctoral degree is conferred upon students who have satisfactorily completed at least three (3) years of graduate study and have met the other conditions prescribed for the degree.

Admission to a master's program or the awarding of the master's degree does not constitute admission to the corresponding doctoral program. Admission to the doctoral degree is granted only to students who give evidence of superior academic ability and of high attainment in the special field in which the major work will be done.

**Coursework**

The program of studies to be pursued by the candidate for the master's degree shall include a minimum of thirty (30) credit hours of graduate work, of which six (6) hours may be in thesis guidance. The credit hours earned in satisfying the master's degree requirement may be applied to the doctoral degree if admission to the higher degree is approved.

The program of studies to be pursued by the candidate for the doctoral degree must include a minimum of fifty-three (53) credit hours of graduate course work, of which at least thirty-five (35) credit hours must be in the major subject. The remainder must be completed in a program that has been approved by the school dean and the department chair (where applicable).

Individual schools or departments may prescribe additional requirements, and the student should consult the appropriate school for information on coursework and requirements specific to the degree program of interest.

Continuing education courses are not acceptable in meeting the requirements for master's, licentiate, or doctoral degree programs.

**Transfer of Credit**

Up to six (6) credit hours of graduate work earned at another accredited institution, in which a student received grades of B or above, may be applied toward course requirements for the master's degree, upon recommendation of the appropriate school or department (where applicable) and with the approval of the school dean. For programs requiring forty (40) semester hours or more, up to 9 credits may be transferred with the approval of the school dean. In order to qualify for transfer, the credits must have been earned within five (5) years of the request for transfer. This policy conforms to the guidelines as articulated by the Council of Graduate Schools.

Up to twenty-four (24) credit hours of graduate work earned at another accredited institution in which the student received a grade of B or above may be applied toward course requirements for the doctoral degree, upon recommendation of the appropriate school or department (where applicable)

and with the approval of the school dean. Credits must have been earned within ten (10) years of the request for transfer and approved before permission is given to take the doctoral comprehensive examination.

To address the unique nature of its academic programs, each school within the University may establish, with written approval of the Provost, a different set of limits on the number of transferrable credits. Consequently, prospective and current students should refer to the individual school's policy for specific guidance relating to transfer credits.

### **Language Requirement**

Language requirements are determined by the various schools and departments (where applicable). Students should consult the school or the chair of the department (where applicable) for information on the language requirements applicable to their degree program. All language requirements must be satisfied before a student will be permitted to take the Comprehensive Examination.

Although additional requirements may be specified by individual departments or schools, the generally accepted methods of satisfying modern language requirements are the following:

- A. Present a minimum score of 450 on the Graduate School Foreign Language Test. Information is also available at the Counseling Center, 127 O'Boyle Hall.
- B. Pass the noncredit intensive language course offered by the Department of Modern Languages and Literatures.
- C. A student whose native language is not English, but a language recognized as a medium for scholarly work relevant to the student's career, shall be considered to have fulfilled the language requirement without examination. Satisfying the language requirement through this method is permissible provided the student's adviser states, in writing, to the school dean that the language is a language of scholarship for the student's discipline.

Any registered student is eligible for language examinations.

In some cases, it may be possible to substitute a research skill or computer proficiency for the language requirement. The student should consult the individual program for information. Research skill or computer courses will not be counted as part of the 30 credits required for the M.A. degree.

## **Master's and Licentiate Degrees**

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### **Thesis**

The candidate for a master's degree with a thesis requirement must submit the thesis topic to the chair of the department and the school dean for their approval. The student must register for a total of six (6) credit hours of thesis guidance. Information on requirements for the preparation and submission of the thesis are available in the individual departments and schools, and formatting requirements for the final deposit, explained in the Master's/Licentiate Degree Handbook, are available from the Office of the Vice Provost and Dean of Graduate Studies.

The master's thesis should give evidence of training in research by means of a contribution to knowledge involving a modest problem of investigation.

It must prove the candidate's familiarity with the basic methods and techniques of research and also the ability to apply them.

After the thesis has been approved and signed by the director and the reader, one (1) unbound copy must be deposited, by appointment, with The University no later than the date designated in the Academic Calendar, and in accordance with the Master's/Licentiate Degree Handbook, available from the Office of the Vice Provost and Dean of Graduate Studies. A fee is charged to cover the cost of the binding of the typescript. A check or money order for the fee must accompany the thesis when it is presented. The amount for such fees and expenses can be found at the Enrollment Services website at [enrollmentservices.cua.edu/Student-Financial-Information/Costs.cfm](http://enrollmentservices.cua.edu/Student-Financial-Information/Costs.cfm).

On deposit of the approved thesis, the six (6) credit hours of guidance will be posted to the student's academic record.

A graduate who wishes to publish the thesis must include in the publication a statement of acknowledgement that the thesis was written in partial fulfillment of the requirements for a master's degree from The Catholic University of America. For further copyright information, please see the section entitled "The Copyright" in the Master's/Licentiate Degree Handbook.

Candidates for the master's degree in certain fields such as music, drama, and architecture may satisfy the thesis requirement by a production of a creative type. Students should consult school and departmental regulations for these requirements.

### **Option of Degree without Thesis**

The master's degree without thesis is available in many departments and schools. The student should consult the listings of the department or school concerning such an option. Such degrees require at least thirty (30) credit hours of graduate work, of which no less than six (6) will be in courses that require significant written reports of a research or professional nature.

Students admitted by their schools to proceed directly to the doctorate may be awarded a master's degree. This decision is tracked with the Master's Degree Audit Form, available on the website of the Office of the Vice Provost and Dean of Graduate Studies, and is submitted by the student to the school dean's office for approval. The Master's Degree Audit Form indicates that:

- A. School foreign language requirements have been fulfilled, and the means by which those requirements were fulfilled,
- B. A minimum number of credits for degree have been completed,
- C. Two (2) research papers have been completed, and
- D. The Comprehensive Examination for the doctorate has been passed.

The transcripts of students in all master's programs carry the appropriate notation of "thesis" or "no thesis."

### **Comprehensive Examination**

A student in most master's programs must pass a written Comprehensive Examination in the major field. This examination is taken either after the student has completed his or her course work, or in the semester during which the student is completing course work. Language/research tool

requirements as specified for the program of studies must be completed prior to the examination.

Candidates for the Comprehensive Examination are required to register for this examination. A review of completed and pending degree requirements is conducted in the department (where applicable) and the school at the beginning of the semester in order to secure the school dean's permission to take the examination.

The Comprehensive Examination is marked pass or fail. The transcript will note if the student has passed the examination with distinction. A student who did not pass may retake the entire examination or the failed portion once, according to school (or department, where applicable) policy. A student who incurs two (2) failures in the Comprehensive Examination is no longer considered eligible to receive the master's degree. The second failure is recorded on the student's permanent record.

### **Completion of Requirements**

Students who do not complete all the requirements for a master's degree within three (3) years or six (6) summer sessions from the date of completion of course work must submit a request in writing for an extension of time to the dean of their school. An extension of time will normally be granted for one (1) year or one (1) summer session.

### **Admission to a Doctoral Program after Completion of a Master's Degree**

Students in the master's program who wish to pursue a doctorate normally are required to submit an application for admission to the Ph.D. program. The application is submitted to the Office of Admissions and can be found at [admissions.cua.edu/pdfs/ma2phdapplication.pdf](http://admissions.cua.edu/pdfs/ma2phdapplication.pdf).

Some doctoral programs, however, may allow students who complete the master's degree within the same program to be admitted to the doctoral program without a formal application through the Office of Admissions. Prospective doctoral students should contact their school dean or department chair (where applicable) for specific school or program admission requirements.

## **Doctoral Degree**

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### **Comprehensive Examination**

After fulfilling the language and course requirements, the student must pass a written Comprehensive Examination. At the discretion of the department (where applicable) or school, the Comprehensive Examination may also include a written or oral examination in a minor subject. After successfully passing the Comprehensive Examination, the student may be considered for admission to candidacy for a doctoral degree.

Students should register for the Comprehensive Examination before the start of classes and must be registered before the conclusion of the Registration Drop/Add Period for the semester in which they plan to take the examination. Upon approval of the student's credentials by the school dean and, where appropriate, the department chair, the student will be granted written permission by the school dean to take the Comprehensive Examination. The student may not sit for the examination until he or she has received this permission.

The Comprehensive Examination is marked pass or fail. If the student fails the examination, he or she may retake the examination only once. Depending on school and department (where applicable) policy, the student must retake either the entire examination or just the failed portion. A student who fails the Comprehensive Examination twice may not be considered for admission to candidacy for the doctoral degree. A second failing grade is noted on the student's permanent records.

### **Admission to Candidacy**

Admission to a doctoral program does not automatically include admission to candidacy for the doctoral degree. The faculty of the school and department (where applicable) must evaluate the progress of the student and determine that the student has completed all course and other requirements, has passed the Comprehensive Examination, and is otherwise qualified to fulfill the requirements of the doctoral dissertation or its equivalent. Schools and departments (where applicable) may follow different procedures for formal admission to candidacy. The student should consult with the school dean or department chair (where applicable) for information on these procedures.

The student's school or department (where applicable) may record the actual date of the successful vote for candidacy. However, candidacy for the doctoral degree begins formally and administratively on the first day of the semester following successful completion of the Comprehensive Examination. The student has five (5) years (i.e., ten [10] semesters) from this date of formal, administrative admission to candidacy to complete, defend and deposit the dissertation. Individual schools and departments may, at their discretion, set different time limits for completion, as long as these do not exceed the five (5) year (ten [10] semester) limit. If more than five (5) years, or the time set by the schools or departments, elapse between formal admission to candidacy and oral defense of the dissertation, the doctoral candidate may be required to retake the Comprehensive Examination or fulfill additional requirements as determined by the school and department.

### **Dissertation**

After the student has been admitted to candidacy, the school dean, the department chair (where applicable), and the Vice Provost and Dean of Graduate Studies must approve the dissertation topic and dissertation committee. The Vice Provost and Dean of Graduate Studies, acting on behalf of the Academic Senate, will seek the assistance of a faculty reviewer in evaluating the topic and committee.

The student may not proceed beyond the preliminary stage in the investigation of the topic until both the topic and the dissertation committee have been granted final approval by the Vice Provost and Dean of Graduate Studies. If human subjects are involved in the research, the dissertation proposal must be submitted for certification to the Committee for the Protection of Human Research Subjects prior to final approval by the Vice Provost and Dean of Graduate Studies. Certification by the committee indicates that the proposed research involving human subject participation is compliant with federal guidelines according to *The Code of Federal Regulations* 45 CFR 46. The committee will send the student and the Vice Provost and Dean of Graduate Studies written notification of its approval of the proposal's research methods.

The department chair (where applicable), the school dean and the Vice

Provost and Dean of Graduate Studies must also approve any subsequent changes either to the title of the dissertation or to the composition of the dissertation committee. Forms for these changes are available online at [graduatestudies.cua.edu/forms/index.cfm](http://graduatestudies.cua.edu/forms/index.cfm).

Dissertation proposals must be submitted for school and department (where applicable) approval no later than two (2) years after formal admission to candidacy. School deans may extend the deadline for cause. If this is necessary, the request for extension must be submitted to the school dean within six (6) weeks before the end of the two (2) year allowed period.

The dissertation proposal should contain the following elements:

- A. A brief statement of the problem to be studied and the background or antecedents of the problem which have led the student to propose a study of this particular topic;
- B. A specific statement of the purpose or purposes of the proposed study;
- C. A description of the methodology to be used. If the study involves the testing of a hypothesis, the hypothesis should be spelled out clearly. The student should describe the techniques, statistical measures, sampling methods and any other essential methodologies he or she will be using in the research;
- D. An explanation of the specific or unique contribution which this study will make to the field of knowledge under consideration;
- E. A brief selected bibliography of the most important primary and secondary sources relevant to the study.

The doctoral candidate submits the proposal for dissertation topic and committee request on the Doctoral Dissertation Topic and Committee Request for Approval form, available online at [graduatestudies.cua.edu/res/docs/Doctoral-Dissertation-Topic-and-Committee-Request-for-Approval.pdf](http://graduatestudies.cua.edu/res/docs/Doctoral-Dissertation-Topic-and-Committee-Request-for-Approval.pdf).

### **Dissertation Completion Deadline**

The student has five (5) years from the date of formal admission to candidacy to complete, defend and deposit the dissertation, unless the school and/or department (where applicable) have set a different, earlier deadline. If the student is unable to complete the dissertation within this time period, the school dean and department chair (where applicable) will inform the candidate that he or she must submit a request for a reasonable extension. If the student fails to request an extension, the dissertation topic may be withdrawn and the doctoral candidate will be subject to dismissal from the program.

The completed dissertation in definitive form must be submitted for approval to the student's dissertation committee no later than the date specified by the school and department (where applicable) for each graduation date. The school and department (where applicable) establish the procedures for submission of the dissertation to the dissertation committee.

### **Criteria for Dissertations**

Dissertations will be judged according to the following criteria:

- A. The dissertation should constitute a contribution to knowledge. Such contributions may include:

1. The discovery of new facts;
2. The establishment of new relations among facts already known;
3. The solution to a problem or problems hitherto unresolved;
4. The formulation of a new or improved method or technique;
5. The construction of a theory involving new principles; or
6. A critical study correcting errors or establishing negatives.

B. The following are not considered to be contributions to the body of knowledge:

1. Mere compilations or a digest of that which is already known about a given subject;
2. Translations of foreign language works without commentary or critical analysis;
3. Bibliographies or other mere instruments of research, however needed or useful they may be; or
4. Essay-type works not based on detailed factual investigation.

C. The dissertation should demonstrate the candidate's familiarity with the most recent and best research methods in the subject and the ability to apply them. The dissertation should demonstrate academic maturity in discovering and formulating the broader and more generic aspects of the data collected.

D. The dissertation should demonstrate knowledge of the contributions of previous investigators working on both the subject area of the dissertation and on closely or organically related subjects.

E. The dissertation should give evidence of the candidate's ability to interpret the gathered data both independently and constructively, and to recognize their bearing upon related data and problems.

F. The dissertation should give evidence of balanced, objective and critical judgment.

G. The dissertation should give evidence of the candidate's ability to organize material around the major unifying idea or ideas and to present data in an orderly sequence.

H. The dissertation should be written in clear and direct language, proving the candidate's mastery of style and expression. The official language of the dissertation is English. However, languages other than English as well as specialized notations such as mathematical, scientific, and musical may be used when they are essential to the subject of the dissertation. Under no circumstances can a language other than English be used strictly for the convenience of the student. When other languages or symbolic notations are used, the abstract, the section(s) explaining the central subject and background of the dissertation, and section(s) that summarize the conclusion and significance of the dissertation findings must be in English.

I. The dissertation must follow the approved format, which conforms to the norms of The Chicago Manual of Style (University of Chicago Press), with whatever adaptations are appropriate for the candidate's discipline (e.g. the MLA Style Manual and Guide to Scholarly Publishing of the Modern Language Association of America).

J. The dissertation should include:

1. A precise definition of the proposed contribution to knowledge and a summary of the work of previous investigators of the problem. An exposition of the methods and/or techniques used by the candidate should precede the presentation of data;
2. The presentation of the additional data assembled by the candidate and the exposition of the candidate's contribution to knowledge;
3. A brief summary stating the major results achieved or the contributions made by the dissertation;
4. A bibliography and an index, whenever called for by the nature of the dissertation.

### **Oral Examination**

Upon completion of the dissertation, but prior to final approval, the candidate must defend the dissertation in an oral examination in the presence of an examination board appointed by the school dean with the approval of the Vice Provost and Dean of Graduate Studies.

At least three (3) weeks prior to the proposed examination date, the dean of the candidate's school must submit to the Vice Provost and Dean of Graduate Studies an Oral Examination Request for Approval, available at [graduatestudies.cua.edu/res/docs/Oral-Exam-Request.pdf](http://graduatestudies.cua.edu/res/docs/Oral-Exam-Request.pdf). The examination may not be scheduled until all members of the dissertation committee have informed the school dean, in writing, that the dissertation is ready for defense. At least one (1) week before the examination date, the school dean's office shall publish a leaflet publicly announcing the defense and containing a summary of the dissertation and biographical information on the candidate.

The oral examination board shall include, in addition to the candidate's dissertation committee, two (2) faculty members from outside the major department or school, one (1) serving as chairperson and the other as secretary during the examination. The faculty member serving as chairperson has the rank of ordinary professor or its equivalent while the faculty member serving as secretary has at least the rank of associate professor or its equivalent. School deans and department chairs (where applicable) with the rank of associate professor are also eligible to serve as chairpersons of oral examinations.

All members of the oral examination board must be physically present for the examination. In extraordinary cases, if a member of the oral examination board who is not the chairperson or the secretary cannot be present, the school dean in which the candidate is a student may petition the Vice Provost and Dean of Graduate Studies for permission for the examiner to participate via video conferencing or some other electronic means.

Examinations must be conducted in English except in cases where the topic of the dissertation would warrant an examination in a language other than English. In these cases, every member of the oral examination board including the chairperson and secretary must be fluent in the language used in the examination.

The duration of the oral examination shall not exceed two (2) hours. Oral examinations will generally not be scheduled during the summer session. However, when extraordinary circumstances require that the examination can only convene during the summer session, permission can be granted by the Vice Provost and Dean of Graduate Studies.



No one may be admitted to the oral examination conducted in the presence of the oral examination board without the permission of the school dean. However, before the start of the oral examination, the school dean may allow a presentation of the candidate's research methodology and findings, to which the school dean may extend an open invitation to the public. The scheduling of this public presentation remains at the discretion of the school dean.

At the conclusion of the oral examination, two (2) votes are taken. The first vote is a preliminary vote, with only the dissertation committee members voting, while the faculty members serving as the oral examination board chairperson and secretary do not vote. During the second vote, each member of the oral examination board has one (1) vote. In order to pass, the candidate cannot receive more than one (1) "no" vote from the members of the oral examination board. If merited, a notation of "with distinction" will be recorded. The oral examination board is not permitted to pass the candidate conditionally. After successful completion of the final oral examination, the candidate may proceed with arrangements for deposit and publication of the dissertation.

If a candidate fails in the first oral examination, he or she must obtain permission from the school to retake the examination. A candidate will not be permitted to retake the final oral examination until at least one (1) semester, or an equivalent period of time, has elapsed from the date of failure. If the candidate fails a second time in the oral examination, he or she ceases to be a candidate for the doctoral degree.

### **Deposition and Publication of the Dissertation**

Following the successful defense and final approval of the dissertation by the dissertation committee, the candidate must arrange for the deposit and publication of the dissertation.

Deposition of the dissertation with the Vice Provost and Dean of Graduate Studies must occur by the dates published in the Academic Calendar. If the dissertation cannot be deposited by this deadline, an extension for another semester must be requested. An extension of one (1) additional semester can be granted by the dean of the candidate's school or by the dean's designate. Failure to meet the deadline for deposition will result in the invalidation of the oral dissertation examination and would require retaking the examination.

The candidate must arrange for the electronic deposit of the approved dissertation and the granting of written permission for publication. The Doctoral Dissertation Handbook, available in the Office of the Vice Provost and Dean of Graduate Studies, provides detailed information on formatting and printing the manuscript; preparing the abstract; registering the copyright; and arranging for the deposit, publishing and binding of the dissertation. All candidates preparing to write a dissertation must obtain a copy of this publication.

If the graduate wishes to publish or republish the dissertation, he or she must include in the publication a statement of acknowledgement that the dissertation was written in partial fulfillment of the requirements for a doctoral degree from The Catholic University of America.

### **The Copyright**

Copyright ownership of a thesis or dissertation prepared by a student

toward degree requirements shall remain with the student. While the student retains full copyright ownership on all written work submitted for credit or degree requirements, by submitting the work for credit or degree requirements the student shall be deemed automatically to have granted a nonexclusive, worldwide, royalty-free license to the University (1) to make available to the University community through electronic or other means the entire thesis or dissertation; (2) to make available to the broader public a limited number of copies of such thesis or dissertation; and (3) electronic means without limitation on quantity of access or copying.

As the copyright owner, the student can choose to restrict public access to their thesis or dissertation for a determined period of time, or grant to The Catholic University of America a local distribution license only, as set forth in The Doctoral Dissertation Handbook and the ETD@CUA Submission Copyright Statement, both of which are provided during the doctoral dissertation deposit process. Such restrictions must be indicated in writing at the time of submission.

As nonexclusive, worldwide, royalty-free license holders, the University, its constituent schools, and departments (where applicable) cannot restrict access to student work that has been submitted for degree requirements and deposited with the John K. Mullen of Denver Library for cataloging, binding, and shelving.

Even if the student has decided to place restrictions on the distribution of their thesis or dissertation, the University must retain a non-exclusive right to all research reported in manuscripts funded in whole or part by the National Institutes of Health (NIH) or other government bodies, so as to ensure compliance with public access initiatives required by law.

### **Completion of Requirements, Requests for Extension or Academic Leave**

The student has five (5) years from the date of formal admission to candidacy to complete, defend, and deposit the dissertation, unless the department and/or school have set a different, earlier deadline.

If the dissertation cannot be completed within the five (5) year candidacy period, the student may petition in writing to the school dean for an extension. The school dean or the dean's designee (usually the associate or assistant dean for graduate programs) can authorize an extension. If the student fails to receive an extension, the dissertation topic may be withdrawn. In this case, the doctoral candidate will be subject to dismissal from the program. Another student may then submit the topic for approval. If the dissertation still cannot be completed by the end of the period provided by the extension, the student may submit a request for a final extension.

In certain cases such as a medical condition or other changes in circumstances that prevent the student from continuing his or her studies, the student may request an Academic Leave. If the school dean or the dean's designee endorses the Academic Leave request and it is approved by the Vice Provost and Dean of Graduate Studies, this suspends the time period allowed for the completion of the dissertation.

## **The Grading System and Definitions**

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Graduate students are graded under the following system:

<b>Grading System</b>		
<b>Grade</b>	<b>Meaning</b>	<b>Equivalent</b>
A	Excellent	4.00
A-		3.70
B+		3.30
B	Satisfactory	3.00
B-		2.70
C	Passing but Marginal	2.00
F	Failure	0.00
P	Pass	
I	Incomplete	
W	Withdrawal	
F*	Administrative Failure	

Reports of grades assigned are made available by the Registrar at the end of each term. Students will be able to access their grades through Cardinal Station at [cardinalstudents.cua.edu](http://cardinalstudents.cua.edu).

A grade of "F\*" should be awarded to students who did not officially withdraw from the course, but who failed to attend and participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. This allows The University to differentiate between an "F" grade awarded to students who complete the course but fail to achieve course objectives, and those students that receive an "F" grade because they have stopped attending or never attended a class. The official definition of "F\*" to be used on transcripts and wherever else published would be "Administrative Failure," awarded to a student who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period.

By resolution of the Academic Senate, grade point averages are calculated for all graduate students having entered The University in the 1996 fall semester or after. Only grades earned in courses at and above the 500 level will be calculated.

Any student who has enrolled in a graduate course through the Consortium of Universities of the Washington Metropolitan Area and has earned a non-failing grade below a "C" will have that grade translated into a "C" on their Catholic University academic transcript. Any student who has earned a grade of "C+" in any Consortium of Universities of the Washington Metropolitan Area will have that grade translated into a "B-" on their Catholic University academic transcript. Failing grades earned through the Consortium course will remain a failing grade on their Catholic University academic transcript.

For satisfactory progress toward a graduate degree, each student should consult school or department regulations, which may specify a maximum number of "C" grades, depending on the nature of the courses, permitted in a degree program.

At the end of each semester, the chair of each department (where applicable) may submit to the school dean a report stating the names of students who, in the judgment of the department, should not continue studies for advanced degrees. Such students are so notified by the school dean and advised or directed to discontinue graduate work. The admission to graduate studies or to candidacy for the doctorate may be withdrawn by the school dean.

[^top](#)

### **Incomplete Grades**

A provisional grade of "I" (Incomplete) may be given only to a student who has not completed the requirements of a course for legitimate reasons, provided that work thus far completed in the course is of passing quality. The grade of "I" may not be given to a student who has simply failed to meet the academic requirements of the course on time. Grades of "I" must be submitted to the respective school dean for approval and entry in Cardinal Station.

Incomplete grades must be removed by the mid-semester date of the succeeding term as specified in the Academic Calendar, whether or not the student is registered. If the incomplete grade is not removed by the mid-semester date, the incomplete will be recorded as a grade of "F" (failure). Under extraordinary circumstances, but before the mid-semester date following the reported incomplete grade, a student may petition the instructor of the course and the school dean in which the student is enrolled for an extension of the period normally allowed for removal of the incomplete grade.

### **Change of Grade**

A grade assigned for work in a course is not subject to change except (a) in the case of a specific error, which may be corrected upon the request of the teacher of the course, in writing, to the school dean not later than one (1) month after the beginning of the succeeding semester, or (b) in the case of a successful challenge to a failing grade of "F", after action in accordance with established procedures outlined in The University policy at [policies.cua.edu/academicundergrad/gradesprocedures.cfm](http://policies.cua.edu/academicundergrad/gradesprocedures.cfm), entitled "Appeal of Failing Grades." A successfully challenged grade of "F" is changed to pass ("P"), and credit is given for the work in question; no other grade may be assigned. All changes in transcript information must be requested and approved by the end of the semester following registration and grading of a particular course.

### **Good Standing**

A student is considered to be in good standing (a) who has not become subject to dismissal for academic reasons, (b) whose record of conduct is satisfactory, and (c) who has met all financial obligations to The University or made satisfactory arrangements for their discharge with the Office of Enrollment Services.

### **Dismissal**

Graduate students who are not making adequate progress towards the academic standards imposed by individual schools or departments (where applicable) will be warned by the school dean or department chair (where applicable) in writing of the possibility of dismissal. Students will be given a clear statement about what must be done within a specified time period to alleviate the problem. If the student does not meet the requirements within the time frame specified, he/she is subject to dismissal from the degree program.

Graduate students who incur two (2) or more failing grades in formal course work, engage in academic or research misconduct, or violate the Student Academic Dishonesty Policy, are also subject to dismissal.

The University reserves the right to have appropriate academic officials review records at any time for the purpose of determining whether a student meets the standards necessary for graduation. If, in the opinion of The University, this review reveals serious shortcomings, the student may be dismissed.

Dismissal is made by the school dean upon recommendation of the faculty or department (where applicable.) The student will be notified in writing of the grounds for dismissal and the date when the dismissal will be effective. This will normally be the end of the semester in which the student is enrolled, but the circumstances of the dismissal will be important in determining this date.

The student has the right to appeal the dismissal decision. The appeal must be submitted in writing to the Vice Provost and Dean of Graduate Studies within fifteen (15) business days of the dismissal notification from the school dean. The Vice Provost and Dean of Graduate Studies will make the determination on the school dean's decision within seven (7) business days of receipt of the appeal. That decision will be communicated in writing to the student and the school dean. All dismissal and appeal decisions are kept on file in the Office of the Vice Provost and Dean of Graduate Studies.

## **Academic Dishonesty**

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[^top](#)

### **Introduction**

Academic honesty is one of the foundations of the educational mission and Catholic commitment of this University. Academic dishonesty, including such practices as cheating, plagiarism and fabrication, undermines the learning experience, and, as it involves fraud and deceit, is corrosive of the intellectual principles and is inconsistent with the ethical standards of this University. Academic dishonesty damages the sense of trust and community among students, faculty and administrators.

This policy sets forth the standards of honesty which student members of our academic community are expected to follow. The faculty is also bound to adhere to the strictest standards of academic honesty. All members of

the academic community have an obligation to familiarize themselves with these standards and to conduct themselves in accordance with both their letter and their spirit. Individual schools in The University have committed themselves to implementing these standards and to educating faculty, staff and students on the importance of academic honesty and on the application of these standards in a variety of academic settings.

Accompanying this policy are procedures that set forth a system for enforcement of these standards, including the application of sanctions where violations have been found. Sanctions are necessary to demonstrate that The University treats violations of academic honesty seriously and will act aggressively, when necessary, to deter wrongdoing. The effectiveness of the enforcement scheme depends in large measure on the conscientious cooperation of members of faculty in the implementation of the standards. Faculty members are therefore charged with the responsibility of seeking to assure student compliance with the requirements and initiating enforcement proceedings where appropriate.

### **General Provisions**

A. This policy applies to each school in The University and to all students enrolled in these schools. Individual schools (or departments) are initially responsible for handling individual cases of alleged academic dishonesty. A school (or department) may follow more elaborate procedures if it has its own established procedures for handling suspected cases of academic dishonesty or if required by its professional accrediting agency and particularly if required by the rules and practice of the particular professional discipline involved.

B. This policy supersedes all earlier and other statements on academic dishonesty published or appearing anywhere before its approval.

C. This policy applies to all academic conduct in the broadest sense, including submitted drafts and final coursework, research, Comprehensive Examinations and the preparation of theses or dissertations.

D. Sanctions for violations of this policy, which may include the revocation of a previously awarded degree, certificate or award, may be applied whenever a determination is made that a violation has taken place.

E. Confidentiality shall be observed in all proceedings under this policy, to the extent possible, except where otherwise specifically provided.

F. The faculty member is the individual who has initial responsibility for initiating the procedures provided in this policy. The term "faculty member" includes any individual or committee with responsibility for a class, project or activity, for example, a professor of a course, director of composition in the School of Arts and Sciences, a dissertation committee or the dean of a school. Other University employees, such as graduate assistants, are expected to bring any suspected cases of academic dishonesty to the attention of the responsible faculty member who will proceed in accordance with the procedures stated in this policy. The faculty member's dean shall maintain the case file containing the relevant documents.

G. The Office of Enrollment Services will maintain a register, which will include a listing of incidents of academic dishonesty that have been reported by the school deans' designees in accordance with this policy and after all appeals and/or periods of appeal are over. The Register will be confidential and information contained therein will be made available only

as authorized by this policy. Within five (5) years of a student's departure from The University, the entries in the Register shall be transferred to University Archives.

H. If information is received by a member of The University community alleging that a graduate of The University engaged in academic dishonesty at the time he or she was a registered student but the alleged dishonesty was discovered after graduation, the information shall be brought to the attention of the school dean where the graduate was matriculated, who shall determine the procedures to follow and the appropriate sanction.

### **Categories of Academic Dishonesty**

The following are the major categories of academic dishonesty:

A. Plagiarism is the act of presenting the work or methodology of another as if it were one's own. It includes quoting, paraphrasing, summarizing or utilizing the published work of others without proper acknowledgment, and, where appropriate, quotation marks. Most frequently, it involves the unacknowledged use of published books or articles in periodicals, magazines, newspapers and electronic media. However, any unacknowledged use of another's words, ideas or electronic processes constitutes plagiarism, including the use of papers written by other students, oral presentations, interviews, radio or TV broadcasts, any published or unpublished materials (including Web-based materials, letters, pamphlets, leaflets, notes or other electronic or print documents), and any unauthorized or inadequately credited use of foreign language, scientific and/or mathematical calculation and/or modeling programs or online services.

B. Improper use of one's own work is the unauthorized act of submitting work for a course that includes work done for previous courses and/or projects as though the work in question were newly done for the present course/project.

C. Fabrication is the act of artificially contriving or making up material, data or other information and submitting this as fact.

D. Cheating is the act of deceiving, which includes such acts as receiving or communicating or receiving information from another during an examination, looking at another's examination (during the exam), using notes when prohibited during examinations, using electronic equipment to receive or communicate information during examinations, using any unauthorized electronic equipment during examinations, obtaining information about the questions or answers for an examination prior to the administering of the examination or whatever else is deemed contrary to the rules of fairness, including special rules designated by the professor in the course.

E. Attempts to engage in any of the conduct described above or the facilitation of any of this conduct by another individual will be treated as conduct constituting academic dishonesty for purposes of this policy.

F. The preceding forms of academic dishonesty are stated in general terms. The individual schools (or departments) may deem it appropriate to supplement the present statement of policy with specific interpretations that relate its terms and provisions to the individual programs of the schools (or departments). In addition, the individual schools (or departments) are responsible for implementing programs to educate

faculty, staff and students in the requirements of this policy and to answer any questions that may arise regarding specific interpretations of this policy.

### **Enforcement Procedures**

A. When a faculty member suspects that an incident of academic dishonesty has occurred, he or she should communicate in writing and promptly arrange a conference with the student to discuss the matter. The faculty member may consult with the dean of the school and/or the chair of the department (where applicable) on the issues involved, but will not discuss prior infractions of the student. At the conference, the faculty member will inform the student of the faculty member's concerns, and the student will be given the opportunity to present the student's version of the facts. No counsel (e.g., parents/guardians, lawyers) will be present at this conference.

B. Once an allegation of suspected academic dishonesty has been communicated to the student, the student may not withdraw from the course or academic project in question.

C. After their conference, or if the student does not respond in a timely fashion to the offer to confer with the faculty member, the faculty member may conduct further investigation regarding the matter as the instructor deems appropriate. On the basis of the facts, the faculty member will decide whether an act of academic dishonesty has taken place.

D. If the faculty member decides that an act of academic dishonesty has taken place and imposes a sanction, the faculty member will make a written record of the disposition of the matter, including the facts on which the decision is based. The faculty member will retain a copy for his or her file, and communicate the decision to the student. The faculty member will also report this decision to the designee of the dean of the school where the academic dishonesty occurred and to the chair of the department (in departmentalized schools). The dean's designee will report the decision to the dean of the school in which the student is matriculated (if different from that where the dishonesty took place) and to the Office of Enrollment Services to be recorded in the Register after all appeals and/or periods of appeal are over.

E. Upon receiving the faculty member's decision, the school dean, in certain circumstances, may decide to increase the sanction. A decision to suspend or expel a student from The University may only be made by the school dean where the student is matriculated. This decision may be based on the existence of prior entries in the Register and/or other aggravating circumstances. The school dean shall prepare a written decision, which states the dean's conclusions and the facts upon which the decision was based. The student shall be informed in writing in a timely fashion of the decision. A copy of the school dean's written decision shall also be sent, as appropriate, to the faculty member, the chair of the department, and the dean of the school where the violation took place (if not the school of the student in question), and to the Office of the Provost to be recorded in the Register after all appeals and/or periods of appeal are over.

F. The case file concerning academic dishonesty shall be maintained by the dean in the school where the alleged academic dishonesty occurred and shall consist of any of the following documents that pertain to the matter: any and all documents containing the alleged academic



dishonesty, other relevant documents submitted, correspondence, formal notes and narratives of the professor, department chair (where applicable), and/or school dean. The case file shall be maintained until the student's departure from The University, at which time the file shall be transferred to The University Archives.

G. If information is received by a member of The University community alleging that a graduate of The University engaged in academic dishonesty at the time he or she was a registered student but the alleged dishonesty was discovered after graduation, the information shall be brought to the attention of the dean of the school where the graduate was matriculated, who shall determine the procedures to follow and the appropriate sanction.

## **Sanctions**

The availability and the imposition of meaningful sanctions communicate a message to the community that The University treats the standards of honesty set forth in this policy with the greatest seriousness and that infractions of these requirements will be pursued and punished.

In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion.

When a graduate of The University is found to have engaged in academic dishonesty, revocation of a degree, certificate, or other recognition previously awarded may be considered as a possible sanction.

In the more unusual cases, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction.

## **Appeals**

### **A. Requests for Review**

1. A student may appeal a determination that he or she committed an act of academic dishonesty by filing a request for a review of that finding. No appeal is permissible against the sanction only.
2. The request for review shall be filed within fifteen (15) business days of the written notification to the student of the sanction. The request for review shall be submitted in writing to the dean of the school where the incident of alleged academic dishonesty took place, and must specify with particularity the basis of the student's appeal.
3. If the student does not request a review within the specified time period, the decision of the faculty member or of the dean of the school shall be final.
4. The office of the dean receiving the request for review will proceed in accordance with the provisions below.

### **B. Sanction Imposed by a Faculty Member**

1. Each school will establish an academic dishonesty appeals procedure that affords the student the opportunity to present his or her version of the facts to a School Academic Dishonesty Committee composed of faculty and students appointed by the dean of the school or his or her designee. The burden of proof shall be on the student challenging a determination and that burden must be satisfied by the preponderance of the evidence. Preponderance of the evidence means that a greater weight of the

evidence is required in order to decide in favor of one side over the other, to determine whether a fact is true and/or to establish that an event occurred. The decision that a preponderance of the evidence exists must be based on the more convincing evidence and its probable truth of accuracy, not on the amount of evidence available.

2. The school dean or an associate or assistant dean designated by the dean shall evaluate the request for review. He or she may affirm the faculty member's decision without the need for a hearing if he or she deems the appeal to be frivolous or without merit, which shall be communicated in writing to the student. Otherwise the dean of the school or the designated official shall refer the matter to the School Academic Dishonesty Committee to consider the appeal and to render a written decision in accordance with the procedures established by the school.

### **C. Sanction Imposed by a School Dean**

If the dean of the school in which the student is matriculated determines that the student's academic dishonesty warrants that the student be suspended or expelled, the student may file a written request for a review of the determination. Upon receiving the student's request for review, the dean of the school where the alleged academic dishonesty took place or his or her designee will forward it to the Vice Provost and Dean of Graduate Studies. The procedures for handling such requests by the Vice Provost and Dean of Graduate Studies are detailed under "University Appeal Procedures".

### **D. Successful Appeals**

If the student is found not to have engaged in academic dishonesty, there will be no entry relating to the incident in the Register. If, on appeal, the determination of academic dishonesty is upheld but the sanction is modified, the Register entry will reflect that new sanction.

### **University Appeal Procedures**

Upon receipt of an appeal of a decision made by a school dean, the Vice Provost and Dean of Graduate Studies will have available the options of:

1. Affirming the school dean's decision without the need for a hearing if the appeal is judged to be frivolous or without merit; or
2. Referring the matter to the University Academic Dishonesty Appeal Panel to hear the appeal.

In either case, the Vice Provost and Dean of Graduate Studies shall send a written notification to the student.

#### **A. University Academic Dishonesty Appeal Panel**

To handle student appeals of school dean's decisions in cases of academic dishonesty, the Academic Senate will appoint a University Academic Dishonesty Appeal Panel of five (5) faculty members, two (2) graduate students and two (2) undergraduate students. Faculty members on the panel will serve three (3) year terms, which will be staggered. Student members will ordinarily serve one-year terms, although they may be appointed for additional terms. One (1) of the faculty members will be appointed annually as chair, another as vice chair.

#### **B. The University Academic Dishonesty Appeal Committee**

The members of The University Academic Dishonesty Appeal Committee

will be selected from The University Academic Dishonesty Appeal Panel and shall be composed of two (2) faculty members and one (1) student or of three (3) faculty members if none of the student members of the panel are available. Either the chair or vice chair of the panel will be on the Committee and will serve as chair. All documentation, including the written information from the Register in the Office of Enrollment Services, shall be made available to members of The University Academic Dishonesty Appeal Committee.

#### C. Procedures of The University Academic Dishonesty Appeal Committee

The Procedures for the operation of The University Academic Dishonesty Appeal Committee shall be as follows:

1. The appeal committee shall provide that the student shall receive adequate and timely written notice of the date, time and place of the hearing.
2. The appeal committee shall inform the student that he or she shall have an opportunity to present his or her position through written memoranda, oral presentations, and witnesses. The Committee shall consider all requests for witnesses and shall invite only those that it deems can contribute relevant information to appear before it or to submit written testimony.
3. The faculty member, department chair (where applicable), or school dean who made the initial allegation of academic dishonesty shall be invited to appear at the hearing. When suspension or expulsion has been imposed as a penalty, the school dean who imposed that sanction will also be invited.
4. A copy of all written material provided by the student in support of his or her appeal will be provided to the hearing board at least seventy-two (72) hours prior to the hearing.
5. No persons other than the members of the appeal committee, the student, the faculty member, or any person that the appeal committee judges can contribute to assisting it in reaching a decision shall be admitted to any meeting of the appeal committee. Legal counsel shall not be admitted at any of the meetings of the appeal committee.
6. A record shall be kept of the hearing. Formal evidentiary rules shall not be applicable to the hearing.
7. The appeal committee shall issue a decision, which will be communicated in writing promptly to the student, the faculty member, the student's school dean and the Vice Provost and Dean of Graduate Studies. That decision will be to:
  - a. Affirm the determination of academic dishonesty and the imposed sanction; or
  - b. Affirm the determination of academic dishonesty, but modify the imposed sanction; or
  - c. Reject the determination of academic dishonesty and set aside any sanction.
8. A brief statement of the reasons for the decision will also be sent to the Vice Provost and Dean of Graduate Studies, and a copy of that statement will be retained as part of the record of the hearing. If the appeal committee rejects the determination of academic dishonesty or modifies any sanction, the Office of the Provost will be notified and the record in the Register will be entered or modified as necessary.

#### D. Decision of The University Academic Dishonesty Appeal Committee

The decision of The University Academic Dishonesty Appeal Committee

shall be final.

## Commencement and Diploma

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[^top](#)

### Commencement

Each candidate who has fulfilled all degree requirements and has been recommended to the Academic Senate by the faculty is required to attend the commencement exercises, unless excused by the University Provost. To be excused from commencement exercises, a letter must be sent to both the Provost and the school dean, indicating the reason(s) for requesting the permission to be excused. If permission is granted by the Provost, the student is responsible to make all necessary arrangements with both the school dean and the Office of Enrollment Services in forwarding the diploma.

The list of candidates for degrees approved by the Academic Senate and deposited in the Office of Enrollment Services is the official record of students who have graduated from The University.

### Diploma

At the commencement exercises, The University awards a diploma to each student upon whom a degree is conferred, provided a diploma application has been filed. The diploma is awarded under the student's name of record. Subsequent requests for issuance of replacement diplomas will be honored only upon submission by the student of a notarized statement that the original has been lost, stolen or destroyed and upon payment of the required fee. A graduating student who has an outstanding bill with any department of The University will not receive a diploma until such balance is paid in full.

## Records and Transcripts

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The Catholic University of America intends to maintain full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment), 20 U.S.C. 1232 et seq. (1975) which guarantees the confidentiality of student records and gives to the individual student the right to examine official records maintained for him or her. The University student records policy is available at [policies.cua.edu/StudentLife/studentrecords.cfm](http://policies.cua.edu/StudentLife/studentrecords.cfm).

[^top](#)

### Directory Information

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student, address (both local, including e-mail address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines. An individual student currently enrolled may request that such directory information not be disclosed by completing the

nondisclosure form which is attached to the schedule of classes (form available in both paper and online schedule) and giving the form to the Registrar in 10 McMahon Hall prior to the last day to register or add courses for credit.

By default, only a student's campus e-mail address will be displayed on the CUA Web page. If a student wishes to release more, less or different information, he/she may do so by logging into [home.cua.edu](http://home.cua.edu) and changing the displayed information, or specifying that no information be displayed.

A student who alleges that The University has failed to comply with the requirements of Section 438 of the Act has the right to file a complaint with the Family Educational Rights and Privacy Act Office of the Department of Education.

### **Name of Record**

A student's name of record includes the first name, middle initial or full middle name, and the family name. Nicknames may not be used. The University will change the name of a currently enrolled student on its official records upon receipt of a request in writing accompanied by evidence of the legal basis for the change. A record of the previous name will be maintained, but all official documents will be released under the new name.

The University is under no obligation to record a change of name for students who are not currently enrolled, including those who have graduated, and normally will not do so without a court order.

### **Transcripts**

Transcripts of records issued by the Registrar are photocopies of the complete, unabridged academic record of the student at this University. Requests for the issuance of transcripts must be accompanied by:

- A. The complete name used by the student while in attendance,
- B. The dates of attendance,
- C. The name of the school in which the student was registered, and
- D. The complete mailing address, including the name of the office or the title of the person to which the transcript is to be sent.

Fees are not charged for issuance of transcripts.

A transcript or grades will not be released to or for a student whose account with The University is not settled in full.

## **Student Life**

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### **The Office of the Associate Vice President for Student Life and Dean of Students**

Specific areas of focus within the Dean of Students' scope of responsibilities that may be beneficial for the life of a CUA graduate student include off-campus community relations, orientation programs, sexual assault education and prevention, student conduct and ethical development and student persistence and retention, including the Center for Academic Success. Campus Activities, Career Services, and Disability Support Services are departments within the Dean of Students area that provide specialized services to CUA graduate students.

### **Campus Ministry**

The Office of Campus Ministry supports the members of The Catholic University of America community in their individual and communal growth as they strive to live the message of the Gospel, and offers a variety of opportunities designed to meet the spiritual needs and interests of students who are at different stages of their faith life. Some of what the Office of Campus Ministry offers include days of reflection, monthly discussions centered on faith and current social events and weekly scripture reflection.

The pastoral and professional campus ministry staff, composed of clergy and laity, seeks to be an open and affirming presence for students, faculty, administrators, and staff.

Students from other Christian denominations and religions are welcome to participate in any Campus Ministry services or activities. The office maintains a list of area ministers, rabbis, including information on the services provided by other religions and Christian Denominations.

Any student with concerns or requests about his or her religion is welcomed and encouraged to come to the Office of Campus Ministry for assistance.

### **Career Services**

**The Office of Career Services** provides programs, services and resources designed to encourage and assist students in the timely engagement in all aspects of career planning, experiential education, pursuit of post-baccalaureate educational opportunities, and job attainment. The office's goal is to empower students to make career and educational choices facilitated by in-depth awareness of vocational interests, abilities, values, faith, and life goals. Through its efforts the office strives to provide students with the awareness and tools that will facilitate effective life-long career development activities.

### **Counseling Center**

**The CUA Counseling Center** strives to enhance the overall educational experience by assisting students with the opportunities, demands and challenges of University life. As students grow and develop, they do so in a values-based institution that offers a unique learning and living environment to enable students to discover excellence and experience success.

The CUA Counseling Center assists students with defining and accomplishing personal and academic goals by serving as a multidisciplinary, campus-based mental health organization dedicated to addressing the diverse needs of CUA students. In pursuing an active and fulfilling college life, a student can experience difficulties with adjusting to, and balancing, new roles and responsibilities. The center provides a broad range of direct clinical/counseling, educational, learning assistance, consultative, outreach, training, assessment, and emergency response programs and services.

During the Academic Year, individual and group counseling are available for any currently enrolled full-time graduate student, while referrals and group therapy are available for part-time graduate students.

### **Disability Support Services**

**The Office of Disability Support Services (DSS)** provides programs and services designed to support and encourage the integration of students

with disabilities into the mainstream of The University community. DSS coordinates support services for students with learning disabilities, physical disabilities, psychological disabilities and some illnesses. Services include disability advocacy and advising, classroom and test accommodations, early registration, housing accommodations, assistance with foreign language substitution applications, taped/scanned books, assistive technology training, and referral for testing and additional services. In addition, DSS provides faculty and staff training and consultation on disability issues and actively supports University recruitment and retention initiatives.

### **Housing and Residential Services**

Graduate and Law students that submit applications for housing will be placed on a wait list and offered spaces if they become available. Due to limited space availability, students are encouraged to make alternate arrangements for housing. Housing Services can assist students with finding off-campus housing through their website at [housing.cua.edu/livingatcua/gradlaw.cfm](http://housing.cua.edu/livingatcua/gradlaw.cfm) or [housing.cua.edu/offcampus.cfm](http://housing.cua.edu/offcampus.cfm).

### **International Student and Scholar Services**

A division of the Center for Global Education, **International Student and Scholar Services** (ISSS) supports the academic mission of The University by promoting international educational exchange within The University, to federal agencies and to the world.

ISSS seeks to:

1. Ensure University compliance with applicable immigration-related regulations while facilitating the legal entry and transition of foreign students and scholars.
2. Advocate on behalf of the foreign students and scholars both within The University and to federal regulatory agencies to ensure that they are afforded every opportunity to complete their educational objectives.
3. Provide opportunities for intercultural education and exchange by providing educational and cultural programs that foster greater understanding and appreciation for other cultures and traditions.

ISSS also assists both current and prospective graduate students gain the basic understanding of United States immigration concepts, including visa application requirements and immigration statuses. Since the United States has over 20 different nonimmigrant statuses, each with specific rules, restrictions, durations, and eligibility requirements, it is important to understand the proper classification needed for graduate studies, as not every classification can legally work or study in the United States. ISSS helps guide graduate students through the visa and immigration-related process.

### **Multicultural Education and Awareness**

**Multicultural Education and Awareness at Catholic University** enhances, promotes, and exposes students at Catholic University to issues regarding multiculturalism and diversity by providing diverse programming and specific student support to underrepresented students with the purpose of better preparing all students for the constantly changing multicultural, diverse and global society. The collection of services and programs connect students with important aspects of culture and enhances the overall student experience while encouraging a welcoming and supportive

environment for underrepresented students at The Catholic University of America.

## **Department of Public Safety**

The Department of Public Safety provides comprehensive programs, including security patrol, escort, transportation, identification and access services to maintain a safe and secure campus environment that is conducive to learning, working, living, and visiting. A staff of trained professionals, including commissioned special police officers, focus on crime prevention and investigation, safety education, emergency preparedness, response and recovery. Services are coordinated closely with federal and local law enforcement agencies. Safety education and awareness programs are conducted for students throughout the academic year. The department works closely with other student life services to implement initiatives to support healthy individual and community living.

## **The Catholic University of America Sexual Harassment Policy**

### **I. Introduction**

The Catholic University of America is committed to maintaining a positive learning and working environment for students, faculty and staff. Sexual harassment, a form of sex discrimination, detracts from a positive environment and is absolutely prohibited. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

This policy also prohibits consensual sexual or dating relationships where there is an institutional power difference between the parties involved, for example, between a supervisor and an employee, or between a faculty and a student, a coach and an athlete, or an academic advisor and an advisee. Relationships with this power disparity may cast doubt on the objectivity of the supervision and evaluation provided, and may result in claims of sexual harassment and questions about the voluntariness of the relationship.

### **II. Definitions**

1) Sexual harassment is a form of sex discrimination and, as such, is prohibited at The Catholic University of America. The university is committed to maintaining a positive learning and working environment for students, faculty and staff, and will not tolerate sexual harassment. Sexual harassment is defined as any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) Submission to sexual harassment is made either explicitly or implicitly a term or condition of employment or academic admission or advancement.
- b) Submission to or rejection of sexual harassment is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations.
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

2) Employee: Anyone employed by the Catholic University of America as faculty or staff, full or part time.

3) Supervisor: Anyone who oversees, directs or evaluates the work of others, including but not limited to, managers, administrators, coaches,



directors, deans, chairs, advisors, teaching assistants, as well as faculty members in their role as instructors, as supervisors of their staff, and as participants in decisions affecting the careers of other faculty members.

4) Faculty: All those charged with academic instruction and advising, including fulltime faculty, adjunct faculty, teaching assistants and academic advisors.

5) Students: All those enrolled full time or part time in any program of CUA.

6) Consensual relationships: Consensual dating and sexual relationships willingly undertaken by the parties.

### III. Sexual Harassment

Sexual harassment can occur between/among supervisors/managers and subordinates, faculty and staff or students, peers, vendors/subcontractors/visitors and employees or students, or any combination thereof. Often, but not always, the harasser is in a more powerful position than the person being harassed. In such situations sexual harassment is particularly serious because it may unfairly exploit the power inherent in a supervisor's or faculty member's position. All forms of sexual harassment are violations of the university's policy and will not be tolerated.

Reprisals or retaliation towards any person for alleging sexual harassment or for filing a sexual harassment complaint or other charge under this policy is illegal and a violation of university policy. Any person who retaliates against a complainant will be subject to disciplinary action up to and including, in the case of an employee, termination of employment, and in the case of a student, expulsion.

Knowingly making false allegations of sexual harassment or providing evidence with the knowledge that it is false is also a violation of university policy and will subject a person to disciplinary action up to and including discharge or dismissal.

Those persons responsible for consulting about, investigating and resolving complaints of sexual harassment will make reasonable efforts to protect the privacy of both the complainant and the respondent.

Any Supervisor, Department Chair, Dean or Administrator who receives or becomes aware of a complaint of sexual harassment or other violation of this policy should report the complaint to the Director of Equal Opportunity or the Office of the General Counsel as soon as possible and normally within three workdays. All complaints of sexual harassment, investigation documents and documents relative to the resolution of the complaint will be maintained in a confidential file in the Equal Opportunity Office.

In cases where it is determined that sexual harassment occurred, the university will take appropriate disciplinary action with or without concurrence from the complainant.

### IV. Prohibition on Consensual Relations with Students or Subordinates

The Catholic University of America seeks to maintain a professional and ethical educational environment. Actions of faculty members (including adjunct faculty), professional staff members and academic administrators that are unprofessional are inconsistent with the university's educational mission. It is essential that those in a position of authority not abuse the power with which they are entrusted. Employees should be aware that consensual dating or sexual relationships may result in claims of sexual

harassment because the voluntariness of the consent may be questioned when a power differential exists between the individuals in the relationship.

A consensual dating or sexual relationship between a staff employee, a member of the faculty (including adjunct faculty) and a student or an employee that the staff/faculty directly supervises is prohibited when the staff/faculty has any current or foreseeable professional responsibility for the student or the employee. Voluntary consent by the student/employee in such a relationship is suspect, given the fundamental nature of such a relationship. Moreover, others in the work or learning environment may be affected by such behavior. Therefore, it is deemed unprofessional and a violation of university policy for any member of the faculty or staff to engage in a dating or sexual relationship, whether or not consented to, with a student or employee whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority in any way, now or in the foreseeable future. \*

A violation of this prohibition may result in disciplinary action including dismissal for unprofessional conduct, following the appropriate employment procedures.

In the event that a prohibited consensual relationship is in existence at the time of the adoption of this policy, the supervisor must disclose the relationship to the appropriate superior and initiate arrangements to address any conflict of interest issues.

\* In accord with the Employment Practices and Procedures Policy, members of the immediate family may not be assigned to a position in which one would have direct or indirect administrative or supervisory responsibility for the other or be in a position to influence the terms or conditions of the other person's employment. "Immediate family" is defined as a spouse, child, including adopted and step child, parent, parent-in-law, sibling, or legal guardian.

## **Student Health Services**

**The Student Health Services** provides primary health care to all students with an emphasis on health maintenance and illness prevention. The Student Health Services is an integral part of the CUA Division of Student Life and as such subscribes to the mission of the Division of Student Life. Medical care and advice is consistent with the teachings of the Catholic Church.

To accomplish our mission, we aspire to achieve the following goals:

- To help you understand the nature and causes of your medical problem or injury, the importance of its treatment, and how it might be avoided in the future.
- To assist you in maintaining good health and thereby assisting you achieve academic success.
- To educate you how to reduce your risk for disease and injury by helping you learn to make appropriate lifestyle changes.
- To help you learn how to access and navigate the health care system on your own.
- To provide an environment of joy, care and respect for each individual.

In the case of a medical emergency on campus, contact the Department of Public Safety Communications Center at 202-319-5111. If off campus, dial 911.

## Student Medical Insurance

Domestic students with twelve (12) or more billed credits are required to have **medical insurance**. If you believe you have adequate medical insurance and do not wish to be enrolled in the CUA student medical plan, an online waiver must be completed and approved by the date determined by The University. If the online waiver is not completed and approved on or before that date, students will be enrolled in the CUA student medical plan and will be responsible for paying the annual premium.

All International students with F1 or J1 visas (regardless of billed credit hours) are automatically enrolled and billed for the CUA health insurance plan unless proof of other comparable coverage is submitted and approved online by the date determined by The University. Waiver submissions will be audited by CUA, Aetna Student Health, and/or their contractors or representatives. Students may be required to provide, upon request, any coverage documents and/or other records demonstrating that the student meets the school's requirements for waiving the student health insurance plan.

## 2015–2016 Fees and Expenses

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The tuition charges and fees linked below are those in effect for the academic year 2015-2016. No student is considered registered until his or her balance is paid in full, is current with the payment plan payments, or has applied for and accepted financial aid to cover the balance. The University reserves the right to require all charges to be prepaid in full if the account has a history of delinquency.

Prior to the beginning of each semester, students whose educational expenses will be assumed by a religious community, diocese, or military or government agency must complete and return the form provided to the Office of Student Accounts. After doing so, students will be considered registered and the responsible organizations will be billed. However, all students remain ultimately responsible for the payment of their tuition and fees.

[^top](#)

### Application Fees

All Graduate Programs (except the Columbus School of Law): \$60

Columbus School of Law Student Application: \$70

Columbus School of Law Visiting Law Student Application: \$30

### Enrollment and Registration Deposits

All Graduate Programs (except the Columbus School of Law): \$200

Columbus School of Law: \$450

Columbus School of Law, deferred admissions: \$500

## Tuition and Fees for Fall 2015 and Spring 2016 Academic Year

### Board

### Mandatory Program Fees

### Miscellaneous Fees

### Late Fees

### Payment Plan

The Catholic University of America is pleased to offer students the flexibility of a monthly payment option through Tuition Management

Systems (TMS), a division of First Marblehead.

The optional monthly payment plan allows students to pay their balance to The University in monthly payments spread throughout the term instead of in full at the start of each semester. The opportunity to make smaller payments on a monthly basis allows many students and families to minimize the amount they need to borrow in student loans.

Students may select from the several payment plan options including an eight (8) or ten (10) month plan for the academic year (which covers both the Fall and Spring terms), a four (4) or five (5) month semester-only plan for the Fall or Spring semester, and a three (3) month plan for the Summer term.

The payment plan is interest-free; the only cost to participate is an enrollment fee paid to TMS. The enrollment fee is \$65 for the 8 or 10 month plans, and \$45 for the 3-5 month plans.

Visit [enrollmentservices.cua.edu/Student-Financial-Information/PaymentPlan.cfm](http://enrollmentservices.cua.edu/Student-Financial-Information/PaymentPlan.cfm) for more information.

## **Refund Policy**

The Office of Enrollment Services shall refund to all students amounts received in excess of the amounts due. Excess payments made by third parties or outside organizations shall be refunded in accordance with the direction of that organization. This policy applies to all University students and their accounts with The University.

### **A. Timeliness of Refunds**

The Office of Enrollment Services shall make every effort to issue timely refunds of overpayments of students' accounts including loan proceeds in excess of amounts due The University. In no cases shall refunds be issued later than the time period required by law and regulations. The Office of Enrollment Services shall publish a schedule of refunds for each semester and notify students of that schedule.

### **B. Refunds of Third Party Payments**

Refunds of payments from third parties shall not be issued until the Office of Enrollment Services has verified that the payments have cleared The University's bank.

### **C. Notices to Students**

The Office of Enrollment Services shall notify students when paper loan checks are received and need to be signed as well as when refunds are available to the student. Official notification shall be by electronic mail or paper. Students are expected to check their University mail and to notify The University of any changes to their addresses by updating their electronic record.

### **D. Impact of Payment Plans on Refunds**

In calculating the amount to be refunded to students, the outstanding balance of budgeted payment plans shall not be used as that amount is subject to revision by the student. The Director of Enrollment Services shall have the discretion, based on payment history of a particular student, to authorize a refund in anticipation of payment plan payments.

## E. Refund Methods

Refunds of payment by credit card shall only be issued by credit on the same credit card used for the original payment. All other refunds shall be issued by University check. No cash refunds will be provided.

## F. Claiming Refunds

Students picking up refunds from The University Cashier shall be required to provide photo ID and to sign for the refund. No refunds will be issued to anyone other than the student.

## G. Unclaimed Refunds

Refund checks which are not picked up from The University Cashier within ten (10) business days of the notice shall be mailed to the billing address of the student. Returned refund checks shall be subject to the District of Columbia's escheat (unclaimed property) law and turned over to the District of Columbia as required. Any student whose refund has been turned over to the District of Columbia shall be directed to the District's escheat recovery process.

## H. Use of Refunds to Pay Prior Period Charges

At times, students will receive refunds in the current period and will wish to apply these funds to balances from prior semesters. Refunds which result from Federal loan proceeds cannot be applied to prior periods. Therefore, the student must deposit the refund check into their own account and make separate payment to The University. Students may certainly provide the separate payment when they pick up the refund check.

For further, more detailed information, please visit the Enrollment Services website at

[enrollmentservices.cua.edu/Student-Financial-Information/Refunds.cfm](http://enrollmentservices.cua.edu/Student-Financial-Information/Refunds.cfm).

## Financial Support

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The Catholic University of America offers a wide variety of scholarships, grants, loans, and work-study appointments to new and continuing students at both the graduate and undergraduate levels. Federal funds are, by statute, awarded solely on the basis of financial need as determined by a federally approved needs analysis system. These funds are available to as many qualifying students as funding will allow.

[^top](#)

### Application Procedure

Prospective applicants should request information and forms from the Office of Financial Aid or visit the financial aid Web site. Applicants for the Columbus School of Law, School of Nursing, and the National Catholic School of Social Service should contact the school dean's office for information on funds administered by those schools. Those interested in graduate assistantships should write directly to the school or department (where applicable.)

A completed application for admission must be on file by February 1 to be considered for The Knights of Columbus, The Board of Trustees and the St. Vincent Pallotti scholarships. We recommend that students applying for the other merit-based scholarships also submit their applications by

February 1. Admission is required before financial aid is granted. Those graduate applicants who wish to be considered for federal aid must file the Free Application for Federal Student Aid (FAFSA.)

To be considered for graduate scholarships, applicants must submit scores on the General Aptitude Test of the Graduate Record Examination, even if the scores were not required in connection with the application for admission. Graduate scholarships are usually awarded for September entrance and for up to three (3) years, with reapplication required annually.

Applicants for graduate assistantships who are international students, not permanent residents of the United States, or who are members of religious institutes and orders with a vow of poverty, are not required to submit either the FAFSA or the CUA application.

### **International Students**

Government-funded scholarships, fellowships, and other forms of financial support are restricted to United States citizens or resident aliens. Graduate students who are not citizens are eligible for very limited University-funded aid. All international students must be prepared to meet the costs of education and living expenses in this country with personal or family funds or with funds from other institutions.

For additional information concerning financial aid, the applicant should contact the Institute of International Education, the American consulate in the applicant's country, or the government of that country.

### **Federal Programs**

Due to limited grants and scholarships, many students rely on loans to cover at least some portion of educational costs. Educational loans are available to graduate students. Many Catholic University aid recipients use some type of educational loan(s). Using student loans to finance a portion of your education is an investment in your future, provided that you understand and plan for these loans. When considering education loan options, it is very important that you obtain the best possible loans available to you in terms of interest rates and repayment options.

When considering financing options for a graduate school education, two (2) goals should be to make manageable monthly payments and to minimize the total cost of education. In order to meet both of these goals, we suggest the following:

- Reduce your need to borrow by paying as much as you can directly to Catholic University or through the Monthly Payment Plan offered by Tuition Management Systems (TMS) in coordination with the Office of Enrollment Services.
- Investigate the terms of available loan programs if you decide to borrow.
- Combine loans and payment plan options to meet the amount that needs to be financed.

A student loan is a serious obligation, which must be repaid with interest. Educational loans carry specified interest rates and repayment schedules. You will be informed of these at the time the loan is made, and you must adhere to the schedule to avoid defaulting on the loan. Some educational loans defer repayment until you graduate or are no longer enrolled. In most cases, federal student loans are the most favorable type of educational loans for students and parents. Before applying for any loan, you should review the general loan information for the various educational loan

programs you are considering before applying for a loan.

The information contained in this section is subject to change or modification as state and federal regulations and/or institutional policies are revised.

The Office of Student Financial Assistance at The Catholic University of America is available to assist degree seeking graduate students in obtaining loan financing by certifying loan eligibility for federal and commercial loan programs. Federal student loans include the Federal Direct Stafford (Subsidized and Unsubsidized) Loan, Federal PLUS Loan for Graduate Students and the Federal Perkins Loan. For further information about any federal program, visit the Office of Student Financial Assistance website.

To apply for any federal loan, you must submit the Free Application for Federal Student Aid (FAFSA) for the applicable school year. In addition, you must be admitted as a degree-seeking student and be enrolled at least half-time.

A student who is a member of a religious order that directs his or her course of study and who also takes a vow of poverty is eligible for unsubsidized federal loans or commercial loans. Subsidized federal funding is not available to a student that meets both of the above criteria.

### **A. Federal Direct Loan**

Federal Direct Loans are low-interest loans from the U.S. Department of Education and are administered by The Catholic University of America. It is the U.S. Department of Education's major form of self-help aid and is available through the William D. Ford Federal Direct Loan Program. There are two (2) types of Federal Direct Loans: subsidized and unsubsidized. The primary difference between the two loans is the point at which interest begins to accrue:

- Subsidized Loan Interest is paid by the federal government while the student is enrolled. Interest begins to accrue and the student's six (6) month grace period begins when the student borrower graduates, ceases to be enrolled, or drops below half-time enrollment.
- Unsubsidized Loan Interest begins to accrue at the time of disbursement. Borrowers can pay the accumulating interest while in school or may capitalize the interest.

Financial aid packages may include a combination of subsidized and unsubsidized loans. All Federal Direct Student Loans are disbursed in two (2) equal portions, half in the fall and half in the spring. A student must be enrolled at least half time while meeting all basic eligibility requirements (including Satisfactory Academic Progress) in order to receive a Federal Direct Student Loan. You will begin to repay your loan at the end of a six (6) month grace period that begins once you graduate, leave school or drop below half-time enrollment.

### **B. Federal Direct Graduate PLUS Loans**

Federal Direct Graduate PLUS Loans are available to graduate students if they are credit-worthy applicants. A graduate student may borrow up to the total Estimated Cost of Attendance (COA) less financial aid resources received. The student can borrow to help pay for educational expenses at Catholic University, as long as they are enrolled at least half time in a degree program while meeting all basic eligibility requirements (including

Satisfactory Academic Progress). A student does not have to show financial need to borrow a Federal Graduate PLUS Loan. However the Federal PLUS Loan is a credit-based loan, so the U.S. Department of Education will perform a credit check on the applicant.

Please note that each new loan you receive requires a separate payment each month. The interest rate is fixed at 7.9%. Repayment begins sixty (60) days after the full disbursement of the loan, and any changes to the loan must be executed by The University's Office of Student Financial Assistance within 14 days of disbursement of the loan. Student must be U.S. citizens or permanent residents to apply for the loan.

### **C. Federal Perkins Loan**

The Federal Perkins Loan is offered to students who have exceptional financial need. Students will be considered for this loan upon filing the Free Application for Federal Student Aid (FAFSA); there is no need to file a separate application. Students can/must reapply each year by completing the FAFSA for the upcoming school year. Funding is extremely limited and available funds are allocated on a first-come, first-served basis.

There are no insurance premiums or origination fees charged for this loan. Interest does not accrue while you are enrolled at least half-time. You have a nine (9) month grace period, which begins when you graduate or cease to be enrolled at least half time. At the end of the grace period, you begin repayment to Catholic University. The fixed interest rate of 5% begins when you go into repayment and your monthly payments are calculated for full repayment within ten (10) years (120 months) or \$40 monthly, whichever is greater. Federal Perkins Loans at Catholic University are administered through the Office of Student Financial Assistance and serviced by UAS (University Accounting Services, LLC.) Repayment begins nine (9) months after graduation, upon termination of your student status, or after you are enrolled on a less than half-time basis. Your loan cannot be disbursed to your student account until you have signed the Federal Perkins MPN, a legal and binding contract of your promise to repay the Perkins loan, according to the loan amount, interest and repayment terms. Once a Federal Perkins Loan MPN is completed and the loan is disbursed to you by The Catholic University of America, you do not have to sign the Federal Perkins Loan MPN again, as it is valid for ten (10) years.

Breaks in enrollment, such as a leave of absence, will cause your Federal Perkins Loan to go into the grace period status. It is your responsibility to file an in-school deferment with the Office of Enrollment Services when you re-enroll or your loan may go into repayment.

### **D. Federal Work Study**

Federal work study positions are offered on a funds available basis to eligible students. No separate application is required to receive a work-study position; all that is required is a completed FAFSA. Eligible students will be notified of the work-study award in his/her Aid Notification Letter. Eligibility is determined based on your Expected Family Contribution (EFC), your enrollment status, and your remaining need after all other sources of aid has been considered.

Graduate Assistantships funded by the Federal Work-Study Program are offered on a funds available basis to eligible students.

### **E. Traineeships**



Agencies of the federal government may provide traineeships for graduate study in the Schools of Nursing and the National Catholic School of Social Service. Interested students should write directly to the dean of the appropriate school.

## **F. Veterans Benefits**

Often overlooked are many benefits available to veterans and to children of deceased veterans or those disabled in military service. In addition to the benefits offered directly by the Veterans Administration, others are available through their various service organizations, such as the American Legion, Veterans of Foreign Wars, and Catholic War Veterans, and directly through the branches of the armed services. Any possible claim resulting from the current or past military service of the student or a member of his or her family should be investigated.

## **University Programs and Scholarships**

### **A. Tuition Charges and Support**

Scholarship and stipend support is determined by the applicant's or student's school or department (where applicable) on a case-by-case basis. These awards are based on undergraduate academic performance and standardized test scores. Generally, full tuition awards may be offered to applicants in one of the University's full-time doctoral programs who have an exceptionally strong undergraduate academic record and have earned a cumulative verbal and quantitative GRE score of 315 or above. Half tuition awards may be offered to applicants in the University's full-time masters, licentiate, or doctoral programs who have a strong undergraduate academic record and have earned a cumulative verbal and quantitative GRE score of 300 or above. The final determination for offering these full and half tuition awards is made by the school or department (where applicable), and may include other criteria than those listed here.

Teaching and research fellowships/assistantships may also be available to students who want to apprentice or gain professional experience in their academic fields. Most of these pay stipends. Interested students should contact their prospective school dean or department chair (where applicable) regarding the availability and eligibility requirements for these teaching and research fellowships or assistantships.

### **B. Tuition Support for University Staff**

Upon meeting the eligibility requirements, employees are able to receive tuition assistance for courses taken at The Catholic University of America. If employment with the University terminates prior to the completion of the semester for which an employee is receiving tuition assistance, the employee forgoes the benefit for that semester. Fees and other expenses are not covered by the tuition assistance benefit, and tuition assistance benefits may not be combined with University scholarships or funds, including living stipends intended to support graduate students. Please contact the Office of Human Resources for further details.

### **C. Tuition Discount Groups**

#### ***Catholic School Teachers***

Scholarships for Catholic school educators are available to any administrator, teacher, guidance counselor, special educator, or librarian who is currently employed in a Catholic preschool, elementary school, or

secondary school, and who intends to continue working in a Catholic school setting. They may be used by doctoral or master's students in any school of the University except the Columbus School of Law. Eligible students must provide a letter from his or her principal or equivalent school administrator on school letterhead at the beginning of each academic year, which states that the student is an employee in good standing at his or her respective school.

### ***Diocesan Groups and Religious Orders***

Religious orders and dioceses who wish to send students to CUA at a discounted tuition rate must contact the Office of the Provost to arrange an agreement on a case-by-case basis. The number of students eligible for discounted tuition rates from each diocese or order and details of the requirements for said students will be determined individually between the Provost and a representative of the diocese or order (normally a bishop or other individual in a leadership position).

### ***Seminarians***

Seminarians may receive a half-tuition discount for the duration of their enrollment in seminary coursework. The student must be a seminarian in good standing in a seminary or house of studies/formation which has a tuition agreement with the Office of the Provost. Should a student receiving the seminarian tuition rate leave his house of studies/formation, voluntarily or otherwise, the discount will be immediately removed and the student will be responsible for any tuition charges remaining on his account.

### ***Other Groups***

This list may not include every special tuition rate offered by The University. Some programs may offer additional discounts to specific groups of students or students enrolled in a particular program who meet determined eligibility requirements. Contact your school or department (where applicable) for details on any special tuition rates for which you may be eligible.

## **D. Scholarship Opportunities**

The Catholic University of America does offer some scholarship opportunities to incoming and returning graduate students, often based on superior undergraduate academic performance and standardized test scores.

For further scholarship opportunities, please contact the Office of the Vice Provost and Dean of Graduate Studies, or visit the [Graduate Studies website](#).

## **Additional Information**

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Additional information about financial aid programs, policies and procedures is available at <http://financialaid.cua.edu/default.cfm>.

## **Footnotes**

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[^top](#)

Last reviewed: August 14, 2015



The Catholic University of America \* 620 Michigan Ave., N.E. \* Washington, DC 20064